

**GRIEVANCE**

**PROCEDURES**

## Taylor County Public Schools

### Notice of Parent Rights under Section 504 of the Rehabilitation Act of 1973

If it is determined that your child has a physical or mental condition that substantially limits a major life activity and, as a result, requires instructional or other accommodations within the school environment, your child is disabled under Section 504 of the Rehabilitation Act of 1973. In addition, if your child does not have a disability but has a record of a disability or is considered disabled by school personnel, your child is protected from discrimination under Section 504. If your child is disabled or you believe that your child is disabled or has been discriminated against, you are entitled to certain rights. This notice is designed to provide you with information about those rights.

#### **Under Section 504, you have the right to:**

1. Have your child participate in all school activities without discrimination solely on the basis of disability
2. Have your child educated in facilities and receive services that are comparable to those provided to non-disabled students
3. Have your child receive a free appropriate public education (FAPE) which consists of regular or special education and related services designed to meet the educational needs of your child. If it is determined that your child is eligible for special education, those services will be provided pursuant to the individuals with disabilities education act (IDEA) through an individualized education plan (IEP)
4. With respect to the provision of special education, related services or FAPE, you are entitled to:

Notice with respect to the identification/eligibility, evaluation, or educational placement to your child

Access to all records relevant to decisions concerning identification/eligibility, evaluation, or educational placement of your child

The right to challenge any decision made concerning the identification/eligibility, evaluation, or educational placement of your child by requesting mediation or an impartial hearing or, in the alternative, filing an informal grievance with the school district's Section 504 coordinator

The right to attend any hearing requested.

The right to be represented by counsel if a hearing is requested.

The right to have any decision made at a hearing reviewed.

Any request for a hearing should be made to the school district's Section 504 coordinator for a determination as to whether it is an appropriate request for a due process hearing or whether it is merely a claim alleging discrimination on the basis of disability.

An aggrieved party may request a due process hearing from the Division of Administrative Hearings (DOAH). The recommended decision of the hearing officer (administrative law judge (ALJ)) will be considered final by the School District unless an aggrieved party files an appeal within thirty (30) days of the decision of the ALJ. The appeal may be brought in a State court of competent jurisdiction (a State court that has authority to hear this type of case) or in a district court of the United States without regard to the amount in dispute.

5. With respect to complaints of discrimination on the basis of disability that do not relate to the provision of FAPE and/or identification/eligibility, evaluation, or educational placement of your child, you have the right to file a local grievance with the school district in accordance with its grievance policy and procedures.

6. With respect to complaints of discrimination based on a record of a disability or that school personnel have taken adverse action against your child because they regard your child as disabled, you have the right to file a local grievance with the school district in accordance with its grievance procedures.

The Section 504 Coordinator for the School District of Taylor County is Ramona Patrick. If you have any questions or concerns, she may be contacted at the office of the Taylor County School Board, 318 N. Clark St., Perry, FL 32347 / 850-838-2536.



**GRIEVANCE PROCEDURES**  
**SECTION 504 OF THE REHABILITATION ACT OF 1973**

**(1) DISAGREEMENT BETWEEN PARENT AND SCHOOL**

- A. Initial concerns regarding a student are handled between the parent(s) and teacher(s).
- B. Next, the Guidance Counselor and/or the Section 504 Designee will consult in regard to screening/evaluation procedures and specific requirements under Section 504.
- C. The next step involves a meeting with the Educational Planning Team including an Administrator and Section 504 Designee.
- D. If the Parent(s) and School Staff exhaust all negotiating options, then

**(2) DISTRICT SECTION 504 FACILITATOR**

- A. The District Section 504 Facilitator reviews the Parent complaint and assists the School and Parent(s) in defining the Section 504 rules and regulations as they apply to the case. At the School level, the District Section 504 Facilitator acts as a mediator and helps the School and Parent(s) consider and/or develop alternatives to the dispute.

**(3) DISTRICT SECTION 504 REVIEW COMMITTEE**

- A. If an impasse continues, a District Level Team, including the Supervisor of ESE & Student Services, and the Personnel Director may convene to review the case and direct its recommendations to the Superintendent and School Board Attorney. The Parent must make a written request for review by the District Level Team. The team will provide a written response to the request within 45 days of the Parent(s) request.

**(4) FORMAL HEARING**

- A. The Parent(s) and/or District may request Mediation from the Department of Education.
- B. In addition to filing an informal grievance and with respect to the identification, evaluation, placement or provision of FAPE to a student with a disability, a Parent may request a formal impartial hearing conducted by an Administrative Law Judge (ALJ) from the Division of Administrative Hearings, Department of Administration. To obtain a due process hearing, a written request is made to the Director of Exceptional Student Education and Student Services, who is the Section 504 Coordinator. Upon receipt of the request, the District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge (ALJ) as a Due Process Hearing Officer. The ALJ will schedule a pre-hearing conference and a subsequent hearing. Parents or guardians and the school district have the right to examine all relevant educational records of the student, call and examine witnesses, provide testimony and be advised by legal counsel. Procedures governing the hearing process such as discovery, subpoenas and evidence will follow DOAH's Uniform Rules of Procedure at 28-106.201 to 28-106.216. These rules may be accessed at its website at

[www.doah.state.fl.us](http://www.doah.state.fl.us). The ALJ will render a recommended decision, which will be considered a final decision by the School District, unless an aggrieved party files an appeal within thirty (30) days of the decision of the ALJ. The appeal of the decision of the ALJ may be filed with any State court of competent jurisdiction (a State court that has authority to hear this type of case) or in a district court of the United States without regard to the amount in dispute.









TAYLOR COUNTY SCHOOL BOARD  
Section 504/ADA

**IMPORTANT NOTICE**

This Grievance Resolution Notice is due back to the grievant within fifteen (15) days of receipt of the **Informal Grievance Filing Form**. Prior to sending the **Informal Grievance Resolution Notice** to the grievant the Principal **must** submit this document for review to:

**Supervisor of ESE and Student Services**

\_\_\_\_\_  
*Signature of Person Receiving Grievance Resolution Notice*

\_\_\_\_\_  
*Date Received*

If you are not in agreement with the decision, or want further clarification, contact:

\_\_\_\_\_  
*Principal*

at

\_\_\_\_\_  
*School Telephone*

*The School Board of TAYLOR County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation.*

Copies to: Principal, Grievant, ESE/Student Services Office