

KNOX COUNTY SCHOOLS
Curriculum and Instruction

NOTICE OF PARENT AND STUDENT RIGHTS UNDER SECTION 504

Name of Student _____ Date of Birth _____

School _____ Date _____

EDUCATION OF STUDENTS IN ACCORDANCE WITH
SECTION 504 OF THE REHABILITATION ACT OF 1973

PARENTAL RIGHTS

Pursuant to Section 504 of the Rehabilitation Act of 1973, disabled children and their parents or guardians are entitled to procedural safeguards with respect to actions taken by the Knox County Public School System regarding the identification, evaluation or educational placement of students who are identified under this statute. In this regard, the following rights are afforded:

1. Notice of any action taken with regard to the identification, evaluation or educational placement of a disabled student;
2. An opportunity to examine relevant records;
3. An impartial hearing with the opportunity for a participation by the disabled student's parents or guardians and representation by counsel; and
4. A review procedure.

If you would like further explanation of these rights, please contact the Section 504 Compliance Officer at 594-1903.

This is to verify that I have received a copy of NOTICE OF PARENT AND STUDENT RIGHTS UNDER SECTION 504 which informs me of my rights throughout the child-centered education process. These rights have been explained to me by:

Name _____ Position _____

Date _____

I understand that my rights include the right to receive this and all other notices in the language I understand (primary language) or if needed, a translation of such orally, in sign language, or in braille as appropriate, and answers from school personnel to additional questions I may have.

My signature below indicates that I received this notice and understand its contents.

Signature of Parent or Guardian

Date Signed

SECTION 504 GRIEVANCE AND HEARING PROCEDURE

Section I

If any person believes that the Knox County School District or any of the District's staff has inadequately applied the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Section 504 Compliance Officer, Jennifer Hemmelgarn, Knox County School System, P.O. Box 2188, Knoxville, Tennessee, 37901. The phone number is 865-594-1903. Requests for reasonable accommodations to the complaint process should also be directed to the 504 Compliance Officer.

A Complaint is a written or electronic statement alleging a Knox County Schools or a staff member has inadequately applied the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973. A complaint is NOT:

- (a) Oral allegations that are not reduced to writing and signed;
- (b) Anonymous correspondence;
- (c) Courtesy copies of correspondence or a complaint filed with others; or
- (d) Inquiries that seek advice or information but do not seek action or intervention from Knox County Schools.

Section II

The person who believes s/he has a valid basis for grievance shall contact the District's Section 504 Compliance Officer. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by complainant shall be submitted to the 504 Compliance Officer named above. The Compliance Officer shall further investigate the matters of grievance and reply in writing to the complainant within fifteen (15) business days.

Step 2

If the complainant wishes to appeal the decision of the Compliance Officer, s/he may submit a signed statement of appeal to the Superintendent of Schools within fifteen (15) business days after receipt of response. The Superintendent or his/her designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within fifteen (15) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within fifteen (15) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Department of Education, Section 504 Office, Washington, D.C., 20201.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Section 504, Department of Education, Washington, D.C., 20201.

The 504 Compliance Officer, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the 504 Compliance office.

Nothing in this policy and procedure shall be construed as preventing or inhibiting a person from filing a request for an official due process hearing before an impartial hearing officer as per the regulations. Request(s) for an official hearing shall be in writing and directed to the Section 504 Compliance Office for processing.