

BONDURANT-FARRAR COMMUNITY SCHOOL DISTRICT

SECTION 504 GRIEVANCE PROCEDURES

1. An alleged grievance under Section 504/ADA must be filed in writing fully setting out the circumstances giving rise to such grievance.
2. Such claims must be made in writing and filed with the director instructional services, Bondurant-Farrar Community School District, 300 Garfield Street SW, Bondurant, IA, 50035, (515) 967-7819.
3. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
4. The Section 504/ADA Coordinator - the director of instructional services will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
5. The Section 504/ADA Coordinator will give the parent/guardian, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issue(s) raised. The grievant may, at their expense, be assisted or represented by individuals of his/her choice including an attorney.
6. The local school will make its decision in writing within fifteen (15) days after the hearing.
7. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

Adopted: 01/09/1995
Reviewed: 03/01/1999; 03/11/2002; 10/11/2004; 09/29/2008; 09/16/2014; 05/14/2018
Revised: 03/15/1999; 04/08/2002; 12/13/2004; 10/13/2008; 09/16/2014; 05/14/2018