

**HENNIKER SCHOOL DISTRICT**  
**PROCEDURAL SAFEGUARDS**  
**NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**

The District provides the following Notice of Procedural Safeguards to parents/ guardians, and handicapped persons, as required by 34 C.F.R. Sections 104.7, 104.8, 104.22 (4) (f), and 104.36 of the Regulations implementing Section 504 of the Rehabilitation Act of 1973.

The District does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

The District provides a grievance procedure with appropriate due process rights. Douglas White, Assistant Superintendent, is the designated employee, charged with coordinating efforts to comply with Section 504. The parent/ guardian of handicapped students or any handicapped person may use the grievance procedure established by the Board.

*Grievance Procedure:*

When an individual has a complaint involving an incident, a policy or a procedure, the following outlines a grievance process that the individual will follow to have his or her concern addressed.

- Always begin with a discussion with the person closest to the problem, usually a teacher. Allow him or her the opportunity to respond.
- Discuss the concern with the principal. If this does not result in an acceptable resolution, put the concern in writing. The complainant should include a narrative of the problem, why the problem has not been satisfactorily solved to date, and the resolution that he or she is seeking.
- Forward your concern in writing to the superintendent. He or she will respond within ten business days, either by phone, e-mail or in a letter.
- If the concern has not been satisfactorily addressed, the complainant may request that the item may be put on a School Board agenda. In some cases, the appeal to the Board is a matter of law. In other cases the School Board has discretion in whether to hear an appeal. The superintendent will notify the complainant of the time and place of the hearing, along with other details as needed.
- The School Board will hear the complainant, following policy BAAA-P as needed. The School Board will respond in writing within 10 business days to the complainant.
- If the concern still has not been satisfactorily addressed, the complainant may have other levels of appeal including the State Board of Education or Office of Civil Rights. The superintendent will inform the complainant of further avenues of appeal as appropriate.

Section D Procedural Safeguards:

As required by Section 104.36, as the parent/ guardian of a student, who because of handicap needs or is believed to need special instruction and related services, you have the right, with respect to any action regarding identification, evaluation, and placement to:

1. Notice of referral/ identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records.
3. At an impartial hearing, at any time, with respect to any actions regarding identification, evaluation, or placement of persons who need or are believed to need special education and related services, an opportunity for participation by you and representation of counsel as provided under the Individuals with Disabilities Education Act.
4. A review process.