

Notice of Rights and Procedural Safeguards Under Section 504

The Jamesville-Dewitt Central School District (the “District”) does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in admission, access, treatment, or employment in its programs, services, and activities. Applicants, students, parents/guardians, employees, referral agencies, and all organizations holding agreements with the District are hereby notified of this policy. Any person with concerns regarding the District’s compliance with Section 504 is directed to contact:

Name: Tracey Menapace
Position: Director of Pupil Personnel
Services Address: 901 Nottingham Road,
Jamesville, NY 13078 Phone Number:
315.445.8380
Email Address: tmenapace@jd.cnyric.org

This document summarizes the procedural protections and rights you have as the parent of a student who may qualify for accommodations or services under Section 504.

A. Notice

Parents of a student with a disability must be notified with respect to any proposed actions regarding the identification, evaluation, or educational placement of their child. The notice shall explain the action the District proposes or declines to take and the reasons why it has decided to proceed in that fashion. The notice shall be detailed enough to allow parents to meaningfully evaluate whether they wish to consent to the proposed action, refuse to act, or request due process. The notice shall be accompanied by this Section 504 Procedural Safeguards notice.

B. Opportunity to Examine Relevant Records

Parents have the right to examine the records of their child relating to the referral, evaluation, development and implementation of their child’s Section 504 Plan in accordance with District procedures.

C. Impartial Hearing Procedure

Parents may initiate complaints regarding the identification, evaluation, or educational placement of persons who, because of a Section 504 disability, need or are believed to need special instruction or related services. The request must be made in writing and must be received by the Superintendent within thirty (30) calendar days of the date of the decision challenged by the parent. The District’s due process procedures may be obtained by contacting the District’s Superintendent.

D. Review Procedure

The impartial hearing officer’s decision may be appealed to the Board of Education, and subsequently to United

States District Court.

E. Filing a Complaint With The United States Department of Education, Office For Civil Rights

Any parent with a complaint regarding the District's compliance with Section 504 may file a complaint with the Office for Civil Rights of the United States Department of Education. The address for the Regional Office that investigates complaints involving New York residents is:

Region II — New York
(New Jersey, New York, Puerto Rico, Virgin Islands) Linda Colon, Regional Manager
Office for Civil Rights
U.S. Department of Health and Human Services Jacob Javits Federal Building
26 Federal Plaza - Suite 3312 New York, NY 10278
Voice Phone (800) 368-1019
FAX (212) 264-3039
TDD (800) 537-7697

F. Grievance Procedure

It is the policy of the District not to discriminate on the basis of disability. The District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any discrimination on the basis of disability. Any person who believes that he or she has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. The District's grievance procedure may be obtained by contacting the Superintendent of Schools.

Reporting a Complaint of Discrimination Related to Section 504

The District is committed to providing an environment free from discrimination and harassment. Accordingly, the District prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category. The District has adopted an internal complaint procedure providing for prompt and equitable resolution of complaints alleging any discrimination on the basis of disability. Any person who believes that he or she has been subjected to discrimination on the basis of disability may file a complaint under this procedure. It is against the law for the District to retaliate against anyone who files a complaint or cooperates in the investigation of a complaint.

Investigation of Complaints and Grievances

Per District Policy 3420, the School District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination and/or harassment and will promptly take appropriate action to protect individuals from further discrimination or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

It is essential that any individual who is aware of a possible occurrence of discrimination or harassment immediately report such occurrence. All reports will be directed or forwarded to the District's designated Civil Rights Compliance Officer(s). Such complaints are recommended to be in writing, although verbal complaints of discrimination or harassment will also be promptly investigated in accordance with applicable law and District policy and procedure. In the event the Civil Rights Compliance Officer is the alleged offender, the report will be directed to another Civil Rights Compliance Officer, if the District has designated another individual to serve in such a capacity, or to the Superintendent.

To the extent possible, all complaints will be treated as confidential. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. Such action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

**The District's Civil Rights Compliance Officer is the
Assistant Superintendent for Educational Services.**