

**PROCEDURAL SAFEGUARDS  
NONDISCRIMINATION ON THE BASIS OF DISABILITY**

The Governor Wentworth Regional School District provides the following Notice of Procedural Safeguards to parents/guardians and persons with a disability, as required by 34 C.F.R. Sections 107.7, 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 disability 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. The Coordinator for section 504 is the designated employee, charged with coordinating efforts to comply with Section 504. The Coordinator is named in the District's Annual Report or appears on the District homepage.

The parent/guardian of students with a disability or any person with a disability may use the grievance procedure established by the Board.

*Grievance Procedure:* As a parent/ guardian of a student with a disability or any person with a disability, you have the right to notify the above designated employee of the complaint.

The designated employee will make an initial response to the complaint within ten (10) days of receipt of complaint. The parties will attempt to work out their differences promptly and equitably informally. A written record of the resolution of the complaint should be made within ten (10) working days of completion.

If that fails, you may (a) request that the Board place this matter on its agenda or (b) notify the Superintendent of the complaint. You may be represented by anyone of your choosing, may present information through documents and other evidence and witnesses, and may examine witnesses presented by the School District.

Within ten (10) working days of either of the above options, a written record should be made of the decision. Both parties will receive a copy of the written record. Additionally, the superintendent will keep a copy on file.

Section D Procedure Safeguards: As required by Section 104.36, as the parent/guardian of a student, who because of disability 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. Receive notice of referral/identification, evaluation, and placement process, with appropriate consent form.
2. Examine all relevant records
3. Attend an impartial hearing, at any time, with respect to any action regarding identification, evaluation, or placement or 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. Have access to review process.

***Legal References:*** None

Adopted: 11/7/05

Reaffirmed: 1/5/09, 6/5/2023