

***Board File: JBB-R-1***

**SECTION 504 DUE PROCESS HEARING PROCEDURE**

Pursuant to the provisions of 34 C.F.R. 104.36, an impartial due process hearing will be used to resolve differences involving the provision of education and related services to students with disabilities entitled to protection under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, and the implementing regulations found in 34 C.F.R. Part 104 Subpart D.

A due process hearing may be initiated by a parent or guardian on behalf of a student by making a written request for a hearing and sending it to the Section 504 coordinator for students. The District may request a hearing by so notifying the parents in writing.

A request for a hearing must list with specificity the issue or issues which the party wants to have decided in the hearing and the remedy which the party is seeking. Only those issues related to actions regarding the identification, evaluation, or educational placement of students with disabilities under 34 C.F.R. Part 104 Subpart D are appropriate issues for a due process hearing under this policy.

Once a request for a hearing is received, the District will select a name from the list of impartial hearing officers maintained by the Colorado Department of Education to hear cases pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq., and who have been trained regarding Section 504.

The hearing officer shall send a notice to the parties of the date, time, and place of the hearing and a statement of the legal authority and jurisdiction under which the hearing is being held.

The parties have the right to be represented by counsel at the hearing and each party is responsible for its own attorneys' fees.

During the hearing, each party will have an opportunity to present evidence relevant to the issues being decided in the hearing.

A written or electronic verbatim record of the hearing shall be kept.

The decision of the hearing officer shall be in writing and shall be delivered to the District and the parent within 10 working days following completion of the hearing. The decision of the hearing officer will be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

Upon conclusion of the hearing and issuance of the decision, the record of the proceedings will be returned to the District.

Either party has the right to request that the decision of the hearing officer be reviewed by the Board of Education. The request for review must be filed within 30 days following the decision of the hearing officer. The request must be in writing and state with specificity the disagreements with the hearing officer's decision. The Board of Education will review the record of the hearing and may request additional written information or oral testimony. The Board of Education will issue a written decision and such decision will be final.

Adopted: April 15, 1997

Revised: October 15, 2002