



## **SECTION 504 POLICY AND PROCEDURES**

It is the intent of Inspire Academies that students within its jurisdiction who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided a free appropriate public education regardless of the nature or severity of their disabilities.

Under this policy, a student with a disability is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment.

This policy requires that no qualified student who demonstrates a physical or mental impairment that substantially limits one or more major life activities, shall be excluded from participation in, be denied the benefit of, or be subject to discrimination in any program or activity offered by Inspire Academies. The District does not discriminate on the basis of disability with regard to admission, access to education services, treatment or employment in its programs and activities.

The Board of Braination has designated the Executive Director of Special Programs as the Section 504 Coordinator to ensure the District's efforts to comply with Section 504. A copy of the Section 504 and its regulations may be obtained from the District's Executive Director of Special Programs, whose office is located at 10325 Bandera Rd., San Antonio, TX 78250.

### **Grievance Procedure:**

Any parent or student with a complaint regarding discrimination under Section 504 is encouraged to first discuss the issue with the teacher, counselor or administrator involved with the objective of resolving the matter promptly and informally.

**LEVEL I:** If the grievance is not resolved informally, the parent or student may file a written grievance with the District's Section 504 Coordinator. The grievance must state: 1) the nature of the grievance; 2) the remedy requested; 3) be signed and dated by the parent or student; and 4) the mailing address of the parent or student. The grievance must be filed within 15 calendar days of the event or incident. The Coordinator has the authority to investigate all written grievances and attempt to resolve the grievance. If the grievance is not resolved, the Coordinator will prepare a written report, which will be submitted to the parent or student and a copy to the Superintendent.

**LEVEL II:** If the grievance is not resolved at Level I, the parent or student may request an appeal to the Superintendent 15 calendar days after receiving the Coordinator's decision. The Superintendent shall make his/her decision in writing within 15 calendar days after receiving the appeal request.

**LEVEL III:** If the grievance is not resolved at Level II, a written notice of appeal may be filed with Inspire Academies Board of Trustees within 15 calendar days after receipt of the Superintendent's decision. The appeal will be scheduled for presentation to the board at the next study session or regular board meeting which is at least 15 calendar days after the appeal is filed. A record of the proceedings will be made in accordance with state law. Written notice of the board's decision will be provided within 15 calendar days of the presentations to the Board of Trustees.



**Due Process Hearing:**

Parents or students shall be given written notice of their right to an impartial due process hearing if they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with disabilities. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under state law.

**OCR Complaint:**

At any time during this process, a parent or student may file a complaint with the U.S. Office for Civil Rights (OCR).

OCR, US Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, TX 75201