

Procedural Safeguards con't....

- Receive notice regarding the identification, evaluation, and placement of their child
- Receive prior notice when the school is changing or discontinuing services for their child
- Review their child's records to participate in an impartial hearing and review process with or without representation by counsel

In addition, school districts must provide public notification of the following:

- Policies of nondiscrimination
- Grievance procedures
- Contact information for the district co-ordinator of Section 504 compliance

Initiating a Complaint

If parent/guardian disagrees with a 504 plan or has a complaint they can follow the below steps:

1. Ask to meet with the 504 Team to address concerns
2. Speak with the site Administrator and explain concerns
3. Contact the District 504 Compliance Monitor -Dr. Louise McLane at 503-861-3376.
4. File a complaint with the U.S. Office of Civil Rights. You can get the information at their website: www.ed.gov/offices/OCR

It should be understood by all that a complaint can be made to the Office for Civil Rights without going through the school's complaint procedures first, however, the school's procedures may provide a prompt and equitable resolution of a complaint.

Hearing Process

- The parent/guardian of a student with a disability may file a written request for a hearing with the State Superintendent of Public Instruction
- The hearing must concern the identification, evaluation, provision of a free and appropriate education, or education placement of the student with a disability that the parent or guardian alleges to be in violation of Section 504 of the Rehabilitation Act of 1973
- ODE will appoint a hearing officer as they currently has an arrangement with the Central Hearing Officer Panel to conduct both IDEA and Section 504 hearings. The school district involved is responsible for the costs of the hearing
- A parent/guardian who files for a hearing can also seek due process remedies under the IDEA if available
- School districts can implement a change in placement even if the parent/guardian requests a hearing

Warrenton-Hammond SD 30 contact information:

Office of Student Services
Dr. Louise McLane
Director of Special Education
820 SW Cedar Ave
Warrenton, OR 97146
Phone: 503-861-3376
Fax: 503-861-3378
mclanel@whsd.k12.or.us

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Warrenton-Hammond School District #30

Section 504 Information & Procedural Safeguards



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Section 504

What is Section 504?

Section 504 is the part of the Rehabilitation Act of 1973 that applies to individuals with disabilities. Basically, it is a civil rights statute that prohibits schools and other institutions that receive federal funds from denying educational participation and benefits to individuals with disabilities.

Who is an individual with a disability under Section 504?

A student is eligible under Section 504 if he/she:

- Has a physical or mental impairment that substantially limits one or more major life activity, including learning, reading and concentration; or
- Has a record of such impairment; or
- Is regarded as having such an impairment

Who is the site 504 Team?

The 504 team is composed of the site 504 coordinator, parent/guardian and other professionals knowledgeable about the student and able to interpret a variety of data. This team will assess and develop necessary plans.

Section 504 Referral Procedures

1. Administrators, students, counselors, teachers, parents/guardians may refer a student for Section 504 evaluation.
2. Each school's 504 Team will process student referrals using the following guidelines:
 - Parent Notification ~Provide written notification to parents/guardians; invite to 504 meeting
 - Evaluation ~Conduct an evaluation of the student using a variety of data and both formal and informal assessment procedures
 - Decisions & Recommendations ~Determine if the student meets 504 eligibility requirements
 - Plan Development ~Develop a 504 plan for regular program modifications and alternative services
 - Placement & Implementation ~Provide school personnel with a copy of student forms and modification plans
 - Parent Notification ~ Inform parents/guardians of plan and of due process rights and procedures
 - Monitor & Re-evaluate ~Modify plan on a yearly basis or as needed.

The 504 Parent Information and forms are available at each school site via the 504 Coordinator.

What is included in a 504 Accommodation Plan?

A 504 plan describes the accommodations that the school will provide to support the student's education. The team that determined the student's eligibility for 504 and identified the needed accommodations will write the accommodation plan. While Section 504 does not require a written plan, it does require documentation of evaluations and accommodations. It is very useful to have a written plan to provide clarity and directions to the individuals delivering services or making accommodations. While there is no time limit specified for an accommodation plan, a yearly review is recommended. 504 accommodation plans may be updated at any time to reflect changes and recommendations by the team.

Procedural Safeguards

Procedural safeguards are rules that tell what procedures schools and parents must use in making decisions about services for students with disabilities. School principals should have the procedural safeguards information available for parents upon request. Under Section 504, parents/guardians have the right to:

