



Appoquinimink School District

THE WORLD IS OUR CAMPUS

Section 504:

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds from the US Department of Education. To qualify for section 504, a student must be determined to have a physical or mental impairment that substantially limits one or more major life activities. Each school in the Appoquinimink School District has a 504 Coordinator (the school guidance counselor) who will work with the school team to address 504 referrals and accommodations.

For further information regarding section 504, contact your child's school guidance counselor/504 coordinator or contact the District coordinator, Kittie Rehrig, Supervisor of Student Services at 376-4111.

Section 504 Compliance Plan:

The Compliance Plan serves students, parents, employees, applicants for employment, and programs within the Appoquinimink School District.

1. The Appoquinimink School District assures students, parents, applicants for employment, and employees that it will not discriminate against any individual with disabilities.
2. The following persons are designated as Section 504 compliance coordinator:
Kittie Rehrig, Supervisor of Student Services
Matt Fallis, Director of Human Resources
3. Parents/guardians are provided a copy of parent/student rights.
4. The appeal/grievance process is available and provided in the parent/students rights and upon request.
5. Notice to students, parents, employees and the general public of nondiscrimination assurances and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner:
 - a. Public service announcement in local newspapers;
 - b. Announcement in local central office; and
 - c. Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook of the district employees, the Student Code of Conduct, school-home communications and in the parent/student handbook.

6. Appoquinimink School District has established the following local grievance procedure to resolve complaints of discrimination on the basis of disability:

Grievance Procedures/Impartial Hearing:

- a. Any employee, parent/guardian of a student enrolled in the Appoquinimink School District, or student eighteen years of age or older may file a grievance if s/he believes there has been a violation of Section 504.
- b. Any such grievance must be filed in writing within five (5) days after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought.
- c. The grievance shall be submitted to the Building Level Compliance Officer (Building Principal), who shall investigate the circumstances of the alleged violation. The building Level Compliance Officer shall make a written report of his/her findings of fact and conclusions within five (5) days.
- d. If the grievance has not been resolved to the satisfaction of the grievant, s/he may appeal the report of the Building Level Compliance Officer to the District Superintendent within five (5) days of the receipt of the report. After investigation and within five (5) days of receipt of the appeal, the District Superintendent shall affirm, reverse, or modify the report.
- e. Following the decision of the appeal to the Building Level Compliance Officer (Building Principal) the grievant may request an impartial hearing up to 30 calendar days following the Section 504 Team decision. In order to request an impartial hearing, the request must be in writing and must include:
 - i. The child's name;
 - ii. The address of the child's residence;
 - iii. The name of the school the child is attending;
 - iv. A description of the nature of the problem, including facts relating to the problem; and
 - v. A proposed resolution to the problem to the extent known and available to the grievant.

7. The complaint must be signed by the grievant, the child's guardian, or by legal counsel. The complaint must be sent to:

Kittie Rehrig, Supervisor of Student Services
Appoquinimink School District
313 South Fifth Street, PO 4010
Odessa, DE 19730-4010

8. Any party aggrieved by the decision of the District Superintendent or the impartial hearing shall have the right to notify the Office of Civil Rights with respect to said decision.
9. The local district will conduct an annual child find campaign to locate and identify all Section 504 qualified individuals with disabilities who reside within the jurisdiction of the local district.
10. The local district will inform all individuals with disabilities and their parents/guardians of the local district's responsibilities and procedural safeguards under Section 504.

The Appoquinimink School District does not discriminate on the basis of race, color, gender, religion, age, disability, marital status, national origin, or other legally protected categories in its educational programs, activities, employment, or student admissions policies or practices. Inquires regarding compliance with the above can be directed to:

Section 504 Contact: Kittie Rehrig, Supervisor of Student Services, Appoquinimink School District, 118 South Sixth Street, Box 4010, Odessa, DE 19730. Telephone (302) 376-4111. Section 504 Coordinator's Responsibilities: To coordinate the Appoquinimink School District's efforts to comply with the disability discrimination laws.

Title IX Contact: Matt Fallis, Director of Personnel, Appoquinimink School District, 118 South Sixth Street, Box 4010, Odessa, DE 19730. Telephone (302) 376-4128. Title IX Coordinator's Responsibilities: To coordinate the Appoquinimink School District's efforts to comply with and carry out the District's responsibilities under Title IX, including any investigation of any complaint alleging noncompliance with Title IX or alleging actions which would be prohibited by Title IX.