



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.

Parent's Rights:

NOTICE OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT OF INDIVIDUALS WITH DISABILITIES

In compliance with the procedural requirement of Section 504 of the Rehabilitation Act of 1973, the following list of rights are given to insure the parent/guardian's awareness of the regulations about the evaluations of and/or special instruction which may be offered to his/her child. Should the parent/guardian have any questions, please contact the school guidance counselor. The parent also has the right to file an appeal/grievance with the building compliance officer (school principal) and the superintendent to resolve any objections to either the evaluation or educational placement of the student.

- I. The following is a description of the rights granted by federal law to individuals with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:
 - A. Have your child take part in and receive benefits from education programs without discrimination because of his/her disability.
 - B. Have the school district advise you of your rights under federal law.
 - C. Receive notice with respect to the identification, evaluation or placement of your child.
 - D. Have your child receive a free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodation to allow your child an equal opportunity to participate in school and school-related activities.
 - E. Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
 - F. Have your child receive special education and related services if s/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA), and/or general education interventions/modifications outside of special education under Section 504 of the Rehabilitation Act of 1973.
 - G. Have evaluation, educational and placement decisions made based upon a variety of information and sources, and by persons who know the student, evaluation data and placement options.
 - H. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school district.
 - I. Have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
 - J. Examine all relevant records at a reasonable cost unless the fee would effectively deny you access to the records.
 - K. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
 - L. A response from the school district to reasonable requests for explanations and interpretations of your child's records.

- M. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall so notify you within a reasonable time and advise you of the right to a hearing.
- N. Grieve the decision of the school team by following the grievance procedures as outlined below:

Grievance Procedures/Impartial Hearing:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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:
 - a. The child's name;
 - b. The address of the child's residence;
 - c. The name of the school the child is attending;
 - d. A description of the nature of the problem, including facts relating to the problem; and
 - e. A proposed resolution to the problem to the extent known and available to the grievant.
6. 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

7. 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.

Office for Civil Rights, Philadelphia

U.S. Department of Education
 The Wanamaker Building
 100 Penn Square East, Suite 515
 Philadelphia, PA 19107
 Tel.: (215) 656-8541
 Fax.: (215) 656-8605
 E-mail: ocr@ed.gov.

OCR Electronic Complaint Form: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

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.