

Wrentham Public Schools Section 504 Process

Overview

Section 504 is a federal statute that prohibits discrimination based on a disability. A person may be considered disabled under the definition of 504 if the individual has a mental or physical impairment which substantially limits one or more of the person's major life activities; has a record of such an impairment, or is regarded as having such and impairment. A major life activity includes; caring for oneself, walking, seeing, speaking, learning, performing manual tasks, hearing, breathing, and working.

A child may require an evaluation under Section 504 if there is the possibility the child needs aids, benefits or supports in order to access educational opportunity as adequately as a child without a disability. The district determines whether a child needs to be evaluated for a disability and whether the disability substantially limits a major life activity.

Evaluations can consist of any of the following existing and available information chosen by the district: teacher reports, teacher observations, informal observations, work samples, informational inventories, medical or health data, and assessment data and results.

Medical needs may require an individual health care plan through the health office.

504 Committee

The 504 Committee at each school building reviews cases referred for consideration of eligibility. The Committee consists of those individuals knowledgeable about the child and may include:

Guidance Counselor	Principal
School Psychologist	Speech/Language Therapist
Classroom Teachers	Occupational Therapist
School Nurse	Physical Therapist

1. Referral

A child may be referred for an evaluation by a parent, teacher or other interested party. A referral form, along with a copy of parent and student rights, is sent to the parents to be signed and returned to the school.

2. Review

The 504 Committee reviews the referral and determines what data is necessary to evaluate the student's eligibility for services under Section 504. Information from a variety of sources including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background and adaptive behavior will be considered as part of the evaluation.

The following information is documented by the 504 Committee:

- Current information regarding diagnosed disability / impairment
- Assessment information, test results, independent reports
- Relevant educational, developmental and medical history
- Description of how the disability significantly impacts a major life activity
- Additional information including, report cards, attendance, observation reports and any other relevant data

3. *Determination*

After reviewing the documentation submitted as part of the evaluation, the 504 Committee determines if the student requires services under Section 504. If the student is eligible the Committee will write an accommodation plan. Parents will be notified of the Committee's decision.

4. *Appeal Procedures*

If parents disagree with the findings of the Section 504 Committee, the parent or student can file an appeal in writing to the District's 504 Coordinator - the Director of Student Services.

The Parent Notice contains additional information of parent and student rights under Section 504.