

SECTION 504 PARENTAL RIGHTS

Due Process and Grievance Procedures

Section 504 of the Rehabilitation Act provides services for students identified as having a Disability as defined by the act, which substantially limits a major life activity. You have the following rights:

1. The right to be informed of your rights under Section 504 of the Rehabilitation Act.
2. The right for your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school.
3. The right to be notified about referral, evaluation, programs and placement for your child.
4. The right for your child to be evaluated.
5. The right if eligible for accommodations and services under 504, for your child to receive accommodations, modifications, and related services that will meet his/her needs as the needs of students without disabilities are met.
6. The right for your child to be educated with peers who do not have disabilities as much as possible.
7. The right to an impartial hearing if you disagree with the school regarding your child's educational program.
8. The right to review and obtain copies of your child's school records.
9. The right to request attorney fees related to securing your rights under Section 504
10. The right to request changes in the educational program of your child.
11. The right for your child to have a Free Appropriate Public Education (FAPE).
12. The right for your child to be educated in comparable facilities.
13. The right for your child to receive transportation appropriate to the disability.

DUE PROCESS AND GRIEVANCE PROCEDURES

Although not required, before initiating a formal procedure, the individual should, if possible, resolve any complaint regarding an alleged discriminatory practice on an informal basis. The individual will present the complaint to the appropriate school administrator who has the authority to resolve the complaint and who shall attempt, within his/her authority, to work with the individual to resolve the complaint fairly and expeditiously before formal grievance procedures are initiated.

GENERAL POLICIES

1. No retaliation shall in any way be invoked against anyone for processing a grievance or participating in the grievance procedure.
2. Whenever possible, conferences should be scheduled during mutually convenient times for those expected to attend.
3. The filing of a complaint shall not be construed as reflecting unfavorable on a student's good standing.

A 504 grievance shall mean a complaint by a parent/guardian and/or student in the schools operated by _____ Schools in which there is an allegation that educational discrimination on the basis of disability has occurred. Educational discrimination can include harassment based on a student's disability.

FORMAL GRIEVANCE PROCEDURES

A complaint may be filed with the Office For Civil Rights before or instead of filing a complaint directly with the school district. If the complainant chooses to file an internal complaint, the following procedures apply:

1. A written complaint shall be forwarded by the parent/guardian to the Principal. The complainant shall fully state the facts of the alleged violation and specify the remedy that is being sought. The Principal will review the facts and issue a written response to the complainant within seven (7) school days.
2. If the complainant is not satisfied with the decision of the Principal, the complainant can appeal the decision to the Section 504 Grievance Committee. The membership of this committee shall be determined by the Assistant Superintendent of Support Services. This committee will meet within seven (7) schooldays to review the evaluation data and all previous findings as part of their investigation. The Grievance Committee will issue written findings and recommendations within ten (10) school days.
3. If the complainant is not satisfied with the findings of the Grievance Committee, they may request a hearing with the designee of the Superintendent, who will set a hearing date. A decision will be rendered with ten (10) school days of the hearing.

In the event the complainant feels the decision of the Superintendent is not satisfactory, the complainant may file directly with the Office For Civil Rights.

District Section 504 Coordinator
Director of Special Services
263 East Street
Stafford, CT 06076
Phone: 860-684-4211
Fax: 860-684-5172

United States Department of Education
Office For Civil Rights
John McCormack Post Office and Court House Building
Room 701
Boston, Massachusetts 02109-4557
(617) 223-9662 TTY/TDD#1-617-223-9695

A complainant may file a grievance with the Office For Civil Rights:

- within 180 calendar days of the alleged discrimination or harassment, or
- within 60 calendar days of receiving notice of the _____ Schools final decision on a complaint file or,
- instead of filing a complaint with the _____ Schools.