

## Lawrence Public Schools

### Section 504 Procedural Safeguards Notice

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that is designed to eliminate discrimination on the basis of disability and to ensure that the individual needs of students with disabilities are met to the same extent as the needs of students without disabilities. A student may be referred to the Section 504 Committee to determine whether the student is eligible for Section 504 accommodations. A student may be deemed eligible if he/she has a mental or physical impairment or psychological disorder that substantially limits a major life activity or major bodily function. If the Section 504 Committee determines that the student meets the eligibility criteria, the 504 Committee will develop a Section 504 accommodation plan.

Section 504 provides parents and persons in parental relationship with the following procedural safeguards:

- The right to examine your child's educational records;
- The right to an evaluation that draws on information from a variety of sources;
- The right to be informed of any proposed actions related to eligibility, re-evaluation, and/or plan for services;
- The right to periodic re-evaluations prior to any significant change in program or service modifications;
- The right to file a grievance with the District's Section 504 Coordinator over an alleged violations of Section 504 regulations;
- The right to submit a letter of appeal to the Superintendent of Schools;
- The right to submit a letter of appeal to the School Board;
- The right to file a complaint with the Office of Civil Rights (OCR) for alleged violations of Section 504; and
- The right to a manifestation determination before a student may be subjected to a disciplinary change in placement (i.e., suspension of more than 10 days) for violation of the District's Code of Conduct.

Section 504 Coordinator:  
Lawrence Public Schools  
PO Box 477  
Lawrence, New York 11559  
516-295-7085

OCR:  
US Department of Education  
32 Old Slip, 26<sup>th</sup> Floor  
New York, New York 10005  
646-428-3800