

Regulation #5200
Americans with Disabilities Act/Section 504

**Madison Board of Education Section 504/ADA Grievance/Complaint
Procedures Regarding Discrimination Against Students on the Basis of Disability**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

I. Definitions

Free appropriate public education (FAPE) for purposes of Section 504, refers to the provision of regular or special education and related aids and services that are designed to meet individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, that are provided without cost (except for fees similarly imposed on nondisabled students/parents), and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The operation of a major bodily function includes the operation of an individual organ within a body system.

Mitigating measures include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

Physical or mental impairment is (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including

47 speech organs), cardiovascular, reproductive, digestive, genitourinary, immune,
48 circulatory, hemic, lymphatic, skin, and endocrine; (b) any mental or psychological
49 disorder, such as intellectual disability, organic brain syndrome, emotional or mental
50 illness, and specific learning disability; or (c) an impairment that is episodic or in
51 remission if it would substantially limit a major life activity when active. Physical or
52 mental impairment includes, but is not limited to, contagious and noncontagious diseases
53 and conditions such as the following: orthopedic, visual, speech, and hearing
54 impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer,
55 heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other
56 specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human
57 Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis,
58 drug addiction, and alcoholism.

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60 **II. Procedures for Grievances/Complaints Alleging Discrimination on the Basis**
61 **of Disability**

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63 A. Any eligible person, including any student, parent/guardian, staff member
64 or other employee who feels ~~he/she~~ the individual has been discriminated
65 against on the basis of disability (including differential treatment,
66 harassment and retaliation) may submit a written complaint to the district’s
67 designated Section 504/ADA Coordinator (*see* contact information below)
68 for the Madison Public Schools (the “District”) within thirty (30) school
69 days of the alleged occurrence. Complaints by students and/or
70 parents/guardians alleging discrimination involving students will be
71 investigated under these procedures; complaints by employees or other
72 non-students will be investigated under Administrative Regulation
73 #4116.1 Sex Discrimination and Sexual Harassment.

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75 B. Timely reporting of complaints facilitates the prompt investigation and
76 resolution of such complaints. If a complaint is filed relating to alleged
77 discrimination occurring more than thirty (30) school days after the alleged
78 occurrence, the Board’s ability to investigate the allegations may be
79 limited by the passage of time. Therefore, complaints received after thirty
80 (30) school days of the alleged occurrence shall be investigated to the
81 extent possible, given the passage of time and the impact on available
82 information, witnesses and memory. If a complaint is made verbally, the
83 individual taking the complaint will reduce the complaint to writing.

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85 C. At any time, when a complaint involves discrimination that is directly
86 related to a claim regarding the identification, evaluation or educational
87 placement of a student under Section 504, the complainant may request
88 that the Section 504/ADA Coordinator submit the complaint directly to an
89 impartial hearing officer and request a due process hearing in accordance
90 with Section III.D. Complaints regarding a student’s rights with respect to
91 ~~his/her~~ the student’s identification, evaluation or educational placement
92 shall be addressed in accordance with the procedures set forth below in
93 Section III.

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D. Retaliation against any individual who complains pursuant to the Board’s policy and regulations listed herein is strictly prohibited. The ~~district~~ District will not tolerate any retaliation that ~~occur~~ occurs as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual’s participation or ~~cooperating~~ cooperation in the investigation of a complaint. The ~~district~~ District will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.

E. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures. If the Superintendent is the subject of the complaint, the Board shall designate an appropriate party to conduct the investigation in accordance with these procedures.

F. Complaints will be investigated promptly. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

G. If a disability discrimination complaint raises a concern about bullying behavior, the Section 504 Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Section 504 Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

H. The complaint should contain the following information:

1. The name of the complainant;
2. The date of the complaint;
3. The date(s) of the alleged discrimination;
4. The names of any witnesses or individuals relevant the complaint;
5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

I. Upon receipt of the complaint, the individual investigating the complaint shall:

- 141 1. Provide a copy of the written complaint to the Superintendent of
142 Schools;
- 143 2. Meet separately with the complainant and the respondent within ten
144 (10) school days to discuss the nature of the complaint, identify
145 individuals the complainant and respondent believe have relevant
146 information, and obtain any relevant documents the complainant and
147 respondent may have;
- 148 3. Provide the complainant and the respondent with a copy of the
149 applicable Board Section 504/ADA Policy and these administrative
150 regulations;
- 151 4. Consider whether and which interim measures might be appropriate
152 for an alleged victim and the respondent pending the outcome of the
153 District's investigation;
- 154 5. Conduct an investigation of the factual basis of the complaint that is
155 adequate, reliable, and impartial, including conducting interviews with
156 individuals with information and review of documents relevant to the
157 complaint;
- 158 6. Maintain confidentiality to the extent practicable throughout the
159 investigative process in accordance with state and federal law;
- 160 7. Communicate the outcome of the investigation in writing to the
161 complainant, and to the respondent (to the extent permitted by state
162 and federal confidentiality requirements), within fifteen (15) school
163 days from the date the complaint was received by the Section
164 504/ADA Coordinator or Superintendent. The written notice shall
165 include a finding whether the complaint was substantiated and if so,
166 shall identify how the ~~district~~ District will remedy any identified
167 violations of Section 504/ADA. The investigator may extend this
168 deadline for no more than fifteen (15) additional school days if needed
169 to complete the investigation. The complainant and the respondent
170 shall be notified of any such extension-;
- 171 8. If a complaint is made during summer recess, the complaint will be
172 reviewed and addressed as quickly as possible given the availability of
173 staff and/or other individuals who may have information relevant to
174 the complaint, and no later than fifteen (15) school days after the start
175 of the following school year. The complainant and the respondent will
176 receive notice if the investigation has been impeded by the summer
177 recess, and interim measures may be implemented as necessary (see
178 sub-paragraph 4);
- 179 9. Ensure that appropriate corrective action is taken whenever allegations
180 are verified. When allegations are verified, ensure that measures to
181 remedy the effects of the discrimination and prevent its recurrence are
182 appropriately considered, and offered, when appropriate. Corrective
183 action should include steps to avoid continuing discrimination-;
- 184 10. In the event the investigator concludes that there is no violation of
185 Section 504/ADA, the ~~district~~ District may attempt to resolve the
186 complainant's ongoing concerns, if possible.
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J. If the complainant or the respondent is not satisfied with the findings and conclusions of the investigation, the ~~appealing~~ dissatisfied party may request review and reconsideration of the conclusion of the complaint (an “Appeal”) within thirty (30) days of receipt of the written outcome. In ~~requesting~~ review an Appeal, the appealing party must submit the complaint, the written outcome of the complaint, and explain why ~~he/she~~ such party believes the factual information relied upon by the investigator was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, *and* how this information would change the investigator’s determination in the case. Failure to provide all such information may result in the denial of the ~~review~~ Appeal.

Upon review of ~~a written request~~ an Appeal from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted, or shall appoint a designee to do so. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator’s conclusions or findings. The Superintendent or designee shall provide written notice to the appealing party and the other party of ~~his/her~~ the Superintendent or designee’s decision within ten (10) school days following the written request for review. When ~~a written request for review~~ an Appeal is received during summer recess, the Superintendent or designee shall conduct the review as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year. The Superintendent or designee’s decision shall be final.

III. Grievance/Complaint Resolution Procedures for Complaints Involving a Student’s Identification, Evaluation or Educational Placement

Complaints regarding a student’s identification, evaluation or educational placement shall generally be handled using the procedures described below. **However, at any time, the complainant may request that the Section 504/ADA Coordinator submit the complaint directly to an impartial hearing officer, and request a hearing in accordance with the provisions of subsection D (below).**

A. Submission of Complaint to Section 504/ADA Coordinator

1. In order to facilitate the prompt investigation of complaints, any complaint regarding a student’s identification, evaluation or educational placement under Section 504 should be forwarded to the ~~district’s~~ District’s Section 504/ADA Coordinator (*see* contact information below) within thirty (30) school days of the alleged date that the dispute regarding the student’s

234 identification, evaluation and/or education placement arose. Timely
235 reporting of complaints facilitates the resolution of potential educational
236 disputes.

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- 238 2. The complaint concerning a student’s identification, evaluation or
239 educational placement should contain the following information:
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- 241 a. Full name of the student, age, and grade level;
 - 242 b. Name of parent(s);
 - 243 c. Address and relevant contact information for parent/complainant;
 - 244 d. Date of complaint;
 - 245 e. Specific areas of disagreement relating to the student’s identification,
246 evaluation and/or placement; and
 - 247 f. Remedy requested.
- 248

249 However, all complaints will be investigated to the extent possible even if
250 such information is not included in the written complaint. In such
251 circumstances, additional information may be requested by the investigator
252 as part of the investigation process.
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- 254 3. Complaints will be investigated promptly within timeframes identified
255 below. Timeframes may be extended as needed given the complexity of
256 the investigation, availability of individuals with relevant information and
257 other extenuating circumstances.
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- 259 4. Upon receipt of the complaint, the Section 504/ADA Coordinator or the
260 Coordinator’s designee shall:

- 261 a. Forward a copy of the complaint to the Superintendent of Schools;
- 262
- 263 b. Meet with the complainant within ten (10) school days to discuss the
264 nature of his/her—the complainant’s concerns and determine if an
265 appropriate resolution can be reached, or whether interim measures
266 may be appropriate. If a complaint is made during summer recess, the
267 complaint will be reviewed and addressed as quickly as possible given
268 the availability of staff and other individuals who may have
269 information relevant to the complaint, and no later than ten (10) school
270 days after the start of the following school year;
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- 273 c. If, following such a meeting, further investigation is deemed necessary,
274 the Section 504/ADA Coordinator or designee shall promptly
275 investigate the factual basis for the complaint, consulting with any
276 individuals reasonably believed to have relevant information, including
277 the student and/or complainant; and
- 278
- 279 d. Communicate the results of his/her—the investigation in writing to the
280 complainant and any persons named as parties to the complaint (to the

281 extent permitted by state and federal confidentiality requirements)
282 within fifteen (15) school days from the date the complaint was
283 received by the Section 504/ADA Coordinator or designee.

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285 e. In the event that the Section 504/ADA Coordinator or designee has a
286 conflict of interest that prevents him/her such individual from serving
287 in this role, the complaint shall be forwarded to the Superintendent
288 who shall appoint an investigator who does not have a conflict of
289 interest.

290 B. Review by Superintendent of Schools

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292 1. If the complainant is not satisfied with the findings and conclusions of the
293 investigation, the ~~appealing- dissatisfied~~ party may present the complaint and
294 written outcome to the Superintendent for review and reconsideration (an
295 “Appeal”) within thirty (30) calendar days of receiving the findings. This
296 process provides an opportunity for the appealing party to bring information to
297 the Superintendent’s attention that would change the outcome of the
298 investigation. In submitting ~~the complaint and written outcome for review an~~
299 Appeal, the appealing party must explain why ~~he/she- such party~~ believes the
300 factual information relied upon by the investigator was incomplete, the
301 analysis of the facts was incorrect, and/or the appropriate legal standard was
302 not applied, *and* how this information would change the investigator’s
303 determination in the case. Failure to provide all such information may result
304 in the denial of the ~~review~~ Appeal.
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306 2. Upon review of a ~~written request- an Appeal~~ from the appealing party, the
307 Superintendent shall review the investigative results of the investigator and
308 determine if further action and/or investigation is warranted, or appoint a
309 designee to do so. Such action may include consultation with the investigator
310 and other relevant witnesses, a meeting with appropriate individuals to attempt
311 to resolve the complaint or a decision affirming or overruling the
312 investigator’s conclusions or findings. The Superintendent or designee shall
313 provide written notice to the appealing party of ~~his/her the Superintendent’s or~~
314 designee’s decision within ten (10) school days following the receipt of the
315 ~~written request for review Appeal~~, or if the ~~request- Appeal~~ is received during
316 summer recess, as quickly as possible but no later than ten (10) school days
317 after the start of the following school year.
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319 3. If the complainant is not satisfied with the Superintendent or designee’s
320 decision or proposed resolution, ~~he/she- such individual~~ may request that the
321 Superintendent submit the matter to a neutral mediator or to an impartial
322 hearing officer. This request for mediation or a hearing should be made
323 within fifteen (15) school days of the Superintendent or designee’s decision.

324 C. Mediation Procedures:
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1. A parent/guardian or student aged 18 or older may request mediation with a neutral mediator to attempt to resolve a disagreement with the decisions made by the professional staff of the ~~school-district-~~ District with respect to the identification, evaluation or educational placement of the student.
 2. A request for mediation regarding a student’s identification, evaluation or educational placement under Section 504 should be forwarded to the ~~district~~ District’s Section 504/ADA Coordinator within thirty (30) school days of the alleged date that the dispute regarding the student’s identification, evaluation, and/or education placement arose or within fifteen (15) school days of the Superintendent’s decision in reviewing a complaint handled through the grievance/complaint procedure described in Section III.B, above. Mediation shall only occur by mutual agreement of the parties.
 3. The request for mediation concerning a disagreement relating to a student’s identification, evaluation or educational placement should contain the following information:
 - a. Full name of the student, age, and grade level;
 - b. Name of parent(s);
 - c. Address and relevant contact information for parent/complainant;
 - d. Date of complaint;
 - e. Specific areas of disagreement relating to the student’s identification, evaluation and/or placement; and
 - f. Remedy requested.
 4. Upon receipt of a request for mediation,
 - a. The Section 504/ADA Coordinator shall:
 - i. Forward a copy of the request for mediation to the Superintendent of Schools; and
 - ii. Inform the parent/guardian or student 18 years old or older as to whether the ~~district-~~ District agrees to mediation in writing.
 - b. If the ~~district-~~ District agrees to mediation, the Board shall retain a neutral mediator who is knowledgeable about the requirements of Section 504/ADA and has an understanding of a free appropriate public education (“FAPE”) under Section 504 and the distinctions between and among Section 504, the ADA and the Individuals with Disabilities Education Act (“IDEA”).
 - c. If the ~~district-~~ District does not agree to mediation, the Section 504/ADA Coordinator shall inform the parent/guardian or student aged 18 or older of their right to request an impartial hearing.

- 371 5. The mediator shall inform all parties involved of the date, time and place of
372 the mediation and of the right to have legal counsel or other representation at
373 the complainant’s own expense, if desired.
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375 6. The mediator shall meet with the parties jointly, or separately, as determined
376 by the mediator, and shall facilitate a voluntary settlement of the dispute
377 between the parties, if possible.
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379 7. All statements, offers, or discussions and/or information shared during the
380 mediation process, but not available from other means, shall be confidential,
381 and may not be used in a subsequent hearing or other administrative or judicial
382 proceeding related to the disagreement that is the subject of the mediation.
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384 8. If the parties are not able to reach a voluntary settlement of the dispute, the
385 complainant may request an impartial hearing, as described below.
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387 D. Impartial Hearing Procedures:

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389 An impartial due process hearing is available to a parent/guardian of a student, or a
390 student aged 18 years of age or older, who disagrees with the decisions made by the
391 professional staff of the ~~school-district-~~ District with respect to the identification,
392 evaluation or educational placement of the student, or otherwise makes a claim of
393 discrimination relating to the identification, evaluation or educational placement of
394 the student.
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- 396 1. The request for a due process hearing concerning a disagreement relating to a
397 student’s identification, evaluation or educational placement should contain the
398 following information:
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400 a. Full name of the student, age, and grade level;
401 b. Name of parent(s);
402 c. Address and relevant contact information for parent/complainant;
403 d. Date of complaint;
404 e. Specific areas of disagreement relating to the student’s identification,
405 evaluation and/or placement; and
406 f. Remedy requested.
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408 2. Upon receipt of a request for an impartial due process hearing, the Board shall
409 retain an impartial hearing officer. The impartial hearing officer must be someone
410 who is knowledgeable about the requirements of Section 504/ADA and has an
411 understanding of a free appropriate public education (“FAPE”) under Section 504
412 and the distinctions between and among Section 504, the ADA and the (“IDEA”).
413
414 3. The impartial hearing office shall schedule a pre-hearing conference with the
415 District and the parent(s) or student aged 18 years of age or older (and/or legal
416 counsel for the student) to identify the issue(s) for hearing, set the hearing

417 schedule and address other administrative matters related to the hearing, including
418 the option for mediation.

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420 4. The impartial hearing officer shall inform all parties involved of the date, time and
421 place of the hearing and of the right to present witnesses, other evidence and to be
422 represented by legal counsel at each party's own expense, if desired.

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424 5. The impartial hearing officer shall hear all aspects of the complainant's complaint
425 concerning the identification, evaluation or educational placement of the student
426 and shall reach a decision within forty-five (45) school days of receipt of the
427 request for hearing. The decision shall be presented in writing to the complainant
428 and to the Section 504/ADA Coordinator. The impartial hearing officer's
429 decision shall be final.

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431 6. An impartial hearing officer under Section 504 does not have jurisdiction to hear
432 claims alleging discrimination, harassment or retaliation based on an individual's
433 disability unless such a claim is *directly related* to a claim regarding the
434 identification, evaluation, or educational placement of a student under Section
435 504.

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437 7. The time limits noted herein may be extended for good cause shown for reasons
438 including, but not limited to, permitting more time for thorough review of the
439 record, presentation of evidence or opportunity for resolution.

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441 E. Drug/Alcohol Violations

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443 If a student with a disability violates the Board's policies relative to the use or
444 possession of illegal drugs or alcohol, the Board may take disciplinary action against
445 such student for the student's illegal use or possession of drugs or alcohol to the
446 same extent that the Board would take disciplinary action against nondisabled
447 students. Such disciplinary action is not subject to the complaint or due process
448 procedures outlined above.

449
450 IV. The Section 504/ADA Coordinator for the District is:

451
452 **Director of Special Education**
453 **10 Campus Drive**
454 **Madison, CT 06443**
455 **(203) 245-6341**

456
457 V. Complaints to Federal Agencies

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459 At any time, the complainant has the right to file a formal complaint with the:

460
461 U.S. Department of Education, Office for Civil Rights,
462 8th Floor, 5 Post Office Square, Suite 900,
463 Boston, MA 02109-0111

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(617) 289-0111)

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<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

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MADISON PUBLIC SCHOOLS**NOTICE OF PARENT/STUDENT RIGHTS
UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973
AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is a non-discrimination statute enacted by the United States Congress. Section 504 prohibits discrimination on the basis of disability by recipients of federal funds. Title II of the Americans with Disabilities Act (“ADA” or “Title II”) also prohibits discrimination on the basis of disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”) as an individual with a disability, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

Under Section 504, the ~~school district~~ Madison Public Schools (the “District”) has specific responsibilities to identify, evaluate and provide an educational placement for students with a disability. The ~~school district~~ District’s obligation includes providing such eligible students a free appropriate public education (“FAPE”). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees similarly imposed on nondisabled students/parents).

A student is eligible for regular or special education and related services under Section 504 if it is determined that ~~he/she~~ student has a mental or physical disability that substantially limits one or more major life activity such as (but not limited to): caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating ~~and~~ or working. A major life activity may also include the operation of a major bodily function, such as an individual’s immune, digestive, respiratory or circulatory systems.

A student can have a disability and be covered by Section 504/ADA even if ~~he/she~~ the student does not qualify for, or receive, special education services under the IDEA.

The purpose of this notice is to provide parents/guardians and students 18 years of age or older with information regarding their rights under Section 504. Under Section 504, you have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the ~~School~~ District’s education programs without discrimination based on ~~his/her~~ your child’s disability;

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516 3. For your child to have equal opportunities to participate in academic, nonacademic
517 and extracurricular activities in your school without discrimination based on your
518 child's disability;
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521 4. To be notified of decisions and the basis for decisions regarding the identification,
522 evaluation, and educational placement of your child under Section 504;
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524 5. If you suspect your child may have a disability, to request an evaluation, at no
525 expense to you and to have an eligibility determination under Section 504 (and if
526 eligible, placement decisions made) by a team of persons who are knowledgeable of
527 your child, the assessment data, and any placement options;
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529 6. If your child is eligible for services under Section 504, for your child to receive a free
530 appropriate public education (FAPE). This includes the right to receive regular or
531 special education and related services that are designed to meet the individual needs
532 of your child as adequately as the needs of students without disabilities are met;
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534 7. For your child to receive reasonable accommodations and services to allow your child
535 an equal opportunity to participate in school, extra-curricular and school-related
536 activities;
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538 8. For your child to be educated with peers who do not have disabilities to the maximum
539 extent appropriate;
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541 9. To have your child educated in facilities and receive services comparable to those
542 provided to non-disabled students;
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544 10. To review all relevant records relating to decisions regarding your child's Section 504
545 identification, evaluation, and educational placement;
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547 11. To examine or obtain copies of your child's educational records at a reasonable cost
548 unless the fee would effectively deny you access to the records;
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550 12. To request changes in the educational program of your child, to have your request and
551 related information considered by the team, a decision made by the team, and if
552 denied, an explanation for the team's decision/determination;
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554 13. To request an impartial due process hearing if you disagree with the ~~school district~~
555 District's decisions regarding your child's Section 504 identification, evaluation or
556 educational placement. The costs for this hearing are borne by the ~~local school~~
557 district District. You and the student have the right to take part in the hearing and to
558 have an attorney represent you at your expense;
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560 14. To file a local grievance/complaint with the ~~district- District's~~ designated Section
561 504/ADA Coordinator to resolve complaints of discrimination including, but not

562 limited to, claims of discrimination directly related to the identification, evaluation or
563 placement of your child; and

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565 15. To file a formal complaint with the U.S. Department of Education, Office for Civil
566 Rights.

567
568 The Section 504/ADA Coordinator for this district is:

569
570 **Director of Special Education**
571 **10 Campus Drive**
572 **Madison, CT 06443**
573 **(203) 245-6341**

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575 For additional assistance regarding your rights under Section 504 and Title II of the
576 Americans with Disabilities Act, you may contact:

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578 Office for Civil Rights, Boston Office
579 U.S. Department of Education
580 8th Floor
581 5 Post Office Square
582 Boston, MA 02109-0111
583 (617) 289-0111.

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