

What is Section 504?

- * an anti-discrimination statute
- * extends automatically to special education students
- * requires the district to:
 - * Identify and notify qualified disabled students of their rights.
 - * Evaluate students to determine eligibility.
 - * Meet the needs of eligible disabled students as adequately as the needs of nondisabled students.
- * Provide a free appropriate public education (FAPE).
- * To provide the parents of eligible students the required procedural safeguards.

Who is eligible?

- * Students of CCSD between the ages of 3-22 years of age who meet the following definition of disability:
- * Students with a ***physical or mental impairment which substantially or severely limits*** one or more ***major life activities***.
- * Students with a record of such impairment.
- * Students regarded as having such impairments.

Major Life Activities include such things as: seeing, hearing, sleeping, walking, standing, lifting, bending, speaking, working, breathing, learning, reading, communicating, thinking, concentrating, caring for oneself and performing manual tasks.

Non-Discrimination Statement

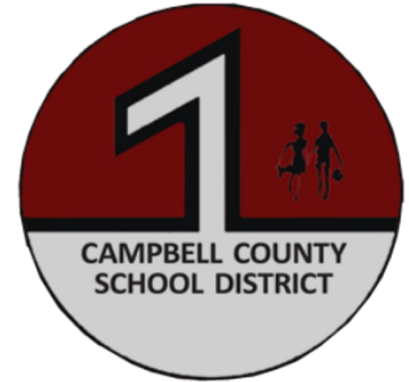
Campbell County School District Number One, State of Wyoming does not discriminate on the basis of race, color, national origin, sex, disability, or age, in its programs and activities.

Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights, United States Department of Education, is the agency charged with enforcing Section 504 of the Rehabilitation Act of 1973.

If you have questions please contact:

Lori Townsend, Campbell County School District 504 Coordinator
P.O. Box 3033
Gillette, WY 82717

307-687-4534
ltownsend@ccsd.k12.wy.us
<https://www.ccsd.k12.wy.us>



Section 504

A Guide for
Parents of
Students with
Disabilities



CAMPBELL COUNTY SCHOOL DISTRICT

Teaching Effectively Learning Successfully

Updated April 2021

Section 504 covers a broad range of disabilities which may include conditions such as:

- **Emotional Illness**
- **Cerebral Palsy**
- **ADHD**
- **Epilepsy**
- **Hearing Impairments**
- **Asthma**

What do Section 504 accommodations look like?

Accommodations may be as simple as changes in daily schedule or as complex as using assistive technologies that address specific disabilities.

Examples of Accommodations:

Preferential seating ▪ Use of study guides and organizing tools ▪ Counseling ▪ Modify recess/PE/transportation ▪ Accommodate assignments and tests such as extended time

Accommodations are directly related to the student's disability. They are intended to provide the student with a disability the same opportunity for success as nondisabled students have within the educational programs of the school.

When a condition does not substantially limit a major life activity, the student does not qualify under Section 504.

Eligibility for Section 504 is determined by a team of individuals (including the parents) who are familiar with the student.

Contact your school counselor/social worker if you believe your student has a qualifying disability and is in need of 504 services.

See 504 Guidelines on CCSD website for full explanation of 504 process or access using the QR code below.

<https://www.ccsd.k12.wy.us>



How are we meeting our responsibilities?

- * *Providing this pamphlet notifying of procedural safeguards.*
- * *Board of Education Nondiscrimination Policy.*
- * *Section 504 forms for filing complaints available from 504 Coordinator.*
- * *Designation of 504 Coordinators at District and School levels*
- * *Identification and training of School 504 Coordinators at each school site.*
- * *Annual training of all new staff on Section 504 Policy.*

Procedural Safeguards

Prior to significant change of placement and prior to implementation of a 504 Plan, the District will provide a copy of Notice to Parent Rights Afforded by Section 504 of the Rehabilitation Act of 1973 which includes:

- **Right to notice of proposed changes**
- **Right to examine records**
- **Right to request an impartial hearing on evaluation, identification, or provision of a FAPE**
- **Right to counsel Internal Grievance Procedures**
- **Review issues with School 504 Coordinator.**
- **File a written complaint with District 504 Coordinator stating specific facts. District 504 Coordinator will make reasonable efforts to resolve the matter informally at the school site.**

In the event that the complaint cannot be resolved informally, the District 504 Coordinator will convene an informal hearing with school personnel and parents and render a written decision.