

## Notice of Rights Under Section 504 1973 Rehabilitation Act

1. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability.
2. It is the policy of the New Hanover County Schools (NHCS) not to discriminate on the basis of disability in its educational programs, activities or employment policies as required by the Act.
3. The 1973 Rehabilitation Act requires the school system to locate, evaluate and determine if the student is a qualified individual requiring accommodations necessary to provide access to educational programs. The accommodation will be provided in the least restrictive environment for the student.
4. Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The requirements are described in the local board of education policy manual and implementation procedures.
5. Parents or guardians disagreeing with the decisions reached by school personnel regarding necessary accommodations for access to educational programs may submit a written complaint.
6. Compliance with Section 504 is managed by Student Support Services, which can be contacted by calling (910.254.4292)

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## Grievance Procedure Section 504 1973 Rehabilitation Act

When parents or guardians and the school are unable to agree about services proposed under Section 504 of the 1973 Rehabilitation Act, it is expected that the disagreement be resolved at a level closest to the student. The first attempt to reach accord should be through a meeting involving the classroom teacher(s) that serve the student and the principal at the local school level.

If no resolution is reached, the parent or guardian may submit a written complaint. Address the written complaint to:

NHCS Section 504 Compliance  
Student Support Services  
6410 Carolina Reach Road  
Wilmington NC 28412

As part of the review, the parent or guardian will receive a copy of the Section 504 Grievance Procedure adopted by New Hanover County Schools.

At any point in this grievance procedure, the complainant has the right to file a formal complaint with:

Office of Civil Rights  
U.S. Department of Education  
330 C Street, S.W.  
Washington DC 20202