



## **NOTICE OF PROCEDURAL REQUIREMENTS (SAFEGUARDS) AND PARENT/STUDENT RIGHTS Section 504 of the Rehabilitation Act of 1973**

The Brookline, Hollis and Hollis Brookline Cooperative School districts do not discriminate on the basis of disability in their programs and activities. Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, an individual with a disability is someone who has a physical or mental impairment, or is regarded as having such an impairment. The district is obligated to provide a free, appropriate public education (FAPE) to each child eligible under these laws.

The following is a description of the rights granted by federal law to students with disabilities and the procedural safeguards afforded pursuant to Section 504 of the Rehabilitation Act (“Section 504”). The intent of the law is for the school district to keep you informed concerning decisions about your child, and to inform you of your rights if you disagree with any of these decisions. Adult students may assert these rights on their own behalf.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition(s).
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child. Parent consent must be obtained before conducting an initial evaluation.
4. Have your child receive a free appropriate public education. This includes the right to be educated with peers without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable and necessary accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act.
7. Have your child receive necessary and reasonable accommodations and/or related services if he/she is found to be eligible under Section 504 of the Rehabilitation Act.
8. Have decisions regarding your child’s evaluation, program and placement based upon a variety of information sources and made by persons familiar with the student, the evaluation data and the placement options.
9. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
10. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district, at no additional cost to the parent/guardian.
11. Examine all relevant records relating to decisions regarding your child’s identification, evaluation, educational program, and placement.
12. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
13. A response from the school district to reasonable requests for explanations and interpretations of your child’s educational records.



14. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
15. Request an impartial hearing, to be conducted by a person who is not an employee of the district, to dispute decisions or actions regarding your child's identification, evaluation, educational program or placement as a student with a disability. You and your child may take part in the hearing and have an attorney represent you at your own expense. Questions about how to request a hearing may be forwarded to the person responsible for the district's compliance with Section 504 listed below.
16. To have the decisions made by hearing officers, or others, reviewed in state or federal court.
17. Ask for payment of reasonable attorney fees if you are successful in your claim.

The person in the Brookline, Hollis and Hollis Brookline Cooperative School Districts who is responsible for ensuring that the district complies with Section 504 is:

**Amy Rowe, Director of Student Services**  
**4 Lund Lane, Hollis, NH 03049**  
**Phone: 603.324.5921**

The Procedural Requirements Notice will be distributed to parents or guardians as follows:

- A. Whenever the district takes any action regarding evaluation, identification, or placement of a student pursuant to Section 504. This includes any time that the district intends to screen, evaluate, or reevaluate, make changes in classification, placement, or any component of the child's FAPE, or upon refusal to act on any parental request.
- B. Annually, for all students who (1) have refused services; (2) have dropped out of school; or (3) have been identified as 504 eligible.