



Montgomery County
Public Schools

SECTION 504 PROCEDURAL SAFEGUARDS

Please keep this summary for future reference.

No qualified student with a disability in Montgomery County Public Schools shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity offered by the school division. In compliance with implementing regulations of Section 504 of the Rehabilitation Act of 1973, as amended, the following procedural safeguards are provided:

- Notice shall be provided to a student's parent or guardian prior to evaluation, re-evaluation, and/or significant change in placement.
- The parent or guardian shall have the opportunity to examine the student's educational records.
- An impartial hearing will be available to the student's parent or guardian to mediate disputes regarding the student's identification, evaluation, and/or placement. The parent and student may take part in the hearing and have an attorney represent them at their own cost. Either party aggrieved by the decision of the Section 504 hearing may appeal and request a review of that decision.

Montgomery County Public School's Section 504 Coordinator is Melissa Hipple, who may be reached by telephone at (540) 382-5100 (ext. 1021) or by e-mail at melissahipple@mcps.org.

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