



**Section 504
Procedural Safeguards Notice**

Updated: 1/2/2024

The intent of this notice is to keep parents/guardians informed concerning decisions about your child and to inform you of your rights if you disagree with the decisions of the 504 Committee.

If you disagree with a recommendation of the Section 504 Team relating to the identification or accommodation plan for your child, you have the right to the following:

1. You have the right to be informed by the District of your rights under Section 504 in English or in the native language or mode of communication of the parent or guardian (The purpose of this Notice is to advise you of those rights.) The District will also identify, evaluate, and extend to every qualified student with a disability under Section 504 a free, appropriate public education, including modifications, accommodations, specialized instruction, or related aids and services, as deemed necessary to meet their educational needs as adequately as the needs of non-disabled students are met.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a student with a disability.
3. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students.
4. Your child has a right to placement in the least restrictive environment (LRE).
5. Your child has a right to an evaluation prior to an initial Section 504 placement and subsequent change in placement.
6. Testing and other evaluation procedures must conform to the requirements of the district regarding administration procedures, validity, relevance, and comprehensiveness. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition and functionality, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations and anecdotal reports.
7. The student's parent/guardian shall be notified of the Section 504 Committee meeting at least 5 calendar days prior to the meeting and invited to participate in it.



8. Placement decisions must be made by a group of persons, including personnel knowledgeable about your child, able to interpret the evaluation data, able to make appropriate placement recommendations, and knowledgeable of the legal requirements for least restrictive environment and comparable facilities.
9. If eligible under Section 504, your child has a right to periodic re-evaluation, generally within 3 years. Parents/guardians may be asked to provide updated medical information related to the area of disability.
10. You have the right to examine relevant records.
11. The student's parent/guardian shall be notified in writing of the Section 504 Committee's determination and accommodation plan.
12. You have a right to notice of any action by the District in regard to identification, evaluation, or placement of your child.
13. You have a right to file a discrimination complaint with the School's Section 504 Compliance Officer, who will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
14. You have the right to request mediation to attempt to resolve a complaint prior to seeking an impartial hearing.
15. You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
16. If you wish to challenge the actions of the District's 504 Committee in regard to your child's identification, evaluation, educational placement, or the provision of a free appropriate public education under Section 504, you should file a written request for a hearing with the Superintendent of Schools within 30 days of receiving the original decision. A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time and place for the hearing.
17. You have the right to file a complaint at any time with the Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500. Telephone: (646) 428-3800; Fax (646) 428-3843; Email Address: OCR.NewYork@ed.gov

The person at Haldane CSD who is responsible for Section 504 compliance is:

Dr. Regina Kaishian
Section 504 Compliance Officer
Director of PPS
Haldane Central School District
(845) 265-9254 ext 142