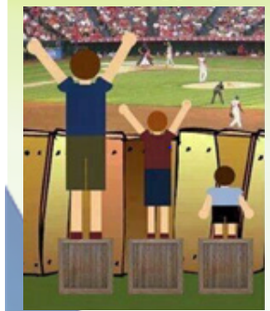
What is Section 504?

Section 504 of the Rehabilitation Act of 1973 is civil rights legislation for persons with disabilities. It prohibits discrimination against individuals who meet the definition of disability in this act. Schools must afford students with disabilities under this act equal opportunities to reach academic achievement as students without disabilities. Students that are determined to be eligible will be provided with free appropriate educational services.





Accommodations ensure everyone has what they need to succeed!

Section 504 Placement Procedures

Referral

- Anyone can refer a student for Section 504.
- School personnel make the eligibility determination.
- A referral is the first step. It does not mean the student will be eligible for services.

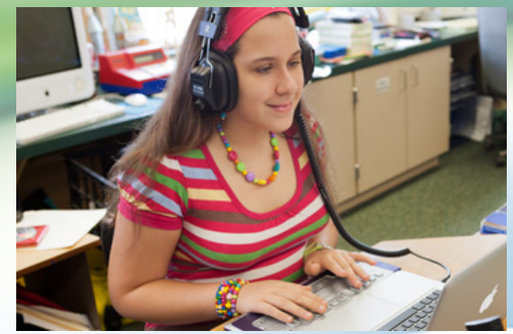
Eligibility Determination

- A person is considered for a 504 if they have a physical or mental impairment that substantially limits one or more of their major life activities.
- For many school-aged children, the major life activity often affected is learning.
- They must have a record of the impairment.
- They must be regarded as having the impairment.

Review

- The 504 Committee will review the referral.
- The 504 Committee will determine whether a physical or mental impairment is present and if it substantially limits a major life activity.
- If the impairment is determined to be present, an evaluation will take place. Evaluation instruments can include an aptitude or achievement test, teacher observations, student grades and progress reports, medical reports and evaluations from qualified professionals, parent input as well as referrals from the Child Study Team or the Intervention and Referral Services Team (I&RST).
- If found eligible, the 504 Committee will decide on the accommodations to put in place.
- If the student is found to be ineligible, the parents/guardians will be notified and advised of their right to appeal this decision. They will be given instructions on the appeal process.
- Parents can file a grievance if they do not agree with the eligibility decision. A copy of the grievance procedures will be provided.





Pemberton Township Section 504 Administrators

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Adelina Giannetti
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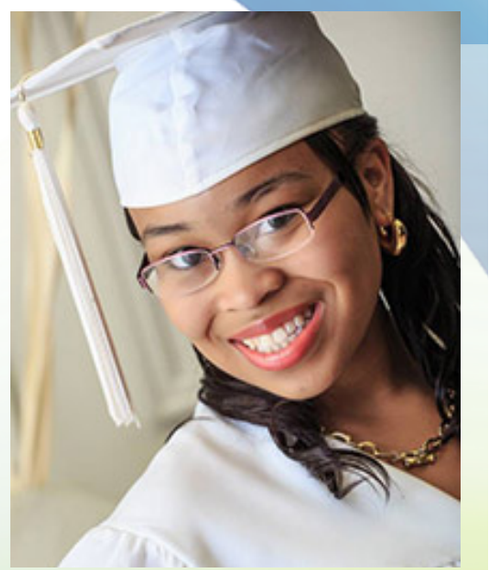
You can get there from here!

Pemberton Learning Community;
Pursuing Excellence One Child at a Time.

Pemberton Township Schools

SECTION 504

Policy & Procedures



Accommodations for Students with Disabilities

Pemberton Township Schools
One Egbert Street,
Pemberton, New Jersey 08068

Phone: 609-893-8141
www.pemberton.k12.nj.us

504 Accommodation Plan

- The 504 Committee will design a plan that provides the student with appropriate educational services.
- The plan will outline specific accommodations and adjustments to be made.
- Accommodations for curriculum, and testing will be specified. A 504 does not guarantee passing grades. Students are required to complete the curriculum requirements with the assistance of the accommodations that are put in place in the 504.
- A Behavior Intervention Plan which identifies appropriate strategies and interventions will be developed if needed.
- If the physical or mental impairment requires the administration of medication, it will be identified in the 504 plan.
- Accommodations for participation in physical activity as well as athletics will be noted in the 504 if needed.
- Once the 504 plan is developed and signed by all parties, it becomes a legal document.





504 Plan Implementation

- Parents/guardians will be notified in writing of the determination of eligibility and invited to participate in a 504 meeting.
- If all parties agree on the 504 Accommodation plan it will then be forwarded to the 504 District Administrator to approve. Once approved, it will be signed by the principal and the parent. Copies will be provided to teachers and staff to be implemented. Parent signature is not required for implementation.
- Accommodations will be reviewed on an annual basis with changes implemented or redesigned as needed.

Section 504 Grievance Procedure

SECTION 504 OF THE REHABILITATION ACT OF 1973

It is the policy of the Pemberton Township Board of Education to provide a free and appropriate public education (FAPE) to all students within its jurisdiction who are handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 and of the Americans with disabilities Act (ADA) of 1990. No student solely by reason of his or her handicap as defined in these Acts, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity operated by the school district.

504 Grievance Procedure

- A parent, guardian or employee who believes that the district is violating Section 504 procedures may file a grievance with the district.
- A parent or guardian who believes that they, or their child, have not received proper services or accommodations which are therefore a violation of Section 504, should file the complaint with the Student 504 Coordinator:

Kimberly Ferlauto, Director of School Counseling/Health Services at 609-893-8141 Ext. 1034

- An employee who believes that they have not received proper services or accommodations which are therefore a violation of Section 504, should file the complaint with the District 504 Staff Compliance Officer:

Jannett Pacheco, Director of Human Resources at 609-893-8141 Ext. 1021

- The complaint should be in writing and explain why the complainant believes there is a violation of the law. Upon receiving the complaint, the 504 Coordinator or District 504 Compliance Officer will schedule an informal hearing within fifteen (15) working days.
- At the informal meeting, the purpose is to clarify each party's concerns and understandings of the specific alleged violation. At the informal meeting, the parties will attempt to resolve the complaint. A description of the alleged violation will be reduced to writing.
- If it is determined that a satisfactory conclusion cannot be reached a meeting will be scheduled within five (5) working days with the superintendent of schools.
- If after meeting with the superintendent of schools, the complainant believes that the violation remains unresolved, the complainant may request a meeting with the Board of Education.
- The Board of Education will arrange such a meeting within thirty (30) calendar days of such a request and hold such a meeting within the rules, regulations of the board, and in accordance with prevailing law.

