WHAT ARE PROCEDURAL SAFEGUARDS?

Parents/guardians and students age 18 or older have the right to the following:

- To have your child with disabilities take part in, and receive benefits from public education programs without discrimination.
- To receive notice within a reasonable time before a district identifies, evaluates, or changes your child's placement.
- To inspect and review all of your child's educational records used for identification, evaluation, educational program and placement.
- To have your child have equal opportunity to participate in school programs.
- To request mediation or an impartial hearing related to the school district's proposed decisions or actions.

WHAT IF I HAVE A CONCERN ABOUT A 504 PLAN?

You can contact LHS's 504 Coordinator, Mrs. Samantha Stacy. She will help resolve any questions or concerns you may have.

However, in the rare event that the district is unable to resolve your concern, it is your right to contact your regional Office of Civil Rights. Be prepared to put your concerns in writing, explain the situation, and specify the issue. It is always recommended that you begin by contacting a school district representative.

504 COORDINATOR CONTACT INFO

201-896-2100 x4012

www.lyndhurstschools.net

@ Samanthastacy@lyndhurst.k12.nj.us

Lyndhurst High School

Section 504 Information Guide

WHAT ARE PROCEDURAL SAFEGUARDS?

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- To request mediation or an impartial hearing related to the school district's proposed decisions or actions.

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You can contact LMS's 504 Coordinator, Mrs. Samantha Stacy. She will help resolve any questions or concerns you may have.

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504 COORDINATOR CONTACT INFO

201-896-2100 x4012

www.lyndhurstschools.net

@ Samanthastacy@lyndhurst.k12.nj.us

Lyndhurst Middle School

Section 504 Information Guide

WHAT ARE PROCEDURAL SAFEGUARDS?

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- To receive notice within a reasonable time before a district identifies, evaluates, or changes your child's placement.
- To inspect and review all of your child's educational records used for identification, evaluation, educational program and placement.
- To have your child have equal opportunity to participate in school programs.
- To request mediation or an impartial hearing related to the school district's proposed decisions or actions.

WHAT IF I HAVE A CONCERN ABOUT A 504 PLAN?

You can contact the Grades K-5 504 Coordinator, Ms. Alexa DeJoseph, or the Grades 6-12 504 Coordinator, Mrs. Samantha Stacy. They will help resolve any questions or concerns you may have.

However, in the rare event that the district is unable to resolve your concern, it is your right to contact your regional Office of Civil Rights. Be prepared to put your concerns in writing, explain the situation, and specify the issue. It is always recommended that you begin by contacting a school district representative.

504 COORDINATORS CONTACT INFO

www.lyndhurstschools.net

@ alexadejoseph@lyndhurst.k12.nj.us

@ Samanthastacy@lyndhurst.k12.nj.us

Lyndhurst Public Schools

Section 504 Information Guide

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law that protects people with disabilities from discrimination in programs and activities that receive federal financial funds.

HOW DOES SECTION 504 DEFINE "DISABILITY?"

Under Section 504, a person is considered a person with a disability if they meet one or more of the following criteria:

- Have a physical or mental impairment, which substantially limits one or more major life activities
- Have a record of such an impairment
- Are regarded as having such impairment

The term "disability" includes a broad range of disabilities and impairments.

PROCESS OF REFERRAL

A 504 team will determine student eligibility. Once a request is initiated, it is forwarded to the District 504 Coordinator. Once received, the 504 Coordinator will obtain parental consent to initiate the 504 process. The 504 Coordinator will then gather a collection of data from a variety of sources:

- Grades/Standardized Test Scores
- Attendance Records
- Health Information
- Teacher Observations/Feedback
- Parental/Student Input
- Medical Reports
- Disciplinary Referrals, etc.

The 504 Committee reviews this information in order to determine if the student meets eligibility for a 504 Plan and if so, identifies the accommodations to be included in the plan. Once the plan has been developed, it is shared with the appropriate school staff to be implemented and monitored as planned, with annual review and re-evaluation every three years, or a change of school placement, or sooner if appropriate.

WHO IS ON THE 504 TEAM?

The Lyndhurst High School 504 Team consists of persons who are knowledgeable about the student, who have expertise in the area of the suspected disability, and who have expertise in interpreting data. The membership may consist of the principal or designee, the child's general education teacher, specialists, or other personnel deemed appropriate by the principal.

CAN A STUDENT BE EXITED FROM A 504 PLAN?

Yes, with notice to the student's parents/guardians of the change in eligibility status and the procedural safeguards. As with the initial eligibility determination, this is a collaborative effort between school staff and parents/guardians.

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights law that protects people with disabilities from discrimination in programs and activities that receive federal financial funds.

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- Health Information
- Teacher Observations/Feedback
- Parental/Student Input
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WHO IS ON THE 504 TEAM?

The Lyndhurst Middle School 504 Team consists of persons who are knowledgeable about the student, who have expertise in the area of the suspected disability, and who have expertise in interpreting data. The membership may consist of the principal or designee, the child's general education teacher, specialists, or other personnel deemed appropriate by the principal.

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PROCESS OF REFERRAL

A 504 team will determine student eligibility. Once a request is initiated, it is forwarded to the District 504 Coordinator. Once received, the 504 Coordinator will obtain parental consent to initiate the 504 process. The 504 Coordinator will then gather a collection of data from a variety of sources:

- Grades/Standardized Test Scores
- Attendance Records
- Health Information
- Teacher Observations/Feedback
- Parental/Student Input
- Medical Reports
- Disciplinary Referrals, etc.

The 504 Committee reviews this information in order to determine if the student meets eligibility for a 504 Plan and if so, identifies the accommodations to be included in the plan. Once the plan has been developed, it is shared with the appropriate school staff to be implemented and monitored as planned, with annual review and re-evaluation every three years, or a change of school placement, or sooner if appropriate.

WHO IS ON THE 504 TEAM?

The Lyndhurst Public School District's 504 Teams consists of persons who are knowledgeable about the student, who have expertise in the area of the suspected disability, and who have expertise in interpreting data. The membership may consist of the principal or designee, the child's general education teacher, specialists, or other personnel deemed appropriate by the principal.

CAN A STUDENT BE EXITED FROM A 504 PLAN?

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