

**Mount Pleasant Central School District  
Section 504 Committee  
Section 504 of the Rehabilitation Act of 1973  
Parent/Student Rights**

**Please keep this explanation for future reference**

Below is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to the following:

- Right to have your child with disabilities take part in and receive benefits from public education programs without discrimination because of his/her disability.
- Right to receive all information in the parent's or guardian's native language or primary other mode of communication.
- Right to have your child receive a free, appropriate public education to the maximum extent appropriate.
- Right to have your child have equal opportunity to participate in school programs and extracurricular activities sponsored by the school.
- Right to receive notice in a reasonable time before a district identifies, evaluates or changes your child's placement in order to participate.
- Right to inspect and review all of your child's educational records, including the right to obtain copies of educational records at a reasonable cost unless the cost would deny you access to the records, and the right to amend the record if you believe information contained in the record is inaccurate or misleading. If the school district refuses to amend the record, you have the right to request a hearing.
- Right to have educational evaluation and placement decisions made based on information from a variety of sources and by persons who know the needs of the student, meaning of evaluation data and placement options.
- Right to periodic reevaluation and evaluation before any significant changes in accommodations.
- If you disagree with the Section 504 Committee's determinations or recommendations the school district has established a Grievance procedure (see attached form). The final step in this Grievance Procedures is an appeal to the Board of Education. The Board of Education will appoint a hearing officer, who shall schedule a Section 504 Due Process Hearing and who shall issue a written recommendation within thirty (30) calendar days of the conclusion of the hearing. Following receipt of the hearing officer's recommendation, the Board of Education will issue a final decision. You will be an active participant in the hearing process. You have the right to representation by counsel in the hearing process. You have the right to appeal the Board of Education's decision.
- If requested, you will be provided with information on obtaining free or low-cost legal and other relevant services at no expense to the school district.

Traci Holtz, Section 504 Coordinator  
Mount Pleasant Schools  
825 Westlake Drive  
Thornwood, NY 10594  
914-769-5500 x5107  
Enclosure: Grievance Procedure

## **Grievance Procedure**

The District has established the following grievance procedure for parents and any other individuals who claim a violation of Section 504:

If an individual alleges a violation of Section 504 (*e.g.*, when a parent seeks to dispute the eligibility determination or the 504 Plan for his/her child), the following multi-step process applies:

### Step 1

The individual has the opportunity to discuss the matter informally with the representatives of the building, including the principal, where the alleged violation arose for possible mutual resolution. For example, in an eligibility dispute, the parent/guardian may speak with the Building 504 Coordinator and, if appropriate, the entire building committee.

### Step 2

If not satisfied with the outcome based on this informal meeting, within 30 calendar days thereafter, the parent/guardian may contact the District's Section 504 Coordinator (who, for student issues, is the Director of Pupil Personnel and Student Services) in writing at the address below.

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825 Westlake Drive  
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The complainant will receive a written answer from the District's Section 504 Coordinator within 30 calendar days.

### Step 3

If the complainant is not satisfied with the Section 504 Coordinator's written answer, she/he may appeal to the Board of Education within 15 days of receipt of that answer. The Board will appoint a hearing officer, who shall schedule a hearing for a mutually convenient time, and issue a written recommendation within 30 days of the conclusion of the hearing for a final Board decision.

*NOTE: At any time, a parent/guardian or other individual has the option to file a complaint with the Office for Civil Rights (OCR). The complaint must be filed within 180 days of the alleged discrimination.*