

DISPUTE RESOLUTION

What if I disagree with decisions made by the Section 504 team?

The best and quickest way to resolve problems is to go to your child's teacher, school's §504 Building Facilitator or principal with your concerns.

Other, more formal means of dispute resolution, include:

- The board Section 504 grievance procedure,
- Due process hearing process.
- Office of Civil Rights complaint system.
- Federal Court.

For more detailed information or for assistance, contact your school's §504 Building Facilitator or Sweetwater County Schools # One §504 Coordinator.

**Samantha Gardner
Section 504 Coordinator**

**Sweetwater County SD # One
3500 Foothill Boulevard
Rock Springs, Wyoming 82902**

**Phone 307.352.3400
Monday – Friday, 8:00 am to 5:00 pm
gardbersa@sw1.k12.wy.us**

THE OFFICE OF CIVIL RIGHTS

Office of Civil Rights
Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 877-521-2172
Email: OCR.Denver@ed.gov



The Sweetwater School District Number One does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of its operations including hiring or employment practices.

SWEETWATER COUNTY SCHOOL DISTRICT NUMBER ONE

3500 Foothill Boulevard
Rock Springs, Wyoming 82902

SECTION 504 1973 REHABILITATION ACT

PARENT INFORMATION

Ms. Kelly McGovern
Superintendent of Schools

SECTION 504 Q & A

Section 504 of the Rehabilitation Act Prohibits Discrimination against Individuals with Disabilities

Who is a student with a disability?

A “student with a disability” has a mental or physical impairment that *substantially limits one or more major life activities/major bodily functions (MLA/MBF)*.

- *MLA/MBF* include but are not limited to such functions as learning, reading, concentration, thinking, sleeping and major bodily functions, etc.
- A *substantial limitation* is the inability to perform a *MLA/MBF* that most students in the general population can perform.

Eligible students may be entitled to accommodations and services that are equivalent to opportunities afforded students without disabilities.

Students with a *record* of a disability or who are *regarded as disabled* are not entitled to accommodations, but are protected from discrimination.

I think my child has a disability, who should I contact?

You may start the process by contacting your child's principal, school §504 Building Facilitator, or the Sweetwater County School District #1 Section 504 Coordinator.

What steps are taken to determine if my child is eligible?

The Section 504 referral-to-placement process involves the following steps: (1) a referral to the AMP Team, (2) a referral to the §504 team, (3) an evaluation, (4) eligibility determination, and (5) development of accommodations for eligible students.

What is the AMP Team?

The AMP Team, made up of teachers, school administrators, school counselors and others, develops and applies interventions to reduce the likelihood of misclassifying students or conducting unnecessary testing.

Is an evaluation required?

An evaluation from a variety of sources is required to determine if your child is disabled. §504. Evaluations must be sufficient in scope to address the areas of educational concern.

Does a physician's diagnosis mean automatic § 504 eligibility?

No, Section 504 eligibility is based on evaluation information from a variety of sources. Eligibility is based on a preponderance of information and not just one item of information.

Can the school district test my child without my consent?

No. Before an initial pre-placement evaluation takes place, you must provide written consent.

How am I involved in the referral and placement process?

Parents are members of the §504 team and are encouraged to actively participate in the referral to placement process.

Who makes eligibility and accommodation decisions?

The §504 Team, made up of people knowledgeable of the child, the meaning of evaluation data, and placement options makes evaluation, eligibility decisions. The team develops a plan of accommodations and services for eligible students.

Is the district 504 procedure available for my review?

The district §504 procedures are available in the principal's office or from the school §504 liaison. The procedures are also available from the District §504 Coordinator and on-line at www.sw1.k12.wy.us