

**PROGRAMS FOR STUDENTS WITH DISABILITIES**  
***(Section 504 of the Rehabilitation Act of 1973 Procedural Safeguards)***

Dear Parent/Guardian or Student if 18 or older:

The district seeks to identify, evaluate and provide free and appropriate educational services to all qualified students with disabilities. The intent of the law is to keep you fully informed concerning decisions about you or your student. Section 504 of the Rehabilitation Act of 1973 requires the district to:

1. Inform parents/guardians and students 18 and older of the district's obligations under Section 504 of the Rehabilitation Act of 1973. That is the purpose of this notice.
2. Provide students with disabilities a free and appropriate public education in accordance with law.
3. Provide accommodations, modifications and related services to students with disabilities that will allow those students an equal opportunity to participate in school activities, including academic, nonacademic and extracurricular activities.
4. Notify parents/guardians or the student if 18 or older regarding the referral, evaluation and accommodations provided to the student. The district will request consent for formal evaluations.
5. Evaluate a student prior to making any decisions regarding whether the student has a disability or the student's educational placement.
6. Evaluate a student using a multidisciplinary group of school employees, necessary professionals or others who have knowledge of the student, the meaning of the evaluation data and the placement options. This group will draw upon information from a variety of sources.
7. Educate students with disabilities with nondisabled peers as much as possible.
8. Allow parents/guardians or students if 18 or older to request changes in the educational program.
9. Re-evaluate a student with disabilities periodically and prior to any significant change of placement.

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Critical

10. Provide a grievance procedure for addressing any complaints regarding the education of students with disabilities.
11. Provide an impartial hearing if there is a disagreement between the parents/guardians or the student if 18 or older and the district regarding a student's educational program. The parents/guardians or the student if 18 or older will have an opportunity to participate in the hearing and may be represented by counsel.
12. Allow parents/guardians or students if 18 or older the opportunity to examine the student's relevant school records.
13. Inform parents/guardians or students if 18 or older of their option to file a complaint with the U.S. Department of Education, Office for Civil Rights. This is accomplished through this notice.

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
1-816-268-0550 TDD: 1-877-521-2172  
E-mail: OCR.KansasCity@ed.gov

**If you have questions regarding Section 504 compliance, please contact:**

Compliance Officer  
1694 West Ashley Road, Boonville, MO 65233  
660-882-5306

***For Office Use Only***

These procedural safeguards were provided on \_\_\_\_\_ [date] for:

- \_\_\_\_\_ Initial Referral
- \_\_\_\_\_ Notification of 504 Team Planning Conference
- \_\_\_\_\_ Notification of Re-Evaluation
- \_\_\_\_\_ Receipt of a Request for an Impartial Hearing

Method:  In Person  By Mail

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***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: January 16, 2008

Boonville R-I School District, Boonville, Missouri