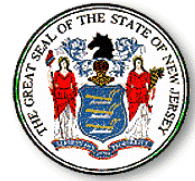




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Newark Public Schools
Section 504
Annual Publication of Notice to Parents/Guardians
Policy of Nondiscrimination on the Basis of Disability in Programs and Activities

Dear Parent or Guardian:

1. Section 504 of the Rehabilitation Act of 1973 is federal civil rights legislation for person with disabilities.

Under Section 504, a person is considered to have a disability if that person:

- 1) has a physical or mental impairment which SUBSTANTIALLY LIMITS one or more of such person's MAJOR LIFE ACTIVITIES,
- 2) has a record of such impairment, or
- 3) is regarded as having such on impairment

The act defines MAJOR LIFE ACTIVITY as... functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

To find out if your child is eligible for Section 504 services:

1. Contact the principal to make a formal request for assistance for your child. Be prepared to discuss your child's special needs, and how it is affecting one or more major life activity, or contact the Newark Public Schools' 504 district coordinator, Karen Fennell (973) 733-6890 to receive 504 information and guidance concerning the district's 504 procedures.
2. Once you provide the necessary information, and after further investigation and assessment, a decision will be made about whether your child is eligible for Section 504 services. You will be asked to participate in the assessment(s) and determination of eligibility. You will be informed of the decision within 30 days of the determination.
3. If your child is eligible for Section 504 services, a 504 Accommodation Plan will be developed to insure implementation and documentation of services.
4. If the parent/guardian disagrees with the determination made by the district they have the right, under Section 504 to procedural safeguards. Section 504 regulations describe the following rights for parents and students:
 - right to be informed by the district of specific due process rights
 - right for the child to have access to equal academic and non-academic school activities
 - right for the child to have appropriate education in the least restrictive setting, which includes accommodations, modifications and related services
 - right to notice regarding referral, evaluation, and placement
 - right for the child to have a fair evaluation conducted by a knowledgeable person(s)
 - right to an administrative appeal process
 - right to examine and obtain copies of all school records