

Oak Hill United School Corporation

1474 N 800 W-27
Converse, IN 46919

Joel Martin, Superintendent

Deb Smith, Business Manager

Parent Rights Under Section 504

Section 504 of the Rehabilitation Act provides services for students identified as having a disability as defined by the act, which substantially limits a major life activity. You have the following rights:

1. The right to be informed of your rights under Section 504 of the Rehabilitation Act.
2. The right for your child to have equal opportunities to participate in academic, nonacademic, and extra-curricular activities in your school.
3. The right to be notified about referral, evaluation, and programs for your child.
4. The right for your child to be evaluated fairly.
5. The right, if eligible for services under 504, for you child to receive accommodations, modifications, and related services that will meet his/her needs as well as the needs of non-disabled students are met.
6. The right for your child to be educated with non-disabled peers as much as possible.
7. The right to an impartial hearing if you disagree with the school regarding your child's educational program.
8. The right to review and obtain copies of your child's school records.
9. The right to request attorney fees related to secure your rights under Section 504.
10. The right to request changes in the educational program of your child.

Signed:

Parents: _____ Date: _____

School Representative: _____ Date: _____

For more information or questions you may call Shane Edwards, Oak Hill United School Corporation 504 Coordinator, at 384-4381 between the hours of 7:30 A.M. and 4:00 P.M. Monday thru Friday.

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___ INITIAL CONFERENCE

___ ANNUAL REVIEW

___ CAUSAL RELATIONSHIP

___ OTHER

This is to confirm our previous contact with you to establish the 504 Conference Committee meeting. It was mutually agreed by the school personnel and parents/guardian to hold the meeting on:

Student's Name _____

Date: _____

Time: _____

Location: _____

A. The purpose of this meeting:

___ Discuss results of evaluation

___ Review/discuss misconduct/infracton of school rules as related to disability

___ Review instructional progress

___ Other (specify) _____

___ Review eligibility and/or placement

B. The following people will be included in the meeting:

1. 504 Coordinator _____

2. School Principal _____

3. School Counselor _____

4. Evaluation Specialist(s) _____

5. Special Education Teacher(s) _____

6. General Education Teacher(s) _____

7. Parent(s)/Guardian _____

8. Student _____

9. Interpreter _____

C. If there are additional school personnel you would like to have attend the 504 Conference Committee meeting please notify the 504 coordinator named above. You may also invite additional persons that you feel have knowledge or special expertise regarding the student.

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Section 504 Evaluation Report

Student: _____

Area(s) of Concern:

II. Area(s) Evaluated:

Area: _____ Evaluation Method: _____

Evaluator: _____ Date of Evaluation: _____

Findings:

Area: _____ Evaluation Method: _____

Evaluator: _____ Date of Evaluation: _____

Findings:

Area: _____ Evaluation Method: _____

Evaluator: _____ Date of Evaluation: _____

Findings:

Accommodations and Modifications for 504

Student: _____

Accommodations to Instructional Materials

	use large print materials
	use Braille
	use high interest, low vocabulary reading materials
	use multi-sensory materials
	tape record reading materials and assignments
	allow student to use calculator
	use concrete manipulative materials
	allow student to use tape recorder in class
	provide student with advance organizer, lecture outlines, and pre-test questions
	have spell-check capabilities available for student
	seat the student near the teacher or in an area free from distractions

Accommodations to Testing

	allow student to take test orally
	allow student more time to take tests
	read tests to student
	allow student to use dictionaries and other aids
	allow student to record answers using a tape recorder
	use different test formats to fit student needs
	student will take modified tests

Accommodations to Instructional Methods

	use of peer tutoring
	note takers provided to student
	use of advance organizers
	use of study guides
	use of tape recorders
	use of multi-sensory instructional materials
	use of audio-visual materials
	use of computers and computer programs
	directions reinforced verbally and written
	make long assignments, short divided assignments
	use of flexible grading criteria
	use of flexible homework criteria
	use of low vocabulary/high interest materials
	concentrate on the positive, reinforce success
	recognize and give credit for oral participation in class

Accommodations to Homework

	student will be given more time to complete work
	allow the use of a tape recorder
	student will use an assignment book for homework
	student will be allowed to repeat homework if needed
	ensure that assignments get home with clear, concise instructions
	student should be allowed to print

ENTERING 504, ENGLISH, MATH & SCIENCE ACCOMODATIONS

To Enter English, Math & Science Accommodations:

1. Click on "Students" and look up a student using "Add/Edit Student Information" choice
2. Search for the student you want to enter data on
3. On the far right click on the "User Records" button
4. At the "Topic" drop-down arrow choose IN_STEP
5. Click on the "Insert" button and enter "Y" or "N" for each accommodation and then click on "apply."

To Enter the 504 data please do the following:

On the far right click on the "5" box (504 information)
Place a check in the checkbox

TAGGING STUDENT WITH A 504

1. Go to the student in STI
2. Go to the student's demographic screen
3. At the bottom click on the "**instruct**" button
4. Click on the insert button
5. In the "**notes**" box type in **504 on file** and whatever other info you want
6. Bullet the "warning" button
7. Click on OK and close the window
This will put the red box with a white X on the student so that you and the teachers can see that there is a 504 on the student.

Now that you have entered the data for the student to query this data do the following:

504

1. Click on students | Quick Entry/Edit
2. Click the "file" dropdown arrow and choose "504"
3. Click the "field" dropdown arrow and choose "504"
4. In the "value" box enter either an 0 or 1 (O = checkbox off; 1= checkbox on)
(In this case you will want to enter 1 to find out who has a 504)
5. The list of students will show in the bottom white box. You will be able to print this information by clicking on the printer icon