

# Wellesley Public Schools

## Section 504 of the Rehabilitation Act of 1973

A Guide for Families and Students



## Major Life Activities

Major life activities include certain acts a person does (such as hearing, speaking, lifting) and a person's bodily functions (such as lung disease that affects a person's respiratory system or a traumatic brain injury that affects the function of the brain).

Under Section 504, the list of major life activities includes, but is not limited to, the following:

- |                           |                 |
|---------------------------|-----------------|
| " caring for oneself      | " speaking      |
| " performing manual tasks | " breathing     |
| " seeing                  | " learning      |
| " hearing                 | " reading       |
| " eating                  | " concentrating |
| " sleeping                | " thinking      |
| " walking                 | " communicating |
| " standing                | " working       |
| " lifting                 | " bending       |

Major bodily functions are also major life activities under the law, and these major bodily functions include functions of the bowel, bladder and brain; normal cell growth, and the immune, endocrine, respiratory, reproductive, circulatory, digestive and neurological systems.

When an impairment GRHV QRW VXE VWDQWLD OOL OLPLW

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Each school in Wellesley has a Section 504 Coordinator. The Coordinator will be responsible to implement the eligibility process. The Coordinator will determine a Team for each student based upon the nature of the suspected disability and the presenting questions regarding the student's needs. A 504 Eligibility Team consists of people who:

- ” Have knowledge about the student
- ” Have knowledge about the evaluation data and information
- ” Have knowledge about accommodations that may be discussed

### Step 1. Referral

When parents or school staff suspect a student may have a disability, a written referral must be presented to the appropriate school building designee. Parents of elementary age students should discuss this referral process with the building principal or his/her designee. At Wellesley Middle School and High School, parents should contact their child's guidance counselor.

### Step 2. Evaluation and Documentation

Evaluations will be proposed after school personnel review the referral information. With prior parent consent, the Wellesley Public Schools will conduct an evaluation that will include school district assessments and review of other relevant information, e.g. grades, review of records, health information, and classroom participation and performance. The evaluation process may include formal testing conducted by highly credentialed school personnel. Evaluations conducted by school personnel will be administered during the school day and may result in the student missing some instructional time.

Should the school district determine that formal evaluations are needed, consent from parents will be required. Upon receipt of parent consent to conduct the evaluation, the school district has 45 school days to complete the evaluations and hold a 504 Eligibility Meeting.

There are times when families may present to the school district a report from an independent evaluator. Although the Team will consider the findings from independent educational evaluations, the Wellesley Public Schools reserves the right to conduct our own evaluations.

As part of the eligibility determination process, Wellesley Public Schools may provide parents/guardians with a release of confidential information form to allow school personnel to speak with outside providers and to share relevant information about the student.

Should the family wish to present information from outside sources, the following checklist will help ensure that all appropriate information is available for the 504

Should the Team find the student not eligible for a Section 504 Plan, the Team will

Eligibility and Review:

<http://professionals.collegeboard.com/testing/ssd/application/eligibility-review>

Documentation Requirements:

<http://professionals.collegeboard.com/testing/ssd/application/eligible/requirements>

Basic Requirements for Disability Documentation:

<http://professionals.collegeboard.com/testing/ssd/application/guide/guidelines>