



**Burlington County Special Services School District
Burlington County Institute of Technology**

**Service
Community
Excellence**

Dr. Todd G. Bonsall
Assistant Superintendent
tbonsall@bcsssd.k12.nj.us
tbonsall@bcit.cc

Dr. Christopher M. Manno
Superintendent of Schools
cmanno@bcsssd.k12.nj.us
cmanno@bcit.cc

Ms. Theresa L. Margiotta
Business Administrator/Board Secretary
tmargiotta@bcsssd.k12.nj.us
tmargiotta@bcit.cc

January 22, 2015

Dear Staff and Administration:

This is to provide clarification regarding ***Section 504 of the Rehabilitation Act of 1973***.

Students

Students not otherwise eligible for special education programs and/or related services pursuant to N.J.A.C. 6A:14-1 et seq. may be referred to the District 504 Coordinator by the parent(s) or legal guardian(s), staff member and/or a request directly from the student.

The school district is required to provide a free appropriate public education (FAPE) to each qualified handicapped/disabled person who resides within the school district regardless of the nature or severity of the person's handicap/disability. An appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of handicapped/disabled persons as adequately as the needs of non-handicapped/non-disabled persons are met.

Section 504 of the Rehabilitation Act requires the Board to address the needs of children who are considered handicapped/disabled under Section 504 and do not qualify for services under the Individuals with Disabilities Education Act. A student may be handicapped/disabled within the meaning of Section 504, and therefore entitled to regular or special education and related aids and services under the Section 504 regulation, even though the student may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.

No student will be denied, because of his/her educational handicap/disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of this district.

Employees

An employee can receive 504 accommodations if the employee qualifies as an individual with a disability or disabilities. In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

504 plans in the educational context apply to the plans for students who would not



otherwise be eligible for special education programs. Outside the world of education, 504 accommodations most commonly refer to modifications or adjustment to the work environment that enable a qualified individual with a disability to perform the essential functions of the position.

Reasonable accommodations, not directly affecting the educational and/or instructional program, shall be made to accommodate employment conditions to the needs of qualified persons with handicaps/disabilities. Such accommodations may include, but are not limited to rescheduling; restructuring jobs; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, policies and procedures; and providing readers or interpreters.

If an employee wishes to request such accommodations, the procedure shall be as follows:

1. The employee shall submit to the principal such request for accommodation, and shall provide sufficient medical documentation of the stated handicap/disability.
2. The principal shall confer with the Superintendent of School, who may seek guidance of Board counsel. The District reserves the right to require more detailed or additional medical documentation.
3. The principal shall inform the employee of the disposition of the request for accommodation.

Grievances are to be handled according to the procedures outlined in Policy and Regulation 1510 (attached). If you have any questions regarding this matter, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink that reads "Christopher M. Manno". The signature is written in a cursive, slightly slanted style.

Dr. Christopher Manno,
Superintendent of Schools

c: Board Counsel
Board of Education