

## Section 504 Policy Statement

No student shall be discriminated against because of age, color, disability, parental status, marital status, race, national origin, religion, gender, or veteran status.

It is the policy of the Ball State University Schools to provide a free appropriate public education to each qualified student within its enrollment, regardless of the nature or severity of the disability. It is the intent of the University schools to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (i.e. special education).

## Contact Information:

Section 504 Coordinators:  
Burris Laboratory School  
765-285-1131

- Dawn Miller
- Ron Ross, Jr.

Indiana Academy  
765-285-8108

- Michael McClure

District Special Services Coordinator:  
765-285-1139

- Dr. Susan Albrecht

Superintendent of Schools:  
765-285-4372

- Dr. Julie Wood



*The Rehabilitation Act of 1973 is a federal nondiscrimination civil rights law. The purpose of the Act is to prohibit discrimination and to assure that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities.*

## *Section 504 of the Rehabilitation Act of 1973*

What You Need  
to Know  
if your child has a  
medical or mental  
health disability

Burris Laboratory  
School

Indiana Academy for  
Science, Mathematics,  
and Humanities

## Section 504 General Education Referral Procedures

- A statement from the student's physician or therapist documenting the student's physical or mental health impairment is provided by the parents to the school's Section 504 Coordinator.
- A date, time, and location for the Section 504 conference are established, and notice of such is given to the parent(s) and other attendees. Required attendees (minimum) include: Parent, Section 504 Coordinator, and General Education Teacher(s).
- Procedural safeguards are provided and explained to the parent by the Section 504 Coordinator.
- The Section 504 Committee determines whether or not the student is eligible as an individual with a disability under Section 504 and documents such on the Conference Committee Report form.
- Attendance of the Section 504 conference members is recorded and maintained with the committee report.
- If the student is determined eligible under Section 504, an Alternative Learning Plan is developed by the committee with any accommodations and modifications listed.
- Parent dated signature is obtained in writing, indicating:
  - Agreement or disagreement with the disability determination.
  - Opportunity to participate in the development of a General Education Intervention Plan.
  - Understanding of the contents and reasons for the program recommendation and receipt of such in writing.
  - Informed verbally of rights and options under Section 504 statute.
- A copy of an eligible student's plan is provided to the student's teacher(s) and is maintained in the designated file by the Section 504 Coordinator.

## Definition of Section 504 Terms

***Individual with a Disability:*** Any individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

***Physical or Mental Impairment:*** A physical impairment is any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems. A mental impairment is any mental or psychological disorder.

***Substantial Limitation:*** A person is substantially limited when s/he is limited as to the condition, manner, or duration under which an individual can perform a particular major life activity, as compared to that under which the average person in the general population can perform that same major life activity.

***Major Life Activity:*** Major life activities under Section 504 include, but are not limited to, caring for one's self, seeing, breathing, walking, hearing, speaking, learning, reading, concentrating, thinking, communicating, and performing manual tasks.