



Westfield Public Schools  
Curriculum and Instruction Office  
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**Susan Dargie, Director Curriculum and Instruction**

September 21, 2020

Dear Parents and Guardians,

As the Coordinator of Individual Accommodation Plans under Section 504 and the Americans with Disabilities Act, I would like to provide you with some updates as we begin the 2020-2021 school year.

How will students with a 504 plan be supported?

- All related services (Occupational Therapy, Speech Therapy, etc.) will be provided remotely this fall as we transition to in-person learning in the Hybrid Learning Model.
- All accommodations will be provided in both remote and in person settings as applicable.
- Initial, annual, and re-evaluation meetings will continue to be held remotely. 504 Liaisons at each school will contact parents to schedule these meetings using Google Meet (video and / or audio) or via telephone.
- For initial and re-evaluation meetings requiring specific assessments, WPS evaluators will administer assessments in a face-to-face format by adhering to safety guidelines and protocols. When assessments are deemed necessary, evaluators will contact parents to schedule a time to bring the student to be assessed into the school building.

What is a 504 Plan?

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act provide protections for students with disabilities in the general education setting.

Most students have experienced difficulties with some aspects of remote learning, both in the spring and as we begin our first weeks this fall. This is to be expected, and it does not indicate that a disability exists. Please be assured that teachers are providing accommodations for students as part of the general education curriculum, and all students are expected to need additional support as we address learning gaps created by the school closure and scaffold new learning experiences for students.

- To qualify under Section 504, a student must have a physical or mental impairment that substantially limits one or more major life activities.
- If you believe your child has an impairment that qualifies them for protection from discrimination under the law and consideration of eligibility for an Individual Accommodation Plan (504 plan), please contact your child's school.

Please visit the Department of Elementary and Secondary Education Website for more information. [DESE Parent Information](#). Thank you for your continued support as we work together for the benefit of the students.

Sincerely,

Susan Dargie