

In order to meet its obligations under Section 504 of the Rehabilitation Act of 1973, the District shall:

1. Engage in appropriate notification and “child-find” activities that are designed to identify and locate children residing in the District who may have a disability and who may be in need of special education and related services;
2. Make and accept referrals for evaluations as required by law;
3. Conduct evaluations and make eligibility and placement determinations in a manner that reflects the standards and requirements established under both Section 504 and the Individuals with Disabilities Education Act (IDEA), such as the following: (a) parent consent is required for initial evaluations; and (b) all eligibility and placement determinations must be made on an individualized basis with a focus on the student’s identified educational needs;
4. Employ appropriate procedural safeguards, including providing parents and guardians with required notices and appropriate opportunities to review their child’s records;
5. Develop, implement, and appropriately review a written Section 504 plan for each qualifying student with a disability (NOTE: An individualized education program (IEP) generally serves as the 504 plan for students who are also IDEA-eligible.);
6. Reevaluate students before any significant change in placement and in order to periodically re-determine eligibility; and
7. Adhere to appropriate procedures and standards in connection with the suspension and/or potential expulsion of any student with a disability.

The school psychologist is the District’s designated Section 504 Coordinator. The Coordinator shall have primary responsibility for the administrative procedures used within the District to implement the requirements of Section 504 and this policy. The Coordinator shall also be responsible for ensuring appropriate staff training and professional development in connection with the District’s obligations under Section 504, and for monitoring and evaluating the District’s overall implementation of Section 504.

Any person who believes that a student with a disability has been discriminated against, retaliated against, or harassed on the basis of the student’s disability, or who believes that the District has otherwise violated Section 504 or its implementing regulations, may file a complaint through the internal complaint procedure established under the District’s student nondiscrimination policy, 411 Equal Educational Opportunities. A person who wishes to file such a complaint, or who requires more information about the complaint procedure, should contact the middle school guidance counselor who serves as the District’s nondiscrimination/Title IX compliance officer.