

SECTION 504 PLAN

Nondiscrimination: No qualified handicapped student, solely because of a handicap, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of the District. Any complaints regarding discrimination under Section 504 of the Rehabilitation Act of 1973 shall be addressed according to District Policy BI - Civil Rights Policy and Complaint Procedures.

Definitions:

1. Eligible Student: An eligible student is a student who has, who has a record of having, or who is regarded as having a physical or mental impairment which substantially limits a major life activity.
2. Physical or mental impairment: A physical or mental impairment may be a 1) physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, muscular or skeletal, special sense organs, respiratory, speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic, lymphatic, skin, endocrine, or 2) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
3. Major life activity: A major life activity includes functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Referrals: The District's administrators, counselors, teachers, and students' parents and/or guardians may refer eligible students to the Section 504 Coordinator for evaluation under this plan. The referral shall be in writing on the form provided for such referrals. Referrals may be considered when a student

- is homeless
- is being considered for suspension or expulsion
- is being retained
- does not appear to benefit from the instructional program
- is having serious health problems
- is frequently absent for health reasons
- is on medication at school
- appears to have a substance abuse problem
- is diagnosed as having ADD/ADHD

- is a constant disruption in class
- has a pattern of disciplinary actions for behavior problems

or in any other circumstances when an administrator, counselor, or teacher believes that a referral is appropriate.

Section 504 Coordinator and Committee: The Superintendent shall be designated as the Section 504 Coordinator. Upon receipt of a referral, the Section 504 Coordinator shall convene a Section 504 Committee to evaluate and to determine an appropriate placement for the referred student. The Section 504 Committee shall consist of a representative of the administration, a counselor, and one of the referred student's teachers, and the student's parent. The Section 504 Coordinator shall provide a Notice of Parental Rights to the referred student's parents or guardians.

Evaluation: Prior to taking any action which would result in a significant change in placement in an instructional program for the referred student, the Committee shall conduct a Preplacement Evaluation of the referred student. The Preplacement Evaluation may include, but not be limited to, formal and informal test instruments, aptitude and achievement tests, teachers recommendations and reports, physical and/or medical reports, student grades, report cards, progress reports, parent observations, discipline records, attendance records, and counselor reports. The Committee should keep in mind that the evaluation should consider specific areas of educational needs and learning disabilities. No independent evaluation is required for the evaluation of a referred student under this plan, and the District shall not be required to pay for any independent evaluation of the referred student. The referred student's parents/guardians may provide for an independent evaluation and may submit such evaluation to the Committee for the Committee's consideration.

Placement: After compiling and reviewing all available necessary data and information, the Committee shall make a determination as to whether the referred student is an Eligible Student. If the student is not an Eligible Student, no action shall be taken, and the Section 504 Coordinator shall notify the student's parents/guardians of such decision. If the student is an Eligible Student, the Committee shall develop and recommend an Accommodation Plan which provides for a free appropriate education of the Eligible Student in the least restrictive environment. The Section 504 Coordinator or the Committee shall notify the Eligible Student's parents/guardians in writing of the Committee's findings and of the recommended Accommodation Plan.

Appeal: Parents/guardians shall have the right to appeal any decisions regarding their student's eligibility for Section 504 services, the evaluation process, and the placement decision pursuant to District Policy BI - Civil Rights Policy. For an eligible student, if no appeal is filed, the Accommodation Plan shall be implemented. However, if an appeal is filed, the Accommodation Plan shall not be implemented until the appeal process is concluded and shall be amended if so determined during the appeal process.

Monitoring and Review: The Accommodation Plan shall be monitored throughout the school year by the Section 504 Coordinator. The Coordinator may request information from teachers, counselors, parents/guardians, and others throughout the school year as needed for monitoring of the Eligible Student's progress and the appropriateness of the Accommodation Plan. The Coordinator shall document such reviews and the Eligible Student's progress. In addition to

reviews throughout the school year, the Coordinator shall review the Accommodation Plan at the beginning of each school year to determine if modifications need to be developed and implemented. If modifications are to be developed, the Coordinator shall notify the Eligible Student's parents/guardians. Prior to any significant change in the Eligible Student's placement, a review shall be conducted by the Coordinator or the Committee.

Notices: All notices shall be in writing and shall be sent to the parents/guardians by certified mail, return receipt requested.

Records: The Section 504 Coordinator shall be responsible for maintaining all records concerning referrals, evaluations, placements, appeals, reviews, and modifications under this plan. Parents/guardians shall have the right to examine the relevant records of their students according to District Policy EG - Student Records.