

Adopted: _____

Renville County West

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Rev.

SECTION 504 POLICIES AND PROCEDURES

Non-Discrimination

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SECTION 504 POLICIES AND PROCEDURES

I. Non-Discriminatory Policy Statement

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities;
2. Has a record of such impairments; or
3. Is regarded as having such impairment in accordance with the Americans with Disabilities Amendment Act (ADAAA).

In order to fulfill obligations under Section 504, the Renville County West School District is responsible for nondiscrimination in policies and practices regarding its personnel and its learners. No discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the Renville County West School District.

The Renville County West School District has responsibilities under Section 504, which include the obligation to identify, evaluate, and, if the learner is determined to be eligible under Section 504, afford access to FAPE under 34 C.F.R. § 104.33(a). If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer as provided in the Notice of Procedural Safeguards..

If there are questions, please feel free to contact your building principal. The phone number is 320-329-8368

II. Notice of Nondiscrimination

- A. The notice of nondiscrimination shall include a statement of non-discrimination by the Renville County West School District and should be included on recruitment materials and publications containing general information.
- B. It is the policy of the Renville County West School District Board of Education to provide a free and appropriate public education to each student with a disability within the school's

jurisdiction.

It is the intent of the district to ensure that learners who have disabilities within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Any person having inquiries concerning the Renville County West School District's compliance with the regulations implementing Section 504 is directed to contact their building principal, who has been designated as the Section 504 Coordinator.

III. Grievance Procedures

- A. Grievance procedures will be adopted from the Total Special Education Systems (TSES): Policies and Procedures manual which is published by the Minnesota River Valley Education District and adopted by Renville County West. The specific sections referring to grievance procedures include:

8.5.2 Conciliation Conference

8.5.3 Mediation Process

8.6 Due Process Hearing

8.6.7 Appeals

8.10 Complaints

- B. Grievances may be filed with the Renville County West School District or directly with the US Department of Education Office for Civil Rights.

RCW Public Schools	Office for Civil Rights, Region V
504 Coordinator	US Department of Education
301 NE 3 rd St	500 W. Madison Street
Renville, MN 56284	Suite 1475
(320)329-8368 (Elem.)	Chicago, IL 60605-1202
(320)329-8362 (H.S.)	(312)886-3456

IV. Identification of Learners

- A. The Renville County West School District will use child find procedures as defined in the TSES: Policies and Procedures manual, Chapter 1 to identify students Eligible for Section 504 accommodations.

V. Evaluation and Placement Procedures

A. Referral

1. Referral of a student to the Section 504 Coordinator will come from the Child Study Committee upon determining a student ineligible for special education services. This will ensure that a comprehensive evaluation was completed evaluating eligibility for services under IDEA.

2. Referrals initiated by parents, community agencies, or other sources should be conveyed to the Child Study Committee for consideration before proceeding with a Section 504 assessment.

B. Evaluation Procedures

1. The Renville County West School District will use evaluation standards and procedures defined in the TSES: Policies and Procedures manual, Chapter 3 to evaluate students. The specific sections which address this include:

- 3.0 Evaluation and Reevaluation Standards
- 3.2.5 Evaluation Team
- 3.2.6 Evaluation Procedures
- 3.2.7 Evaluation Materials and Procedures
- 3.2.8 Braille Skills Inventory
- 3.2.9 Secondary Transition Evaluation
- 3.2.10 Infant and Toddler Evaluation

C. Placement Procedures

1. Placement decisions shall draw upon information obtained from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical conditions, social or cultural background, and adaptive behavior.
2. Information which is obtained shall come from the Child Study Committee's comprehensive evaluation and shall be documented by that team. This team will also determine the eligibility of the student for Section 504 accommodations.
3. Placement recommendations and decisions shall be made by a group of people knowledgeable about the child, meaning of the evaluation data, and placement options.
4. If a student qualifies under 504, a 504 plan will be written up by the homeroom teacher(s), with input from the parents, building administrator, and other committee members who work with the student. A typed copy, signed by the parent and the building administrator will be given to the parent and the teacher(s) involved. The building administrator will also keep a file for 504 cases.
5. Annual Review. Each year a new 504 plan must be rewritten for each 504 student at the beginning of the school year. Any revisions needed must be re-typed and resigned. New signatures are required annually. Elementary 504 plans should be passed to the 504 Coordinator in the secondary building when the student reaches grade 7.

D. Review Procedures

1. An annual review of the students progress will be completed as identified in Chapter 4 of the

TSES: Policies and Procedures Manual.

E. Accommodations

1. Students with a disability may qualify for accommodations for the college entrance exams, the ACT/SAT. For details visit the following websites:

www.act.org

www.collegeboards.com

VI. Procedural Safeguards

- A. Due Process Procedural Safeguards will be adopted from the TSES: Policies and Procedures manual, Chapter 8. Sections which apply to Individual Education Plans or Behavior Intervention plans are excluded as they do not apply to Section 504 rules.
- B. Notification of Procedural Safeguards will be distributed through the “Parents Rights and Procedural Safeguards” pamphlet distributed by the Minnesota Department of Education, along with an inclusion summarizing the guidelines of Section 504.