

**Novi Community School District**

**Section 504 Manual for Identifying and Serving Eligible Students:**

**Policies, Guidelines, and Forms**

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## **INTRODUCTION**

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") prohibits discrimination against students on the basis of disability.

This Manual contains information, guidelines, policies, procedures, and forms to achieve compliance with Section 504 with respect to the education of The Novi Community School District's students, in a manner consistent with The Novi Community School District's non-discrimination policies.

The Novi Community School District expects its employees to be knowledgeable about its Section 504 procedures. If you have Section 504 questions concerning either current or prospective students, please contact The Novi Community School District's Section 504 Coordinator:

Darby Hoppenstedt  
Director of Student Support Services  
Novi Community School District  
25345 Taft Road  
Novi, Michigan 48374  
Phone: 248-449-1418  
Fax: 248-449-1219

Although Section 504 also applies to employment and facility access by individuals with disabilities, this Manual only addresses student issues under Section 504.

## **OVERVIEW**

Section 504 is a federal law which prohibits discrimination against persons with disabilities. The law provides:

No otherwise qualified individual with a disability . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . . .

29 USC § 794

One of the principal purposes of Section 504 is to ensure that students with disabilities are not denied access to educational facilities, programs, and opportunities on the basis of their disability.

For a student to have a disability which may be protected under this law, he or she must: **(1) have a mental or physical impairment, (2) which substantially limits, (3) one or more**

**major life activities.** For a student to be considered an "eligible student" under Section 504, all three criteria must be fulfilled.

Under Section 504, schools that receive federal funds may not discriminate against eligible students with disabilities. Section 504 also protects students who have a record of a disability, and students who are regarded as having a disability. Discrimination against students in either category is prohibited under Section 504.

Section 504 requires The Novi Community School District to provide a free appropriate public education ("FAPE") to each eligible student who has a physical or mental impairment which substantially limits a major life activity. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of non-disabled students are met and in accordance with Section 504 requirements pertaining to educational setting, evaluation, placement, and procedural safeguards. The FAPE obligation extends to all students described in this paragraph, regardless of the nature or severity of their disability.

### **POLICY STATEMENT**

The Novi Community School District shall not discriminate against any student having a disability, a record of having had a disability, or who is otherwise regarded as having a disability. The Novi Community School District shall also, as required by law, attempt to locate and identify each student within The Novi Community School District's jurisdiction who may be an eligible student under Section 504. The Novi Community School District shall evaluate each student identified under Section 504 and provide each eligible student with a FAPE as defined by law.

The Novi Community School District also shall not discriminate against persons based upon any other legally-protected characteristic. Other District publications and policy documents should be consulted to obtain details of those prohibitions, and the means by which an internal complaint or grievance concerning any type of discrimination may be filed.

### **DEFINITIONS**

The following definitions apply to this Section 504 Manual, Policies, Guidelines, and Forms.

#### **"Free Appropriate Public Education" ("FAPE")**

A "free appropriate public education" is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with a disability as adequately as the needs of non-disabled students are met and is based on adherence to procedures that satisfy Section 504 requirements pertaining to educational setting, evaluation, placement, and procedural safeguards.

## **"Individual with a Disability"**

An "individual with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

## **"Physical or Mental Impairment"**

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or
2. Any mental or psychological disorder, such as a cognitive impairment, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The Section 504 regulations do not provide an exhaustive list of specific diseases or conditions that may constitute a physical or mental impairment because of the difficulty of developing a comprehensive list of possible diseases and conditions.

## **"Substantially Limits"**

A student who has a physical or mental impairment that substantially limits a major life activity is considered a student with a "disability" under Section 504. This determination is made on a case-by-case basis. Neither Section 504 nor its implementing regulations define the term "substantially limits" but the term is not necessarily synonymous with "unable to perform" or "significantly restricted in" a major life activity.

Except for ordinary eye glasses or contact lenses, the ameliorative effects of mitigating measures may not be considered when assessing whether a student has an impairment that substantially limits a major life activity. "Mitigating measures" include, but are not limited to: medication; medical supplies, equipment or appliances; low-vision devices (devices that magnify, enhance, or otherwise augment a visual image); prosthetics (including limbs and devices); hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment and supplies; use of assistive technology; reasonable accommodations or auxiliary aids or services; and learned behavioral or adaptive neurological modifications.

A temporary impairment does not constitute a disability for purposes of Section 504 unless it is of such severity that it results in a substantial limitation of one or more major life activities for an extended period of time. This determination is to be made on a case-by-case basis.

If a student has an impairment that is episodic or in remission, The Novi Community School District must consider whether the impairment, *when active*, would substantially limit a major life activity. If it would, then the student meets the definition of a student with a disability.

### **"Major Life Activities"**

To be eligible under Section 504, a student's physical or mental impairment must interfere with one or more "major life activities." A "major life activity" includes, but is not limited to functions such as:

- \* Caring for oneself
- \* Performing manual tasks
- \* Walking
- \* Seeing
- \* Hearing
- \* Speaking
- \* Breathing
- \* Learning
- \* Working
- \* Eating
- \* Sleeping
- \* Standing
- \* Lifting
- \* Bending
- \* Reading
- \* Concentrating
- \* Thinking
- \* Communicating
- \* Operation of major bodily functions (including but not limited to functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions)

This list is not exhaustive. An activity or function not found on the list may nonetheless be a major life activity. A student is protected from all forms of discrimination and is eligible under Section 504 if the student has an impairment that substantially limits one or more major life activities, including, but not limited to, learning.

### **"Record of Impairment" and "Regarded as Having an Impairment"**

Section 504 also protects students from discrimination who have a record of an impairment or who are regarded as impaired. A student is "regarded as" having an impairment if The Novi Community School District perceives the student as impaired. The Novi Community School District shall not treat students differently based upon a record that shows that the student was disabled in the past, or based upon an assumption or perception of disability. The Novi Community School District is not required to develop a Section 504 plan for a student who either has a record of an impairment or who is regarded as having an impairment, but who is not otherwise currently eligible under Section 504.

## **"Current User of Illegal Drugs"**

A student who is currently engaging in the illegal use of drugs is not eligible for services or protection under Section 504 when The Novi Community School District takes disciplinary action on the basis of such drug use even if the student is otherwise a student with a disability. A student who is a former drug user or who is participating in a drug rehabilitation program, however, may be eligible for Section 504 services and protection if the student otherwise meets the definition of an "individual with a disability" as described above.

## **CHILD FIND**

Every year, The Novi Community School District shall attempt to identify and locate every student residing in The Novi Community School District who may be a student with a disability under Section 504, regardless of whether he or she is receiving a public education. The District shall notify parents of those students of The Novi Community School District's Section 504 obligations.

The Novi Community School District may satisfy the notification obligation by advertising, by posting notices in places likely to be visited by qualified students with disabilities and their parents, by including notices in District publications and on its web site, and by directly contacting parents of those students who The Novi Community School District believes to be eligible.

The Novi Community School District must also ensure that the information in its Section 504 notices is written in a manner that is easily understandable to a parent. The notice should also contain the name and contact information for The Novi Community School District's 504 coordinator.

## **PRE-REFERRAL ASSISTANCE**

Pre-referral assistance is an important first step in serving students experiencing difficulties in school. Teachers may vary instructional and behavioral methodologies and expectations, and, by so doing meet students' educational and behavioral needs; and thereby strengthen the general education program and reduce unnecessary Section 504 and IDEA formal referrals.

Pre-referral assistance, including strategies such as response-to-intervention ("RTI"), is not intended to impede or be a substitute for necessary referrals for consideration of eligibility under the Individuals with Disabilities Education Act ("IDEA") or Section 504. If, at any time, a teacher, counselor, administrator, or other professional staff member has reason to believe that the student's difficulties may be attributable to a disability, the student should be referred for an evaluation. If a parent/guardian at any time requests an evaluation, The Novi Community School District must either honor that request or notify the parent/guardian of his/her due process rights under the IDEA, or Section 504, as applicable.

## **PARENT RIGHTS**

Section 504 guarantees certain rights to parents of students with disabilities. A Section 504 Notice of Procedural Safeguards ([Form C](#)) has been developed for distribution to parents.

### **SECTION 504: THE PROCESS**

This section of the Manual addresses important steps in the Section 504 process including: referral, evaluation, eligibility determination, development of the Section 504 Plan, review, and reevaluation.

#### **A. Referral**

A student who, because of a suspected disability, is believed to need services under Section 504 is typically referred for a Section 504 evaluation by a parent, guardian, teacher, other certified school employee, the student if 18 years of age or older, or other concerned adult individual. Upon the receipt of a referral:

- \* The referral should be reduced to writing. ([Form B](#))
- \* The parent should be provided written notice of the referral, and be asked to provide written consent to a Section 504 evaluation. ([Form D](#))
- \* The parent should be provided with a copy of "Section 504 Notice of Procedural Safeguards" ([Form C](#)) with notice of the referral.

Once The Novi Community School District has received parent consent to evaluate, The Novi Community School District may begin the evaluation process. If a parent refuses to consent to an initial evaluation, The Novi Community School District may, but is not required to, use due process hearing procedures to seek to override the parent's refusal to consent to the evaluation. Additionally, if a parent refuses to consent to an evaluation that is necessary for a determination of eligibility, the 504 Team may determine that the student is not eligible under Section 504.

#### **B. Evaluation**

The evaluation is the starting point for determining whether a student is an eligible student under Section 504. The Novi Community School District is required to conduct an evaluation before providing Section 504 services. The nature and extent of the information needed to make a Section 504 eligibility decision is determined on case-by-case basis by a group of persons knowledgeable about the student, the meaning of evaluation data, and the placement options, *i.e.*, the Section 504 Team. Information obtained through the evaluation process must be documented and all significant factors must be considered. The Novi Community School District may, but is not

required to, use the same evaluation process used to evaluate students under the IDEA. The evaluation must draw upon information from a variety of sources and may include:

- \* School records review
- \* Observations of the student
- \* Standardized tests or other assessments by school staff
- \* Parent/Student/Teacher interviews
- \* Behavior rating scales or other checklists
- \* Pertinent medical information
- \* Information provided by the parent
- \* Other relevant information

Where formal testing is determined to be necessary, the evaluation procedures must ensure that:

1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer.
2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient.
3. Tests are selected and administered so as best to ensure that when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except when those skills are the facets that the tests purport to measure).

A medical diagnosis of a physical or mental impairment does not, in and of itself, determine Section 504 eligibility. As mentioned above, Section 504 requires The Novi Community School District to draw upon information from a variety of sources in making its eligibility determination. A medical diagnosis is only one source of information. Additionally, The Novi Community School District may request, but cannot require a parent to provide a medical statement or authorize the release of the student's medical information as part of the evaluation process. If The Novi Community School District determines, based on the facts and circumstances of the individual case, that a medical assessment is necessary for an appropriate evaluation, The Novi Community School District must ensure that the child receives this assessment at no cost to the parents. If alternative assessment methods meet the evaluation criteria, those methods may be used in lieu of a medical assessment. If a parent refuses to consent to a medical assessment and alternative assessment methods are not available, the 504 Team must proceed to make an eligibility determination based on the information it has on hand.

Absent extenuating circumstances, The Novi Community School District's evaluation and the development of a Section 504 Plan, if necessary, should be completed no later than 30 school days following The Novi Community School District's receipt of the parent's consent to evaluate. If an extension of time is required, the parent must be notified in writing of the extension, the reason for the extension, and the expected date of completion of the process.

**C. Eligibility Determination**

The eligibility determination must be made by a group of persons knowledgeable about the student, the meaning of evaluation data, and placement options and must be documented in writing. The parent of the student should be given a meaningful opportunity to provide input into identification, evaluation, and placement decisions for his/her child. Therefore, the parent should typically be included in this process.

**D. Section 504 Plan**

Where a student is found to be eligible under Section 504, the need for a Section 504 Plan must be determined. ([Form K](#)). The Section 504 Team, which should include the parent, will be responsible for determining the services that are needed to provide the student a FAPE. The Plan should specify how services will be provided and by whom.

The Section 504 Plan shall be signed by the Section 504 Coordinator/Designee, indicating The Novi Community School District's intent to implement the plan. A copy of the Plan, along with the Section 504 Notice of Procedural Safeguards ([Form C](#)), must be provided to the parent.

If a Section 504 Plan is developed for a student, all school personnel with implementation responsibilities should be informed of the existence and particulars of the Plan. Failure to implement the Plan can result in non-compliance with Section 504.

**E. Review of Section 504 Plan**

The teacher or other person(s) designated by the Section 504 Team shall monitor the student's progress and the effectiveness of the student's Plan. The teacher or other designated person will contact the parent (in person or by phone) at least annually to discuss whether the 504 Plan continues to be appropriate or whether any changes are necessary. If changes are to be considered, the Section 504 Team must be convened.

In addition, the Section 504 Team should be convened and the student's 504 Plan updated whenever the student's situation warrants a review (*e.g.*, during natural transition periods, when a teacher or parent raises concerns, or when the student's performance changes).

## **F. Reevaluation**

A reevaluation should be completed at least once every 3 years to re-determine eligibility under Section 504 and before any significant change in the student's placement.

### **SUSPENSION AND EXPULSION OF SECTION 504 STUDENTS**

Students who are eligible under Section 504 have certain additional protections when charged with a violation of the Code of Student Conduct which may result in a suspension or expulsion that constitutes a significant change in placement. Similar to suspension or expulsion of a student with a disability under the IDEA, it is necessary to conduct a manifestation determination for a Section 504 student when:

- \* The suspension or expulsion will be for more than 10 consecutive school days; or
- \* The student has been subjected to a series of suspensions that total more than 10 school days in a school year and a pattern of exclusion exists. Whether a series of suspensions creates a pattern of exclusion is determined on a case-by-case basis taking into account the following factors: the length of each suspension, the proximity of the suspensions to one another, the similarity of the behavior that resulted in the removals and the total amount of time the student is excluded from school.

If either of the situations above applies, then The Novi Community School District is required to conduct a manifestation determination before any significant change in student's placement may occur. The manifestation determination should be conducted within 10 school days of the decision to change the student's placement. The parent must be invited to participate in the meeting and provided a copy of the Section 504 Notice of Procedural Safeguards ([Form C](#)). The purpose of the manifestation determination is to review whether the student's misconduct was caused by, or had a direct and substantial relationship to the student's disability; or whether the conduct was a direct result of The Novi Community School District's failure to implement the student's Section 504 plan. ([Form O](#)).

This determination should be made by a group of persons knowledgeable about the student, the meaning of evaluation data, placement options, the student's Section 504 Plan, and the disciplinary incident. In making its determination, the 504 Team must review all relevant information in the student's file, the student's Section 504 plan, any teacher observations of the student, and relevant information provided by the parent.

If the 504 Team concludes that the student's conduct is a manifestation of the student's disability, the student must remain in (or be returned to) his/her current educational placement unless, the parent and The Novi Community School District agree to change the student's placement. If the 504 Team concludes that the student's conduct is not a manifestation of the student's disability, The Novi Community School District may apply the relevant disciplinary

procedures applicable to all students. Unlike the IDEA, there is no requirement to provide a student whose conduct is not a manifestation of the student's disability educational services during a disciplinary change in placement unless services are provided to similarly-situated non-disabled students.

Please note that Section 504 allows a student to be disciplined, without going through the manifestation determination review process, when the infraction results from the student's current illegal use of drugs or alcohol in violation of the Code of Student Conduct.

In the case of a Section 504 student who carries or possesses a weapon to or at school, on school premises, or to or at a school function, The Novi Community School District may place the student in an interim alternative educational setting for up to 45 school days if a student without a disability would be similarly disciplined. The Section 504 team must meet to develop the interim alternative educational setting after evaluating the student as described in this Manual. The interim alternative educational setting must be educationally appropriate and the services provided must enable the student to continue to progress in the general curriculum. The interim alternative educational setting must also address the behavior prompting the disciplinary action.

### **IMPARTIAL DUE PROCESS HEARING**

A parent who disagrees with the identification, evaluation, placement, or the provision of a free appropriate public education of a student with a disability under Section 504 has the right to request an impartial due process hearing. Request for a Section 504 due process hearing must be made in writing to The Novi Community School District's Section 504 Coordinator. Upon receipt of such a request, the necessary arrangements will be made by The Novi Community School District, including the selection of a hearing officer. A person who is an employee of The Novi Community School District, or any person having a personal or professional interest which would conflict with his/her objectivity in the hearing, may not be appointed as a hearing officer.

Any party to a hearing has the right to:

1. Be accompanied and advised by counsel or an individual with special knowledge or training about the problems of children with disabilities;
2. Present evidence and cross-examine witnesses;
3. Obtain a written or electronic verbatim record of the hearing or obtain alternate forms of the verbatim record to be provided in the parent's native language;
4. Obtain written or electronic findings of fact and decisions; and
5. Seek judicial review of a hearing officer decision.

The Novi Community School District will adhere to the following timeframes if a due process hearing is requested:

1. A hearing will be scheduled not more than 30 calendar days following receipt of the parent's written request.
2. The hearing officer will, not later than 30 calendar days after the hearing, draft a written decision (with specific findings of fact) and send a copy of the decision to each party and/or their attorneys/representatives.
3. In the absence of an appeal, The Novi Community School District will implement the decision of the hearing officer within 15 calendar days of The Novi Community School District's receipt of the decision.

### **GRIEVANCE PROCEDURE**

A person who believes a student has been discriminated against by The Novi Community School District on the basis of the student's disability or who believes The Novi Community School District otherwise violated Section 504 also has the right to file a complaint through The Novi Community School District's grievance procedure. ([Forms L and M](#)). A person who wishes to file a complaint should contact:

Darby Hoppenstedt,  
Director of Student Support Services  
Novi Community School District  
25345 Taft Road  
Novi, Michigan 48374  
Phone: 248-449-1418  
Fax: 248-449-1219

A person may file a complaint with the Office for Civil Rights (OCR) if he/she does not wish to use The Novi Community School District's grievance procedure. A person who wishes to file a complaint with OCR should contact:

Office for Civil Rights  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115  
FAX: (216) 522-2573; TDD: (877) 521-2172  
Telephone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

A discrimination complaint may be filed with OCR at any time. Additionally, if a person is dissatisfied with The Novi Community School District's resolution of a complaint, that complaint may be filed with OCR at the address above within 60 days of The Novi Community School District's resolution.