



Novi Community Student Support Services Department Darby Hoppenstedt, Director of Student Support Services

April 17, 2020

Dear Families of Students with Section 504 Accommodation Plans:

We hope you and your families are doing well! As we navigate these uncertain times, The Novi Community School District Student Services Department is committed to support your child through this tumultuous period of school closure.

The Student Services Department:

1. Will support our students with Section 504 Accommodation Plans.
2. Will demonstrate good faith effort to provide accommodations and related services to students with 504 Plans.
3. Will provide services in the areas of: Social Worker, Occupational Therapy, Physical Therapy, Speech and Language Services, and Oakland Schools Consultant support as stated on student's 504 plans. We will provide these supports using several methods which may include: Zoom, Google Meets, or TeleVate Platform
4. Will we work to ensure accessibility, including accommodations to their general education learning as well as individual student needs.
5. If we in good faith cannot provide services on the 504 plan, the District will provide the Notice Document below.

**NOVI COMMUNITY SCHOOL DISTRICT
NCS D COVID-19 Contingency Section 504 Notice**

You are receiving this notice for

Student Name: _____ Student ID: _____
 Attending Building: _____ Grade _____ Birth Date: _____

The district is delivering this notice Via Email On: _____

This Section 504 Notice is created in response to the COVID-19 pandemic and Governor Whitmer's Executive Order 2020-21 and 2020-23, which close school buildings for in-person instruction for the remainder of the 2019-2020 school year and require Michigan citizens to stay at home except for purposes necessary to sustain life or health. The Novi Community School District may be unable to fully implement the Student's Section 504 Accommodation Plan due to the executive orders. This notice details how we will provide accommodations and related services until the Plan is otherwise amended or normal in-person school operations resume.

Accommodations:

The District will continue to provide accommodations that apply to remote learning on the student's most recent 504 Plan so the student may access instruction and curriculum during this mandatory shutdown. Accommodations that are specific to accessing the school environment may not be applicable to a remote learning situation and therefore, cannot be provided.

Related Services: The District will provide the Student the following related services:

| Related Services (if applicable to Student) | Direct Or Consult | Specific Amount of Time | Frequency (Minutes/Week) |
|---|-------------------|-------------------------|--------------------------|
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Plan Duration:

This Section 504 Plan Amendment begins on [_____] and will continue until otherwise amended or normal, in-person school operations resume. Once normal, in-person school operations resume, this Plan will be automatically void, and implementation of the Student's most recent Section 504 Plan will resume.

Parent/Guardian Collaboration and Agreement:

A District representative shared this plan with the Student's parent/guardian via [_____] on [_____] and the parent/guardian agreed to make the changes to the 504 Accommodation Plan described without convening a 504 Team meeting. The Student's parent/guardian agrees that this Plan constitutes an amendment to the Student's Section 504 Plan until normal in-person school operations resume.

Notes:

A copy of this Plan was sent to the Student's parent/guardian via [_____] on [_____] This Plan explains how one will be the Student's Section 504 Plan if being amended. Parent/guardian may access their procedural safeguards, which explains their rights under Section 504 at this link: _____

Superintendent or Designer: _____ Date: _____

We appreciate your patience and look forward to our continued work together for your children.

Steve Matthews, Superintendent
RJ Webber, Assistant Superintendent
Darby Hoppenstedt, Director