



RIVER VALLEY LOCAL SCHOOL DISTRICT

CHECKLIST FOR COMPLIANCE WITH SECTION 504

The District must complete the following procedures each year in order to comply with the Federal laws related to disabled persons.

- Provide written assurance of non-discrimination whenever the District received Federal money.
- Designate a District employee to coordinate compliance with Section 504/ADA.
- Provide grievance procedures to resolve complaints of discrimination.
- Provide notice to students, parents, employees, unions, and professional organizations of non-discrimination in admission or access to, participation in, or treatment or implement in, District programs or activities. Notice must specify the compliance officer.
- Include notice of non-discrimination with the name and location of the compliance officer in all student handbooks.
- Annually identify and locate all Section 504-qualified disabled children in the District's geographic area who are not receiving a public education.
- Annually notify disabled students and their parents of the District's responsibilities under Section 504.
- Provide parents with the following procedural safeguards:
 - Notice of their rights and;
 - An opportunity to review relevant records;
 - Access to a due process hearing before an impartial hearing office;
 - Notice of the right to request a hearing regarding the identification, evaluation, or educational placement of their disabled child. With respect to a child who is disabled or believed to be disabled under IDEA,

no change in placement can occur if parents have filed a request for a hearing and the proceeding have not been completed.