

EDWARDSVILLE SCHOOL DISTRICT 7

NOTICE OF SECTION 504 PROCEDURAL SAFEGUARDS

The following procedural safeguards are to be afforded to the parent(s) / guardian(s) of the student suspected of having a disability under Section 504 of the 1973 Rehabilitation Act which is a non-discrimination statute barring discrimination on the basis of disability.

- It is the policy of the school district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act.
- The 1973 Rehabilitation Act requires the school system to locate, evaluate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.
- If a parent/guardian suspects that the student may have a disability that substantially limits a major life activity, the parent/guardian can request the school district to conduct an evaluation to determine whether the student qualifies as an individual with a disability as defined in Section 504 of the Rehabilitation Act.
- The parent/guardian will be requested to provide consent to conduct a 504 evaluation. If consent is not provided, the student will not be considered as a student with a disability within the meaning of Section 504 of the Rehabilitation Act and no further action will be taken by the school district with respect to the request that the student be designated as a student with a disability as defined by Section 504 of the Rehabilitation Act.
- Prior to completion of the evaluation, the parent/guardian may revoke, in writing, the consent to conduct an evaluation to determine 504 initial or to continue eligibility. If such revocation is submitted in writing, the school district will not consider eligibility and no further action will be taken.
- The school district has 60 school days from the date of the request to complete the evaluation of the student and to convene a meeting to determine eligibility.
- The parent/guardian will be provided notice, in writing, of the date and time of any meeting held where eligibility and/or accommodations/services are determined.
- Parents are provided an opportunity to review relevant student records under the Family Educational Rights and Privacy Act (FERPA) and Illinois School Student Records Act.
- Parents are provided an opportunity for a hearing in accordance with the Uniform Grievance Procedure as contained in Board of Education Policy.
- Parents/guardian(s) disagreeing with the decision reached by school personnel regarding necessary accommodations for access to educational programs may request a hearing before an impartial hearing officer.
 1. The parent/guardian shall request a hearing in writing directed to the Superintendent of Schools. The hearing request shall state the name of the student, the alleged violation and a formal statement for a request for an impartial hearing.
 2. The District shall, upon receipt of the parent request for an impartial due process hearing, contact a hearing officer and notify the parent/guardian/student requesting the impartial hearing of the name, address and telephone number of the hearing officer.
 3. The hearing shall be scheduled by the hearing officer within a reasonable time and mutually convenient to the parties.