

Programs for Students with Disabilities:  
504 Identification, Evaluation and Placement Procedures

I. General

The [e.g., Supervisor of Pupil Personnel Services or Director of Special Education] (“Coordinator”) is responsible for locating and identifying students with disabilities. In furtherance of this policy the Coordinator shall insure:

- A. Students with disabilities are located.
  - 1. Efforts are to be made annually to locate and identify qualified persons with disabilities residing in the school division who are not receiving a public education presently.
  - 2. Notice of the availability of services and the types and location of services should be sent to nearby private schools, pediatricians and the Health Department.
- B. Parents or guardians of the students with disabilities are to be given notice of their rights.
  - 1. Parents or guardians of the students with disabilities are notified of their rights at least annually and, in all cases, prior to evaluation and placement.
  - 2. Parents or guardians of the students with disabilities are to be notified of their rights prior to any significant change in placement.
- C. Appropriate educational opportunities are to be made available to students with disabilities.
  - 1. Each qualified student with disabilities is entitled to a free appropriate public education.
  - 2. To the maximum extent appropriate, the students with disabilities shall be educated with their non-disabled peers.
  - 3. Evaluations of the student are to be made prior to providing services.
  - 4. Periodic reevaluations are to be made when necessary and, in every case, prior to a significant change in program.

- D. Hearing procedures must be available in the event of a dispute.
  - 1. The School Board or parents or guardians may request a hearing over disputes concerning the identification, evaluation or educational placement of persons who because of a disabling condition or need, or are believed to need special instruction or related services.
- E. Procedural safeguards shall include notice of:
  - 1. the right of access to educational records; and
  - 2. the availability of an impartial hearing.

## II. Identification and Evaluation

- A. Those of school age residing in the school division suspected of being students with disabilities shall be referred to the Coordinator.
- B. The Coordinator shall see that an evaluation of the student's educational needs is made if it appears that the student might be students with disabilities.
- C. The evaluation may consist of the following written components:
  - 1. medical
  - 2. psychological
  - 3. educational
  - 4. socio-cultural
  - 5. others as appropriate to the student's suspected handicap.
- D. Tests utilized for the evaluation process must be properly validated, administered by trained personnel, and assess areas of education needs.
- E. The evaluation and identification process must be completed with sixty-five (65) administrative working days of the referral.
- F. Following completion of the evaluations, the Eligibility Committee shall meet. The Eligibility Committee shall be composed of individuals who represent the various evaluation components and others as designated by the Coordinator. Some of the members must be familiar with the student.

- G. The parents shall be encouraged to present information relevant to the identification issue for consideration by the Eligibility Committee.
- H. The Eligibility Committee is responsible for determining the following:
  - 1. whether the student is students with disabilities;
  - 2. the type of handicap; and
  - 3. the effect of any handicap on the student in the school setting.
  - 4. The need for a Section 504 or Health Services Plan
- I. Minutes of the eligibility meeting shall be maintained setting forth the justification for the decision.

### III. Placement

- A. For students who are identified as students with disabilities by the Section 504 Evaluation Committee, a Section 504 Educational Plan (“Section 504 Plan”) or Health Services Plan shall be developed to incorporate the services that the student needs in the educational setting.
- B. The Section 504 or Health Services Plan shall be developed with the participation of the parent, a school administrator, and a teacher.
- C. If the parent attends the Eligibility Committee meeting, the Section 504 Plan may be developed at that time by the Eligibility Committee.
- D. The Section 504 Plan must be developed within thirty (30) days of identification of the student by the Eligibility Committee.
- E. No placement in special services may be made prior to the development of the Section 504 Plan.
- F. Changes in placement for identified students with disabilities students which result form disciplinary action shall be handled pursuant to the procedures utilized for students identified as students with disabilities under the EHA.

Adopted: December 11, 1995

Amended: April 18, 2011