

**George-Little Rock
Community School District**

SECTION 504/ADA POLICY

2014-2015

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Web Site

TABLE OF CONTENTS

Introduction	3
Section 504/ADA Notice of Nondiscrimination	3
Equal Educational Opportunity	3
Section 504/Americans With Disabilities Act Requirement Checklist	4
Annual Self-Evaluation and Transition Plan-Policy/Procedures Checklist	5-6
Section 504/ADA Student And Parental Rights	6
Referral Form for Accommodations.....	7
Notice of Evaluation for Section 504/ADA.....	8
Determination for 504/ADA Eligibility Checklist	9
Notice To Parents Of Accommodation Committee Meeting	10
Accommodation Evaluation Report	11
Individual Accommodation Plan.....	12
Notice of Accommodation Committee Decisions.....	13
Notice of Re-Evaluation	14
Section 504/ADA Complaint Procedures	15

Committee Members
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INTRODUCTION

Section 504/ADA provides civil rights prohibiting discrimination of students and employees with disabilities or handicapping condition from entering and participating in the school's educational activities. The George-Little Rock 504/ADA plan contains the policies, procedural information and required forms necessary to comply with the 504/ADA legislation. The contents of the George-Little Rock plan are listed in the preliminary pages of the school districts' Section 504/ADA Policy. A brief overview of the George-Little Rock Section 504/ADA Policy is described below.

Handicapped or disabled students served by the George-Little Rock School District are entitled by Section 504/ADA legislation to receive a free and appropriate education in a least restrictive environment. To qualify, students must be evaluated by a knowledgeable team of educators including the students' parents or guardians to determine if the disability or handicapping condition substantially impairs a major life activity such as learning, working, walking, etc. Qualifying students will receive reasonable accommodations to meet the student's educational needs. The accommodation plan shall be written by a knowledgeable team of educators and mutually agreed to by the parents or guardians. Such planning may include specialized teaching strategies, physical adaptations, and/or assistive technology. The primary aim of the accommodation plan is to provide the student with an education that is commensurate with the educational services received by other students served by the school.

Nondiscrimination of students with disabilities and/or handicapping condition is annually reviewed by the school administration. A statement of nondiscrimination including reference to the 504/ADA plan and contact person are published annually in the George-Little Rock School District handbooks distributed to students, parents, and teachers. Continuing notice to inform the public of their 504/ADA rights and school contact person is published in the school district's monthly newsletter serving the patrons of George-Little Rock School District.

SECTION 504/ADA NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the George-Little Rock Community School District are hereby notified that these school districts do not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Age Discrimination and Employment Act § 504 or Iowa Code § 280.2 is directed to contact:

Molly Schilling, Principal, Educational Compliance Officer
Little Rock 712-479-2771

Kevin Range, Principal, Educational Compliance Officer
George 712-475-3311

who has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, Age Discrimination & Employment Act, § 504 and Iowa Code 280.3.

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of: race, color, national origin, religion, gender, age, disability, or marital status.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business

with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, gender, marital status, age, national origin, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national, origin, gender, age, or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

SECTION 504/AMERICANS WITH DISABILITIES ACT REQUIREMENT CHECKLIST

The following is a checklist for the purpose of judging compliance with § 504. Please note that because the Americans with Disabilities Act contains requirements similar to, but more explicit than, the requirements of § 504, some of the items on the checklist will be drawn directly from the ADA regulations.

- The school district has on file a self-evaluation and transition plan. This plan includes information concerning inaccessible facilities and the steps which the school district would take in order to make all programs accessible to individuals with disabilities. It also includes an evaluation of school district policies and procedure and plans to bring them into compliance with § 504.
- The school district is currently in compliance with its § 504 self-evaluation and transition plan.
- If the § 504 self-evaluation and transition plan are not available or if full compliance with these documents has not been achieved, the school district is undertaking a self-evaluation and transition plan as required by ADA.
- Elementary and secondary programming, including extracurricular activities, field trips, athletics, etc., are accessible to students with disabilities.
- Each service, program or activity conducted by the school district, when viewed in its entirety, is readily accessible and usable by individuals with disabilities.
- The school district maintains, in good operating condition, those features of each program which makes the program accessible to individuals with disabilities. The school district has access to a TDD and/or interpreter for the benefit of individuals with speech or hearing disabilities.
- School district facilities or portions of such facilities which are not readily accessible to persons with disabilities have appropriate signage directing individuals to facilities which are accessible. School board meetings or other public meetings conducted by the school district are held in facilities that are readily accessible to individuals with disabilities including, when necessary, the provision of a sign language interpreter.
- The school district provides annual notice to parents, students, employees and the public that it does not discriminate in its employment or educational activities and programs.
- The school district has a grievance procedure in place to deal with discrimination complaints.

**ANNUAL SELF-EVALUATION AND
TRANSITION PLAN
SECTION 504 AND AMERICANS WITH DISABILITIES ACT
POLICY/PROCEDURES CHECKLIST**

Does your school district provide, via policy or procedures:

	Yes	No
1. An up-to-date self-evaluation, including an opportunity for persons with disabilities, their advocacy organizations, and other interested individuals, to submit comments?	___	___
2. Continuing public notice that your district does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in your programs and activities? Continuing internal notice (i.e., to staff and students) to the same effect?	___	___
3. Identification in those notices of a Section 504 coordinator and an ADA coordinator?	___	___
4. A grievance procedure for disability-discrimination complaints that:		
a) incorporates appropriate due process standards?	___	___
b) provides for the prompt and equitable resolution of those complaints?	___	___
5. Reasonable accommodation for qualified applicants and employees with disabilities, such as each of the following, unless it demonstrably would impose an "undue hardship" on the operation of the program:		
a) making facilities used by employees readily accessible to and usable to handicapped persons?	___	___
b) modifications or adjustments to the job application process that enable a qualified applicant with a disability to be considered?	___	___
c) modifications or adjustments in the work environment that enable a qualified individual with a disability to perform the essential functions of that position?	___	___
d) appropriate adjustment or modification of examinations, training materials, or policies?	___	___
e) job restructuring and part-time or modified work schedules?	___	___
f) reassignment to a vacant position	___	___
g) acquisition or modification of equipment or devices?	___	___
h) the provision of readers or interpreters or other similar actions?	___	___
6. Not using employment tests or other selection criteria that tend to screen out persons with disabilities unless these criteria are demonstrably job related and unless effective alternatives are not available?	___	___
7. Not making preemployment inquiries as to whether the applicant is an individual with a disability?	___	___
8. Readily accessible to individuals with disabilities to each of your programs and activities when viewed in its entirety?	___	___
9. An individualized evaluation (in the native language) for any student who is believed to (a) have a physical or a mental impairment which substantially limits one or more major life activities, (b) have a record of such impairment, or(c) be regarded as having such an impairment?	___	___

10. For each student meeting any of the criteria in item #9, an "appropriate education," which is defined as regular or special education and related aids and services that are designed to meet his/her individual needs as adequately as the needs of non-handicapped persons are met and that are based upon procedures referred to in item #11? _____

11. Parental notice (in the native language) of the rights to:
(a) have an individualized evaluation (item #9)? _____
(b) examine relevant records? _____
(c) demand an impartial hearing with the opportunity to be represented by counsel? _____
(d) obtain a subsequent review? _____

12. If separate classrooms for special education, that they be comparable facilities to those for regular education? _____

13. Non-academic and extracurricular services and activities so as to provide handicapped persons with an equal opportunity for participation? _____

SECTION 504/ADA STUDENT AND PARENTAL RIGHTS

The George-Little Rock Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing The Americans With Disabilities Act (ADA), ADEA § 504 or Iowa Code § 280.3 should be directed to:

Molly Schilling, Principal
Little Rock Site 712-479-2771
Kevin Range, Principal
George Site 712-475-3311

who has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title IV, Title IX, the ADA, ADEA, § 504 and Iowa Code 280.3.

REFERRAL FORM FOR ACCOMMODATIONS

1. Student Information

Name _____ Date of Birth _____
Parent _____ Phone Number _____
Address _____ School _____
Teacher _____ Grade _____
Referred by _____ Date of Referral _____

2. Background Information

A. Reason for Referral _____

B. Strategies/Interventions To Date(attach copies of documentation) _____

C. Additional Information Requested _____

3. Implementing Strategies from 504/ADA Plan

4. Date to Review Implementing Strategies

504 Committee Members in Attendance:

Name	Title
_____	_____
_____	_____

NOTICE OF EVALUATION FOR SECTION 504/ADA

Name _____ Date of Birth _____

School _____ Grade _____ Teacher _____

After carefully reviewing your child's school records and information provided from the teachers, the 504 Committee is recommending an evaluation of your child's performance. This evaluation will be used to determine the most appropriate school program for your child.

The types of evaluations which will be conducted and the evaluator's names are listed below:

Evaluations	Evaluations
_____	_____
_____	_____
_____	_____

You will be informed when the evaluations are completed and invited to attend a meeting at which the results of evaluations will be discussed as well as any suggested recommendations or accommodations.

If you wish further information or if you have any questions, please contact:

504 Committee Chairperson: Molly Schilling, Principal
712-479-2771
P.O. Box 247
Little Rock, IA 51243

Date: _____

504 Committee Chairperson: Dan Helkenn, Counselor
712-475-3311
PO Box 6
George, IA 51237

Date: _____

A copy of Parent and Student Rights Under Section 504, The Rehabilitation Act of 1973 is enclosed. Please sign on the space below granting permission to proceed with these evaluations.

Signature: _____

NOTICE TO PARENTS OF ACCOMMODATION COMMITTEE MEETING

NAME _____ DATE OF BIRTH _____

SCHOOL _____ GRADE _____ TEACHER _____

The Accommodations Committee will be meeting to discuss referral and evaluation information on _____ . Your child's educational needs will be discussed and any applicable

programs or modifications will be considered. You will be informed of any recommendations immediately proceeding the meeting.

If you wish to attend, have further information, or have any questions, please contact:

Committee Chairperson: Molly Schilling, Principal
P.O. Box 247
Little Rock, IA 51243
712-479-2771

Date: _____

Dan Helkenn, Counselor
PO Box 6
George, IA 51237
712-475-3311

Date: _____

ACCOMMODATION EVALUATION REPORT

Student: _____

Age: _____

Grade: _____

Date of Birth: _____

Parent's Name: _____

Phone: _____

Referral Date: _____ School: _____

Date of Evaluation Meeting: _____

EVALUATION RESULTS

1. Academic Assessments Results: Evaluator: _____

Evaluation/Observation: _____

2. Regular Classroom Performance: Reporting Teachers: _____

Evaluation/Observation: _____

3. Social/Emotional/Behavioral Assessment Results: Evaluator: _____

Evaluation/Observation: _____

4. Medical/Physical/Sensory Assessment Results: Evaluator: _____

Evaluation/Observation: _____

5. Other Assessment Results: Type: _____ Evaluator: _____

Evaluation/Observation: _____

6. Observation

A. Observation by: _____

B. Location: _____

C. Date: _____

D. Relevant Behavior: _____

E. Relationship of that behavior to educational performance: _____

INDIVIDUAL ACCOMMODATION PLAN

1. Name _____ Date of Birth _____

2. School _____ Grade _____

3. Plan of action: 504 _____ Problem-Solving _____ Referred to Special Ed _____
() Initial () Reevaluation

4. Area of Concern: _____

5. Indicate disability condition: _____

6. Basis for determination as a qualified individual: _____

7. Major Life Activity: _____ Education Impact: _____

8. Describe necessary accommodations: _____

9. Location of Accommodations: () Regular Class; () Other _____

10. Committee Signatures	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. I have participated in the development of this plan, agree with its contents, and I have received a

copy of Parent and Student Rights Under Section 504, The Rehabilitation Act of 1973.

Parent Signature _____ Date _____

Annual Review Date: _____

NOTICE OF ACCOMMODATION COMMITTEE DECISIONS

Date Sent: _____

Name of Student: _____

To: _____
(Parent/Guardian)

Date of Committee Meeting: _____

The Accommodation Committee met to consider your child's disability and determine if a change of placement or educational modifications were necessary.

You should have received a copy of the following documents which explain the actions of this committee:

_____ Parent and Student Rights Under Section 504, The Rehabilitation Act of 1973

_____ Referral Form for Accommodations

_____ Notice of Evaluation for Section 504/ADA

_____ Determination for 504/ADA Eligibility

_____ Notice to Parents of Accommodation Committee Meeting

_____ Accommodation Evaluation Report

_____ Individual Accommodation Plan

If you wish to have more information or if you have any questions, please call:

Accommodation Committee Chairperson: Molly Schilling, Principal
Telephone Number: 712-479-2771
Address: P.O. Box 247
Little Rock, IA 51243

Date: _____

Accommodation Committee Chairperson: Dan Helkenn, Counselor
Telephone Number: 712-475-3311
Address: PO Box 6
George, IA 51237

Date: _____

NOTICE OF RE-EVALUATION

Name _____ Date of Birth _____

School _____ Grade _____ Teacher _____

The Accommodation Committee recommends an annual review to determine if the IEP is continuing to be appropriate for your child. You are invited to attend the meeting which will be held:

(Date)

If you wish further information or if you have any questions, please contact:

Committee Chairperson: Molly Schilling, Principal
Telephone Number: 712-479-2771
Address: P.O. Box 247
Little Rock, IA 51243

Committee Chairperson: Dan Helkenn, Counselor
Telephone Number: 712-475-3311
Address: PO Box 6
George, IA 51237

A copy of Parent and Student Rights Under Section 504, The Rehabilitation Act of 1973 is enclosed. Please sign on the space below granting permission to proceed with these evaluations.

Signature: _____ Date: _____

SECTION 504/ADA COMPLAINT PROCEDURES

The George-Little Rock School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act should be addressed through the complaint procedure which follows:

LEVEL I

The person who believes he/she has a valid basis for complaint under Section 504, or the Americans with Disabilities Act shall informally discuss the complaint with the District 504/ADA Coordinator.

The District 504/ADA Coordinator will investigate the complaint (including dates of meetings, disposition and dates of disposition), and give written reply to the complainant within five working days of meeting with the complainant.

LEVEL II

If the complaint is not satisfactorily resolved through Level I, the alleged complaint may be filed in writing by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged complaint and must be filed with the District 504/ADA Coordinator within 5 working days of disposition at Level I.

The District 504/ADA Coordinator will appoint a hearing officer within 5 working days of receipt of the written complaint.

The hearing officer will conduct a hearing regarding the alleged complaint within 15 working days of appointment. The hearing officer shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under the complaint. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present his/her written decision to the District 504/ADA Coordinator and complainant within 10 working days of the hearing.

LEVEL III

If the complaint is not satisfactorily resolved in Level II, further appeal may be made to the United States Office of Civil Rights, Department of Education, Washington, DC 20201

The District 504/ADA Coordinators are:

Molly Schilling, Principal P.O. Box 247 Little Rock, IA 51243 712-479-2771
Kevin Range, Principal PO Box 6 George, IA 51237 712-475-3311