

SECTION 504 POLICY AND PROCEDURES

SECTION 504 COMMITTEES

ComQuest Academy Charter School shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to a student who has a disability that results in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.

a) Referrals

If a teacher, school counselor, administrator, or other ComQuest Academy Charter School employee has reason to believe that a student may have a disability as defined by Section 504 ComQuest Academy Charter School shall evaluate the student.

A student may also be referred for evaluation by the student's parent.

b) Notice and Consent

ComQuest Academy Charter School shall seek written parental consent prior to conducting a formal evaluation. Ordinary observations in the classroom or other school setting shall not require prior parental consent.

c) Evaluation and Placement

The results of an evaluation shall be considered before any action is taken to place a student with a disability or make a significant change in placement in an instructional program. The Executive Director shall ensure that ComQuest Academy Charter School's procedures for tests and other evaluation materials comply with the minimum requirements of law. In interpreting evaluation data and when making decisions related to necessary services and supports, each Section 504 committee shall carefully consider and document information from a variety of sources in accordance with law.

d) Review and Reevaluation Procedure

To address the periodic reevaluation requirement of law, ComQuest Academy Charter School shall adhere to the reevaluation timelines in the IDEA regulations.

A parent, teacher, or other ComQuest Academy Charter School employee may request a review of a student's services and support at any time, but a formal reevaluation shall generally occur no more frequently than once a year.

e) Examining Records

A parent shall make any request to review his or her child's education records to the campus assistant principal or other identified custodian of records.

f) Right to Impartial Hearing

A parent shall be given written notice of the due process right to an impartial hearing if the parent has a concern or complaint about ComQuest Academy Charter School's actions regarding the identification, evaluation, or educational placement of a student with a disability. The impartial hearing shall be conducted by a person who is knowledgeable about Section 504 issues and who is not employed by ComQuest Academy Charter School or related to a member of the Board in a degree that would be prohibited under the nepotism statute. The impartial hearing officer is not required to be an attorney. ComQuest Academy Charter School and the parent shall be entitled to legal representation at the impartial hearing. 34 CFR 104.36.

g) Records Retention

Records specific to identification, evaluation, and placement as these pertain to Section 504 shall be retained by ComQuest Academy Charter School in accordance with law and ComQuest Academy Charter School's local records retention schedules.