

Norwalk City School District
Notice of Parent and Student Rights
Section 504 and the Americans with Disabilities Act

You have the right to be informed by the school district of your rights under Section 504 and the ADA.

Your child has the right to an appropriate education designed to meet his or her individual needs as adequately as the needs of nondisabled students are met.

Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents.

Your child has a right to facilities, services, and activities that are comparable to those provided nondisabled students.

Your child has a right to an evaluation at no cost to you prior to an initial 504/ADA placement and if eligible under 504 ADA a reevaluation generally every three years, prior to any significant change in placement, or when conditions warrant.

Testing and other evaluation procedures must conform with the requirements of 34 CFR 104.35 including validation, administration, and areas of evaluation. The district shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior.

Placement decisions must be made by a group of persons including persons knowledgeable about your child which also includes the parents or guardian, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment, equal opportunity to participate in extracurricular activities and comparable facilities.

If eligible under 504/ADA, your child has a right to periodic reevaluations, generally every three years.

You have the right to notice prior to any action by the district in regard to the identification, evaluation, or placement of your child.

You have the right to examine relevant records.

You have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with the opportunity for parental participation in the hearing and representation by an attorney.

If you wish to challenge the actions of the 504 committee in regard to your child's identification, evaluation, or educational placement, you may file a written request for due process with the District's 504 Coordinator within two years of when you knew or should have known of the action forming the basis for the complaint. A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing. Mediation instead of a hearing may occur if mediation is agreed to by the School District and the parent or guardian. You also may discuss any issues informally and on a verbal basis with the District's 504 Coordinator, who will review the complaint and attempt a resolution without the necessity of filing a formal complaint.

On 504 matters other than your child's identification, evaluation, and placement, including allegations of discrimination, you have a right to file a complaint with the District's 504 Coordinator. This includes complaints alleging discrimination carried out by employees, other students, or third parties. The request shall fully describe the grievance, citing the specific circumstances or areas of dispute which have resulted in the complaint, and be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the grievance. The District's 504 Coordinator shall provide notice of the complaint to the person filing the grievance ("complainant"), the party responding to the grievance ("respondent"), and any other parties involved within three (3) calendar days of receiving the request. The District's 504 Coordinator shall conduct an impartial investigation, which includes meeting with the complainant within five (5) calendar days following receipt of the request. At the meeting, the complainant may present witnesses and other evidence concerning the grievance. As part of the investigation, the

District's 504 Coordinator also shall provide the respondent an opportunity to present witnesses and other evidence concerning the grievance. Within five (5) school days following the conference with the complainant, the District's 504 Coordinator will state in writing his/her decision, and he/she shall provide notice of his/her decision to both the complainant and the respondent. If the District's 504 Coordinator determines that discrimination or other violation has occurred, the District will take reasonable, timely, age appropriate, and effective corrective action, including steps tailored to the specific situation.

The Superintendent, Director of Pupil Services, Director of Operations, or designee serves as the District's 504 Coordinators. The address of the 504 Coordinator is 134 Benedict Avenue, Norwalk, Ohio 44857. The telephone number of the 504 Coordinator is 419-668-2779. You also have a right to file a complaint with the U.S. Department of Education, Regional Office for Civil Rights, 1350 Euclid Ave., Suite 325, Cleveland, Ohio 44115-1812.

Parent(s) signature: _____

Date: _____

School Representative: _____

Date: _____