



## ADMINISTRATIVE MEMORANDUM

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### 504 STUDENTS AND CHANGES OF PLACEMENT (INCLUDING DISCIPLINARY REMOVALS) | 8002.1

Students receiving services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) are entitled to certain procedural protections prior to a significant change occurring in their educational placement, including disciplinary removals.

A Section 504 plan meeting must be convened if a significant change of placement is being considered for a student. Additionally, under Section 504, students must be evaluated prior to a significant change of placement. An evaluation that complies with IDEA procedures satisfies Section 504 requirements.

With respect to disciplinary removals that constitute a change of placement, specifically long-term removals of more than ten school days, or a series of separate removals in the same school year cumulatively totally more than 10 school days that constitute a pattern, please follow and apply the IDEA procedures for conducting manifestation determinations for all students covered by Section 504. Please note that the manifestation determination constitutes the evaluation required by Section 504 prior to a significant change of placement.

Failure to comply with Section 504 requirements regarding changes of placement (whether disciplinary or otherwise) is a violation of the law which could subject the District to legal liability.

Please contact our Section 504 Coordinator Mrs. Deborah Shepherd at 552-3762 with any questions or concerns or if you would like additional information or training on Section 504 compliance in this area.