

SECTION 504 OF THE REHABILITATION ACT OF 1973

The School District of Jefferson will provide a free and appropriate public education to each disabled student within its jurisdiction. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with a free appropriate public education.

Under Section 504 of the Rehabilitation Act of 1973, a school district must provide a free appropriate public education to each student. According to Section 504, a person who has a physical or mental impairment which substantially limits one or more major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having an impairment, is a qualified disabled person.

A free appropriate public education under Section 504 consists of Regular Education and/or Special Education, and related services or aids that are designed to meet the individual student's needs. In meeting the needs of qualified disabled persons under Section 504, the student's educational program must be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services will not satisfactorily meet the student's identified needs.

The Board-appointed Section 504/ADA Coordinator will be the Director of Special Education and Pupil Services. The Director of Special Education and Pupil Services will be responsible for coordinating and managing the 504 process and procedures and will make every effort to assure that the school district is in compliance with Section 504 of the Rehabilitation Act of 1973.

ADOPTED: January 23, 2006

REVISED:

REVIEW DATE: October 22, 2012

LEGAL REF.: Section 504 of the Rehabilitation Act of 1973

CROSS REF.:

PROCEDURES FOR IMPLEMENTING SECTION 504 OF THE REHABILITATION ACT OF 1973

REFERRAL PROCESS:

A referral can be made by a parent, a school staff member, a student, or community member who believes that a student may be disabled under the definitions of Section 504. That referral can be made in writing, via a telephone call, by electronic means, or by personal contact. If the individual is willing to do so he or she can, but is not required to, fill out the district's 504 Referral form. In the event that this is not possible, the principal as the building 504 Coordinator will fill out the information on the referral form.

Once a referral is made, the following procedures will be followed:

1. The principal selects a Section 504 team which may include classroom teachers, the building guidance counselor, a school psychologist and/or social worker or others who might need to be part of an evaluation/504 determination team.
2. The principal then sends a copy of the following information to the student's parent(s) or guardian(s), or to the student if the student is over 18 years of age:
 - a. Notice of Receipt of a Section 504 Referral
 - b. Parent/Student Rights under Section 504
 - c. Section 504 Referral (copy also sent to the pupil services department at the district office)
3. Parent(s)/guardian(s) are asked if they want to come to a school meeting to discuss the evaluation before parent permission is signed.
 - a. If parents attend, the Section 504 Team discusses what type/methods of evaluation are needed and parents are asked to sign Parent Permission for Evaluation under Section 504.
 - b. If parents do not attend, their input is obtained. The Section 504 Team meets to determine the type/methods of evaluation and Parent Permission for Evaluation under Section 504 is mailed to the parent(s)/guardian(s).

EVALUATION PROCESS:

1. Upon receipt of Parent Permission to Evaluate, the following procedures will be followed:
 - a. The principal shall notify the Section 504 Team to initiate the evaluation process and to schedule a date for a Section 504 determination meeting.
 - b. The Section 504 Team will have 60 days from the date the parent permission is signed to complete the evaluation and have a determination/plan meeting.
 - c. A meeting of the Section 504 Team will be held to determine whether or not the student has a disability as specified by Section 504.

- d. A Section 504 Determination/Plan form shall be completed and a Placement/Consent form developed for qualifying students. The plan will include suggestions for possible accommodations as well as a notice to staff members of any required student modifications under the Section 504 Plan.
- e. A copy of the Determination/Plan, the Suggestions for Possible Accommodations form, and the Notice of Required Student Modifications under Section 504 will be sent to the Pupil Services department by the principal.
- f. The plan will be reviewed by the Pupil Services Director to insure that due process and compliance issues have been satisfied. A copy of the plan will be mailed to the parents with a letter indicating that they need to sign the consent before the program can be implemented.

PLACEMENT PROCESS:

1. When parent permission for placement has been received, the principal will be notified and the principal will distribute copies of the Notice of Required Student Modifications to teachers who are responsible for implementing this plan.
2. Teachers will also be notified that there is other information available to them in the student Section 504 Plan. This plan is part of the student's behavioral records.

ANNUAL REVIEW / RE-EVALUATION:

The principal will insure that each Section 504 Plan is reviewed at least annually and will also assure that a re-evaluation is conducted no more than three years from the original determination date. The re-evaluation determines whether the student continues to have a disability under Section 504. Re-evaluations can be conducted sooner than three years if this is warranted.

1/23/06