Section 504 Staff Responsibilities

Network Executive Director

- Coordinates Network efforts to comply with Section 504 regulations including training of administrative staff
- Assures publication of Child Find Notice and distributes copy for posting at all school sites
- Accepts and reviews Section 504 complaints, organizes and conducts investigations, and attempts to resolve any concerns or complaints
- Organizes Network response to any complaint filed with the Office of Civil Rights

Network 504 Coordinator

- Maintains database of all 504 plan students network-wide
- Provides 504 software training to campus personnel
- Initiates records requests for 504 plans for transfer students already on 504 plan
    - Completes data entry and file uploads of all transfer student 504 plans
- Fulfills records requests for 504 plans of former students
- Collaborates with Campus 504 Coordinators to ensure compliance of 504 review dates
- Manages digital library of all documentation for qualifying 504 plan student medical diagnoses
- Manages digital library of all 504 signature documents
- Distributes 504 accommodations for each student digitally to all 504 Team Members

Campus 504 Coordinator / Campus Administrator

- Coordinates campus compliance with Section 504 regulations, including training of school staff
- Assures posting of Child Find Notice annually
- Establishes school 504 Teams and serves as chairperson of Teams
- Guides 504 referral, evaluation, and service delivery processes
- Collaborates with Network Executive Director and Network 504 Coordinator
- Maintains up-to-date 504 plans and medical documentation
- Accepts and reviews campus 504 complaints, organizes and conducts investigations, and attempts to resolve any concerns or complaints
- Ensures Family Educational Rights and Privacy and Confidentiality Acts

504 Team Member

- Attends Section 504 training at the campus level
- Completes referrals for 504 Plans as needed
- Serves as 504 Team member when appropriate as determined by school 504 Team chairperson
- Implements 504 Accommodation Plans as required
- Documents all modifications/actions required on student 504 plans each time implemented

Section 504 Procedures / Transfer Student with Existing 504 Plan

- Campus 504 Coordinator notifies Network 504 Coordinator of transfer student with 504 plan
- Network 504 Coordinator sets up student profile in 504 software database and initiates records request for 504 plan documents from transfer student's former school
- Network 504 Coordinator shares 504 plan documents with Campus 504 coordinator and inputs existing plan and accommodations and uploads relevant documents into 504 software program
- Campus 504 Coordinator determines whether the 504 plan NEEDS MODIFIED or can be ACCEPTED AS IS:

    - NEEDS MODIFIED – Campus 504 Coordinator notifies Network 504 Coordinator and then schedules a 504 plan meeting within two (2) weeks of the decision to modify
        - Campus 504 Coordinator creates a Meeting Notice in 504 software and emails to parent/guardian along with a copy of the Parents' Rights in Brief

    (Continue to Section 504 Procedures for Conducting 504 Plan Annual Review)

    - ACCEPTED AS IS – Campus 504 Coordinator notifies Network 504 Coordinator
        - Existing 504 plan annual review date is retained

    If the accommodations the student transfers in are adequate, it is not necessary to meet until the annual renewal date on the existing paperwork.

    (Process is complete until time to complete annual review)

Section 504 Procedures / New 504 Request or Referral

- Parent or Teacher submits request or referral for 504 plan to Campus 504 Coordinator
- Campus 504 Coordinator notifies Network 504 Coordinator
- Network 504 Coordinator sets up student profile in 504 software database
- Campus 504 Coordinator consults with student's general education teacher(s) and completes document ***GENAZ 1041 – LEA Section 504 Initial & Annual Teacher Data Report*** based on the data provided.
- Campus 504 Coordinator determines initial eligibility and enters result on the Outcomes tab of GENAZ 1041. Generally the options chosen are: INITIAL INELIGIBILITY where no further action is needed at this time (student is not eligible) or INITIAL ELIGIBILITY where the team holds a 504 meeting with the team and a ***GENAZ 504 – LEA Section 504 Eligibility Report*** is completed.
    - INITIAL INELIGIBILITY – Campus 504 Coordinator provides explanation to the referring or requesting party and notifies the Network 504 Coordinator who will archive the student in 504 software database
      (Process is complete)
    - INITIAL ELIGIBILITY – Campus 504 Coordinator notifies Network 504 Coordinator and then schedules a 504 plan meeting within two (2) weeks of the decision to evaluate

      When scheduling with parents/guardians, Campus 504 Coordinator should notify them to submit medical documentation of the diagnosis that might qualify the student for a 504 plan prior to the scheduled meeting, or at least no later than the day of the 504 eligibility meeting.

        - Campus 504 Coordinator creates a Meeting Notice in 504 software and emails to parent/guardian along with a copy of the Parents' Rights in Brief

- PRIOR to 504 ELIGIBILITY MEETING the Campus 504 Coordinator:
    - Prepares all 504 documents for meeting using 504 software
        - Completes first two tabs in ***GENAZ 504 – LEA Section 504 Eligibility Report***
            - Evaluation Information & Eligibility Analysis
        - Completes the Participant section of third tab (Eligibility Determination)
            - Click the checkbox if the Student is participating
            - Click the checkbox next to each Parent participant
            - Update Staff participants as needed including changing Case Manager entry to Campus 504 Coordinator, removing Marlis Fenton/Coordinator entry and any others as needed, and adding additional participants as needed
        - Completes COVER tab in ***GENAZ 504 EEOP – LEA Section 504 Plan & Accommodations***
            - Document Date is day of 504 meeting
            - Add date of original 504 plan, for an initial eligibility, this date will match the document date

- Add Next Annual Review Date (one year following meeting date)
- Add Anticipated Reevaluation Due Date (three years following meeting date)
- List Qualifying Condition(s)/Disability(ies) – no details needed
- Delete Other Emergency Contacts

- Completes 1st box on RESPONSIBILITIES tab using templates
- Chooses appropriate option for Participation in District and State Assessments at the bottom of RESPONSIBILITIES tab to unlock the Accommodations tab
- Chooses suggested accommodations on the ACCOMMODATIONS tab
- Completes Discipline question, Staff Name, and Phone Number at bottom of ACCOMMODATIONS tab
- Completes CONSENT tab
  - Click the checkbox if the Student is participating
  - Click the checkbox next to each Parent participant
  - Update Staff participants as needed including changing Case Manager entry to Campus 504 Coordinator, removing Marlis Fenton/Coordinator entry and any others as needed, and adding additional participants as needed
  - Click YES in both dropdown menus for Parent/Legal Guardian Statements

- AT 504 ELIGIBILITY MEETING the Campus 504 Coordinator:
  - Provides copy of Parents' Rights in Brief to parent & reviews (as needed)
  - Brings copy of student's medical diagnoses or collects copy from parent at this time
  - Discusses student eligibility with team while reviewing/finalizing input on ELIGIBILITY DETERMINATION tab of GENAZ 504
    - Respond to eligibility questions at the top of the screen
    - Add Parent Signature Date at bottom of screen (should match meeting date)

    A doctor's recommendation does not automatically qualify a student.
    The goal of the team is to determine if the student's impairment (physical or mental) substantially or extremely affects the student's ability to learn. The teacher should provide data that the student's academics are significantly affected. Medical documentation, NWEA MAPS test data, classroom assessments, teacher recommendations, and parental input should all be used to determine the outcome of the conference.

    (If student is determined not eligible, process is complete)

  - Completes 2nd Text Box on RESPONSIBILITIES tab in AZ504 EEOP based on parent & teacher input of the specific impact of the disability(ies) on the specific student
  - Discusses needed accommodations with team members, if student is determined eligible. Updates ACCOMMODATIONS tab in AZ504 EEOP
  - Completes 3rd & 4th Text Boxes on RESPONSIBILITIES tab in AZ504 EEOP, using templates and adding any student or parent specific responsibilities
  - Prints copies of all 504 documents and collects signatures from all meeting participants, especially the parent(s)/guardian(s). IMMEDIATELY scan a copy of all signed documents to the section504@leadingedgeacademy.com email. Send completed documents home with parent.

- FOLLOWING 504 ELIGIBILITY MEETING:
  - Network 504 Coordinator proofs documents and finalizes 504 plan in software.
  - Network 504 Coordinator emails parent(s)/guardian(s) a finalized electronic copy of the documents.

Section 504 Procedures / Conducting 504 Plan Annual Review

- Network 504 Coordinator collaborates with Campus 504 Coordinator to ensure compliance with annual review dates 30-60 days in advance of deadlines
- Campus 504 Coordinator schedules 504 plan meetings prior to each student's annual deadline
    - Campus 504 Coordinator creates a Meeting Notice in 504 software and emails to parent/guardian along with a copy of the Parents' Rights in Brief
- Campus 504 Coordinator consults with student's general education teacher(s) and completes document ***GENAZ 1041 – LEA Section 504 Initial & Annual Teacher Data Report*** based on the data provided.
- Campus 504 Coordinator determines continuing eligibility and enters result on the Outcomes tab of GENAZ 1041.

- PRIOR to 504 PLAN ANNUAL REVIEW MEETING the Campus 504 Coordinator:

    - Prepares all 504 documents for meeting using 504 software
        - Completes first two tabs in ***GENAZ 504 – LEA Section 504 Eligibility Report***
            - Evaluation Information & Eligibility Analysis
        - Completes the Participant section of third tab (Eligibility Determination)
            - Click the checkbox if the Student is participating
            - Click the checkbox next to each Parent participant
            - Update Staff participants as needed including changing Case Manager entry to Campus 504 Coordinator, removing Marlis Fenton/Coordinator entry and any others as needed, and adding additional participants as needed
        - Completes COVER tab in ***GENAZ 504 EEOP – LEA Section 504 Plan & Accommodations***
            - Document Date is day of 504 meeting
            - Add date of original 504 plan
            - Add Next Annual Review Date (one year following meeting date)
            - Add Anticipated Reevaluation Due Date (three years following most recent evaluation date)
            - List Qualifying Condition(s)/Disability(ies) – no details needed
            - Delete Other Emergency Contacts
        - Completes 1st box on RESPONSIBILITIES tab using templates
        - On RESPONSIBILITIES tab, copies Student Specific Information, Parent Responsibilities, and Student Responsibilities from current 504 plan into corresponding fields in new document
        - Chooses appropriate option for Participation in District and State Assessments at the bottom of RESPONSIBILITIES tab to unlock the Accommodations tab
        - Selects current accommodations on the ACCOMMODATIONS tab to match previous year's choices

        - Completes Discipline question, Staff Name, and Phone Number at bottom of ACCOMMODATIONS tab
        - Completes CONSENT tab
            - Click the checkbox if the Student is participating
            - Click the checkbox next to each Parent participant
            - Update Staff participants as needed including changing Case Manager entry to Campus 504 Coordinator, removing Marlis Fenton/Coordinator entry and any others as needed, and adding additional participants as needed
            - Click YES in both dropdown menus for Parent/Legal Guardian Statements

- AT 504 PLAN ANNUAL REVIEW MEETING the Campus 504 Coordinator:
    - Provides copy of Parents' Rights in Brief to parent & reviews (as needed)
    - Discusses continuing eligibility with team while reviewing/finalizing input on ELIGIBILITY DETERMINATION tab of GENAZ 504
        - Respond to eligibility questions at the top of the screen
        - Add Parent Signature Date at bottom of screen (should match meeting date)
    - Reviews current accommodations with 504 team and adds or removes accommodations based on team discussion
    - Prints copies of all 504 documents and collects signatures from all meeting participants, especially the parent(s)/guardian(s). IMMEDIATELY scan a copy of all signed documents to the section504@leadingedgeacademy.com email. Send completed documents home with parent.

- FOLLOWING 504 PLAN ANNUAL REVIEW MEETING:
    - Campus 504 Coordinator files updated accommodation plan in Campus 504 Binder/Folder (removing & shredding previous plan)
    - Campus 504 Coordinator scans signature pages to Network 504 Coordinator for digital file maintenance
        - Temporarily file signature pages until receipt confirmed, then shred
    - Network 504 Coordinator proofs documents, finalizes 504 plan by locking that date in 504 software, and emails parent(s)/guardian(s) a finalized electronic copy of the documents.

Section 504 Procedures / Conducting 504 Plan Triennial reevaluation

- Network 504 Coordinator collaborates with Campus 504 Coordinator to ensure compliance with triennial reevaluation dates 30-60 days in advance of deadlines
- Campus 504 Coordinator schedules 504 reevaluation meetings prior to each student's triennial deadline
    - Campus 504 Coordinator creates a Meeting Notice in 504 software and emails to parent/guardian along with a copy of the Parents' Rights in Brief

      When scheduling with parents/guardians, Campus 504 Coordinator should request them to bring updated medical documentation of 504 plan qualifying diagnosis to the scheduled meeting (if necessary, depending on what disability/ impairment exists)

- Campus 504 Coordinator consults with student's general education teacher(s) and completes document ***GENAZ 1041 – LEA Section 504 Initial & Annual Teacher Data Report*** based on the data provided.
- Campus 504 Coordinator determines continuing eligibility and enters result on the Outcomes tab of GENAZ 1041.

- PRIOR to 504 PLAN TRIENNIAL REEVALUATION MEETING the Campus 504 Coordinator:

    - Prepares all 504 documents for meeting using 504 software
        - Completes first two tabs in ***GENAZ 504 – LEA Section 504 Eligibility Report***
            - Evaluation Information & Eligibility Analysis
        - Completes the Participant section of third tab (Eligibility Determination)
            - Click the checkbox if the Student is participating
            - Click the checkbox next to each Parent participant
            - Update Staff participants as needed including changing Case Manager entry to Campus 504 Coordinator, removing Marlis Fenton/Coordinator entry and any others as needed, and adding additional participants as needed
        - Completes COVER tab in ***GENAZ 504 EEOP – LEA Section 504 Plan & Accommodations***
            - Document Date is day of 504 meeting
            - Add date of original 504 plan
            - Add Next Annual Review Date (one year following meeting date)
            - Add Anticipated Reevaluation Due Date (three years following most recent evaluation date)
            - List Qualifying Condition(s)/Disability(ies) – no details needed
            - Delete Other Emergency Contacts
        - Completes 1st box on RESPONSIBILITIES tab using templates
        - On RESPONSIBILITIES tab, copies Student Specific Information, Parent Responsibilities, and Student Responsibilities from current 504 plan into corresponding fields in new document

- Chooses appropriate option for Participation in District and State Assessments at the bottom of RESPONSIBILITIES tab to unlock the Accommodations tab
- Selects current accommodations on the ACCOMMODATIONS tab to match previous year's choices
- Completes Discipline question, Staff Name, and Phone Number at bottom of ACCOMMODATIONS tab
- Completes CONSENT tab
  - Click the checkbox if the Student is participating
  - Click the checkbox next to each Parent participant
  - Update Staff participants as needed including changing Case Manager entry to Campus 504 Coordinator, removing Marlis Fenton/Coordinator entry and any others as needed, and adding additional participants as needed
  - Click YES in both dropdown menus for Parent/Legal Guardian Statements

- AT 504 TRIENNIAL ANNUAL REVIEW MEETING the Campus 504 Coordinator:
  - Provides copy of Parents' Rights in Brief to parent & reviews (as needed)
  - Discusses continuing eligibility with team while reviewing/finalizing input on ELIGIBILITY DETERMINATION tab of GENAZ 504
    - Respond to eligibility questions at the top of the screen
    - Add Parent Signature Date at bottom of screen (should match meeting date)

    (If student is determined no longer eligible, process is complete)

  - Reviews current accommodations with 504 team and adds or removes accommodations based on team discussion
  - Prints copies of all 504 documents and collects signatures from all meeting participants, especially the parent(s)/guardian(s). IMMEDIATELY scan a copy of all signed documents to the section504@leadingedgeacademy.com email. Send completed documents home with parent.

- FOLLOWING 504 PLAN TRIENNIAL REEVALUATION MEETING:
  - Campus 504 Coordinator files updated accommodation plan and updated medical documentation in Campus 504 Binder/Folder (removing & shredding previous accommodation plan and retaining previous medical documentation)
  - Campus 504 Coordinator scans signature pages and any updated medical documentation to Network 504 Coordinator for digital file maintenance
    - Temporarily file signature pages until receipt confirmed, then shred
  - Network 504 Coordinator proofs documents, finalizes 504 plan by locking that date in 504 software, and emails parent(s)/guardian(s) a finalized electronic copy of the documents.

Section 504 Procedures / Manifestation Determination

If a student on a 504 plan begins to manifest behavior issues that interfere with their learning or the learning of others, a meeting can be called, the behavior(s) reviewed, a Functional Behavior Assessment completed, and a Behavior Intervention Plan implemented. ***In the event that it is being proposed that a student on a 504 plan be subjected to a disciplinary removal that would result in a significant change of placement, a Manifestation Determination meeting MUST be conducted prior to any change in placement occurring. This includes both formal (suspension and expulsion) and informal disciplinary removals. Examples of informal disciplinary removals may include an intent to suspend or expel if parent does not withdraw or transfer student to another school, requiring a parent or guardian to pick up their child early from school, or assigning a student with a disability to a modified school day schedule without first convening the student's 504 team.***

- Campus 504 Coordinator schedules Manifestation Determination meeting
    - Campus 504 Coordinator creates a Meeting Notice in 504 software and emails to parent/guardian along with a copy of the Parents' Rights in Brief

- PRIOR to MANIFESTATION DETERMINATION MEETING the Campus 504 Coordinator:
    - Creates Manifestation Determination document on Ad Hoc Documents tab using scheduled meeting date
    - Partially completes Manifestation Determination document, including updating 504 team members, and opens document on computer during meeting for final completion

- AT MANIFESTATION DETERMINATION MEETING the Campus 504 Coordinator:
    - Discusses student misconduct with team while reviewing/finalizing input in Manifestation Determination document in 504 software
    - Prints finalized copies of Manifestation Determination for parent and campus
    - Takes attendance and obtains agreement by having all team members sign Manifestation Determination document.

      In reviewing a student's misconduct, the 504 Team must determine if the misconduct was caused by or had a direct and substantial relationship to the disability by completing a Manifestation Determination.

        - If a student's misconduct is determined not to be caused by his/her disability, regular disciplinary procedures will apply.
          (Process is complete)

        - If a student's misconduct is determined to be caused by, or directly and substantially related to, his/her disability.
          OR
          if student's misconduct is determined to be caused by, or directly and substantially related to, the network's failure to implement the 504 plan,

regular disciplinary procedures will NOT apply and the 504 team will conduct a Functional Behavior Assessment and implement a Behavior Intervention Plan. ***The student cannot be subjected to a significant change of placement.***

- FOLLOWING 504 PLAN MANIFESTATION DETERMINATION MEETING:
  - Campus 504 Coordinator files hard copy in Campus 504 Binder/Folder
  - Campus 504 Coordinator scans Manifestation Determination signatures to Network 504 Coordinator for digital file maintenance
  - Network 504 Coordinator proofs and finalizing Manifestation Determination document and emails parent(s)/guardian(s) a finalized electronic copy of the document.
  - If FBA/BIP are required, Campus 504 Coordinator begins that process

Section 504 Procedures / Functional Behavior Assessment & Behavior Intervention Plan

- Campus 504 Coordinator facilitates the Functional Behavior Assessment with Administration, Network Office, and School Psychologist
- Campus 504 Coordinator schedules FBA/BIP meeting
    - Campus 504 Coordinator creates a Meeting Notice in 504 software and emails to parent/guardian along with a copy of the Parents' Rights in Brief
- PRIOR to FBA/BIP MEETING the Campus 504 Coordinator:
    - Creates FBA and BIP documents on Ad Hoc Documents tab using scheduled meeting date
    - Completes FBA and BIP documents in coordination with Administration, Network Office, and School Psychologist, including updating 504 team members, and opens document on computer during meeting for final completion
- AT FBA/BIP MEETING the Campus 504 Coordinator:
    - Discusses FBA results and creation of BIP with team while reviewing/finalizing input in FBA/BIP document in 504 software
    - Prints finalized copies of FBA/BIP for parent and campus
    - Takes attendance and obtains agreement by having all team members sign FBA/BIP documents
- FOLLOWING FBA/BIP MEETING:
    - Campus 504 Coordinator files FBA/BIP hard copies in Campus 504 Binder/Folder
    - Campus 504 Coordinator scans FBA/BIP signatures to Network 504 Coordinator for digital file maintenance
    - Network 504 Coordinator proofs and finalizes documents and emails parent(s)/guardian(s) a finalized electronic copy of the documents.

Section 504 Procedures / Section 504 Discontinue Eligibility Summary

If a student on a 504 plan is determined to no longer need the accommodations provided for them through the 504 plan, either due to parent request, teacher recommendation, or any other reason, with the agreement of the 504 team, a Section 504 Discontinue Eligibility Summary form should be completed.

- Campus 504 Coordinator creates a Section 504 Discontinue Eligibility Summary in 504 software and prints for parent signature.
- Parent signs and dates Section 504 Discontinue Eligibility Summary and returns to Campus 504 Coordinator
- Campus 504 Coordinator scans form to the Network 504 Coordinator for digital file maintenance
  - Temporarily file signature page until receipt confirmed, then shred
- Network 504 Coordinator exits and archives the student in 504 software

Section 504 Procedures / Section 504 Plan – Notice of Impending Transfer of Parental Rights at Age of Majority

When a student on a 504 Plan reaches age 16, they and their parents should be informed of the transfer of parental rights that occurs when a student reaches the age of majority at age 18. At the annual review or triennial reevaluation for a student age 16 or 17, a Section 504 Plan – Notice of Impending Transfer of Parental Rights at Age of Majority form should be completed.

- Campus 504 Coordinator creates a Section 504 Plan – Notice of Impending Transfer of Parental Rights at Age of Majority in 504 software and prints for parent and student signatures.
- Parent and student sign and date Section 504 Plan – Notice of Impending Transfer of Parental Rights at Age of Majority as part of the annual review or triennial reevaluation meeting
- Campus 504 Coordinator scans form to the Network 504 Coordinator for digital file maintenance
    - Temporarily file signature page until receipt confirmed, then shred

Parents' Rights in Brief

Section 504 of the *Rehabilitation Act of 1973*

It is the policy of the Governing Board to provide a free and appropriate public education to each student with a disability. It is the intent of the Network to ensure that students who are eligible for services and/or accommodations within the definition of Section 504 of the *Rehabilitation Act of 1973* are identified, evaluated, and provided with appropriate educational services and/or accommodations.

Parents (or, if age 18 or older, students) have the following rights under Section 504:

1. Right for your child to take part in and receive benefits from the Network and its programs and activities, including non-academic and extracurricular programs and activities, without discrimination on the basis of his/her disability.

2. Right to be informed, in your native language, of any proposed actions related to identification, evaluation, or educational placement of your child.

3. Right to examine all relevant records of your child.

4. Right to have an evaluation of your child that draws on information from a variety of sources in order to determine his/her eligibility for Section 504 services and/or accommodations.

5. Right to have periodic reevaluations of your child, including reevaluation before any significant change in your child's placement.

6. Right for your child to receive appropriate educational services and/or accommodations in the least restrictive environment that is appropriate for the child if he/she is found eligible under Section 504.

7. Right to a manifestation determination review before any disciplinary removal of your child that constitutes a significant change in placement, in order to determine if your child's misconduct was related to his/her disability.

8. Right to file a grievance under the Network Grievance Procedure for any claim of discrimination on the basis of disability and to appeal the grievance decision.

9. Right to request an impartial due process hearing under the Network Section 504 Procedures and Procedural Safeguards for any claim about the identification, evaluation, or educational placement of your child, to participate in and be represented by legal counsel at the hearing, and to appeal the hearing decision.

10. Right to forego or terminate the Network grievance process and/or due process hearing procedures described above and file a complaint with the U.S. Department of Education's Office for Civil Rights (OCR).