

District 504 Support Team



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SECTION 504 Training



SECTION 504

Objectives

- Review Rehabilitation Act of 1973
- Provide direct answers to commonly asked Section 504 questions
- Review the duties and responsibilities of 504 Liaisons
- Review Forms A-DD,K

What is Section 504

Section 504 is the Rehabilitation Act of 1973, Civil Rights Statute that prohibits discrimination and/or harassment on the basis of a disability/impairment in any program or activity receiving federal monies.

Public/Private Schools

Clubs/Auxiliaries

Sports



Commonly Asked 504 Questions

- Is the term Medical 504 Plan different from the regular 504 Plan?
- Do all 504 Plans require an Determination/Eligibility Process (*Form G*)?
- Does an amended 504 Plan require a rewrite of the existing 504 Plan?
- Is it required to rewrite a 504 Plan at the end of every school year?
- How long does a 504 Plan last for a temporary condition (i.e. concussion)?
- When is it applicable to request SPED services for a 504 student?
- Do 504 students receiving a Class III offense require a Manifestation Evaluation (*Form L*)?
- If 504 symptoms/deficits exist but not at schools is it appropriate to proceed with a 504 Plan?

Commonly Asked 504 Questions with Answers

- Is the term Medical 504 Plan different from the regular 504 Plan? **NO (explanation)**
- Do all 504 Plans require an Determination/Eligibility Process (*Form G*)? **NO (explanation)**
- Does an amended 504 Plan require a rewrite of the existing 504 Plan within the same school year (*Form O*)? **NO (explanation)**
- Is it required to rewrite a 504 Plan at the end of every school year? **Depends on type of meeting and need.**
- How long does a 504 Plan last for a temporary condition (i.e. concussion)? **Based upon medical information/school in a Section 504 Team meeting**
- When is it applicable to request SPED services for a 504 student? **When reasonable accommodations are not meeting the identified needs through documentation/assessment (Reasonable becomes Extraordinary)**
- Do 504 students receiving a Class III offense require a Manifestation Evaluation (*Form L*)? **Yes**
- If 504 symptoms/deficits exist but not at schools is it appropriate to proceed with a 504 Plan? **Yes**

What is a 504 Plan

A legal binding document that identifies and outlines reasonable accommodations for students with a

- Permanent
- Temporary
- Episodic

Disability or impairment



How to meet the criteria of Section 504

Must have identified from a trained/professional clinician a...

- Physical or mental disability/impairment
- Substantially limits
- A major life activity



Examples of 504 Impairments and Disabilities

Diabetes

Cancer

Circulatory Function

Respiratory Function

Breathing

Bowel Function

Reproductive System

Reading

Sickle Cell

TBI

Concentration

Learning

Endocrine Function

Depression

Anxiety

Extreme Shyness

ADHD

Dyslexia

Communicating

ODD

Bi-polar disorder

Standing

Digestive Function

Concussion

Seeing

Self Care

Hearing

Speaking

Walking

Bladder Function

Eating

Neurological Function

Thinking

Temporary Disabilities (broken writing arm/broken leg)

Conducting a Section 504 Meeting

Form A (Referral Form)

When conducting official Section 504 meetings **ALWAYS** use the following:

Form B (Notice of Proposed Meeting)

Form C (Parents and Guardian Procedural Safeguard)

Form D (Notice and Consent of Evaluation/Reevaluation)

Form DD (Signature Page for 504 Referral Meeting)

Form K (Acknowledgement of Receipt of Section 504 Plan)

All meetings must be held with a team of school personnel to include parent and/or guardian

[504 Forms](#)

504 School Liaison Duties and Responsibilities

- Before Meetings
- During Meetings
- After Meetings

Before Meeting:

(Referral/Evaluation/Re-Evaluation/504 Plan Meetings)

- Obtain Referral Form (Form A) (*Referral Only*)
 - A parent, guardian, teacher, administrators, school staff can refer a student when behaviors/deficits are repetitive.
 - Paper Version or Google Form (BCS website- Section 504 tab)
- Contact parent to determine meeting date/time
- Contact support teacher to determine availability and upload Form A to *Schoology*
- Send home Notice of Proposed Meeting (Form B-two attempts) and Parent/Guardian Procedural Safeguards (Form C)
- Ten days to receive Form B (If you have not received Notice within 5 days, send your second attempt on day 5)
- Once Notice has been received, select the 504 Team (this must include administrator, general ed. teacher, liaison, and/or nurse and counselor) and inform them about the 504 referral meeting, date, and time. Please have a printout of current attendance, grades, state assessments, and/or discipline

During Meeting:

(Referral/Evaluation/Re-Evaluation/504 Plan Meetings)

- Have the following forms available:
 1. Completed Form A (***Referral Only***)
 2. Form B
 3. Form C
 4. Form D (only check vision, hearing, classroom performance (grades), and other (classroom observation) if needed ***(Referral Only)***)
 5. Form DD (***Referral Only***)
- If parent gives consent, provide Parent Input (Form F) to parent/guardian ***(Referral Only)***

After Meeting:

(Referral/Evaluation/Re-Evaluation/504 Plan Meetings)

Referral- If consent is provided, we will move forward with Section 504 Evaluation Process

- Give out Teacher Input (Form E) to core teacher (at least 2), and 1 elective
- Perform classroom observation (Form P) *only if needed
- **504 Evaluation/Eligibility meeting date will be determined during referral meeting**

Eligibility- If 504 eligibility is determined, we will move forward with Section 504 Plan

504 Plan- Distribute 504 plans and obtain signatures on acknowledgment of receipt form (Form K)

ALL STUDENTS SHOULD HAVE A PORTFOLIO/FOLDER CONTAINING THE FORMS & DATA LISTED ABOVE (files should be located in school's front office and liaison's room).

504 Support Teacher Duties/ Responsibilities

(Referral/Evaluation/Re-Evaluation/504 Plan Meetings)

- **Referral/Evaluation/Re-Evaluation/504 Plan Meetings**

- 504 Support Teacher will support if you have any questions before, during, or after meetings

DURING MEETINGS

- ***Eligibility***

- Responsible for Evaluation/Eligibility Determination(Form G) and Team Decision Regarding Eligibility (Form H)

- ***504 Plan***

- Responsible for 504 Plan (Form I)
- Responsible for Behavior Intervention Plan (Form J), if needed
- Responsible for Manifestation Determination (Form L), if needed
- Responsible for 504 Plans Additional Conference/ Plan Notes (Form O) to be amended yearly/as needed

AFTER MEETINGS

- ***Referral-*** If consent is provided, we will move forward with Section 504 Evaluation Process

- Retrieve all data from 504 Liaison to complete Form G

- ***Eligibility-*** If 504 eligibility is determined, we will move forward with Section 504 Plan

- Responsible for drafting 504 plan

- ***504 Plan-*** Collect copy of 504 plan to file at Central Office and upload to Special Programs in PowerSchool

- **Other 504 Support Teacher Duties:**

- Progress monitoring, annual 504 reviews, 3-year evaluations
- Provide Professional Development for Administration and School 504 Liaison

504 is Reasonable not Extraordinary

Remember:

Section 504 Plans are legal binding documents; its primary focus is to provide anti-discriminatory practices. Therefore, a 504 Plan only provides reasonable accommodations (leveling the playing field) not specifically designed instruction (i.e. IEP).



Questions and Answers



Contact Information

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District 504 Support Teacher School Assignments

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Arrington Elementary Avondale Elementary Brown Elementary Bush Hills STEAM Academy (6-8) Central Park Elementary Jackson-Olin High Martha Gaskins Elementary Minor Elementary Norwood Elementary Princeton Elementary Robinson Elementary Tuggle Elementary WJ Christian K-8 Washington K-8 West End Academy (K-5)	Barrett Elementary Carver High EPIC Elementary Glen Iris Elementary Hayes K-8 Hemphill Elementary Huffman Academy (K-5) Huffman Middle Oliver Elementary Parker High Phillips Academy (K-8) Smith Middle South Hampton K-8 Sun Valley Elementary	Dupuy Green Acres Middle Hudson K-8 Huffman High Inglenook K-8 Jones Valley Middle Ossie Ware Mitchell Middle Oxmoor Valley Elementary Putnam Middle Ramsay High Wenonah High Wilkerson Middle Woodlawn High Wylam Elementary