

SECTION 504 PROCEDURE

- I. When a parent, student, teacher or Administrator have concerns regarding a student's learning progress, behavior, or physical needs, a referral to the school's Student Study Team is recommended.
- II. The Student Study Team (composed of persons knowledgeable about the student, the student's school history, the student's individual needs, the evaluation data and program options) along with the parent will meet to discuss the specific concerns and determine the interventions to be implemented and the required documentation needed. Consideration for a more comprehensive evaluation will be made after all of the student's records have been reviewed.
- III. When it is determined, through data documentation and/or evaluation, that the student meets the definition of "an individual with handicaps" due to:
 - A) a physical or mental impairment which substantially limits one or more of such person's major life activities because of:
 - (1) "any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculo-skeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hermic and lymphatic; skin and endocrine; or
 - (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
 - (3) lack of ability to complete major life activities, including functions such as caring for one's self; performing manual tasks; walking; seeing; hearing; speaking; breathing; learning; and working."

(34 Code of Federal Regulations Part 104.3)
- IV. The following questions need to be addressed after it is determined the student has a handicapping condition:
 - A) Does the student qualify for Special Education services according to the Individuals with Disabilities Education Act?
 - B) What does the student need in order to be afforded access to the guidelines of Free

Appropriate Public Education?

- C) What is the appropriate environment for the provision of services?
- V. Parent/guardian rights regarding Section 504 are to be reviewed at the time the student is determined to be eligible for services under Section 504 and before any significant change is made in the student's Accommodation Plan.
- VI. The Accommodation Plan is to be written to initially address the academic and/or physical concerns and any need(s) for related services for the student. Parents/guardians should be involved with the staffing team in writing the plan. Individuals involved in writing the plan should sign the form in the appropriate place, and the data used in determining eligibility should be attached to the Plan.
- VII. The Plan shall indicate who will monitor the Plan, how monitoring will be done, as well as the date for review or reassessment, which should be within thirty (30) days unless problems develop sooner than that.

Revised 02/17/09
Reviewed 6/9/2014, 09/23/19