

Iredell Statesville Schools

Section 504 Reminders

- **504 committee consists of at least the following people:** Parents/guardians, administrator, 504 Coordinator, all current/regular classroom teacher (s) Other appropriate personnel may also be invited to attend. If all current teachers cannot attend, be sure that you have data and documentation from the teacher regarding the implementation of the 504 plan and/or the students progress in class
- **Review Meetings:** At the Middle and High School level, review meetings should take place once each semester if there are teacher changes. This is not an annual review of the 504, but a staff meeting to ensure that all teachers are aware of their obligations under the 504 plan.
- **Yearly Reviews:** A 504 Plan should be reviewed annually with the 504 team which consists of the Parent/Guardian, Current/Regular Classroom Teacher (s) and Administrator. Other appropriate people should be invited to the meeting
- **Manifestation Determination Meetings:** Under the Rehabilitation Act of 1973, students with disabilities/504 accommodations are entitled to a meeting called Manifestation Determination when a student is recommended for long term suspension. A suspension review meeting should be held to determine if the conduct being considered is related to their disability. School Psychologists can assist 504 Coordinators with these, when available.
- **Out of State and Out of County 504 Plans:** Accept the 504 plan and schedule a 504 meeting with the 504 Team within 2 weeks, and create a new plan on I-SS forms
- **Transfer of folders from Elementary to Middle and Middle to High Schools:** You will be notified when to transfer folders at the end of the school year for upcoming school year. Please complete the Transfer form provided to you. If a student never arrives at your school, please contact Kelly Marcy 704-832-2506.
- **Transfer of Folders to a new school:** If you have a student who moves to a new school in the middle of the school year, please make a copy of your 504 folder and send it to the new school. If the school is in the district, please complete a transfer form. 504's should never just be stuck in a student's CUM folder only without a transfer form.
- **Parent Referral:** If the parent makes a referral for 504, remind the parent that the child must be determined to meet disability definition in Section 504 and the ADA, including whether or not the child has a disability that results in a substantial limitation of a major life activity. The Section 504 Team determines eligibility.
- **3rd Year Reevaluation:** A 504 Plan should be reevaluated every three years. The 504 committee should determine if the child needs to continue with the plan.
- **Student/Parent Handbook:** Always, Always, always offer and provide a handbook to parents/guardians. Document receipt or refusal or a handbook.
- **Specific Circumstances that could trigger your duty to refer a student for evaluation:**
 - Student has an impairment of any kind
 - Parent requests an evaluation or a 504 plan
 - Student transfers from another district with a plan

- Student was found ineligible because of mitigating measures prior to the enactment of the ADA 2009
 - Student exhibits a chronic medical problem
 - Student is chronically absent due to medical or health issues
 - Student receives medication on school grounds
 - Academic performance is lower than expected
 - Student is evaluated under IDEA and found ineligible
- **If Parent refuses to come to 504 meeting or you are unable to contact parent:**
 - Send certified letter inviting them to conference
 - Do a home visit
 - If home visit or contact still unsuccessful., then meet with 504 team and determine eligibility and mail the parent a copy of the plan (certified letter)
 - Document all conversations, mail attempts etc
 - Never consider making the 504 plan inactive because you are unable to contact parents
- **Mitigating Measures:** The corrective effects of mitigating measures cannot be considered in determining whether or not a person is disabled (exception: ordinary glasses or contacts)