# East Liverpool City School District

## Section 504 Procedural Manual

### I. Overview of Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal law designed to protect the rights of individuals with disabilities. It ensures that students with disabilities have equal access to education and are not discriminated against based on their disabilities. Under Section 504, students with disabilities may be eligible for accommodations to ensure equal access.

### II. Purpose of this Manual

This manual provides guidance for identifying, evaluating, and implementing Section 504 services in East Liverpool City Schools to ensure compliance and consistency across all buildings.

### III. Identification of Students for Section 504

**A. Referral Process**

Any student suspected of having a disability that substantially impacts a major life activity may be referred.

**B. Referral Sources**

- Teachers
- School staff
- Parents/guardians
- Medical professionals
- Student (self-referral)

**C. Referral Form Requirement**

Referrals must be submitted using the district's required Section 504 document.

**D. Unified Referral and Goal Document**

The district will utilize a single, required referral and goal document for all Section 504 processes. This document will be used from initial referral through evaluation, eligibility determination, plan development, and annual review.

All staff are required to use this document to ensure consistency, continuity, and compliance across all buildings.

The document must include:

- Evaluation input from staff
- Documented data used for eligibility decisions
- Identified accommodations and supports
- Multi-year planning fields, including all applicable grade levels within the three-year plan period

No alternate forms or processes will be used.

**E. Notification of Parents**

Parents must be notified and provided procedural safeguards upon referral.

## IV. Evaluation Process

**A. Timeline for Response to Parent Request**

Upon receipt of a parent/guardian request for a Section 504 evaluation, the district will:

- Acknowledge the request within five (5) school days — building principal
- Initiate the evaluation process promptly — principal or designee
- Complete the evaluation and convene the 504 team within sixty (60) school days, unless additional time is required and documented

**B. Parental Consent for Evaluation**

A parent/guardian request does not constitute consent. The district must obtain written parental consent prior to conducting an evaluation. If consent is not provided, the evaluation will not proceed.

The building principal is responsible for obtaining and documenting parent consent.

**C. Purpose of Evaluation**

To determine whether the student has a disability that substantially limits a major life activity.

**D. Evaluation Data Sources**

- Academic performance
- Behavioral data
- Medical information
- Teacher input
- Parent input

**E. Teacher Input Timeline**

Teachers will complete and return required input within five (5) school days.

**F. Parent Contact Attempts**

The district will make a minimum of three (3) documented attempts to contact the parent/guardian for participation. The Attempts to Obtain Parent Participation section within the district's unified referral and goal document will be used to document all contact attempts.

**G. Evaluation Team**

The evaluation and eligibility determination will be conducted by a team knowledgeable about the student, evaluation data, and placement options.

The team must include:

- 504 Coordinator or designee
- At least one (1) general education teacher of the student
- A school counselor, school psychologist, or other qualified staff member knowledgeable in evaluation data
- A building administrator or administrative designee

Additional members may be included as appropriate.

## V. Eligibility Determination

**A. 504 Team Meeting**

The team will review evaluation data and determine eligibility.

**B. Eligibility Criteria**

- Presence of a physical or mental impairment
- Substantial limitation of a major life activity
- Determination supported by evaluation data

**C. Parent Notification**

Parents must be notified in writing of the eligibility decision.

**D. Meetings Without Parent Participation**

If the parent/guardian does not respond after three documented attempts, the district may proceed with the meeting. The team will document non-participation and may continue, revise, or discontinue the plan.

## VI. 504 Plan Development

### A. Plan Creation

The team will develop a plan outlining accommodations necessary for access.

### B. Implementation

All staff are responsible for implementing the plan. Teachers will receive electronic copies from school counselors prior to the start of each school year or promptly after adoption of a new 504 plan. The school counselor will notify the school counselor promptly upon adoption/discontinuation of a 504 plan.

### C. Multi-Year Plan Documentation

Section 504 plans may remain in effect for up to three (3) years. All plans must clearly identify and include all applicable grade levels within that period.

Plans will be reviewed annually, and parents and team members will be contacted each year to determine if changes are needed. Any changes must occur through the review process.

### D. Amendment Timeline Clarification

If a plan is amended, the original end date remains unchanged. Amendments do not reset or extend the timeline.

## VII. Annual Review and Reevaluation

### A. Annual Review

Plans must be reviewed at least annually.

### B. Reevaluation

Reevaluation must occur at least every three (3) years or sooner if warranted.

## VIII. Procedural Safeguards

Parents and students have the right to:

- Be informed of their rights
- Review educational records
- Request an impartial hearing
- File a complaint

## IX. Grievance Procedure

Complaints may be submitted to the district's Superintendent and will be investigated with findings provided in writing.

## X. District 504 Coordinators/Principals

- Bryian Burson
- Paul Cusick
- Stacy McNally
- Lindsay Ramsey

## XI. Resources

- U.S. Department of Education, Office for Civil Rights
- Section 504 of the Rehabilitation Act
- Ohio Department of Education and Workforce

## Section 504 Process Flow

| STEP | ACTION | RESPONSIBLE PARTY | KEY REQUIREMENTS / NOTES |
|---|---|---|---|
| 1 | Referral Submitted | Staff / Parent | Use Unified Referral & Goal Document only |
| 2 | Parent Notified | 504 Coordinator / Principal | Provide procedural safeguards |
| 3 | Parent Request Received | 504 Coordinator / Principal | Acknowledge within 5 school days |
| 4 | Consent Obtained | Building Principal | Obtain written consent |
| 5 | Consent Decision | Building Principal | If NO → Document attempts → STOP |
| 6 | Evaluation Initiated | Counselor | Begin after consent |

| STEP | ACTION | RESPONSIBLE PARTY | KEY REQUIREMENTS / NOTES |
|---|---|---|---|
| 7 | Teacher Input | Teachers | Due within 5 school days |
| 8 | Parent Contact Attempts | Counselor | 3 documented attempts (unified document) |
| 9 | Data Collection | 504 Team/Counselor | Academic, behavioral, medical, teacher, parent |
| 10 | 504 Team Meeting | Counselor / Administrator | Within 60 school days |
| 11 | Parent Participation | Counselor | After 3 attempts → Proceed if no response |
| 12 | Eligibility Determination | 504 Team | Based on evaluation data |
| 13 | Eligibility Outcome | Team Decision/Counselor notifies | Notify parent if not eligible |
| 14 | Plan Development | 504 Team | Use Unified Document |
| 15 | Plan Components | 504 Team | Accommodations + Data + 3-Year Grades |

| STEP | ACTION | RESPONSIBLE PARTY | KEY REQUIREMENTS / NOTES |
|---|---|---|---|
| 16 | Plan Implementation | All Staff | Must follow plan shared electronically, counselor notifies EMIS upon adoption/discontinuation |
| 17 | Annual Review | Counselor | Contact parents + team yearly |
| 18 | Changes Needed | 504 Team | Amend (end date stays same) |
| 19 | Reevaluation | 504 Team | Every 3 years |
| 20 | Outcome | 504 Team / District | Continue / Revise / Exit |