



# 5750 A

## Section 504 Services

### *Regulation 5750 A*

Original Adoption: 3/24/2003  
Revision Dates: 1/14/2014  
Review Dates: 3/13/2007

Effective Date: 1/15/2014

### **I. PURPOSE**

The purpose of these regulations is to establish the procedures for implementation of Section 504 services, accommodations and programs for qualified individuals.

### **II. DEFINITIONS**

- A. The definitions in Policy 5750 apply to these regulations.
- B. For this policy, “IAP” means Individual Accommodation Plan, a plan designed by each student’s 504 Team to accommodate the student’s disability.
- C. For this policy, “504 Team” means a group of persons knowledgeable about a student with a disability, the meaning of the evaluation data on the student’s disability, and the placement options for the student.

### **III. DISTRICT 504 COORDINATOR DUTIES**

- A. The District 504 Coordinator shall provide training and assistance to 504 Building Coordinators on procedures and requirements of Section 504.
- B. The District 504 Coordinator shall implement the District’s grievance procedures related to Section 504 implementation.
- C. The District 504 Coordinator shall establish and maintain a Resource Manual for the use of Building 504 Coordinators. The Resource Manual shall include procedures for identifying and evaluating students, for establishing IAPs for each student with a disability that requires accommodation in accordance with Section 504, and grievance procedures related to Section 504 implementation.

### **IV. BUILDING 504 COORDINATOR DUTIES**

Each Building 504 Coordinator shall have the duty of ensuring compliance with Section 504 requirements within his or her building. At a minimum, each building coordinator shall:

- A. Provide for staff and parent awareness of Section 504 rights and requirements under Section 504,
- B. Provide for training on compliance with Section 504 as necessary,
- C. Assure that 504 Teams are convened for students eligible for a 504 IAP,
- D. Act as a resource for 504 Teams in developing IAPs,



- E. Maintain data on referrals for 504 IAPs,
- F. Assure that students with an IAP are re-evaluated under Section 504 before any significant change in placement, and
- G. Assure that IAPs are provided to the District 504 coordinator through the central technology repository.

**VI. CONSEQUENCES FOR VIOLATION OF AN IAP**

- A. Willful failure by a teacher or other staff person to follow a student's IAP is considered to be a violation of the student's civil rights, and may result in personal liability and employee discipline for the teacher or other staff person.
- B. Negligent failure by a teacher or other staff person to follow a student's IAP may be considered to be a violation of the student's civil rights, and will be treated seriously by the District and the employee's supervisor. Reeducation of the offending staff person on the terms of the student's IAP will be completed and documented. The employee's supervisor shall be notified of the failure to implement the IAP. Continued or additional failures to implement the IAP shall be considered willful failure by the employee to implement the IAP, and may result in personal liability and employee discipline.

***Legal References:***

29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 104