



**Kemper County School District
Department of Exceptional Education
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KCSD Section 504 Policy

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Table of Contents

I. Purpose	3
II. Section 504 Coordinator	3
III. Identification and Referral	3
IV. Evaluation.....	3
V. Eligibility Determination	4
VI. 504 Plan Development	4
VII. Implementation and Review.....	4
VIII. Procedural Safeguards	4
IX. Discipline.....	4
X. Training and Professional Development.....	5
XI. Monitoring and Compliance.....	5

KCSD Section 504 Policy

School District Policy: Section 504 Plans

- I. Purpose
 - A. This policy ensures that our school district provides a free appropriate public education (FAPE) to all students with disabilities under Section 504 of the Rehabilitation Act of 1973, protecting them from discrimination and guaranteeing equal access to educational opportunities.
- II. Section 504 Coordinator
 - A. The district will designate a Section 504 Coordinator responsible for overseeing compliance with Section 504 regulations.
 - B. The Coordinator's contact information will be made readily available to all staff, students, and parents.
- III. Identification and Referral
 - A. The district will actively identify and locate every qualified student with a disability residing in the district's jurisdiction.
 - B. Any student suspected of having a disability may be referred for evaluation by parents, teachers, or other school staff.
 - C. All referrals must be submitted in writing to the Section 504 Coordinator.
- IV. Evaluation
 - A. The district will conduct an evaluation of any student who, because of disability, needs or is believed to need accommodations due to a disability.
 - B. Parental consent must be obtained before conducting an initial evaluation.
 - C. The evaluation will be conducted within 60 days of receiving parental consent.
 - D. Evaluation procedures will comply with the requirements of 34 CFR 104.35, including:
 - 1. Using validated tests and evaluation materials administered by trained personnel
 - 2. Assessing specific areas of educational need
 - 3. Ensuring tests accurately reflect the student's aptitude or achievement level

KCSD Section 504 Policy

V. Eligibility Determination

- A. A multidisciplinary team, including persons knowledgeable about the student, the meaning of evaluation data, and placement options, will determine eligibility.
- B. Parents will be invited to participate in the eligibility determination meeting.
- C. A student is eligible under Section 504 if they have a physical or mental impairment that substantially limits one or more major life activities.

VI. 504 Plan Development

- A. For eligible students, a 504 plan will be developed within 30 days of the eligibility determination.
- B. The 504 team will include the parent(s), at least one of the student's general education teachers, and other appropriate school personnel.
- C. The plan will specify the accommodations, aids, and services necessary for the student to receive FAPE.

VII. Implementation and Review

- A. All relevant school personnel will be informed of their responsibilities for implementing the 504 plan.
- B. The 504 plan will be reviewed and revised annually, or more frequently if needed.
- C. A reevaluation will be conducted at least every three years or before any significant change in placement.

VIII. Procedural Safeguards

- A. Parents will be provided with notice of their rights under Section 504, including the right to:
 - 1. Examine relevant records
 - 2. Participate in 504 meetings
 - 3. Request an impartial hearing to challenge district decisions
 - 4. File a complaint with the Office for Civil Rights

IX. Discipline

- A. Before any disciplinary action that constitutes a significant change in placement, a manifestation determination will be conducted.

KCSD Section 504 Policy

- B. If the behavior is a manifestation of the student's disability, the student may not be disciplined, and the 504 team must review and revise the 504 plan as appropriate.
- X. Training and Professional Development
 - A. The district will provide regular training to all staff on Section 504 requirements and procedures.
 - B. Specific training will be provided to staff directly involved in the 504 process.
- XI. Monitoring and Compliance
 - A. The Section 504 Coordinator will conduct periodic reviews to ensure district-wide compliance with this policy.
 - B. The district will maintain appropriate documentation for all steps of the 504 process.

This policy will be reviewed annually and updated as necessary to ensure compliance with federal and state laws and regulations.