

Is there a 504 Coordinator at my child's school?

In University Place School District, school counselors are designated as our 504 Coordinators. Please contact your student's counselor if you have questions or concerns regarding your student and a 504 Plan.

Who is the 504 Team?

The 504 team must include people who are knowledgeable about the child, the type of suspected disability, the data being reviewed, and accommodations which might be considered. Parents play an important role in this process.

It is not unusual for a school to receive a physician or medical provider's note stating that a student has a disability and may need certain accommodations. While the school always considers recommendations from medical providers who work directly with the student, it remains the school's responsibility to review multiple sources of information to determine 504 eligibility and to implement any necessary accommodations for the student. Having a disability, or letter from a medical professional, does not automatically qualify a student under Section 504.



What is a 504 Plan?

This is a written document outlining specific accommodations and/or related services that are necessary for the student to access all programs and facilities. This may include extracurricular activities as well. All accommodations that are approved by the Section 504 committee must be necessary due to the specific substantial limitations caused by the student's documented disability. Accommodations are intended to level the playing field and not to give an unfair advantage.

Accommodations should be specifically designed to minimize the impact of the student's disability. They are determined individually for each student and designed to mitigate the impact of a student's disability that substantially impacts one or more major life activities.

When is a Section 504 not appropriate?

- A student has a disability, but is functioning well and making academic progress without accommodations
- A student only experiences difficulty in one subject area
- A request for extended time solely for standardized tests (SAT, ACT) when the student does not require this accommodation during the regular school day
- When a student is eligible for services under IDEA but the parent/guardian prefers Section 504 services.



A PARENT'S GUIDE TO SECTION 504

**Location: 3707 Grandview Drive W.
University Place, WA 98466**

**UPSD District Website:
www.upsd83.org**

UPSD Nondiscrimination Statement: The University Place School District complies with all federal and state laws, rules, and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability in student education programs, co-curricular activities, and employment practices. The district is an equal opportunity/affirmative action employer encouraging application of qualified minorities, women, and disabled persons for employment and other opportunities. UPSD is committed to providing access to all District programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For elevator access at school sites, contact the principal's office. UPSD is a drug-free/smoke-free work place and educational setting. Direct inquiries regarding compliance, grievance, or appeal procedures, or concerns involving students, should be made to the District Affirmative Action Officer/Civil Rights Compliance Coordinator/Title IX Officer/HIB Compliance Officer, Executive Director of Secondary Education, Lainey Mathews, lmathews@upsd83.org; or Section 504/FAPE/ADA concerns should be made to Executive Director of Special Services, Kelly McClure, kmclure@upsd83.org. Both can be contacted at (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466.



What is Section 504?

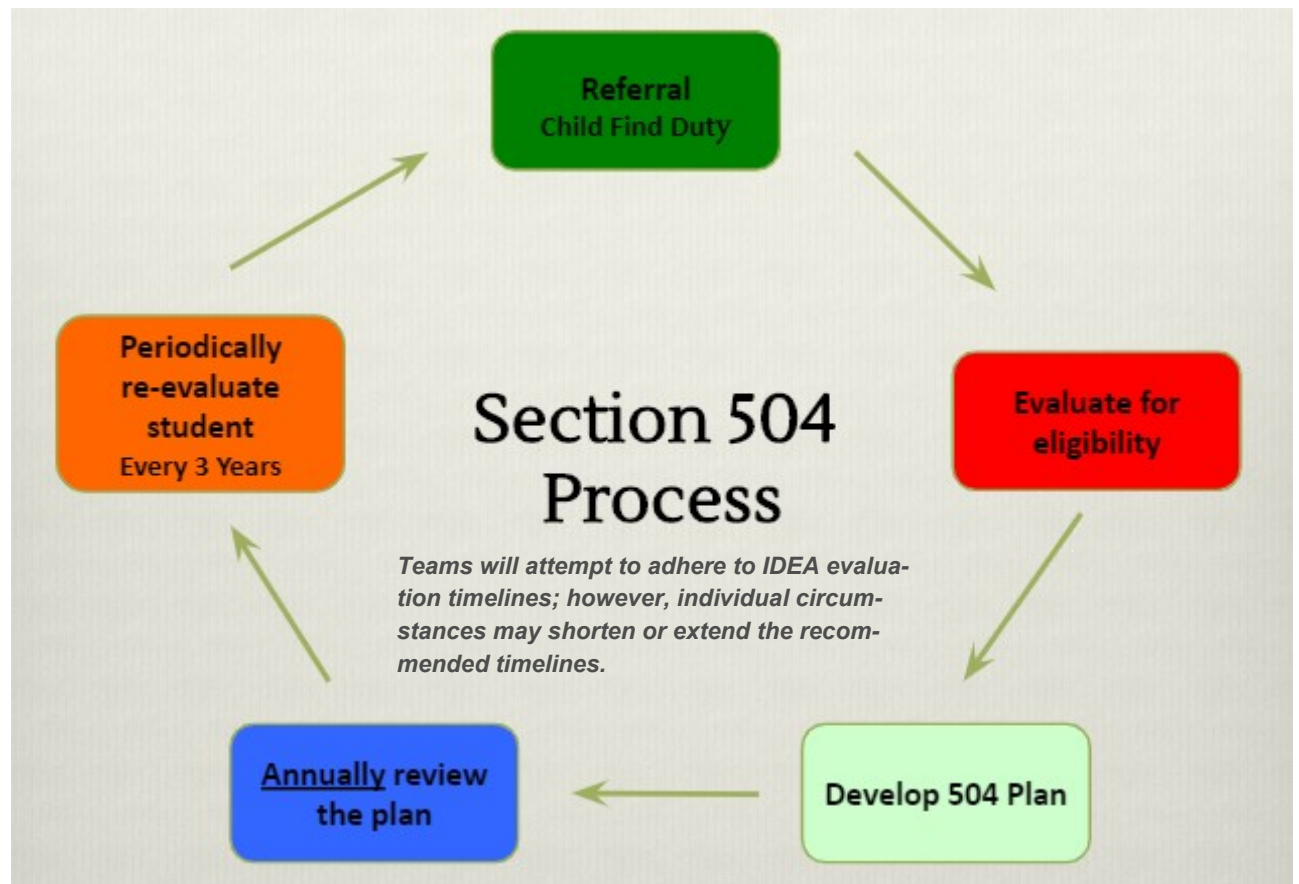
Section 504 of the Rehabilitation Act has been statute since 1973. It prohibits discrimination against persons with disabilities by school districts receiving federal financial assistance. Unlike the Individuals with Disabilities Education Act (IDEA) that governs special education, Section 504 is not an educational entitlement or funding statute.

What is the Purpose of Section 504?

The purpose of Section 504 is to ensure that individuals with disabilities are given the same opportunity to participate in programs and activities as their nondisabled peers.

Who is Eligible under Section 504?

Students may qualify for protection under Section 504 if they have a **mental or physical impairment that substantially limits one or more major life activities**. A label, disability, or diagnosis, alone, does not make a student eligible under Section 504. The disability must substantially limit the student's performance as compared to the performance of the average student in the general population.



What is the Section 504 Process?

Any school staff member, parent/guardian, or health care provider may refer a student to the 504 process if they believe a student has a physical or mental impairment that could make their child eligible for Section 504. Once a referral has been received by the school, the building's 504 Coordinator will convene a 504 team to review a variety of gathered sources which may include, but is not limited to, teacher reports, grades, parent input, attendance, tests scores, discipline reports, and information from medical providers. The 504 team will then determine whether or not to move forward to evaluate the student's eligibility under section 504.

Once a student is determined eligible, then the Section 504 team will write a Section 504 plan for the student, describing the accommodations and services that the student needs in order to access the general education curriculum and extra-curricular activities within the school environment.

The Section 504 committee will meet annually to review the student's Section 504 plan and to determine whether any changes are needed. Parents/guardians can also request a meeting at any time if they think that the Section 504 Plan needs to be reviewed or updated. The 504 team must periodically, every three years, evaluate if the student's disability continues to substantially impact one or more major life activities.