

Section 504 Local Procedures

Lapeer Community Schools

Date Established/Revised: May 2018

District Section 504 Coordinator: Jennifer Tindall **Title:** Director for Student Services

The District 504 Coordinator has the following responsibilities:

- Establish and monitor a Section 504 referral/identification/review process
- Maintain data on Section 504 referrals
- Ensure nondiscriminatory educational practices
- Implement Section 504 grievance procedures for the district
- Disseminate Section 504 plans

District Non-discrimination Statement included in student/parent handbook (34 CFR § 104.8)

Additional Information can be found at:

<http://www.neola.com/lapeercomm-mi/>

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Section 504/ADA Prohibition Against Discrimination Based on Disability

Grievance procedures/timelines (34 CFR 104.7(b))

Additional Information can be found at:

<http://www.neola.com/lapeercomm-mi/>

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Notice of Nondiscrimination and Grievance Procedures (Including Title II, Title VI, Title VII, and Title IX, Section 504, and ADA)

Section 504 plans will be reviewed at least:

- Annually
- Other(specify): Parent/Team Request

Section 504 plans will be reevaluated at least:

- Other (specify): Parent/Team Request

Section 504 plans will be distributed upon completion and for transfer students:

- Within 5 School days Person responsible: District Teacher Consultant

Distribution to:

- Building Administrator or Building Section 504 representative
- Building Secretary
- Teachers assigned to student
- Student CA-60
- Other (specify): Transportation, Food Service, Building Section 504 Paraprofessionals

Method to ensure relevant staff have received and are implementing the 504 plans: Electronic Distribution (e-mail) completed by District Teacher Consultant.