



## SECTION 504 POLICY

### A. Policy Statements

It is the intent of the Creativity CoLaboratory Charter School Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability. It is further the intent of the district to ensure that each student with a disability within the meaning of Section 504 of the Rehabilitation Act of 1973, is identified, evaluated, and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

### B. Definitions of Eligible Students

Under this policy, a student with a disability is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning, breathing, hearing, seeing, speaking, walking, working, self-care, or other specified areas.
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment. [34 C.F.R. Section 104.3 (j) and (k)]

Students in need or are believed to need reasonable accommodations within the general education program or are believed to need regular or special education services are addressed under this policy. A student may be identified with a disability under Section 504 and this policy even though the student does not require special education programs and services pursuant to the Individuals with Disabilities Education Act (IDEA).

Students who are identified as eligible for special education programs and services according to the IDEA criteria are not addressed under this policy. The needs of such students are provided for elsewhere under state and federal law, and the Elmer Twp. School District Special Education Program.

### C. 504 Process

1. Parent, I&RS Team, or staff member initiates Section 504 referral.
2. I&RS Team meets to review case and will determine if additional information is necessary for eligibility. Parents are notified of meeting.
3. The I&RS Team determines eligibility and notifies parents of their decision and Section 504 procedural safeguards.
4. If the I&RS Team identifies a student as eligible under Section 504, the team develops a 504 accommodation plan and identifies the person(s) responsible for implementing, monitoring, and supporting the plan. Also, there should be a periodical review of the plan.



#### **D. Time Guidelines**

1. A meeting will be scheduled, no later than 90 calendar days following receipt of a written request from the parent.
2. The I&RS Team and parent will, not later than 90 calendar days after the meeting, do the following:
  - a) reach a final decision regarding the request
  - b) generate appropriate accommodations
  - c) send a copy of the decision to each party with a copy of parental rights
  - d) In the absence of an appeal, the 504 accommodation plan will be implemented within 15 school days unless there are extenuating circumstances.

#### **E. Grievance Procedure**

##### **Definitions**

A grievance is a claim by a student, parent(s), or other representative(s) of the student based upon interpretation and/or application that a violation of Section 504 of the Rehabilitation Act of 1973 has occurred.

A grievance, to be considered under this procedure, must be initiated by the student, parent(s), or other representative(s) within (30) days of the time the student and/or parent(s) knew, or should have known, of its occurrence.

A grievant is the person or persons making the claim.

The purpose of this procedure is to secure, at the lowest level, equitable solutions to problems, which may arise under the provisions of Section 504 of the Rehabilitation Act of 1973.

##### **Contact Information**

Please contact the Section 504 Coordinator regarding grievance procedures:

**NAME: Aliana Friend**

**ADDRESS: 457 Shirley Road, Elmer 08318**

**PHONE NUMBER: 856-358-3326**



**Procedure**

It is suggested that you follow the procedures outlined below:

**Step 1**

A student, parent grievant, or their representative(s) shall first discuss the alleged grievance with the Section 504 Compliance Officer, Dr. Farmer. Please find contact information provided in the previous page.

**Step 2**

If, after consultation with the Section 504 Compliance Officer, a satisfactory solution has not been reached within seven (7) calendar days, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the Section 504 Compliance Officer. The grievant shall in writing state the remedy or solution sought. The statement is to be signed by the grievant and also include the grievant's full name, address and contact number and/or email address.

**Step 3**

The Section 504 Compliance officer or designee will meet with the person who filed the complaint and conduct a reasonable investigation of the facts and circumstances surrounding the complaint. A meeting date with the grievant will be established with ten (10) business days of the receipt of the written complaint unless there are extenuating reasons.

**Step 4**

The grievant is to receive a written response (decision) from the Section 504 Compliance Officer including any action to be taken (if any) within fourteen (14) calendar days after the meeting held with the grievant.

**Step 5**

If the grievant is not satisfied with disposition of his/her written grievance, Step 2, or if no decision has been remedied within seven (7) calendar days after presentation of the written grievance, he/she may file the grievance in writing with the chief school administrator.

**NAME: Dr. George Farmer**

**ADDRESS: 457 Shirley Road, Elmer 08318**

**PHONE: 856-358-3326**

The chief school administrator shall render a decision within twenty (20) calendar days.