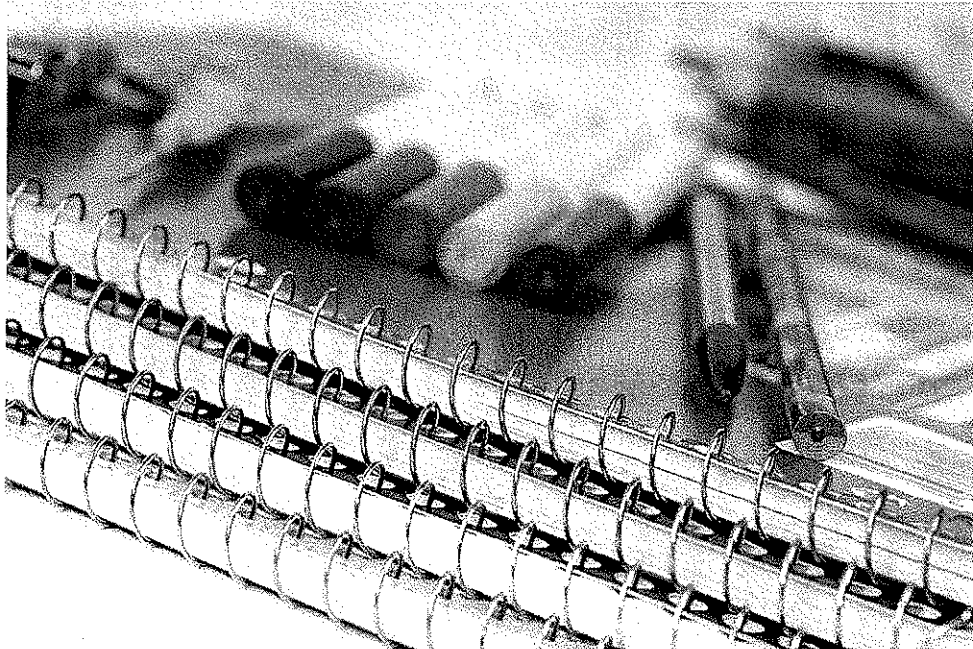


Section 504 Manual



Scurry-Rosser ISD Mission Statement

Our purpose is to enable students to pursue excellence, to be competitive in the workplace and in institutions of higher learning, and to make sound, informed, ethical decisions both now and during their future lives.

SCURRY-ROSSER INDEPENDENT SCHOOL DISTRICT

10705 S. State Hwy 34
Scurry, Texas 75158
(972) 452-8823

2013-14 BOARD OF SCHOOL TRUSTEES

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Director of Curriculum

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Director of Special Programs

STACEY PROCTOR
Chief Financial Officer

MARK SAMPSON
Director of Technology

ASSURANCE OF NONDISCRIMINATION

Scurry-Rosser ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing educational services, activities, and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The following district staff members have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:
Rhonda Porter
Superintendent
10705 S. State Hwy 34, Scurry, Texas 75158
(972) 452-8823
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Heather Jestis
Director of Special Programs
10705 S. State Hwy 34, Scurry, Texas 75158
(972) 452-8823
- All other concerns regarding discrimination:
Rhonda Porter
Superintendent
10705 S. State Hwy 34, Scurry, Texas 75158
(972) 452-8823

All complaints shall be handled through established channels and procedures beginning with the building principal, followed by appeal to the appropriate central administration contact, and finally the board of trustees, in accordance with Policy FNG.

If you need the assistance of the Office of Civil Rights (OCR) of the Department of Education, the address of the OCR Regional Office that covers Texas is:

Dallas Office
Office for Civil Rights, U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: (214) 661-9600
Fax: (214) 661-9587
Email: OCR.Dallas@ed.gov

SECTION 504 CAMPUS COMMITTEE PROCEDURES

1. Each campus will have a Section 504 Committee consisting of at least two members of the faculty, including persons knowledgeable about the student, the meaning of the evaluation data, the placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. One of the members must be a campus administrator. Other members may include the counselor, teachers, and/or nurse.
2. The Section 504 Campus Committee will attempt to identify and notify any eligible student under Section 504, the Rehabilitation Act of 1973. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment that substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. Conditions may include, but not limited to the following:
 - ADHD (see guidelines for ADHD screening)
 - Chronic Fatigue Syndrome
 - Diabetes
 - Cerebral palsy
 - Sleep disorders, i.e., dysomnia
 - Asthma
 - Muscle dysfunction related diseases
 - Dyslexia
 - Allergies
 - Other
3. When a student is referred to the Section 504 Campus Committee the following steps will be taken:
 - a) The committee will initiate the referral and gather data to be considered by the Section 504 Campus Committee. The committee members, which may include the student's teacher(s), shall accumulate all pertinent campus data as necessary and complete the 504 Referral form.
 - b) Following the receipt of the Referral form and the decision that 504 Evaluation should be pursued, the parent will be provided Notice and Consent for Initial Evaluation under 504 and Notice of Parent Rights will be included. The Notice of Parent Rights should be provided after referral regardless if a decision is made to evaluate under 504.
 - c) Teacher Input for 504 Evaluation will be gathered to determine the student's classroom performance and behavior.
 - d) Parent Input for 504 Evaluation will be gathered to determine the child's functioning and activities at home. This also allows the parent to be involved in the process.
 - e) Parent(s)/guardian(s) will receive written notification that the Section 504 Campus Committee will meet to make a determination of the student's eligibility under Section 504.
 - f) During the Section 504 meeting the 504 chairperson will complete the Initial Evaluation and Periodic Re-Evaluation form to determine initial eligibility in Section 504.
 - g) If a determination is made that the identified student qualifies under Section 504 disability, the Section 504 Campus Committee will complete the 504 Student Services Plan.
 - h) Parental Consent for 504 Services should be obtained once it has been determined that the student is eligible under Section 504.
 - i) Parent(s)/Guardian(s) attending meeting will receive copies of all forms. Parent(s)/Guardian(s) invited but unable to attend the 504 meeting will receive, by mail,

copies of all forms. All completed forms will be kept in a designated "Blue" Section 504 file separate from the student's cumulative folder. These files should be kept in a locked cabinet.

- j) The Section 504 Committee will send copies of 504 Student Services Plan to each of the student's teachers and a copy will be provided to administrators.
- k) A copy of all 504 forms will be sent to the district's Department of Special Programs.
- l) The Section 504 Committee will monitor, as instructed in the Section 504 Accommodation Plan, the progress of the 504 identified student by reviewing grade and progress reports. If a student is struggling, then the 504 chairperson needs to gather data as to what is causing the struggle and whether a 504 meeting needs to be held to review and change the current action plan.
- m) The Section 504 Campus Chairperson will complete a Section 504 re-evaluation on each identified student every three years or sooner upon the occurrence of the following:
 - Parental request
 - Receipt of new data that indicate the need for consideration of a significant placement change
 - Notification from student or school personnel that a significant change in placement should be considered
- n) The Section 504 Campus Chairperson will maintain a record of all students who have Section 504 accommodation plans.
- o) If a determination is made that the identified student does not qualify under a Section 504 handicapping condition, all gathered data will be retained at the campus for as long as the student is enrolled at that campus.
- p) The student's Section 504 committee must meet annually to determine if the current Student Services Plan is appropriate, if the plan needs modification, or if exit from Section 504 should be considered. The 504 Annual Review form and 504 Student Services Plan must be completed at the annual review. If dismissal is considered, a re-evaluation must be completed first.
- q) Before disciplinary removal including ISS, OSS, expulsion, or other action that constitutes a significant change in placement (for more than ten school days), the 504 Committee must conduct a 504 Evaluation and Manifestation Determination.

TYPES OF EVALUATION DATA

- Health Information/Records
- Observations
- Anecdotal records
- Attendance records
- TPRI/TELPAS/DIBELS/State Assessment Information
- Parent Information
- Teacher Information
- Medical Records
- Discipline Records
- Grades
- Achievement Tests
- Cum Record Information