

## LAKELAND Jt. SCHOOL DISTRICT #272

Top Questions That YOU Need To Know The Answers To:

1. What is Section 504?
2. What is a 504 plan?
3. How does a 504 plan differ from an IEP?
4. Who can refer a child for consideration for evaluation under Section 504?
5. How is a 504 plan created?
6. How is a 504 plan updated?
7. Who do I contact if I have a problem?

### 1. What is Section 504?

(Section 504 of the Rehab. Act of 1973, 45 CFR Part 84.) Section 504 is an anti-discriminatory, civil rights statute developed in 1973. It prohibits the discrimination of students with disabilities in any program/activity that receives federal funding. Section 504 requires that the needs of these students with disabilities are met under reasonable accommodations.

### 2. What is a 504 plan?

A 504 plan is an individualized plan created by a committee in which the student's disability and needs are identified. In addition, the accommodations that will be set forth by the school to meet the student's needs are specifically outlined in the 504 plan.

### 3. How does a 504 plan differ from an IEP?

While both plans are written individualized plans, they differ in the purpose they serve. A 504 plan is developed for students who require only reasonable accommodations within the school environment. An IEP is developed for students who require specialized instruction in the case that reasonable accommodations do not sufficiently benefit the student.

### 4. Who can refer a child for consideration for evaluation under Section 504?

Anyone: Teachers, doctors, or parents. However, "the school district must also have reason to believe that the child is in need of services under Section 504 due to a

disability." Parents must be given notice before their child is evaluated/placed under Section 504.

### 5. How is a 504 plan created?

**Identification:** Educators have a legal duty to recognize students with disabilities. Doctors and parents can also request an evaluation or the implementation of an accommodation. Not all accommodations require an evaluation to be implemented.

**Intervention:** Educator implements strategies aimed to aid the student and documents results/concerns.

**Referral to 504 Coordinator:** Educator refers student if the interventions did not work, or if the concerns remain.

**Review by 504 Committee:** 504 team reviews and considers documentation (teacher's reports, notes from doctors/agencies, grades, discipline reports, health/attendance records etc.), assigns additional accommodations and/or interventions and monitors for effectiveness.

#### Common Accommodations include:

- Modified assignments or tests
- Extra textbooks for use at home
- Adjusted student seating
- Provision of study guides or organization tools
- Extra time on tasks/assignments

#### The Accommodations must:

- Be individualized
- Be designed to ensure that the needs of the person with the disability are met to the same degree as persons without disabilities
- Involve modifications within the school or classroom
- Place student with a disability at an equal starting level as a non-disabled student.

### 6. How often is a 504 plan updated?

After the 504 plan is initially put in place the accommodations should immediately be applied. The committee will meet again after a period of at least 6 weeks. At this time they will determine if the plan is bringing success or if another route should be sought out. After this meeting, there are no set time lines for which the committee needs to meet on a yearly basis. The committee must meet to reevaluate the student every three years or whenever significant adjustments are made

to the plan. As a parent, you have the right to request a committee meeting at any time.

### 7. What is the role of parents?

Parents are their child's first and most important teachers, as well as their advocates. If a parent believes his or her child has a disability or is having problems in school, the child's teacher should be contacted to discuss these concerns. Building a strong parent/school relationship begins with effective communication. Parents play a key role by providing important information to schools about their child's needs, particularly for students with disabilities. As an added benefit, this involvement demonstrates the importance the parent places on education.

### 8. Whom do I contact if I have a problem?

There are steps to take when you suspect a 504 violation, noncompliance, or have a question about the process.

1. *Meet with the building level team* - Review accommodations, discuss any specific requests and create solutions as a team. Amend the plan if needed, to provide an equal opportunity.
2. *Talk to the teacher*- Try to work things out directly with the teacher first, as he/she is usually the one responsible for implementing the accommodations.
3. *Talk to the principal*- If the teacher is unwilling or unable to provide accommodations, make a specific request to the principal for what is needed.
4. *Talk to the 504 coordinator*- If both the teacher and principal are unwilling or unable to execute the plan, contact the school's 504 officer. The plan may need to be amended so that it is workable, or it may need to be more strongly enforced.
5. *Talk to the state parent advocacy center*- Other parent advocates with experience can help find answers to your questions. (see back page for contact info.)
6. *Contact the U.S. Dept. of Education Office of Civil Rights*- If you feel further enforcement is needed, contact the U.S. Dept. of Education. (see back page for contact info.)

## LAKELAND Jt. SCHOOL DISTRICT #272

### Contact Information

Athol Elementary  
Heather Hamilton, Counselor  
6333 E. Menser Ave.  
Athol, Idaho 83801  
Telephone: 208-683-2231

Betty Kiefer Elementary  
Rebecca Miller, Counselor  
13898 N. Schooner St.  
Rathdrum, Idaho 83858  
Telephone: 208-687-5206



Garwood Elementary  
Cassie Martines, Counselor  
17506 N. Ramsey Road  
Rathdrum, Idaho 83858  
Telephone: 208-687-1265

John Brown Elementary  
Trisha Claussen, Counselor  
15574 N. Washington St.  
Rathdrum, Idaho 83858  
Telephone: 208-687-0551

Spirit Lake Elementary

Patti Gabrick, Counselor  
32605 N. 5<sup>th</sup> Ave.  
Spirit Lake, Idaho 83869  
Telephone: 208-623-2501

Twin Lakes Elementary  
Justine Litzko, Counselor  
5326 W. Rice Rd.  
Rathdrum, Idaho 83858  
Telephone: 208-687-5870

Lakeland Jr. High School  
Randy Shadden, Counselor  
15601 N. Highway 41  
Rathdrum, Idaho 83858  
Telephone: 208-687-0661

Lakeland High School  
Kim Suko, Counselor  
Frank Vieira, Counselor  
Lorain Ryan, Counselor  
7006 W. Highway 53  
Rathdrum, Idaho 83858  
Telephone: 208-687-0181

Timberlake Jr. High School  
Alison Nieman Counselor  
5830 W. Blackwell Blvd.  
Spirit Lake, Idaho 83869  
Telephone: 208-623-2582

Timberlake High School  
Casi Reisenauer, Counselor  
Renee Vordahl, Counselor  
5973 W. Highway 54  
Spirit Lake, Idaho 83869  
Telephone: 208-623-6303

Mountain View Alternative High School  
Melissa Johnson, Counselor  
7802 W. Main St.  
Rathdrum, Idaho 83858  
Telephone: 208-687-0025

Lakeland Jt. School District #272  
15506 N. Washington St.  
Rathdrum, Idaho 83854  
Telephone: 208-687-0431

Idaho State Dept. of Ed.  
650 West State Street  
P.O. Box 83720  
Boise, Idaho 83720-0027  
Telephone: 800-432-4601

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Dept. of Ed. Bldg.  
400 Maryland Ave. SW  
Washington, D.C. 20202-1100  
Telephone: 800-421-3481

<http://www2.ed.gov/about/offices/list/ocr/504faq.html>

## LAKELAND Jt. SCHOOL DISTRICT #272

### A Guide to Section 504

### Frequently Asked Questions & Answers

## **MISSION**

**The mission of Lakeland Joint School District is to  
provide a quality education, empowering all  
students to achieve success.**

## **VISION**

**A community committed to academic excellence  
and  
dedicated to student success!**

[www.lakeland272.org](http://www.lakeland272.org)