

Section 504 Practices & Procedures Self-Evaluation

Guiding questions listed in Chart 3 may be used to conduct a self-evaluation of a school district's/charter school's compliance with Section 504.

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| 1. Section 504 Assurances | | |
| Has assurance of compliance with Section 504 been accurately submitted via Cycle II? | Yes | No |
| Is there a district Section 504 Self-Evaluation process used annually to determine compliance with Section 504 regulations? | Yes | No |
| 2. Section 504 Coordinator | | |
| If the school system employs 15 or more persons, has at least 1 person been designated as Section 504 Coordinator to ensure compliance? | Yes | No |
| Does the coordinator maintain documentation of compliance activities? | Yes | No |
| Has the school system ensured proper training of the Section 504 Coordinator? | Yes | No |
| 3. Section 504 Notice of Nondiscrimination | | |
| Is there an annual and continual notice to students, parents, employees, and the public that all programs, activities, and services are offered without discrimination on the basis of disability? | Yes | No |
| Does the notice include the Section 504 Coordinator's name, address, and phone number? | Yes | No |
| Is the notice available in an understandable language to recipients in the community? | Yes | No |
| Is the notice available in alternative formats for the hearing and vision impaired? | Yes | No |
| Is the notice included in publications distributed to the public such as handbooks, application forms, recruitment, materials, and public media? | Yes | No |
| Is the notice posted on the website? | Yes | No |
| Is the notice posted in a visible place in all district facilities? | Yes | No |
| <i>See Sample Notice in SECTION THREE: Section 504 Resources</i> | | |
| 4. Section 504 Grievance Procedures | | |
| Has the school system adopted a grievance procedure to satisfy its obligation to adopt grievance procedures under Section 504, Title IX, the ADA, and the Age Discrimination Act (this is permitted)? | Yes | No |
| Has information about the grievance procedures been provided to students and employees? | Yes | No |
| <i>See Sample Procedure in SECTION THREE: Section 504 Resources</i> | | |

| 5. Section 504 Written Policy & Procedures | | |
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| Convey district expectation that Section 504 team members maintain confidential information as appropriate – sharing certain (not necessarily all) information only to individuals that need to know to support the student? | Yes | No |
| Convey district expectation that teachers have a responsibility to identify, locate and refer students that may have a disability? | Yes | No |
| Convey that a formal medical diagnosis of a student is not required to be referred for consideration of services under Section 504? | Yes | No |
| Include non-exhaustive description of evaluation data that may be considered? | Yes | No |
| Convey district expectation that teachers/staff implement the Section 504 Plan with its full intent and that not doing so may constitute insubordination? | Yes | No |
| Include an attachment of forms used in the Section 504 process? | Yes | No |
| If a Section 504 flowchart or timeline is used, the number of days and time frame are reasonable? | Yes | No |
| Convey a complainant's right to file a complaint with the Equity Assistance Center (EAC) or the Office for Civil Rights (OCR)? | Yes | No |
| Have district policies or school procedures been evaluated to determine if they are discriminatory? | Yes | No |
| <i>See Legal Requirements in SECTION ONE: Section 504 Compliance</i> | | |
| 6. Section 504 Process | | |
| Is there a referral process to identify students with disabilities that do not qualify for services under the Individuals with Disabilities Education Act (IDEA)? | Yes | No |
| Does the Section 504 policy describe the authority of the Section 504 Team in determining eligibility and appropriate accommodations? | Yes | No |
| Through a random review of Section 504 Plans, are reasonable accommodations made for students with disabilities? | Yes | No |
| Do Section 504 Coordinators emphasize that programs and activities need to all be accessible to individuals with disabilities? | Yes | No |
| Is staff training or professional development needed for improved awareness and compliance with Section 504 regulations? | Yes | No |
| Do all teachers know what forms are used to document the process of identifying a student for services under Section 504? | Yes | No |
| <i>See Legal Requirements in SECTION ONE: Section 504 Compliance</i> | | |

| 7. Parents | | |
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| Are appropriate steps taken to notify parents and students of their rights, as required by Section 504? | Yes | No |