

FCSD 504 District Roles & Responsibilities

Position	Duties
504 Coordinator	<p>Communicate non-discrimination policy</p> <p>Recommend to the district superintendent and school board policies, positions and needs relative to 504 compliance</p> <p>Establish, review, and communicate systemic 504 procedures</p> <p>Stay updated on legislative changes impacting Section 504 procedures</p> <p>Ensure common understanding and oversight of FAPE</p> <p>Collect and store 504 data</p> <p>Teach teachers how to accommodate and prioritize content for students with disabilities</p> <p>Coordinate hearings, grievances, mediation requests and reviews (appeals) for student/parent issues.</p> <p>Coordinate hearings for parent, student, employee or applicant grievances</p> <p>Serves as the school district's liaison to the Office for Civil Rights</p> <p>Write/update annually individualized 504 plans with referral team and family</p> <p>Monitor architectural barriers for individuals with disabilities</p> <p>Facilitate re-eval of Section 504 eligible students once every 3 years</p> <p>Conduct the meetings for eligible students being considered for exclusion/expulsion from school for infractions of school board policy and regulations (manifestation determination hearings)</p> <p>Collaborate with community for coordination of services</p>
Building Admin	<p>Follow district policies related to Section 504</p> <p>Participate in policy review as needed</p> <p>Follow Section 504 procedures</p> <p>Hold annual review of 504 with staff directly responsible for 504 student instruction</p> <p>Submit signed copies of enacted 504 to 504 coordinator</p> <p>Participate in hearings as needed</p> <p>Provide end of year summaries in regards to student 504 accommodation revisions</p>
Case Manager	<p>Attend staffings</p> <p>Build relationship with student</p> <p>Answer questions from teachers regarding enactment of plan</p> <p>Field concerns and convey to building principal from parents regarding plan enactment</p>
Teacher	<p>Enact 504 accommodations consistently, and with fidelity</p> <p>Communicate to parents and case manager regarding student and accommodation concerns</p>
Parent	<p>Engage in determination, accommodation plan writing, and ongoing communication with identified district stakeholders</p> <p>Provide pertinent medical information impacting student disability or plan implementation to building administrator or 504 coordinator in a timely fashion</p>