



KY-SPIN



504 Plans



1-14-2025

## KY-SPIN

(Special Parent Involvement Network)

Parent Training & Information (PTI) Center

Funded by the U.S. Dept. of Education under IDEA since 1988 when Kentucky first received a PTI. KY-SPIN Parent Center provides training, information and support for children and youth with all types of disabilities (birth through 26 years old), their parents, families and professionals.





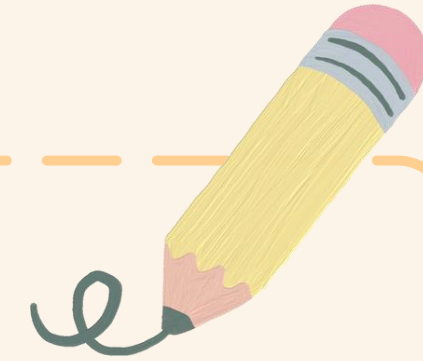
**We do NOT**  
Act as attorneys

**We DO**  
Empower families to advocate for their children effectively.

Provide “peer to peer” support to help families access needed information and resources



# Disclosure



This is not a Training of Trainers event. KY-SPIN does not authorize other agencies, organizations or individuals to train material.

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# AGENDA

1

What is Section 504

2

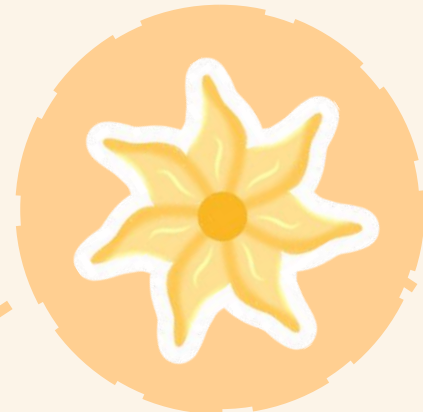
504 Plan

3

Complaint Process

4

In Your Community



# WHAT IS SECTION 504

Section 504 of The Rehabilitation Act of 1973 as Amended is a civil rights law that prohibits discrimination on the basis of disability in programs and activities that receive federal financial assistance.



## SECTION 504

Section 504 provides a broad range of protections against discrimination based on the disability which includes public schools.

The disability does not have to be a lasting disability to qualify under 504 (e.g. temporarily wheelchair bound or on crutches.)



## SECTION 504 DEFINITION OF DISABILITY

To qualify, a person must meet one of the following:

- Physical or mental impairment that substantially limits one or more major life activities
- Has a record of such an impairment
- Is regarded as having such an impairment







## MAJOR LIFE ACTIVITIES

The list of major life activities under Section 504 includes, but is not limited to, the activities listed below:

Bending	Breathing	Eating	Hearing	Communicating
Learning	Lifting	Seeing	Reading	Caring for oneself
sleeping	speaking	Standing	Thinking	Manual tasks





# SECTION 504

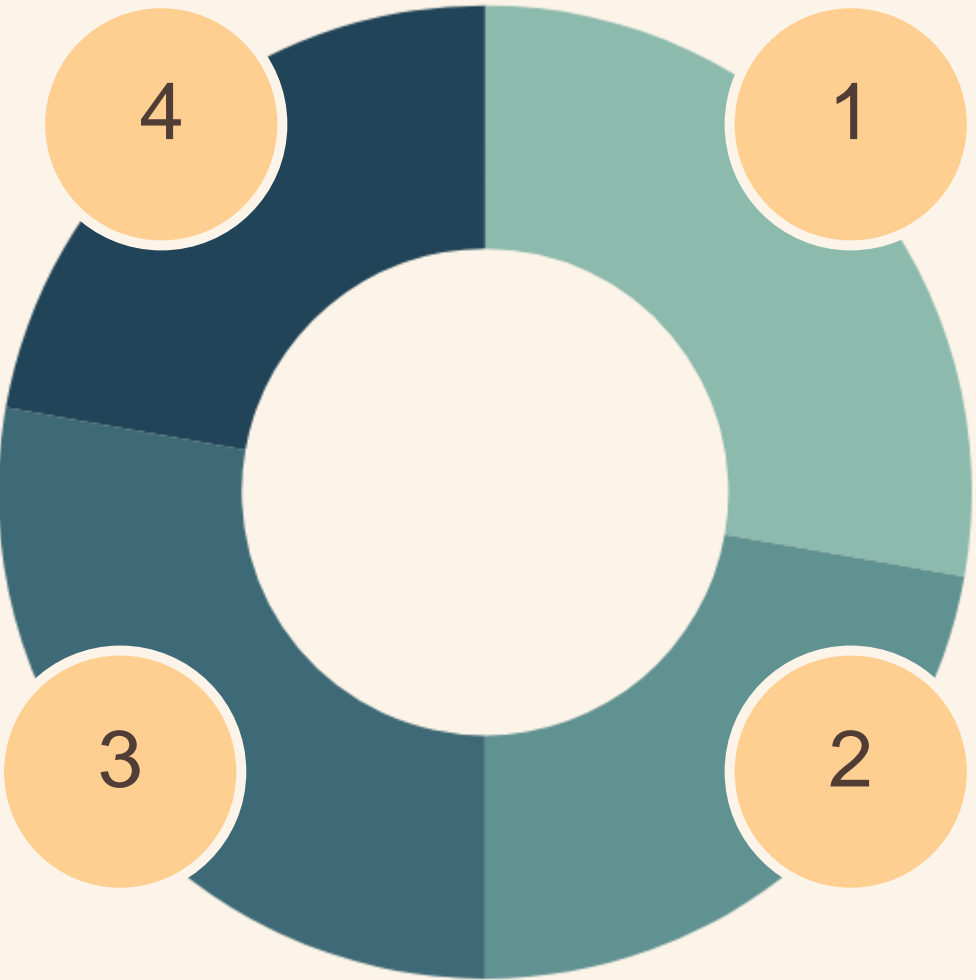
## PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

Under Section 504, Free Appropriate Public Education (FAPE) is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of non-disabled students are met and are based on adherence to procedures governing educational setting, evaluation and placement, and procedural safeguards.

# 504 PLAN PROCESS

504 Plan

Referral



Evaluation

504 Meeting

# REFERRAL

Anyone who knows the child, including a parent, teacher, administrator, or other person, can initiate a referral in writing or verbally.



# INITIAL 504 MEETING

Discuss concerns and needs of the student related to how their disability is affecting them educationally. The need for the 504 evaluation.

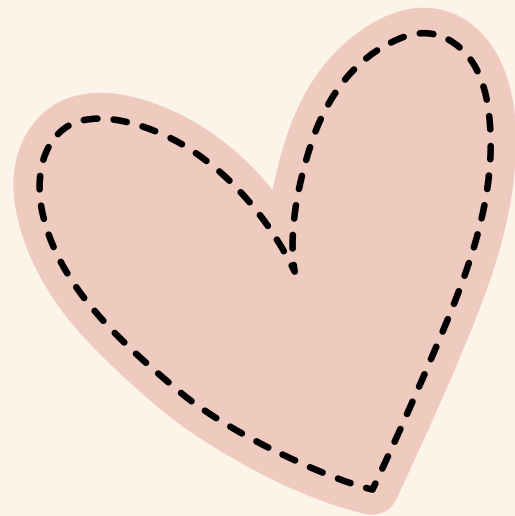




# WHO MAKES A 504 TEAM



Student, parent/guardian, teacher, 504 coordinator,  
principal/counselor, others knowledgeable about the student



# EVALUATION

School districts may use the same process to evaluate the needs of students under Section 504 as they use to evaluate the needs of students under the IDEA. If school districts choose to adopt a separate process for evaluating the needs of students under Section 504, they must follow the requirements for evaluation specified in the Section 504 regulatory provision at 34 C.F.R. 104.35.



## WHAT IS THE PURPOSE OF A 504 PLAN?

A 504 plan addresses the unique learning needs of students with a disability. It provides reasonable accommodations so that students have equal access to school programs and activities to meet their learning needs.

# 504 PLAN

## Be Specific

Who, What, Where and How plan will be carried out

- What are the areas of need
- What accommodations and/or services will be provided
- Who is responsible for providing them
- How often will they be provided
- Where will it be provided
- How will it be monitored

# 504 CONTENT EXAMPLE

Accommodations and/or services			
Area of educational need	Accommodation or service	Person(s) responsible for implementing	Frequency of accommodation or service
Organization	Write homework assignments in planner and have teachers initial it.	Student, all teachers	Daily: At the end of each class
Organization	Provide an extra set of books to keep at home.	All teachers	Annually
Distractibility	Provide student with a quiet area for test-taking & in-class individual work.	All teachers	As needed, including during state standardized assessments
Impulsivity	Give agreed-on signals reminding student to raise hand before answering.	All teachers	As needed

[https://assets.ctfassets.net/p0qf7j048i0q/5MaAgBDBsmCNNazydNAayE/58002db3a8c4ac79842873937d993b08/504\\_Sample\\_Plan\\_Printable\\_ENG\\_D4.pdf](https://assets.ctfassets.net/p0qf7j048i0q/5MaAgBDBsmCNNazydNAayE/58002db3a8c4ac79842873937d993b08/504_Sample_Plan_Printable_ENG_D4.pdf)



# COMPLAINT PROCESS

01

## Dispute Resolution

- Talk with the person directly related to the dispute
- Involve the principal or counselor at the school
- Request a 504 meeting to discuss the concern
- Involve the 504 coordinator for the district

03

## Grievance Procedures

School districts are required to establish grievance procedures for resolving complaints related to those cases where the complainants allege that employees, other students, or third parties engaged in discriminatory behavior.

02

## Procedural Safeguards

Under Section 504, school districts are required to develop and implement a system of procedural safeguards to address FAPE concerns specifically, such as the identification, evaluation, and educational placement of students with disabilities.

04

## Safeguards to Resolve Disputes

Complaint with the Office of Civil Rights (OCR)

Due Process Hearing

# The OCR office for Kentucky is located at:

Philadelphia Office  
Office for Civil Rights  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323

Telephone: 215-656-8541  
FAX: 215-656-8605; TDD: 800-877-  
8339

Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

Contact the enforcement offices if you wish to file a complaint (or use our [online complaint form](#)) or if you need technical assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.



# IN THE COMMUNITY

Section 504 prohibits individuals with disability from being excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

This includes state agencies and programs, many local programs and organizational services.

If they receive any type of federal funding at all they must adhere to Section 504.

# RESOURCES

## Clickable Links

- [Parent and Educator Resource Guide to Section 504 in Public Elementary and Secondary Schools](#) (US Dept Ed)
- [504 Plans Infographic](#) or [Video](#)
- [Section 504 Procedures for Student Services](#)
- [504 Plan for Public School](#) (KY P&A)
- [Sample 504 plan template](#) (Understood)
- [School Accommodation Ideas for Students who Receive Section 504 or Special Education Services](#) (PACER)
- [Students with Disabilities and Section 504 of the Rehabilitation Act of 1973](#) (PACER)





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**If you still have  
questions...**

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Please complete  
our evaluation



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