

Section 504 Local Procedures

Chatfield School

Date Established/Revised: July 2026

Section 504 Coordinator: Libby Kress

The Section 504 Coordinator has the following responsibilities:

- Establish and monitor a Section 504 referral/identification/review process.
- Maintain data on Section 504 referrals.
- Ensure nondiscriminatory educational practices.
- Implement Section 504 grievance procedures for the school.
- Disseminate Section 504 plans.

Non-Discrimination & Policy Information

- School Non-discrimination Statement: Included in the Student/Parent Handbook (34 CFR § 104.8).
- Prohibition Against Discrimination Based on Disability: Section 504 / ADA.
- Grievance Procedures & Timelines
- Notice of Nondiscrimination & Grievance Procedures: Covers Title II, Title VI, Title VII, Title IX, Section 504, and ADA.

Review & Reevaluation Timelines

- Section 504 plans will be reviewed at least:
 - Annually
 - Other: Parent/Team Request
- Section 504 plans will be reevaluated at least:
 - Other: Parent/Team Request

Plan Distribution & Accountability

- Distribution Timeframe: Section 504 plans will be distributed upon completion and for transfer students within 5 school days.
- Person Responsible: Section 504 Coordinator / Designated Staff Representative.
- Distribution List:
 - School Directors / Administrators
 - Main Office / Building Secretary
 - Teachers assigned to student
 - Student CA-60 File
 - Other: Instructional Aides / Paraprofessionals, Support Staff
- Method of Delivery & Compliance Verification: Electronic Distribution (email) with read/acknowledgment receipt or direct distribution completed by the Section 504 Coordinator/designee to ensure relevant staff have received and are implementing the plan.