

SECTION 504 OF THE REHABILITATION ACT OF 1973

COORDINATOR'S RESPONSIBILITIES

1. Have/develop a job description for the Section 504 Coordinator; inform district personnel of the Section 504 Coordinator's responsibilities and assure periodic meetings of the Coordinator to update staff on Section 504 activities.
2. Ascertain that annual notice of the Section 504 Coordinator's name, address, and telephone number is placed in school catalogs, handbooks, etc.
3. Assure that cooperative training agreements and/or LEA contracts have appropriate nondiscrimination statements.
4. Develop a systematic procedure for monitoring compliance with Section 504.
5. Develop a Section 504 grievance procedure which provides for due process for use by students and staff; provide information about the availability and use of the grievance procedure and maintain a record of all grievance problems and solutions.
6. Disseminate information about student rights in relation to Section 504.
7. Disseminate facility accessibility information to students and staff.
8. Provide ongoing review of district bulletins, catalogs, Board policies, counseling procedures, yearbooks, and administrative regulations and practices related to compliance with Section 504.
9. Review student sponsored organizations and suggested criteria for compliance with Section 504.
10. Become familiar with resources/information for assistance with LEA self-evaluation and remediation available from the Office for Civil Rights.

A SCHOOL DISTRICT MAY DESIGNATE ONE EMPLOYEE TO SERVE AS BOTH THE TITLE IX AND SECTION 504 COORDINATOR.