



## SECTION 504 POLICY

### A. Policy Statements

It is the intent of the Camden's Charter School Network Boards of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability. It is further the intent of the district to ensure that each student with a disability within the meaning of Section 504 of the Rehabilitation Act of 1973, is identified, evaluated, and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

### B. Definitions of Eligible Students [34 C.F.R. Section 104.3 (j)]

Under this policy, a student with a disability is one who:

1. Has a physical or mental impairment which substantially limits one or more major life activities, including learning, breathing, hearing, seeing, speaking, walking, working, self-care, or other specified areas.
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment; and

needs or is believed to need reasonable accommodations within the general education program or is believed to need special education services is addressed under this policy. A student may be identified with a disability under Section 504 and this policy, even though the student does not require special education programs and services pursuant to the Individuals with Disabilities Education Act (IDEA).

Students who are identified as eligible for special education programs and services according to the IDEA criteria are not addressed under this policy. The needs of such students are provided for elsewhere under state and federal law, and the Camden's Charter Network School Districts Special Education Program.

### C. 504 Process

1. Parent, I&RS Team, or staff member initiates Section 504 referral.
2. 504 Team appoints a case manager and invites the parents to a meeting to review the referral and to decide if additional information is necessary to determine eligibility under section 504. [104.35(b)]
3. The 504 Team determines eligibility and notifies parents of their decision and Section 504 procedural safeguards.
4. If the 504 Team identifies a student as eligible under Section 504, the team develops a 504 accommodation plan and identifies the case manager as responsible for informing appropriate staff, monitoring, and supporting the plan. This plan will be reviewed annually.
5. The 504 team will review the student's continued eligibility every 3 years or sooner, but not within 1 year of a previous determination of eligibility. [104.35(d)]



**D. Time Guidelines**

1. A meeting will be scheduled, no later than 20 calendar days following receipt of a written request from the parent or other party, excluding Holidays or school closures, except summer recess.
2. The 504 Team and parent will, not later than 90 calendar days after the meeting, do the following:
  - a) reach a final decision regarding the request and if the student is eligible will:
  - b) generate 504 accommodation plan,
  - c) send a copy of the decision to each party with a copy of the procedural safeguards,
  - d) In the absence of an appeal, the 504 accommodation plan will be implemented within 15 school days unless there are extenuating circumstances.

**Contact Information**

Please contact the Section 504 Coordinator for your school regarding any questions or concerns:

<b>NAME:</b>	<b>Academy High School Promise Middle School Pride Elementary KATZ Academy</b>	<b>Denise Lachapelle Tamara Ehrgood Erica Alimario Frances Gonzalez</b>
<b>ADDRESS:</b>		<b>879 Beideman Avenue Camden, NJ 08105</b>
<b>PHONE NUMBER:</b>		<b>856-365-1000</b>



## **Procedural Safeguards**

Camden's Charter School Network has established and implemented, with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of handicap, need or are believed to need special instruction or related services, a system of procedural safeguards that includes notice, an opportunity for the parents or guardian of the person to examine relevant records, an impartial hearing with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure.

### **Definitions**

A grievance is a claim by a student, parent(s), or other representative(s) of the student based upon interpretation and/or application that a violation of Section 504 of the Rehabilitation Act of 1973 has occurred.

A grievance, to be considered under this procedure, must be initiated by the student, parent(s), or other representative(s) within (30) days of the time the student and/or parent(s) knew, or should have known, of its occurrence.

A grievant is the person or persons making the claim.

The purpose of this procedure is to secure, at the lowest level, equitable solutions to problems, which may arise under the provisions of Section 504 of the Rehabilitation Act of 1973.

### **Procedure:**

#### **Step 1**

A student, parent grievant, or their representative(s) shall first discuss the alleged grievance with the Section 504 Team.

#### **Step 2**

If, after consultation with the Section 504 Team, a satisfactory solution has not been reached within twenty (20) calendar days, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the Section 504 Compliance Officer. The grievant shall in writing state the remedy or solution sought. The statement is to be signed by the grievant and also include the grievant's full name, address and contact number.

### **Compliance Officers**

<b>NAME:</b>	<b>Academy High School Promise Middle School Pride Elementary KATZ Academy</b>	<b>Marvin Jones Jennifer Arasim Rebecca Brinkman Tashira Landi</b>
<b>ADDRESS:</b>		<b>879 Beideman Avenue Camden, NJ 08105</b>
<b>PHONE NUMBER:</b>		<b>856-365-1000</b>

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**Step 3**

The Section 504 Compliance officer or designee will meet with the person who filed the complaint and conduct a reasonable investigation of the facts and circumstances surrounding the complaint. A meeting date with the grievant will be established within ten (10) business days of the receipt of the written complaint unless there are extenuating reasons.

**Step 4**

The grievant is to receive a written response (decision) from the Section 504 Compliance Officer including any action to be taken (if any) within ten (10) calendar days after the meeting held with the grievant.

**Step 5**

If the grievant is not satisfied with disposition of his/her written grievance or if no decision has been remedied within ten (10) calendar days of meeting with the 504 Compliance Officer, he/she may file the grievance in writing with the chief school administrator.

**NAME:** Dr. Joseph Conway  
**ADDRESS:** 879 Beideman Avenue  
Camden, NJ 08105  
**PHONE:** 856-365-1000

The chief school administrator shall render a decision within twenty (20) calendar days.

If the grievant continues to be dissatisfied, they may request a Board hearing in writing, explaining their concerns and possible remedies. The Board's decision will be final for the school district.

An appeal of the Board's decision may be filed with the Department of Education.

For help in understanding your rights, you may contact any of the following:

School District Representative	(856) 365-1000
Statewide Parent Advocacy Network (SPAN)	(800) 654-7726
Disability Rights New Jersey	(800) 922-7233

New Jersey Department of Education through its Camden County Office.

Dr Catherine Thomas, County Supervisor of Child Study	(856) 401-2400
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