

# Quarter One Reminders and Tips

[Sally Dorman](#)

All Sections

Nov 16, 2019 at 11:48am

No unread replies.No replies.

## Quarter One Reminders and Tips

It is hard to believe the end of the first quarter is here. Below are some tips and reminders to help you with 504 implementation.

First we will start off with testing your 504 skills with a Fact or Fiction question.

*Adapted from Section 504 Compliance Advisor, October 2019*

Fact or Fiction? Districts must provide individual tryouts for a student if a disability requires it.

Case situation: A student with OCD, anxiety, and an emotional disability was cut from a sports team on the last day after spending five days during the initial tryouts and being called back for a final try out with other peers in a group. His parents argued that because his disability caused him “bad thoughts” about losing his abilities and picking up negative abilities from others when in a group, he should have been afforded an individual tryout in order to provide an “equal opportunity to make the team.”

Answer: See below quarter reminders and tips.

## Quarter One Reminders

### Conduct Co and Extracurricular Accommodation Trainings

- [School Section 504 Team training on answering the co and extracurricular question \(Links to an external site.\)](#)

Complete prior to December 6. The question will be added to TIENET on or about December 9

- [Instructional Staff training \(optional\)](#) ([Links to an external site.](#)) on preparing and arranging field trips that include co and extracurricular accommodations for students with 504 or IEP

#### Amendments to Meeting Notes

- Please review with your Section 504 team members “when to” and “when not to” amend 504 meeting notes or the student’s 504 record. For guidelines about amendments please see [fall ABC training](#) ([Links to an external site.](#)).
- Reminders
  - Do not send “draft” notes home for parents to edit.
  - If there is a legitimate error in the notes, do an amendment (see QRC on Canvas).
  - If there is a request to add items that are not legitimate, direct the parent to use Policy 9050 to amend the student record.
  - Convene a meeting to address any new concerns that are contained in the request

#### Run TIENET Reports

- Projected Annual Due Date
  - Run at Beginning of the year
  - Run Quarterly
- Projected Reevaluation Due Date
  - Run at Beginning of the year
  - Run Quarterly
- Documents in draft past meeting date
  - Run monthly

#### Convene the School 504 Team

- Assess your team's functioning
  - Strengths
  - Areas for Improvement
- Identify Training needs of 504 case managers
  - Ensure all members have taken the [Required Case Manager Trainings](#)
  - Knowledge of Testing Accommodations-consult with STC
- Identify 504 Team Goal areas for year
  - Distribution of cases
  - Team roles
  - Meeting roles
  - Administrative support and scheduling
  - Meeting plan for the year (cases and whole team)

#### Teacher Sign Off

- Develop a plan to ensure teachers sign off that they have a copy, read, and know the case manager for students with 504 plans.
- Sample [Google form \(Links to an external site.\)](#) for electronic sign off or make copies to distribute to those implementing plans.

#### Substitute Plan

- Develop a plan to ensure substitute teachers know accommodations.
- Include a copy with substitute plans.

#### Quarter One Tips

##### Receiving referrals

- Date stamp when you receive all initial referrals and all independent assessment reports that need to be reviewed by the 504 Team. This is important when determining the school system's responsiveness.

## TIENET

- Reread all Tienet documents and use the spell check feature on *every page* of the 504 before finalizing.
- Remember to finalize documents in the order of occurrence (meeting notice, then eligibility, then plan). Check all updates offered by TIENET to ensure dates and information are flowing into the documents.

## Recording Meetings

- Do not use your personal cell phone to record 504 team meetings (if the family elects to record). Use a school system issued laptop or recording device to record meetings and PRACTICE how to record prior to any meetings. Nothing is more frustrating than realizing that you didn't get a recording after the fact.
- Remember to save a copy of any recording to a thumb drive or tape and add this to the student's 504 record. You can put it in a plastic Ziploc bag and staple it to the inside cover of the folder.
- ALWAYS assume that you are being recorded. This includes during 504 team meetings, during breaks, parent conferences, phone calls, etc.
- If you take a break during a meeting, do not engage in loose side conversation as you may be recorded.
- If you leave the room during a break, close your laptop and put all notes and documents away rather than leaving them out visible on the table.

## Bullying Allegations


- If a parent/guardian makes an allegation of bullying in a 504 team meeting, be responsive! Ask if it has been reported to the school administration. If it has not, then provide the parent with a reporting form.
- Alert your school administrators to the allegation so that they can follow up with the family.
- Document in the 504 Team Meeting notes that the parent made the allegation, their response to whether it was reported, and that a school team member will inform the school administrator after the meeting if he or she is not in attendance.
- Consider if there are any needs or services the student may require to be added on the 504 plan as a result and document the discussion in the meeting notes even if the team decides there are no needs.

- If an allegation has been reported and unfounded in the past and the parent continues to bring it up at meetings, be sure to document verbally and in writing that the matter was investigated and the response to the investigation. You don't have to write a book just a couple of sentences.
- Unfortunately, unfounded allegations can get a life of their own years later. So, the record must be set straight to avoid inaccurate information from becoming the truth of the matter.

#### Addressing Parents in Meetings

- Please call parents/guardians by title and last name in 504 meetings and notes. This is a sign of respect and courtesy.
- If the parent reports information, please remember to denote each statement as coming from the parent in the meeting notes. Statements without a link to who said it, could be attributed to facts of record rather than opinions. Example: Mrs. Jones feels that Sally struggles with work completion more than other students the same age.

Answer: Fiction

Section 504 requires districts to provide “a level playing field” and ensure that students with disabilities have an “equal opportunity” to participate. In this case, the hearing officer looked to how the coach “objectively compared” the student to the performance of other students when selecting the team. The student’s individual thoughts were not considered in the case but rather whether the student was given an “equal opportunity” to participate on the team similar to other students. Want to read more about this specific case, see [link](#) .

Amy Cohen

# 504 Instructional and Testing Accommodations Page

Amy Cohen

All Sections

Jan 30 at 8:46am

No unread replies.No replies.

Hello all, last year there was a short-term glitch in TIENET that caused the Instructional and Testing page accommodations to not flow into a student's profile and therefore not be listed in Synergy. I tried to catch them all last year, but I am sure I missed a few.

You may want to do a double check and let me know if any students are showing no accommodations when you know they really do have them - I can fix it!

The most efficient way is to check this report in TIENET - "Accommodations (Instructional and Testing) 504".

To get to that report, go to your home page in TIENET. Look for "Reporting" on the top of the page, in the blue banner, and then click on Standard Reports.

In the 504 Related Reports category, find the report listed above and look at your students' accommodations. If they are blank and they should not be, or if they are wrong from what is on the most recent 504 Plan, let me, Amy Cohen, know, either through email (amy\_cohen@hcpss.org) or via Admin at TIENET Support.

Thank you!

Amy Cohen

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