

Nutley Public Schools



Section 504 Manual

2019-2020

Dr. Julie Glazer, Superintendent

Dr. James Riley, District 504 Coordinator

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Nutley Public Schools

Section 504 Manual

Table of Contents

SECTION I	4
INFORMATION REGARDING SECTION 504 IN PUBLIC SCHOOLS	4
SECTION II	5
INSTITUTIONAL REQUIREMENTS	5
SECTION III	7
REFERRAL PROCESS	7
SECTION IV	8
EVALUATION/ELIGIBILITY PROCEDURES	8
SECTION V	10
SECTION 504 ACCOMMODATION PLAN	10
SECTION VI	12
SECTION 504 FORMS	12

Nutley Public Schools

Section 504 Manual

District Personnel

Dr. Julie Glazer, Superintendent

Dr. James Riley, District 504 Coordinator

Mr. Denis Williams, Nutley High School
Principal, 504 Administrator

Mrs. Laurie Laguardia, Spring Garden
School Principal, 504 Administrator

Ms. Tracy Egan, John H Walker Middle
School Principal, 504 Administrator

Mr. Douglas Jones, Washington
School Principal, 504 Administrator

Mrs. Lorraine Restel, Lincoln School
Principal, 504 Administrator

Mr. Frank Francia, Yantacaw School
Principal, 504 Administrator

Mr. Michael Kearney Radcliffe School
Principal, 504 Administrator

SECTION I

INFORMATION REGARDING SECTION 504 IN PUBLIC SCHOOLS

Introduction

The mission of the Nutley Public Schools is to challenge, inspire, and empower students to become creative, confident, passionate, self-directed citizens who actively and purposefully contribute in our global society.

This manual will serve as a resource for all stakeholders in working to ensure consistency of process and fidelity to code in meeting the needs of students deemed eligible to receive services under Section 504.

Policy Statement

It is the policy of the Board of Education that no qualified student with a disability will, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the Board. The Board will also comply with the Individuals with Disabilities Education Act through the implementation of Policy 2460 and Regulations 2460 through 2460.16. For more information, see Policy R2418.

Section 504--Rehabilitation Act of 1973 (PL 93-112)

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 provides: *"No otherwise qualified individual with a disability in in the United States. . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"*

SECTION II

INSTITUTIONAL REQUIREMENTS

Child Find

Individuals and/or families who suspect a child between the ages of 3 and 21 has a disability, should contact the Office of the District Director of Special Services at 300 Franklin Ave., Nutley, NJ 07444. The Office of Special Services is available to discuss the possible need for educational services and to provide assistance on how to access appropriate school personnel.

Student Identification and Referral Procedures

Students who are in need, or are believed to be in need of accommodations under Section 504 may be referred to the 504 Committee by a parent/guardian, adult student or any District staff member operating under a standard certification.

Determination of Eligibility

To be considered eligible for accommodations and/or protection under Section 504, a student must be determined, as a result of a comprehensive review of available information, to have a physical or mental impairment that substantially limits one or more major life activities.

- A physical or mental impairment is defined as (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following basic systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine, or (b) any mental or psychological disorder (such as mental retardation, organic brain syndrome, emotional or mental illness and special learning disabilities).
- Major life activities include, but are not limited to: functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- Section 504 regulations do not define the word "substantially." The District 504 Team can determine if a physical or mental impairment constitutes a disability based on the information available at the time of eligibility determination.
- Section 504 does not automatically protect children with medical and/or psychological diagnoses. If a student's diagnosis does not result in a substantial limitation in accessing the school or learning or an adverse effect on educational performance, he or she may be eligible for 504 protections, but not 504 accommodations.
- Pregnancy is a temporary health/medical condition that may result in a substantial limitation pursuant to New Jersey law, temporary handicaps may result in a requirement to provide reasonable accommodations.
- A student cannot claim protection under Section 504 if in violation of the District's policy on drugs and alcohol. However, a student who is not presently using drugs or alcohol and is in a recognized rehabilitation program is protected under Section 504.
- If a student's learning and/or behavioral problems result primarily from social maladjustment (i.e., social and environmental factors), the student is not considered eligible under Section 504.
- Determination of continued eligibility for accommodations in Nutley Public Schools under Section 504 will be reviewed annually.

If the District determines that the student is not eligible to receive accommodations under Section 504, written notice will be provided to the parent/guardian/adult student at the eligibility meeting.

Section 504 evaluations may include a review of student records and work samples; direct observation in the natural setting; interviews with the student, parent, and school personnel; and/or administration of assessment measures. For more information, see Policy R2418.

Placement

If a student has been determined to have a disability as defined in Section 504 and the 504 Team has determined that the student requires accommodations to access any District building, program or activity, the District will develop a Section 504 Accommodation Plan that will:

- Draw upon information from a variety of data sources that may include aptitude and achievement tests, teacher recommendations, physical issues, medical issues and other independent evaluations;
- Ensure that all evaluation data is documented and carefully considered;
- Ensure that decisions are made by a group of persons knowledgeable about the student;
- Be implemented in the least restrictive educational environment;
- Directly relate to the student's identified needs.

If the District determines that a student is eligible to receive special education and related services as defined in New Jersey Special Education Administrative Code (NJAC 6A:14), those services will be delivered pursuant to the Individualized Educational Program (IEP) developed by the IEP Team for that student.

SECTION III

REFERRAL PROCESS

I. EXTERNAL REFERRAL - From Parent/Guardian

- A. Referral is dated received and forwarded to the appropriate building 504 Administrator for the student.
- B. The 504 Administrator schedules a Section 504 meeting with the 504 Committee and the parent/guardian and sends out to parents/guardians an invitation to the meeting, which includes:
 - i. Parent referral packet cover memo
 - ii. Parents-Student Rights Statement
 - iii. Eligibility Statement form

II. INTERNAL REFERRAL – From Staff or I&RS Team

- A. Prior to formal referral to I&RS or the 504 Committee, staff member is requested to consult with the student's School Counselor and/or School Administrator regarding issues of concern.
- B. If the I&RS Committee determines that a referral to the Section 504 Committee is appropriate, the I&RS form is completed and sent to the Section 504 Administrator along with all supporting documents.
- C. Written referral is forwarded to the appropriate 504 Administrator
 - i. Parental participation will be consistent with District policy regarding parent input in the I&RS process.
 - ii. Teacher(s) making referral must complete a Section 504 Teacher Input form to support their referral.
- D. The Section 504 Administrator will review the I&RS documentation and schedule a 504 Committee meeting.
 - i. If any information or material is missing, the Section 504 Administrator will contact the I&RS Team.

SECTION IV

EVALUATION/ELIGIBILITY PROCEDURES

IV. Before the Eligibility Determination Meeting:

- A. The 504 Administrator/Chairperson is responsible to send Request for Parent Participation in a Section 504 Meeting form to parents/guardian
- B. Meeting Participants may include:
 - 1. Building Administrator
 - 2. School Counselor
 - 3. Nurse
 - 4. CST Specialist
 - 5. Teacher knowledgeable of student (Must have completed Teacher Input form)
 - 6. Other District staff as warranted (i.e. Reading Specialist)
 - 7. Parent/Guardian
 - 8. Student, if appropriate
 - 9. Other parties arranged by either District or Parent/Guardian

V. During the Eligibility Determination Meeting

- A. The 504 Administrator/Chairperson is responsible to chair meeting and have participants sign Meeting Attendance form.
- B. Documentation provided by referring party is reviewed.
- C. If sufficient supporting documentation is not provided, committee can:
 - i. submit the educational and/or behavioral issues to the school's I&RS Team; or
 - ii. conduct additional assessments/evaluations to obtain necessary information
- D. Upon receipt of supporting documentation and or completion of evaluations, the Section 504 Committee shall analyze the supporting documentation and evaluation data to determine if the student has a mental or physical impairment that substantially limits a major life activity and is in need of accommodations to access District programming.
- E. The 504 Administrator/Chairperson is responsible to complete Section 504 Eligibility form indicating one or more of the following decisions:
 - i. Meeting adjourned pending additional documentation
 - ii. Does not have a physical or mental impairment that limits a major life activity and therefore, not eligible for accommodations under Section 504
 - iii. Has a physical or mental impairment that limits a major life activity, but does not require accommodations to participate in District programs and/or activities.
 - iv. Eligible for accommodations under Section 504
 - v. Eligible for accommodations under Section 504 but also referred to the Child Study Team.

VI. After the Eligibility Determination Meeting

- A. If student is eligible for accommodations under Section 504, the District and parents will develop a Section 504 Accommodation Plan (see Section V).
- B. If student is not eligible under Section 504, the Section 504 Committee will communicate to the parents that the Committee intends to:
 - i. Take no further action; or
 - ii. Forward the name of this student to the school's Intervention and Referral Services (I&RS) Committee.

VII. Annual Review and Reevaluation

- A. Annual Review
 - i. Each Section 504 Accommodation Plan is to be reviewed before June of each school year so as to determine its effectiveness.
- B. Reevaluation
 - i. Eligibility for continued accommodations under a Section 504 Accommodation Plan will be determined annually.
 - ii. The 504 Administrators are responsible to implement the procedures in Sections II and III in order to ensure continued eligibility for a Section 504 Plan.

SECTION V

SECTION 504 ACCOMMODATION PLAN

- I. Development of a Section 504 Accommodation Plan
 - A. Accommodations must reflect the documented disability or disabilities identified in the most recent Section 504 Eligibility Determination form.
 - B. Each accommodation must include sufficient detail to ensure compliance regarding frequency, duration, location and evaluation procedures.
 - C. If the accommodations result in the expenditure of funds, the District Director of Special Education is to be contacted and included in the meeting.

- II. After Development of a Section 504 Accommodation Plan
 - A. Original copy of Section 504 Accommodation Plan and all supporting documentation is to be maintained in the student's school.
 - B. The Section 504 Administrators are responsible to contact all teachers responsible to implement the accommodations in the Section 504 Accommodation Plan form and ensure that each teacher reviews and has access to a copy.
 - i. After reviewing the Section 504 Accommodation Plan, each teacher is to sign the Receipt of Section 504 Accommodation Plan.
 - C. The Section 504 Administrators are responsible to maintain a computer database of all students with Section 504 Accommodation Plans and to monitor compliance of annual reviews and reevaluations.
 - D. The following staff members will have access to Section 504 Accommodation Plans:
 - i. Principal and Assistant Principals
 - ii. Section 504 Administrator(s)
 - iii. School Counselor
 - iv. Teacher(s) responsible to implement accommodations
 - v. Related Service provider(s) responsible to implement accommodations
 - vi. School Nurse (if appropriate)

- III. Implementation of Section 504 Accommodation Plans
 - A. Identified staff members are responsible to acknowledge, sign, and implement all accommodations stated in a student's Section 504 Accommodation Plan.
 - B. The Section 504 Administrator, building administrators, Child Study Team specialists, related service providers, identified independent consultants and guidance counselors are available to provide technical assistance to instructional staff.
 - C. A staff member or parent/guardian can request to reconvene the Section 504 team at any time that he or she feels either that any accommodation stated in the Section 504 Accommodation Plan no longer is appropriate, OR if the Section 504 Accommodation Plan needs to be revised to increase accommodations to a Section 504 eligible student.

D. Staff is to be reminded that any student found eligible for a Section 504 Accommodation Plan is entitled to the same disciplinary procedural rights as are guaranteed to a student classified under New Jersey Special Education Administrative Code and having an Individualized Educational Program.

IV. Annual Review/Reevaluation

- A. Each Section 504 Accommodation Plan is to be reviewed annually near the end of the school year so as to determine its effectiveness.
- B. Eligibility for continued accommodations under a Section 504 Accommodation Plan will be determined annually.
- C. The building 504 administrators are responsible to implement the procedures in Sections II and III in order to ensure continued eligibility for a Section 504 Accommodation Plan.
- D. In addition to materials needed to determine continued eligibility for a Section 504 Accommodation Plans, staff is responsible to submit Teacher Evaluation of Section 504 Accommodation Plan forms in a timely fashion prior to the scheduled annual review meeting date.

SECTION VI

SECTION 504 FORMS

DIRECTORY

ELIGIBILITY STATEMENT

SECTION 504 RIGHTS

REQUEST FOR PARENTAL PARTICIPATION IN A SECTION 504 MEETING

SECTION 504 TEACHER INPUT FORM

SECTION 504 MEETING ATTENDANCE FORM

SECTION 504 ELIGIBILITY DETERMINATION FORM

Section 504 of the Rehabilitation Act of 1973

ELIGIBILITY STATEMENT

Eligibility for protections under Section 504 of the Rehabilitation Act of 1973, requires an individual to demonstrate that he/she has a physical or mental impairment, which substantially limits a major life activity, has a record of such impairment or is regarded as having such impairment. Major life activities include, but are not limited to seeing, hearing, speaking, walking, breathing, learning, working, caring for oneself and performing manual tasks.

The act is designed to prevent discrimination against individuals with disabilities. It provides that a student shall not be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funds.

Section 504 is different than the Individuals with Disabilities Education Act (IDEA). In order to qualify under IDEA, the student must qualify for special education and related as defined by federal and state law. In other words, the student's disability must adversely affect the student's educational performance as to require specialized instruction. Under 504, the disability need not have any effect on the student's ability to learn so long as the condition substantially limits a major life activity.

NUTLEY PUBLIC SCHOOLS

Section 504 Parent/Student Rights in Identification, Evaluation, and Placement

Below is a description of some of the rights granted by federal law to students who qualify for Section 504 protections.

You, as parents, have a right to the following:

- Right to have your child with disabilities take part in and receive benefits from public education programs without discrimination because of his/her disability.
- Right to have your child have equal opportunity to participate in school programs and extracurricular activities sponsored by the district.
- Right to receive information regarding identification, assessment, and accommodations provided to your child through Section 504, in the parent's/guardian's native language or primary mode of language.
- Right to have your child receive a free appropriate public education, which includes the right of the child to be educated with students without disabilities to the maximum extent appropriate.
- Right to receive notice within a reasonable time before the district proposes to identify, evaluate or change your child's Section 504 eligibility or accommodation plan.
- Right to inspect and review all of your child's educational records, including the right to obtain copies of educational records at reasonable costs unless the cost would deny you access to the records.
- Right to request an amendment of your child's educational records if you believe the information contained in the record is inaccurate or misleading. If the school district refuses to amend the record, you have a right to request a hearing.
- Right to have eligibility decisions and 504 plan development based on information from a variety of sources and by persons who know the needs of the student, meaning of the evaluation data, and placement decisions.
- Right to have periodic reevaluation and evaluation before any significant change in eligibility.
- Right to file a local grievance, file a complaint with the Office for Civil Rights of the United States Department of Education, and request mediation or an impartial hearing from the New Jersey Department of Education, Office of Special Education Programs, if you disagree with the school's district proposed action .
- You have the right to be represented by counsel in the impartial hearing process.
- You have the right to be an active participant.

NUTLEY PUBLIC SCHOOLS

Section 504 Parent Referral Memo

Parent/Guardian of

Address:

Date:

Re: Section 504 of the Rehabilitation Act of 1973 Parent Referral

Dear _____ ,

The District is in receipt of your letter referring your child, _____, to the Section 504 Committee. You are invited to attend a meeting with the 504 Committee to determine whether your child has a disability as defined by Section 504 of the Rehabilitation Act of 1973, which requires accommodations in school. Enclosed are the Nutley Public School's 504 Eligibility Statement and Section 504 Parent /Student Rights, which will provide you additional information about this process.

The 504 meeting is scheduled for:

Date: _____ Time: _____ Location: _____

The following District staff members are expected to attend the meeting:

_____ Supervisor	_____ Related	_____ Service	_____ Provider
_____ School Nurse	_____ Classroom		_____ Teacher(s)
_____ Building Administrator	_____ Paraprofessional		
_____ Child Study Team Member	Other(s): _____		
_____ School Counselor			

I would appreciate you contacting me at the number below by _____ to let us know if you will be attending the meeting. If this is not a convenient time or place, or should you have any questions, please call to discuss rescheduling the meeting or to discuss your questions.

If you cannot attend the meeting in person but wish to participate, other arrangements can be made to include you (for example, by a telephone conference).

You may invite another person(s) who is knowledgeable about your child to accompany you to the meeting. You may also bring your child to the meeting if you believe it is appropriate.

If you have any independent evaluation reports you would like the 504 Team to consider in the decision making process, please provide a copy prior to the meeting.

Sincerely,

504 Administrator

NUTLEY PUBLIC SCHOOLS

REQUEST FOR PARENTAL PARTICIPATION IN A SECTION 504 MEETING

Student's Name:

Date:

School: NHS WMS LS SG RS WS YS

Dear _____ :

You are invited to attend a meeting regarding your child. The purpose of the meeting is to discuss:

- _____ 1. Referral for a Section 504 Accommodation Plan;
- _____ 2. Determination of initial eligibility for a Section 504 Accommodation Plan;
- _____ 3. Development of a Section 504 Accommodation Plan;
- _____ 4. Review/revision of a Section 504 Accommodation Plan;
- _____ 5. Annual Review and Determination of Eligibility of a Section 504 Accommodation Plan;
- _____ 6. Other: _____

Your participation in planning for the educational needs of your child is important. The meeting is scheduled for:

Date: _____ Time: _____ Location: _____

The following District staff members are expected to attend the meeting:

_____ Supervisor	_____ Related	Service	Provider
_____ School Nurse	_____ Classroom		Teacher(s)
_____ Building Administrator	_____ Paraprofessional		
_____ Child Study Team Member	Other(s): _____		
_____ School Counselor			

I would appreciate you contacting me at the number below by _____ to let us know if you will be attending the meeting. If this is not a convenient time or place, or should you have any questions, please call to discuss rescheduling the meeting or to discuss your questions.

If you cannot attend the meeting in person but wish to participate, other arrangements can be made to include you (for example, by a telephone conference). You may invite another person(s) who is knowledgeable about your child to accompany you to the meeting. You may also bring your child to the meeting if you believe it is appropriate. Please bring any independent evaluation reports you feel are appropriate and will assist in the decision making process.

Sincerely, 504 Administrator

NUTLEY PUBLIC SCHOOLS
Section 504 Teacher Input Form

Request Return to by: _____

Student's Name: _____ Date of Birth: _____

School: NHS WMS LS SG RS WS YS Grade: _____ Counselor: _____

Classroom/Homeroom Teacher _____

If the student becomes 504 eligible, the 504 committee will ask that you help determine if there are reasonable accommodations that can enable the student to participate in learning. We may not provide different or separate aid unless it is necessary to make benefits or services as effective as those provided to all other students in the class. To be equally effective, we are not required to produce the identical result or level of achievement as other students, however the same opportunities must be afforded to all students.

- Based on your knowledge and observations, please rate this student's performance, one (1) being unsatisfactory and five (5) being excellent.

OBSERVATION:	Unsatisfactory			Excellent	
	1	2	3	4	5
Classroom Work	1	2	3	4	5
Homework	1	2	3	4	5
Tests	1	2	3	4	5
Reading Performance	1	2	3	4	5
Math Performance	1	2	3	4	5
Written Expression	1	2	3	4	5
Spelling/Vocabulary	1	2	3	4	5
Following Oral Directions	1	2	3	4	5
Following Written Directions	1	2	3	4	5
Following Multi-step Directions	1	2	3	4	5
Attention Span	1	2	3	4	5
Organizational Skills	1	2	3	4	5
Attendance	1	2	3	4	5
Tardiness	1	2	3	4	5

● Does the student function within the range of personal independence expected of the chronological age?
? () Yes () No

○ If no, give an estimate of this student's level of personal independence. _____

Does the student function within the range of social responsibility expected of the chronological age?
() Yes () No

○ If no, give an estimate of this student's level of social responsibility. _____

Identify your specific concerns with this student's performance:
Academic:

Behavioral:

What accommodations and modifications have been attempted to remediate previously stated concerns?
Intervention #1

Outcome of intervention #1:

Intervention #2

Outcome of intervention #2:

Other indicators or related observations concerning 504 eligibility:

Other comments:

Teacher Signature: _____ Date: _____

NUTLEY PUBLIC SCHOOLS

Section 504 Meeting Attendance Form

Name of Student:

Date of Meeting:

Nature of Meeting:

- ____ 1. Referral for Section 504 Accommodation Plan;
- ____ 2. Determination of initial eligibility for a Section 504 Accommodation Plan;
- ____ 3. Development of a Section 504 Accommodation Plan;
- ____ 4. Review/Revision of a Section 504 Accommodation Plan;
- ____ 5. Annual Review and Determination of Eligibility of a Section 504 Accommodation Plan;
- ____ 6. Other: _____

Conference Participants:	Signature	Date	
Parent/Guardian	_____	_____	
Parent/Guardian	_____	_____	
Student	_____	_____	
Building Administrator _____	_____	_____	
Guidance Counselor _____	_____	_____	
Child	Study	Team	Specialist
School Nurse	_____	_____	_____
Teacher	_____	_____	_____
Teacher	_____	_____	_____
Teacher	_____	_____	_____
District Administrator _____	_____	_____	

Title: _____

Title: _____

Title: _____

Title: _____

NUTLEY PUBLIC SCHOOLS

Section 504 Eligibility Determination Form

() Initial

() Reevaluation

I. Student Information:

Student's Name: _____ Date of Birth: _____

School: NHS WMS LS SG RS WS YS Grade: _____ Counselor: _____

Classroom/Homeroom Teacher _____

II. Meeting Participation:

Attach Meeting Attendance form. (A signature acknowledges attendance at this this meeting.)

I. Notice of Section 504 Rights:

Please sign indicating that you received a copy of your rights under The Rehabilitation Act of 1973, Section 504.

Parent/Guardian Signature Date

VII. Physical or Mental Impairment:

Does the student have a physical or mental impairment? If yes, describe: _____

Is the impairment a temporary/transitory impairment? If so, how long is the temporary impairment expected to affect the student? If the impairment is transitory, when is the impairment active?

Major Life Activity: Check the major life activity that is affected by the disability.

- () seeing () hearing () communicating () eating () breathing
- () learning () walking () standing () lifting () performing manual tasks
- () working () caring for oneself () speaking () reading () other _____
- () thinking () concentrating () sleeping () bending () bodily functions

IX. Does the student have a physical or mental impairment that substantially limits a Major Life Activity in comparison with how most students in the general population and of the same chronological age perform the major life activity? () Yes () No

X. Consideration of Accommodations and Services (only complete if the student has a physical or mental impairment that substantially limits a major life activity):

The Section 504 Team has IDENTIFIED the student as an individual with a disability under Section 504/ADA.

- The student's disability is episodic or in remission and thus does not require accommodations or services on a daily or regular basis, but requires a plan in the event that the disability becomes active. The Team will review the student's plan at least annually.
- The student's disability is active and requires accommodations or services in the school setting.

A 504 Plan will be developed immediately. The Team will review the student's plan at least annually.

- The student's disability does not require accommodations or services in the school setting as the student is accessing the general education curriculum without the need for accommodations.

Building Section 504 Administrator/Chairmen

Date

SECTION VII

GRIEVANCE PROCEDURES

I. Contact Information

- A. If a parent has a question or concern regarding any aspect of the District's responsibility to provide services under Section 504, he or she should contact, *in writing*, the school building Section 504 Administrator:

Nutley High School

Mr. Denis Williams, Principal, 504 Administrator
dwilliams@nutleyschools.org
300 Franklin Ave
Nutley, NJ 07110

Spring Garden School

Mrs. Laurie Laguardia, Principal, 504 Administrator
llaguardia@nutleyschools.org
59 South Spring Garden Ave
Nutley, NJ 07110

John H Walker Middle School

Ms. Tracy Egan, Principal, 504 Administrator
tegan@nutleyschools.org
315 Franklin Ave
Nutley, NJ 07110

Washington School

Mr. Douglas Jones, Principal, 504 Administrator
djones@nutleyschools.org
155 Washington Ave
Nutley, NJ 07110

Lincoln School

Mrs. Lorraine Restel, Principal, 504 Administrator
lrestel@nutleyschools.org
301 Harrison St
Nutley, NJ 07110

Yantacaw School

Mr. Frank Francia, Principal, 504 Administrator
ffrancia@nutleyschools.org
20 Yantacaw Place
Nutley, NJ 07111

Radcliffe School

Mr. Michael Kearney, Principal, 504 Administrator
mkearney@nutleyschools.org
359 Bloomfield Ave
Nutley, NJ 07110

- B. Parents/guardians may request the Section 504 Committee reconvene to review and revise a current Section 504 Accommodation Plan
- C. The building 504 Administrator will respond to all written inquiries within 10 school days of receipt of the written request.
- D. Parents/guardians who are not satisfied with the outcomes received by the building Administrator may contact the District 504 Coordinator, in writing, with specific details. The District 504 Coordinator will respond to all written inquiries within 10 school days of receipt of the written request.
- E. Parents/guardians who are still not satisfied with the outcomes received by the District 504 Coordinator may contact the Superintendent, in writing, with specific details. The Superintendent will respond to all written inquiries within 10 school days of receipt of the written request.

F. Parents/guardians maintain the right to file a complaint at any time with the Office of Special Education Programs at the New Jersey Department of Education and/or the United States Department of Education, Regional Office for Civil Rights:

1. OSEP--NJDOE
P.O. Box 500
Trenton, NJ 08625

2.

USDOE--Office for Civil Rights
75 Park Place--14th Floor
New York, NY 10007-214