

SECTION 504 PLAN IMPLEMENTATION PROCEDURES

North Orange County ROP serves students in five different school districts, each having separate policies and procedures regarding implementing Section 504 Plans and IEPs (Individualized Education Plans). The following procedures apply to students with Section 504 Plans in the Anaheim Union High School District (AUHSD); nevertheless, North Orange County ROP proposes that these same procedures will be used (in collaboration with all five school districts) for any student in a ROP program with a Section 504 Plan or IEP.

AUHSD Procedures for Implementing Section 504 Plans in Regional Occupation Programs

The Anaheim Union High School District (“District”) is committed to providing a free and appropriate public education in regional occupation programs (“ROP”) to District students who have disabilities within the meaning of Section 504 of the Rehabilitation Act of 1973 (“Section 504”). The District shall ensure Section 504 students will not be denied the benefits of, excluded from participation in or otherwise subjected to discrimination in ROP courses because of the absence of accommodations, aids, or services designed to meet their individual educational needs.

A student with a disability may be entitled to the implementation of their Section 504 Plan, and other accommodations, aids, or services in ROP provided courses. The student’s Section 504 Team, which includes a ROP Instructional Administrator, is responsible for implementing a student’s Section 504 Plan and/or any other appropriate accommodations, aids, or services in ROP provided courses.

Provision of 504 Accommodations to Students in ROP Courses

The application for a ROP course will identify whether a student has a Section 504 plan. When a student with a Section 504 Plan applies for a ROP course, the school’s Career Guidance Specialist (“CGS”) shall notify the student’s 504 case carrier. The student’s 504 case carrier and ROP Instructional Administrator will promptly meet with student and/or parent to (1) review the accommodations, aids, or services contained in student’s Section 504 Plan, (2) review the requirements of the ROP Course, and (3) determine whether additional accommodations, aids, or services may need to be discussed by the Section 504 Team.

If the student may require additional accommodations, aids, or services considering the course requirements, the student’s 504 case carrier will promptly schedule and convene a Section 504 Team meeting, which will include a ROP Instructional Administrator, for the following reasons:

1. Review the current accommodations, aids, or services to determine whether student’s current Section 504 Plan will meet student’s needs in the ROP course.
2. Review the ROP course description and the requirements associated with the course.
3. Discuss additional accommodations, aids or services that may be necessary to allow student access to participate in the ROP course.
4. Document all decisions regarding implementation of the Section 504 Plan and/or other accommodations, aids, and services in the ROP course.
5. If the Section 504 Team determines that the student can participate in the ROP course with the Section 504 Plan, the following will occur:

- a. The decision will be discussed with the student and documented in student’s Section 504 Plan. District will provide Student a copy of the Section 504 Plan and a copy of the Section 504 procedural safeguards.
 - b. Prior to the start of the ROP course, the CGS or guidance counselor shall provide copies of student’s Section 504 Plan to all personnel responsible for implementing the plan.
 - c. Prior to the start of the ROP course, ROP’s Instructional Administrator shall provide copies of student’s Section 504 Plan to all ROP personnel responsible for implementing the plan.
 - d. The student’s Section 504 Plan will be implemented the first day of the ROP course. If it is determined that the student’s Section 504 Plan cannot be implemented at the start of the ROP course, the ROP Instructional Administrator will inform the student in writing of the projected timeframe for implementation.
6. If the Section 504 Team determines that student cannot participate in the ROP course with the current Section 504 Plan, with alternative accommodations, aids, or services discussed by the Section 504 Team, and/or with the accommodations, aids, and services requested by student, the following will occur:
- a. The reasons for the Section 504 Team’s determination that the student cannot participate in the ROP course will be discussed with the student and documented in the notes section of the student’s Section 504 Plan. District shall provide Student a copy of the Section 504 Plan and meeting notes and a copy of the Section 504 procedural safeguards, which shall include these procedures.
 - b. If changes to the Section 504 Plan, including accommodations, aids, or services requested by student, are not possible, the Section 504 Team will explore with the student alternative ROP courses that could reasonably implement student’s Section 504 plan.
 - c. If the Section 504 Team offers to modify Student’s Section 504 Plan with accommodations, aids, or services other than those requested by Student, the Section 504 Team will document the offered alternatives and Student’s acceptance or rejection of the alternatives offered.

Dispute Resolution

1. If a student disagrees with the Section 504 Team’s determination regarding implementation of their Section 504 Plan and/or other accommodations or auxiliary aids and services, the student may pursue Procedural Safeguards set forth in the District’s Section 504 Policy or file a complaint with the Office of Civil Rights.
2. The ROP will participate in the District’s investigation and resolution of any dispute regarding implementation of a Section 504 Plan and/or any other accommodations, aids, or services in a ROP course.

INQUIRIES Regarding 504 or IEP (Individualized Education Plan) procedures in ROP programs should be directed to the appropriate ROP Instructional Administrator based on the student’s district and school:

ANAHEIM UNION HIGH SCHOOL DISTRICT

Anaheim, Katella, Magnolia, Savanna, & Western High Schools; Brookhurst & Orangeview Junior High Schools:

Gail Kairis	ROP Administrator, Instructional Programs	gkairis@nocrop.us	714-502-5850
-------------	---	-------------------	--------------

Cypress, Gilbert, Kennedy, & Loara High Schools:

Ligia Hallstrom, Ed.D.	ROP Administrator, Instructional Programs	lhallstrom@nocrop.us	714-502-5815
------------------------	---	----------------------	--------------

Oxford Academy:

Kathi Kent	ROP Administrator, Instructional Programs	kkent@nocrop.us	714-502-5892
------------	---	-----------------	--------------

BREA OLINDA UNIFIED SCHOOL DISTRICT

Brea Olinda High School and Brea Junior High School

Linda Skipper ROP Administrator, Instructional Programs lskipper@nocrop.us 714-502-5895

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

Buena Park, Fullerton Union, La Habra, La Vista/La Sierra, Sonora, Sunny Hills, & Troy High Schools

Kathi Kent ROP Administrator, Instructional Programs kkent@nocrop.us 714-502-5892

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Los Alamitos High School

Kathi Kent ROP Administrator, Instructional Programs kkent@nocrop.us 714-502-5892

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT

El Camino Real, El Dorado, Esperanza, Valencia, & Yorba Linda High Schools

Linda Skipper ROP Administrator, Instructional Programs lskipper@nocrop.us 714-502-5895

COMPLAINTS alleging disability-based discrimination regarding implementation of 504 or IEP procedures in ROP programs should be directed to the ROP Assistant Superintendent, Educational Services per the Uniform Complaint Procedures established in North Orange County ROP Board Policy 1312.3:

Dana Lynch Assistant Superintendent, Educational Services ucp@nocrop.us 714-502-5877

Note: All ROP staff listed here have offices located at the North Orange County ROP Education Center, 385 N. Muller Street, Anaheim, CA 92801. Administrators are often at various school sites, so for your convenience, please call or email if you would like to schedule an appointment. Normal business hours are 7:30 am – 4:30 pm (Monday – Friday).