

Hainesport Township School District

Joseph R. Corn, *Superintendent of School*

Jake Bryson, *Business Administrator*

Alex Fisher, *Principal K-8th*

Allison Tate, *Curriculum Director*

Karina McNulty, *Preschool Coordinator*

Anthony Procopio, *Assistant Principal & Special Education Director*



Section 504 Parent FAQ Hainesport Township School

What is a Section 504 Plan?

A Section 504 Plan provides accommodations and supports to ensure students with disabilities have equal access to education in the general education setting.

Who qualifies?

Students with a physical or mental impairment that substantially limits a major life activity such as learning, reading, concentrating, or thinking.

How do I request an evaluation?

Submit a written request to your child's teacher, school counselor, or principal. Include your concerns and any supporting documentation.

What happens after I request?

The school will review your request, seek consent, and gather data to determine eligibility.

Will I be included?

Yes, parents are key members of the 504 team and are encouraged to attend all meetings.

What is the 15-day review period?

Parents have 15 calendar days to review and sign the plan. If not returned, the plan automatically goes into effect on Day 16 to ensure timely support.

When do accommodations begin?

After the plan is signed or once the 15-day period has passed.

Examples of accommodations:

Extended time, preferential seating, breaks, reduced workload, access to notes, and organizational supports.

Can the plan be updated?

Yes. Plans are reviewed annually and can be adjusted at any time upon request.

How long does a 504 Plan stay active?

A 504 plan remains active as long as the student continues to qualify and requires accommodations to access their education.

When can a 504 Plan be terminated?

A 504 Plan may be terminated if the team determines the student no longer requires accommodations or no longer meets eligibility criteria under Section 504. Parents will be notified and included in the decision-making process.

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Parent Rights:

Parents have the right to participate in meetings, review records, request reevaluations, and pursue dispute resolution if needed.

What if my child transfers to another school?

When a student transfers schools, the receiving school will receive the existing 504 Plan and determine whether accommodations can continue or if additional information is needed.

504 Plan Coordinator Contact Information

If you have any questions regarding Section 504 eligibility, accommodations, meetings, or parent rights, please contact:

Anthony Procopio

504 Plan Coordinator

Email: procopio@hainesport.k12.nj.us

Phone Extension: 140