

Important Notices to Parents/Caregivers

Coffee County Schools Child Find

Parents/Caregivers who suspect their child requires a 504 plan should contact the principal or the school 504 coordinator at the student's home school. The guardian may also reach out to the District 504 Coordinator at 931-723-5150.

[Notice of Procedural Safeguards- English](#)

[Notice of Procedural Safeguards- Spanish](#)

CCBOE Special Education Policy

Section 504 of the Rehabilitation Act of 1973 is an anti-discrimination law that prohibits discrimination against individuals with disabilities in any program or activity that receives federal funding. A student with a disability as defined by Section 504 is automatically protected from discrimination even though they might not require a service plan with accommodations. Students with IEPs are automatically protected by Section 504.

A 504 Service Plan describes the impairment, lists any accommodations and services that will be provided for the student, and names the responsible parties or providers. The plan is typically written for one calendar year and must be re-visited at least annually by the 504 Team. The plan is not intended to give students an unfair advantage over other students, nor does it guarantee that the student will reach their highest level of potential in the school setting. Rather, the plan should provide the services and accommodations that are necessary for the student to be able to access school facilities, programs, activities, and the general education curriculum, at a level commensurate to a student without a disability. In order for school-aged individuals to qualify for a 504 Service Plan, the following elements are required:

- The student must have, have a record of, or be regarded as having a mental or physical impairment.
- The impairment must affect the student in one or more major life activities or bodily functions which may include hearing, seeing, breathing, walking, speaking, and the ability to care for oneself (not an exhaustive list).
- The impairment must substantially limit one or more of these major life activities. Substantial limitation is regarded as being significantly restricted as to the condition, manner or duration under which an individual can perform a major life activity as compared to the average same-aged person in the general population.

Students with IEPs under the Individuals with Disabilities Education Act (IDEA) are automatically protected by Section 504 provisions and usually do not require a Service Plan.

If you believe your child may be eligible for a 504 Service Plan, please contact your School Level 504 Coordinator or School Administrator. You may also contact the District 504 Coordinator , Tonya Garner at 931-723-5150 or email at garnert@k12coffee.net.

Parent and Family Resources

[Tn Dept of Education 504 Manual](#)

[TDOE 504 Resources](#)

[Coffee County Schools Parent and Student Rights](#)

For further inquiries specifically about this document, you can email TDOE.CivilRights@tn.gov.