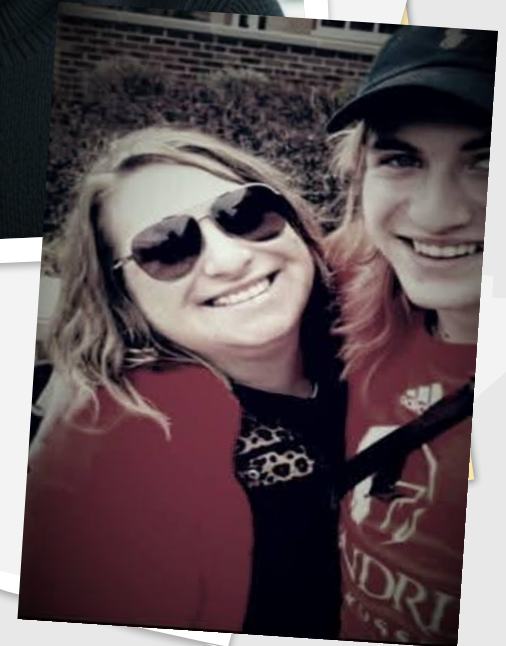


# Upstream 504 Practices: Empowering Educators to Build Equity

\*Based on *Upstream* by Dan Heath

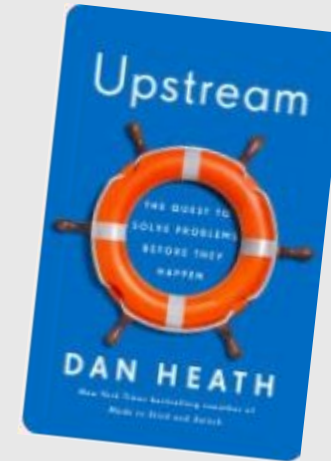
Mandy Cook, Ed.S.  
Pea Ridge Schools  
Student Services Coordinator  
-504, Dyslexia, & Enrollment

.-Noah, 22



# What is Upstream Thinking?

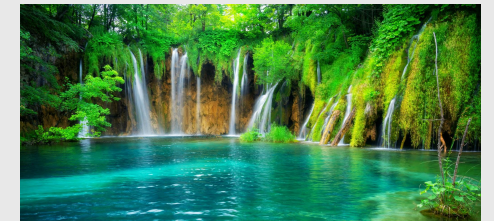
Solving problems before they happen .



Upstream= Prevention (i.e. early awareness, support systems)

Downstream= Crisis management (i.e. failing grades, discipline issues)

GOAL: Explore how upstream thinking can better support 504 practices, systems, and students.



# Common Barriers to Upstream Thinking

Problem Blindness (that's just how it is...)

Lack of Ownership (that's not my job....)

Tunneling (we're too busy to deal with...)



# Why This Matters with 504s

\*504 Plans are intended to ensure access before barriers cause harm.



Too often we're reacting-

To failing grades

To behavior referrals

To parental concerns or complaints

\*Being stuck in a reaction loop traps us in a cycle of only reacting to emergent issues.



# Section 504 Overview

## Civil Rights Law (Rehabilitation Act of 1973)

Purpose is to prohibit discrimination based on disability in programs and activities which usually applies to all public schools and higher education

## Ensures equal access to education for students with disabilities.

Focus is on accommodations rather than curriculum.

Protects individuals with a physical or mental impairment that substantially limits one or more major life activities.

## Definition of disability is broad.

-Physical or mental impairment (e.g. ADHD, diabetes, dyslexia)

-Must substantially limit major life activities (e.g. learning, reading, seeing, concentrating, walking)

# Importance of Initial Eligibility and Eligibility Review

## Who Qualifies?

- Students with disabilities that substantially limit major life activities
- Includes physical, medical, emotional or psychological conditions
- Must be reviewed periodically (3yrs) especially if -a student's condition changes -academic or behavior concerns arise -there is a transition to a new campus, etc

## Why a 3 year review?

- Conditions that impact eligibility can change
- Ensures current, data-based decisions are guiding the support plan
- Helps campuses avoid over or under identifying students

# Importance of an Annual Review

## Why Annually?

- Students needs can change as they develop and change grade levels.
- Transitions may require an increase or decrease in support.
- Ensures ongoing compliance with legal and educational standards
- NASP recommends an annual review and revision of Section 504 plans

## What to do-

- Collaborate with or gather input from teachers, parents, interventionists, etc
- Assess with team that accommodations are still appropriate
- Revise the plan as needed based on feedback and accommodation implementation success



# Maintaining A Proactive System of Record Keeping

## Why it Matters:

- Ensures legal compliance with Section 504 and OCR (Office of Civil Rights) Requirements
- Allows for quick access to documents for reviews, audits, parent concerns, etc
- Facilitates smooth transitions between campuses, districts, staff, etc.

## Best Practices:

- Use a secure, centralized tracking system
- Document all meetings, eligibility decisions, parent communication, accommodations, etc.
- Assign a point person for accountability at both the campus and district level

## What we do:

- Use SEAS for 504s and a spreadsheet HUB for the district
- District 504 Coordinator and 504 Building Coordinators all have access to and work from SEAS and the HUB
- Annual and 3 Year Eligibility Reviews

# Why Documentation Matters



NY State Review of Appeal 11-092-11-094: District denied the student FAPE under both IDEA and Section 504

-The district had information (prior diagnoses, evaluations, neuropsychological assessments, vision therapy reports and social work input) indicating a suspected disability, yet did not act on it.



LESSON & SIGNIFICANCE:

-Ignoring consistent written or verbal requests can be a procedural violation under Section 504

Appeal 11-092-11-094 highlights how poor documentation and failure to act on parent referrals can result in judicial findings of FAPE denial under both IDEA and Section 504. It emphasizes the necessity for:

- Timely and proper child-find procedures
- Prompt response to parental concerns
- Rigorous documentation of all communications and evaluations

Ensuring these elements are faithfully tracked and logged can prevent significant legal liability and ensure student rights under Section 504 are upheld.

# Common Pitfalls to Avoid

Not updating  
plans annually  
or not updating  
accommodation  
s

Missing or  
vague  
documentatio  
n

Teachers/staff  
not aware of all  
accommodation  
s

Assuming  
eligibility  
without  
proper  
evaluation or  
documentatio  
n

Not  
documenting  
parent input  
or meeting  
outcomes

Lack of  
system or  
record keeping  
of annual & 3  
year reviews

# Best Practices for Implementation

Early  
identification  
and  
documentatio  
n

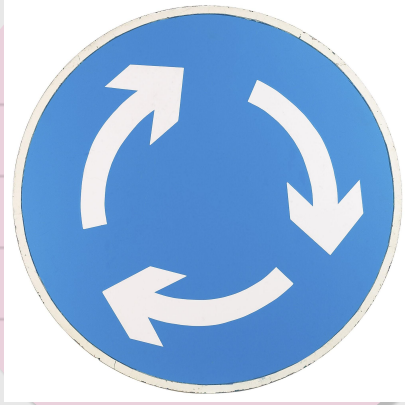
Collaborative  
and informed  
team  
decisions

Appropriate and  
individualized  
accommodation  
s

Staff training

Ongoing  
communicatio  
n with  
families

Proactive  
record keeping  
of annual & 3  
year reviews



## What one thing can we implement now?

A system for compliance and management of student data-

maintaining a proactive system means breaking the reaction loop.

## Final Takeaway:

Upstream thinking for Section 504 means ensuring equal access -not providing an advantage. Student success depends on accurate identification, individualized planning, ongoing review, and solid documentation.

504 HUB (Blank)  
mandy.cook@pearidgek12.com



# Legal

Monday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.

Tuesday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.

Wednesday

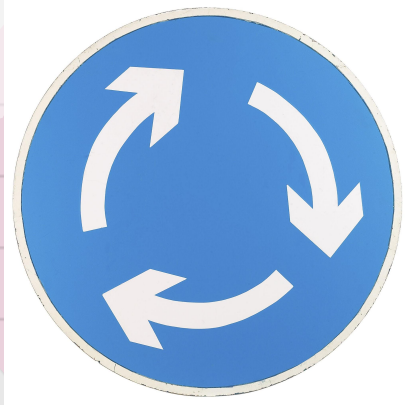
Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.

Thursday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.

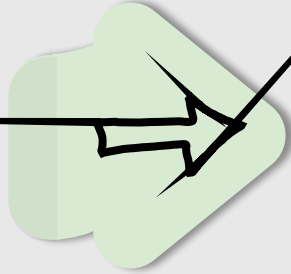
Friday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.



## What quick win can we implement now?

A system for compliance and management of student data-maintaining a proactive system means breaking the reaction loop.



# Did you know?

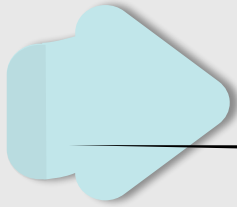
Elephants and storms.



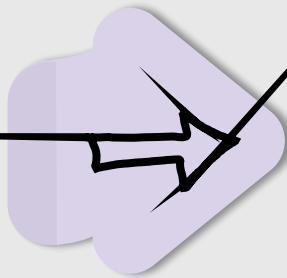
Did you know that elephants can sense storms?

Elephants may be able to detect a thunderstorm from hundreds of miles away, and will head towards it, looking for water.

# What is Upstream Thinking?

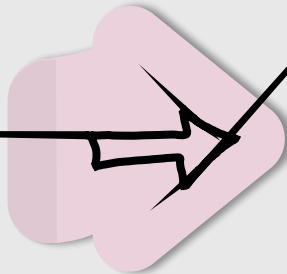


Solving problems before they happen .

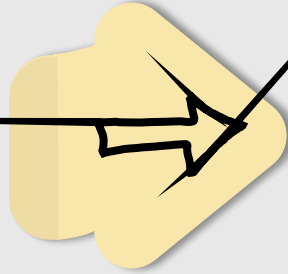


Upstream= Prevention (i.e. early awareness, support systems)

Downstream= Crisis management (i.e. failing grades, discipline issues)



We will talk about this last.



# Did you know?

## A man's best friend...

Did you know that dogs can smell your feelings?

Dogs can pick up on subtle changes in your scent, which can help him figure out how you are feeling, such as by smelling your perspiration when you become nervous or fearful.

## Mmm, can I fit in?...

Did you know that a cat uses its whiskers as feelers to determine if a space is too small to squeeze through?

Also, cats love to sleep. A fifteen-year-old cat has probably spent ten years of its life sleeping.



Clearly, animals know more than we think, and  
think a great deal more than we know.

— Irene M. Pepperberg





Very interesting facts!

This is where you section ends. Duplicate this set of slides as many times you need to go over all your sections.

Sometimes it only takes  
one image...

...to tell the story.



# Some facts about my cats.

100%

Of my cats are adorable.

25%

Traveled by plane. Twice!

75%

Are females.



Miau!

Let's review  
some facts.

## Elephants

Elephants can sense storms.

## Pandas

Pandas don't hibernate.

## Kangaroos

There are more kangaroos than humans in Australia.

## Dogs

Dogs can smell your feelings.

## Cats

Cats use their whiskers as feelers to determine if a space is too small to squeeze through.

## Koalas

Koalas are even more lazy than cats.

# Meet the dream team!



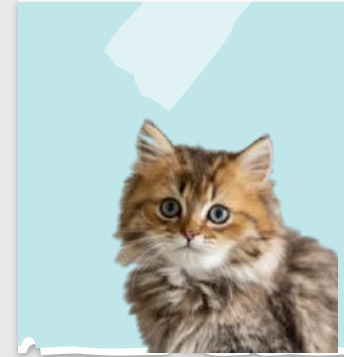
Carlos V.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor.



Maribel S.

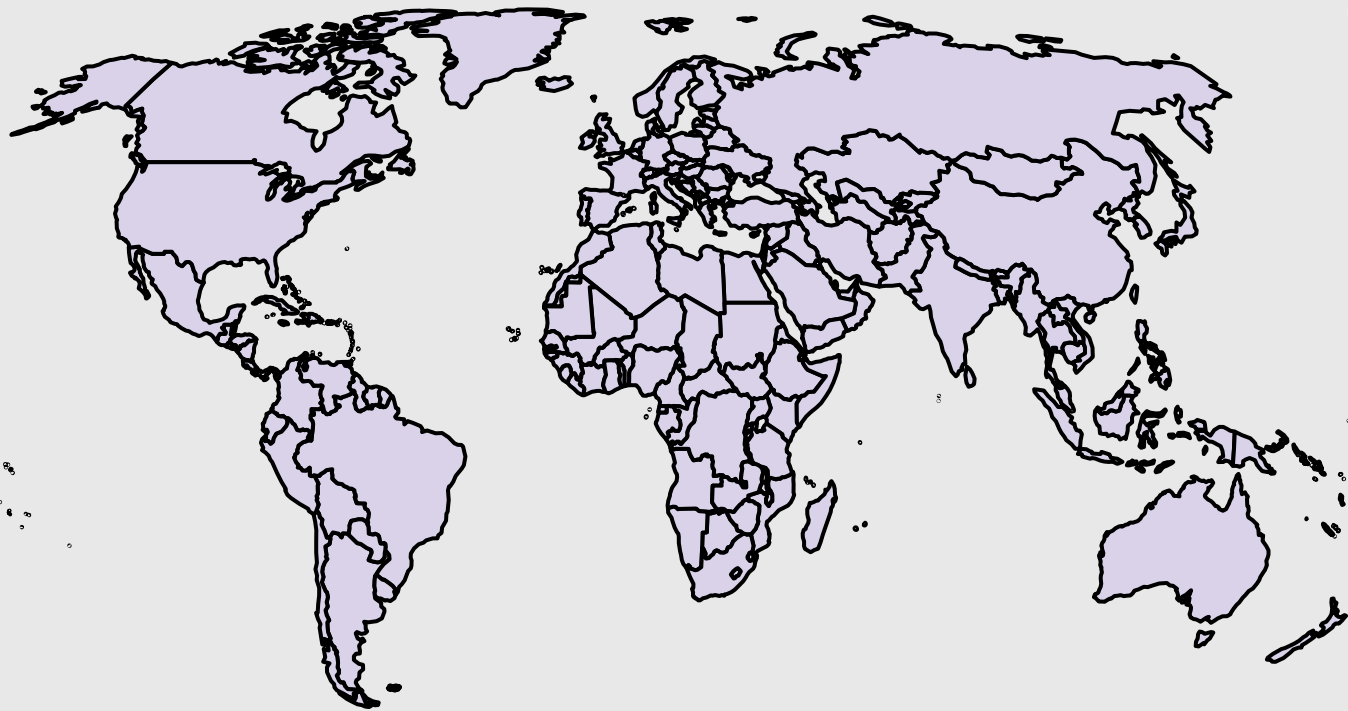
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor.



Oscar M.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor.

# This is an editable world map.



## Showcase places

You can use maps to show your offices or markets. Or as charts, highlighting the countries and adding your data.

## 100% Editable

You can double click on the desired country and change fill color.

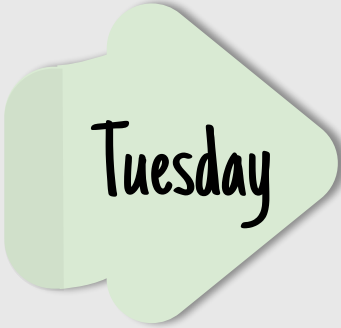


# And this is a timeline or process



Monday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.



Tuesday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.



Wednesday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.



Thursday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.



Friday

Lorem ipsum  
dolor sit amet,  
consectetuer  
adipiscing elit.

## Presenting a website?

If you are presenting a website, an internet product or an app, you can place a screenshot of it here.

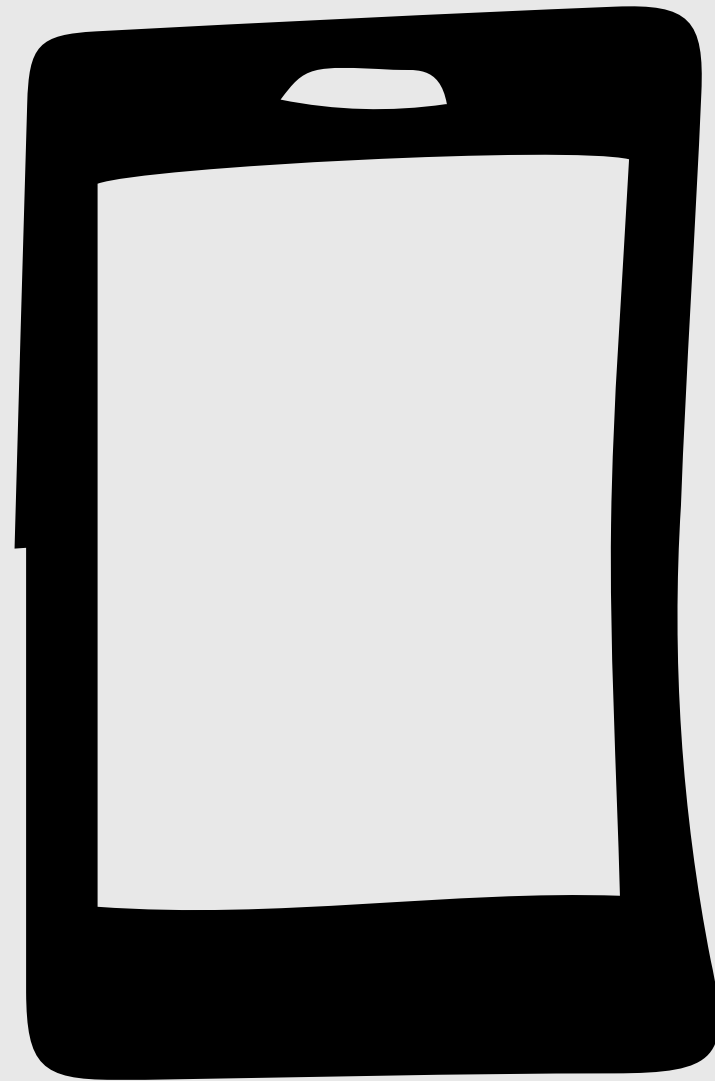


## Presenting a website?

If you are presenting a website, an internet product or an app, you can place a screenshot of it here.

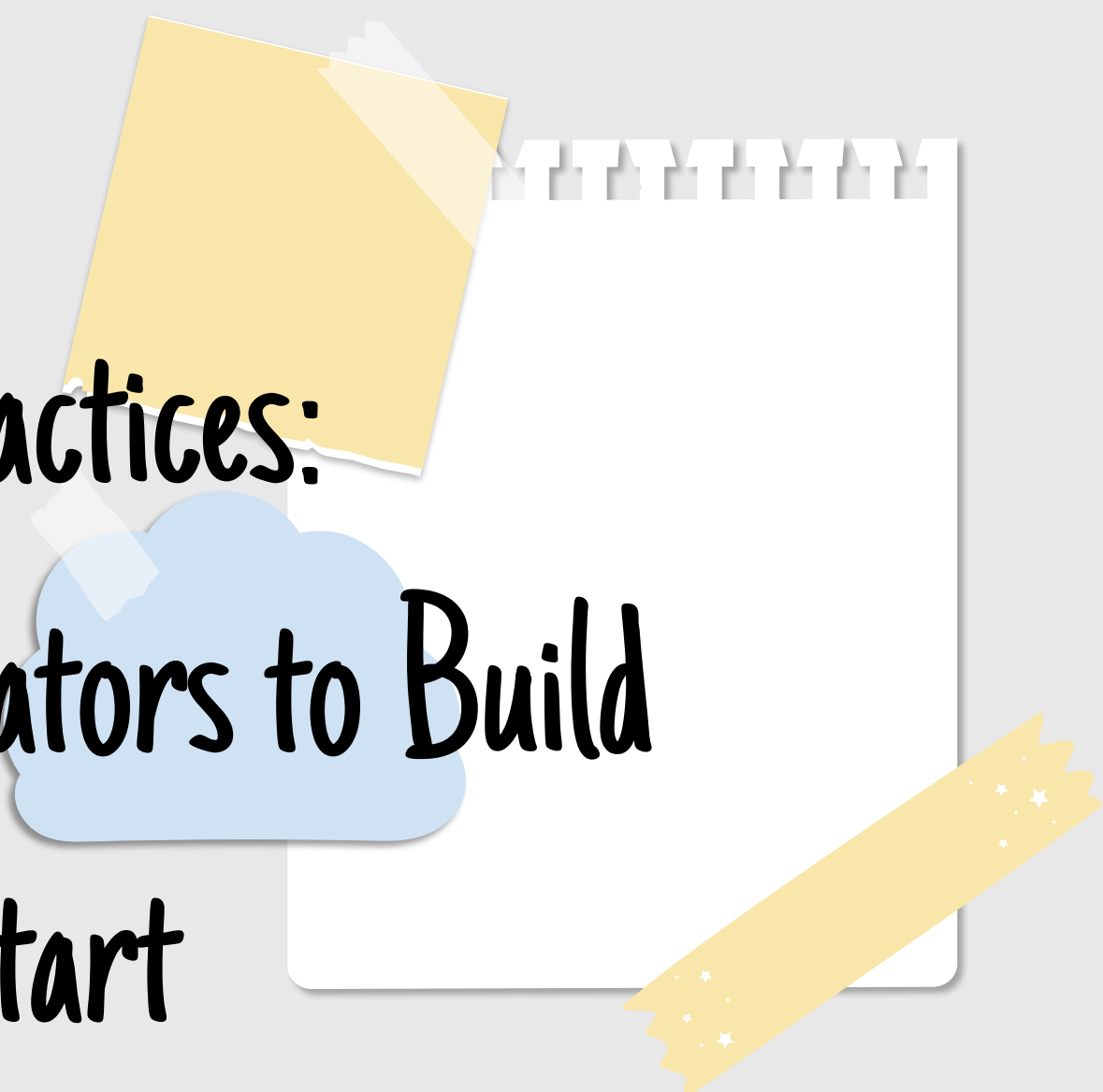
## Presenting an app?

If you are presenting a website, an internet product or an app, you can place a screenshot of it here.



## Presenting an app?

If you are presenting a website, an internet product or an app, you can place a screenshot of it here.



# Upstream 504 Practices: Empowering Educators to Build Equity from the Start





Thank you!

Do you have any  
questions?

hello@mail.com  
555-111-222  
mydomain.com

¡Gracias!



# Credits.

Presentation Template:  
SlidesMania

Images: Unsplash

Fonts used in this presentation: Coming  
Soon and *Just another Hand*



# Editable Icons



# Today is Monday February 8th.

Add a title here.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.



Add a title here.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa.

To Do



Something here.



Something else here



And a third thing here.



Duplicate the check mark



And the check boxes.



**Free** themes and templates for  
**Google Slides** or **PowerPoint**

**NOT to be sold as is or modified!**

Read [FAQ](#) on slidesmania.com

Do not remove the slidesmania.com text on the sides.

*Sharing is caring!*

---





Hello!

Mandy Cook-Pea Ridge Schools  
Student Services Coordinator-  
504, Dyslexia, and Enrollment