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Division of Academics

**Section 504 Plans**

To: All Staff

From: Caroline Y. Walker, Ph.D.  
Acting Chief Academic Officer

Howard County Public School System (HCPSS) recognizes its obligation to provide a free appropriate public education to each qualified student with a disability in HCPSS, as required by the regulations implementing Section 504.

**Section 504 Regulations 104.33 Free appropriate public education.**

(a) *General.* A recipient that operates a public elementary or secondary education program or activity shall provide a free appropriate public education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap.

(b) *Appropriate education.* (1) For the purpose of this subpart, the provision of an appropriate education is the provision of regular or special education and related aids and services that (i) are designed to meet individual educational needs of handicapped persons as adequately as the needs of nonhandicapped persons are met and (ii) are based upon adherence to procedures that satisfy the requirements of 104.34, 104.35, and 104.36. (2) Implementation of an Individualized Education Program developed in accordance with the Education of the Handicapped Act is one means of meeting the standard established in paragraph (b)(1)(i) of this section. (3) A recipient may place a handicapped person or refer such a person for aid, benefits, or services other than those that it operates or provides as its means of carrying out the requirements of this subpart. If so, the recipient remains responsible for ensuring that the requirements of this subpart are met with respect to any handicapped person so placed or referred.

In addition, HCPSS understands that it is required to evaluate students suspected of having a disability pursuant to its child find obligations and to fully implement educational programs (including IEPs and Section 504 Plans) for students found eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act in order to provide a free, appropriate public education. Persons who may refer students with suspected disabilities include parent(s)/guardian(s), any HCPSS staff member, or the student (for self-identification only).

Individuals who want to refer a student as a student with a suspected disability should complete a Section 504 Referral form and submit it to the school's Section 504 Administrative Building Coordinator (see Attachment A for list of SY23-24 ABCs). If you have any questions, please contact Robin Luongo, Section 504 Coordinator.

Attachment

CYW/vg

**Attachment A: SY23-24 Section 504 Administrative Building Coordinators**

<b>Level</b>	<b>School</b>	<b>First and Last Name of 504 Administrator Building Coordinator (ABC).</b>	<b>Email for 504 Administrator Building Coordinator (ABC)</b>
Elementary School	Atholton ES	Heather Tracy	<a href="mailto:Heather.Tracy@hcpss.org">Heather Tracy@hcpss.org</a>
	Bellows Spring ES	Melanie Krablin	<a href="mailto:Melanie.Krablin@hcpss.org">Melanie Krablin@hcpss.org</a>
	Bollman Bridge ES	Christy Conklin	<a href="mailto:Christy.Conklin@hcpss.org">Christy Conklin@hcpss.org</a>
	Bryant Woods ES	Jason Morton-Ortega	<a href="mailto:Jason.Morton-Ortega@hcpss.org">Jason Morton-Ortega@hcpss.org</a>
	Bushy Park ES	Tom Dewees	<a href="mailto:Thomas.Dewees@hcpss.org">Thomas Dewees@hcpss.org</a>
	Centennial Lane ES	Tracey Albright	<a href="mailto:Tracey.Albright@hcpss.org">Tracey Albright@hcpss.org</a>
	Clarksville ES	Myra Byrom	<a href="mailto:Myra.Byrom@hcpss.org">Myra Byrom@hcpss.org</a>
	Clemens Crossing ES	Jaime Gittleson	<a href="mailto:Jaime.Gittleson@hcpss.org">Jaime Gittleson@hcpss.org</a>
	Cradlerock ES	Deanna Mingo	<a href="mailto:Deanna.Mingo@hcpss.org">Deanna Mingo@hcpss.org</a>
	Dayton Oaks ES	Shari Lorch	<a href="mailto:Shari.Lorch@hcpss.org">Shari Lorch@hcpss.org</a>
	Deep Run ES	Ashleigh Townsend	<a href="mailto:Ashleigh.Townsend@hcpss.org">Ashleigh Townsend@hcpss.org</a>
	Ducketts Lane ES	Amy Van Osdel	<a href="mailto:Amy.Van.Osdel@hcpss.org">Amy Van Osdel@hcpss.org</a>
	Elkridge ES	LaShonne Wright	<a href="mailto:Lashonne.Wright@hcpss.org">Lashonne Wright@hcpss.org</a>
	Forest Ridge ES	Ivy Pazornik	<a href="mailto:Ivy.Pazornik@hcpss.org">Ivy Pazornik@hcpss.org</a>
	Fulton ES	Meaghan Liwosz	<a href="mailto:Meaghan.Liwosz@hcpss.org">Meaghan Liwosz@hcpss.org</a>
	Gorman Crossing ES	Miriam Sainte	<a href="mailto:Miriam.Sainte@hcpss.org">Miriam Sainte@hcpss.org</a>
	Guilford ES	LaRae Guide	<a href="mailto:Larae.Guide@hcpss.org">Larae Guide@hcpss.org</a>
	Hammond ES	Nykia Mapson	<a href="mailto:Nykia.Mapson@hcpss.org">Nykia Mapson@hcpss.org</a>
	Hanover Hills ES	Wendy Kanter	<a href="mailto:Wendy.Kanter@hcpss.org">Wendy Kanter@hcpss.org</a>
	Hollifield Station ES	Aaron Tark	<a href="mailto:Aaron.Tark@hcpss.org">Aaron Tark@hcpss.org</a>
	Ilchester ES	Linda Rook	<a href="mailto:Linda.Rook@hcpss.org">Linda Rook@hcpss.org</a>
	Jeffers Hill ES	Colleen Golden	<a href="mailto:Colleen.Golden@hcpss.org">Colleen Golden@hcpss.org</a>
	Laurel Wood ES	Khalilah Braxton	<a href="mailto:Khalilah.Braxton@hcpss.org">Khalilah Braxton@hcpss.org</a>
	Lisbon ES	Bradley Scobie	<a href="mailto:Bradley.sSobie@hcpss.org">Bradley sSobie@hcpss.org</a>
	Longfellow ES	Cherilyn Brown	<a href="mailto:Cherilyn.Brown@hcpss.org">Cherilyn Brown@hcpss.org</a>
	Manor Woods ES	Jennifer Zinn	<a href="mailto:Jennifer.Zinn@hcpss.org">Jennifer Zinn@hcpss.org</a>
	Northfield ES	Christine Hyun	<a href="mailto:Christine.Hyun@hcpss.org">Christine Hyun@hcpss.org</a>
	Phelps Luck ES	Jennifer Stairs	<a href="mailto:Jennifer.Stairs@hcpss.org">Jennifer Stairs@hcpss.org</a>
	Pointers Run ES	Mariah Carr	<a href="mailto:Mariah.Carr@hcpss.org">Mariah Carr@hcpss.org</a>
	Rockburn ES	Nicole Meyerson	<a href="mailto:Nicole.Meyerson@hcpss.org">Nicole Meyerson@hcpss.org</a>
	Running Brook ES	Kelly Grenzer	<a href="mailto:Kelly.Grenzer@hcpss.org">Kelly Grenzer@hcpss.org</a>
	St. John's Lane ES	Erin Coleman	<a href="mailto:Erin.Coleman@hcpss.org">Erin Coleman@hcpss.org</a>
	Stevens Forest ES	Casey Schurman	<a href="mailto:Casey.Schurman@hcpss.org">Casey Schurman@hcpss.org</a>

	Swansfield ES	Courtney Madden	<a href="mailto:Courtney_Madden@hcpss.org">Courtney_Madden@hcpss.org</a>
	Talbott Springs ES	Derek Lewis	<a href="mailto:dlewis@hcpss.org">dlewis@hcpss.org</a>
	Thunder Hill ES	Kimberly Dillard	<a href="mailto:Kimberly_Dillard@hcpss.org">Kimberly_Dillard@hcpss.org</a>
	Triadelphia Ridge ES	Kory Hiel	<a href="mailto:Kory_Hiel@hcpss.org">Kory_Hiel@hcpss.org</a>
	Veterans ES	Keri Golibart	<a href="mailto:Keri_Golibart@hcpss.org">Keri_Golibart@hcpss.org</a>
	Waverly ES	Cheryl Santoni	<a href="mailto:Cheryl_Santoni@hcpss.org">Cheryl_Santoni@hcpss.org</a>
	West Friendship ES	Sara Cox	<a href="mailto:Sara_Cox@hcpss.org">Sara_Cox@hcpss.org</a>
	Worthington ES	Jayne Brewrink	<a href="mailto:Jayme_Brewrink@hcpss.org">Jayme_Brewrink@hcpss.org</a>
	Waterloo ES	Janet Yarn	<a href="mailto:Janet_Yarn@hcpss.org">Janet_Yarn@hcpss.org</a>
Middle School	Bonnie Branch MS	Andrew Cockley	<a href="mailto:Andrew_Cockley@hcpss.org">Andrew_Cockley@hcpss.org</a>
	Burleigh Manor MS	Tiffany Carmean	<a href="mailto:Tiffany_Carmean@hcpss.org">Tiffany_Carmean@hcpss.org</a>
	Clarksville MS	Felicia Bond	<a href="mailto:Felicia_Bond@hcpss.org">Felicia_Bond@hcpss.org</a>
	Dunloggin MS	Meredith Long	<a href="mailto:Meredith_Long@hcpss.org">Meredith_Long@hcpss.org</a>
	Elkridge Landing MS	Rashmi Bury	<a href="mailto:Rashmi_Bury@hcpss.org">Rashmi_Bury@hcpss.org</a>
	Ellicott Mills MS	Christine Johnson	<a href="mailto:Christine_Johnson@hcpss.org">Christine_Johnson@hcpss.org</a>
	Folly Quarter MS	Michele Hewitt	<a href="mailto:Michele_Hewitt@hcpss.org">Michele_Hewitt@hcpss.org</a>
	Glenwood MS	Heather Cassetta	<a href="mailto:Heather_Cassetta@hcpss.org">Heather_Cassetta@hcpss.org</a>
	Hammond MS	Melissa Thompson	<a href="mailto:Melissa_Thompson@hcpss.org">Melissa_Thompson@hcpss.org</a>
	Harper's Choice MS	Rhoda Nunez-Donnelly	<a href="mailto:Rhoda_Nunez-Donnelly@hcpss.org">Rhoda_Nunez-Donnelly@hcpss.org</a>
	Lake Elkhorn MS	Nicholas Cometa	<a href="mailto:Nicholas_Cometa@hcpss.org">Nicholas_Cometa@hcpss.org</a>
	Lime Kiln MS	Shannon Horoszczak	<a href="mailto:Shannon_Horoszczak@hcpss.org">Shannon_Horoszczak@hcpss.org</a>
	Mayfield Woods MS	Kim Hess	<a href="mailto:Kimberly_Hess@hcpss.org">Kimberly_Hess@hcpss.org</a>
	Mount View MS	Christopher Nobis	<a href="mailto:Christopher_Nobis@hcpss.org">Christopher_Nobis@hcpss.org</a>
	Murray Hill MS	Jen Blasko	<a href="mailto:Jennifer_Blasko@hcpss.org">Jennifer_Blasko@hcpss.org</a>
	Oakland Mills MS	Eugene Rose	<a href="mailto:Eugene_Rose@hcpss.org">Eugene_Rose@hcpss.org</a>
	Patapsco MS	Heather Dinicola	<a href="mailto:Heather_Dinicola@hcpss.org">Heather_Dinicola@hcpss.org</a>
	Patuxent Valley MS	LaVerne Porter	<a href="mailto:Laverne_Porter@hcpss.org">Laverne_Porter@hcpss.org</a>
	Thomas Viaduct MS	Jansen McMillan	<a href="mailto:Jansen_McMillan@hcpss.org">Jansen_McMillan@hcpss.org</a>
	Wilde Lake MS	Andrea Harmon	<a href="mailto:Andrea_Harmon@hcpss.org">Andrea_Harmon@hcpss.org</a>
High School	Atholton HS	Emma Bullock	<a href="mailto:Emma_Bullock@hcpss.org">Emma_Bullock@hcpss.org</a>
	Centennial HS	Tracy Scaltz	<a href="mailto:Tracy_Scaltz@hcpss.org">Tracy_Scaltz@hcpss.org</a>
	Glenelg HS	Sandra Suber	<a href="mailto:Sandra_Suber@hcpss.org">Sandra_Suber@hcpss.org</a>
	Guilford Park HS	Sonya Sutton	<a href="mailto:Sonya_Sutton@hcpss.org">Sonya_Sutton@hcpss.org</a>
	Hammond HS	Jennifer Patterson	<a href="mailto:Jennifer_Patterson@hcpss.org">Jennifer_Patterson@hcpss.org</a>
	Howard HS	Patrick Scible	<a href="mailto:Patrick_Scible@hcpss.org">Patrick_Scible@hcpss.org</a>
	Long Reach HS	Tiffani James	<a href="mailto:Tiffani_James@hcpss.org">Tiffani_James@hcpss.org</a>
	Marriotts Ridge HS	Marty Cherry	<a href="mailto:Marty_Cherry@hcpss.org">Marty_Cherry@hcpss.org</a>
	Mount Hebron HS	Christine Schmidt	<a href="mailto:Christine_Schmidt@hcpss.org">Christine_Schmidt@hcpss.org</a>

	Oakland Mills HS	Shannon Nash	<a href="mailto:Shannon_Nash@hcpss.org">Shannon_Nash@hcpss.org</a>
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	Wilde Lake HS	Yvonne Jackson	<a href="mailto:Yvonne_Jackson@hcpss.org">Yvonne_Jackson@hcpss.org</a>
Education Center	ARL	Karl J. Schindler	<a href="mailto:Karl_Schindler@hcpss.org">Karl_Schindler@hcpss.org</a>
	Cedar Lane	Kristin Coronado	<a href="mailto:Kristin_coronado@hcpss.org">Kristin_coronado@hcpss.org</a>
	Homewood	Amie Jensen	<a href="mailto:Amie_Jensen@hcpss.org">Amie_Jensen@hcpss.org</a>