

504 Action Plan

Richland School District

Plan to Inform Parents **does this include the procedural safeguards notice? If yes I would say something like...**

- The Richland School District will distribute information, **including the procedural safeguards notice**, to all parents annually each year regarding parent rights under section 504 (calendar). Information will include the links below:
 - Section 504 of the Rehabilitation Act of 1973
<http://www.k12.wa.us/Equity/Families/Section504.aspx>
 - Frequently Asked Questions about Section 504
<http://www.k12.wa.us/Equity/Families/Section504FAQ.aspx>
 - What is Discrimination?
<http://www.k12.wa.us/Equity/pubdocs/Materials/ComplaintBrochure-English.pdf>
- Annually brochures will be distributed to each site and in multiple languages.
- Counselors will receive training in September of each year regarding Section 504 including processes, procedures and communication requirements.

Plan To Ensure That Procedural Safeguards Notice will be Distributed

- Counselors will receive training in September of each year regarding Section 504 including processes, procedures and communication requirements **ensuring that the procedural safeguards notice is provided to parents when any actions are taken regarding identification, evaluation or placement under Section 504.**
- All documentation regarding Section 504 meetings, eligibility decisions, parental notifications and consent forms and plans for accommodations where eligibility exists will be forwarded to the office of the 504 compliance officer.

Plan To Ensure That Parental Consent Is Provided

- Counselors will receive training in September of each year regarding Section 504 including processes, procedures and communication requirements. **This training will include ensuring that parental consent is provided before all initial evaluations and placements under Section 504.**
- All documentation regarding Section 504 meetings, eligibility decisions, parental notifications and consent forms and plans for accommodations where eligibility exists will be forwarded to the office of the 504 compliance officer.

Plan To Ensure That Manifestation Determination Meetings Are Conducted

- Counselors will receive training in September of each year regarding Section 504 including processes, procedures and communication requirements. **This training will include ensuring that manifestation determination meetings are conducted when required for 504 eligible students.**
- All documentation regarding Section 504 meetings, eligibility decisions, parental notifications and consent forms and plans for accommodations where eligibility exists will be forwarded to the office of the 504 compliance officer.

April 29, 2014