

RICHFIELD PUBLIC SCHOOLS

SECTION 504/HEALTH PLAN

FLOW CHART

1. REFERRAL

- Can be made by parent, student, school staff
- Does the student have a specific medical and/or mental health condition(s)?
 - If not, student does not meet the criteria for a 504/Health plan.
 - If yes, start Section 504/Health Plan document.
https://docs.google.com/document/d/1DA1a170ZqNnprw_aRlbnNPj8uKyJwoGGJMGMsSUBLx4/edit?usp=sharing

2. PARENT/GUARDIAN NOTIFICATION

- Speak to parent about the 504/Health Plan referral and complete Parent Notice of Evaluation form. Evaluate student for eligibility only after parent/guardian has signed consent to evaluate.
 - <https://docs.google.com/document/d/1jymbu00NbRAa1zlfP7A8hFclrFuMjDQanf5HRWzx8eo/edit?usp=sharing>
- Provide copy of Parent/Learner Rights.
 - English Version:
 - <https://docs.google.com/document/d/1jymbu00NbRAa1zlfP7A8hFclrFuMjDQanf5HRWzx8eo/edit?usp=sharing>
 - Spanish Version:
 - <https://docs.google.com/document/d/1SxTN0INJWSQK2qFqN-ntM7gW2KNImpma0k-CSGXGQxo/edit?usp=sharing>

3. COLLECT DOCUMENTATION AND DATA

- Documentation of medical and/or mental health diagnosis from health care provider.
 - <https://drive.google.com/open?id=1vCMnKsxOOoM1St1PAAHPkHJdShvkem5v>
- For academic concerns, gather information from a variety of sources.
 - Grades and standardized test scores
 - Attendance and behavior reports
 - Conduct vision and hearing screening
 - Teacher/parent/student observations

4. REVIEW EVALUATION DATA AND DETERMINE ELIGIBILITY

- Eligibility is a team decision.
- Does the student have a documented medical and/or mental health diagnosis?
- If there is no diagnosis of the medical or mental health condition, what are the barriers to obtaining the diagnosis? Is there other evidence of a condition that the team can rely on?
- Does the medical and/or mental health condition(s) substantially limit one or more major life activities (i.e. walking, seeing, hearing, speaking, breathing, learning, working, concentrating)?
 - If NO, student does is not eligible for a 504/Health Plan.
 - If YES, how does the medical and/or mental health condition(s) impact the student in the school setting?does the student require a 504/Health Plan to prevent discrimination.
- Finish the Section 504/Health Plan document.
https://docs.google.com/document/d/1DA1a170ZqNnprw_aRlBxNPj8uKyJwoGGJMGMsSUBLx4/edit?usp=sharing
- Notify parent/guardian of eligibility. Provide copy of completed Section 504/Health Plan document along with a copy of the Parent/Learner Rights.

5. IF STUDENT IS DETERMINED TO BE ELIGIBLE, SECTION 504/ PLAN IS DEVELOPED AND DISTRIBUTED.

- School staff develop draft of 504/Health Plan. Parent/guardian is given an opportunity for input before the plan is finalized.
- Completed plan is distributed to student’s teachers and related staff (i.e. extra curricular coaches and directors, school nurse, campus supervisors).
- Prior to each new school term (trimester or semester), the 504/Health Plan coordinator will ensure all of the student’s teachers and related staff are given a copy of the plan.

6. REVIEW THE STUDENT’S 504/HEALTH PLAN ANNUALLY

- 504 coordinator will contact parent, teachers, and other working with the student and knowledgeable about the student’s 504/Health Plan and ask:
 - How are the accommodations and modifications working?
 - Are any changes recommended?
- If changes to the plan are proposed, the team will determine if the new/revised accommodation(s) are directly related to the documented medical and/or mental health condition(s) that substantially limits one or more life activities.
- Parent/guardian will be given a copy of the student’s plan and Parent/Learner Rights.

7. RE-EVALUATION AND DISCONTINUATION OF 504/HEALTH PLAN

- Team will determine how often/if to re-evaluate a student’s 504 eligibility based on the individual student’s needs and condition(s). Some conditions may not require an updated diagnoses in order to continue the plan.

- Does the student continue to have a medical and/or mental health diagnosis based on updated documentation from a health care provider?
- Does the medical and/or mental health condition(s) still substantially limit one or more major life activities (i.e. walking, seeing, hearing, speaking, breathing, learning, working, concentrating)?
 - If NO, student is no longer eligible for a 504/Health Plan.
 - If YES, how does the medical and/or mental health condition(s) continue to impact the student in the school setting?
- Parent/guardian will be notified of re-evaluation data and results and given a copy of Parent/Learner rights.
- School staff will annually review the plan to ensure that no changes are necessary

Revised 05-09-18

