

# **RICHFIELD PUBLIC SCHOOLS**

## **SECTION 504 PLAN**

### **FLOW CHART**

#### **On the RPS website under Student Support Services it states:**

504 Accommodation Plans provide necessary support for a student whose disability, mental health or other impairment impacts their ability to participate in one or more major life activities. These include physical, mental or learning differences.

At Richfield Public Schools, 504 plans can be recommended by school staff or requested by parents/guardians who believe a student may benefit from accommodations to better support their school success. School staff are responsible for evaluating and determining eligibility for the development of 504 plans. In our elementary schools, social workers are responsible for the 504 process. In our secondary buildings, school counselors are responsible for the 504 process. To explore if a 504 is right for your student, please contact the appropriate staff at your child's school.

#### **1. PARENT/GUARDIAN NOTIFICATION**

- Parent(s)/guardian(s) will be given a copy of Parent/Learner Rights.
- 504 Case Manager will speak to parent(s)/guardian(s) about the 504 Plan referral and complete Parent/Guardian Notice of Evaluation form.
- 504 Case Manager will start the 504 Plan Eligibility and Evaluation Form

#### **2. COLLECT DOCUMENTATION AND DATA**

- 504 case manager will gather information from a variety of sources, such as:
  - Grades and standardized test scores
  - Attendance and behavior reports
  - School health record review (including sensory status)
  - Teacher/parent/guardian/student interview
  - Outside evaluation, medical provider documentation and/or RPS Physical and/or Mental Health Condition Documentation Form
  - Review cumulative file

#### **3. REVIEW EVALUATION DATA TO DETERMINE ELIGIBILITY**

- 504 team will determine student's 504 eligibility. Team members *may* include the student, parent(s)/guardian(s) and 504 plan case manager. Teachers and other school staff that work directly with the student may be included as part of the team.
- Evaluation Review:
  - Has the student been diagnosed with a physical and/or mental health condition by a healthcare provider? Is there an assessment report, a care plan, or Physical and/or Mental Health Condition Documentation Form?
  - Does this physical and/or mental health condition(s) substantially limit one or more of the student's major life activities (i.e. walking, seeing, hearing, speaking, breathing, learning, working, functioning, concentrating, behaving appropriately,

regulating emotions) based on the collected data? If so, what is the impact of physical and/or mental health condition(s) for the student in the school setting?

- If NO, student is not eligible for a 504 Plan
- If YES, student is eligible for a 504 plan
- Parent(s)/guardian(s) will be notified if the evaluation determined that the student is eligible for a 504 Plan and are given a copy of Parent/Learner rights.
- If the team determines that the student is not eligible for a 504 Plan, parent/guardians will be given a copy of completed Section 504 Plan Eligibility and Evaluation form along with a copy of the Parent/Learner Rights.

#### **4. IF STUDENT IS DETERMINED TO BE ELIGIBLE FOR A 504 PLAN, ACCOMMODATIONS ARE DEVELOPED.**

- Accommodations need to be directly related to the documented physical and/or mental health condition(s).
- If a student has a mental health diagnosis, 504 case managers will consult with the school social worker to ensure appropriate accommodations.
- Team develops draft of 504 accommodation plan.
- Parent(s)/guardian(s) are given an opportunity to review and discuss the draft before the accommodations are finalized.

#### **5. DISTRIBUTION OF 504 PLANS.**

- Once a 504 Plan is finalized 504 case manager will:
  - Provide a copy of the Parent Notice of Evaluation form, 504 Plan Eligibility and Evaluation form, and 504 Plan Accommodation form to parent(s)/guardian(s) along with another copy of the Parent/Learner rights.
  - Place a copy of the Parent Notice of Evaluation form, 504 Plan Eligibility and Evaluation form, and 504 Plan Accommodation form in the student's cumulative folder.
  - Inform District Synergy Administrator of the student's name and start date to flag in Synergy.
  - Upload a pdf version of the 504 accommodation page into the "504/Document" section in Synergy.
  - Inform teachers and appropriate staff (i.e. testing coordinator, athletic director, intramural director) that student has qualified for a 504 plan and direct them to locate accommodations under the "504/Documents" tab in Synergy.
- Prior to each new school term (quarter, trimester or semester), ensure all of the student's teachers and related staff (i.e. testing coordinator, athletic director, intramural director) are informed of the student's 504 Plan and direct them to locate accommodations under the "504/Documents" tab in Synergy.

#### **6. TEACHER COMPLIANCE (ADMIN)**

- Where are the accommodation plans located?
- Sub folder

## **7. REVIEW THE STUDENT'S 504 PLAN ANNUALLY**

- Each fall the 504 case manager will ensure all of the student's new teachers and related staff are informed of the student's 504 Plan and direct them to locate accommodations under the "504/Documents" tab in Synergy.
- If a student has a mental health diagnosis, 504 case manager will consult with the school social worker to ensure appropriate accommodations.
- At least once a year, the 504 Plan will be reviewed to determine:
  - Are the accommodations working?
  - Are the accommodations still needed?
  - Are any changes recommended?
- If changes to the plan are proposed, the 504 team will determine if the new/revised accommodation(s) are directly related to the documented physical and/or mental health condition(s) that substantially limits one or more life activities.
- If changes to the plan are made, a copy of the revised 504 Plan Accommodation form will be placed in the student's cumulative folder and another copy will be given to parent(s)/guardian(s) along with a copy of the Parent/Learner Rights.
  - 504 case manager will upload revised 504 accommodations onto Synergy.
- If changes are not made to the plan, parent(s)/guardian(s) are given a copy of the existing 504 Plan Accommodation form and the Parent/Learner Rights at least one time each year.

## **8. RE-EVALUATION AND DISCONTINUATION OF 504 PLAN**

- Team will determine how often, or if at all, to re-evaluate a student's 504 Plan eligibility based on the individual student's specific need(s) and condition(s). Some conditions may not require an updated diagnosis in order to re-evaluate and/or continue the plan.
  - Does the student continue to have a physical and/or mental health diagnosis based on updated documentation from a health care provider?
  - Does the physical and/or mental health condition(s) still substantially limit one or more major life activities (i.e. walking, seeing, hearing, speaking, breathing, learning, working, functioning, concentrating, behaving appropriately, regulating emotions)?
    - If NO, parents will be notified and 504 Case Manager will start the 504 Plan Eligibility and Evaluation Form
    - If YES, how does the medical and/or mental health condition(s) continue to impact the student in the school setting?
- Parent(s)/guardian(s) will be notified of the re-evaluation and are given a copy of Parent/Learner rights.
- Notify District Synergy Administrator of discontinuation of 504 plan with date and remove 504 flag on Synergy.