

FCSD 504 Process Outline

Step 1: Student Referral

- A. Concerned stakeholder submits after regular classroom instruction has proven ineffective**
 - 1. Temporary Injury-HCP written**
 - a) Injury HCP will not transcend 6 months**
 - b) Reviewed for 504 at 6 mo. + 1 day**
 - 2. Move In Student-plan followed with minor revisions for 6 months; re-evaluated before end of 1st school year**
- II. Step 2: Parental Release to Evaluate/Notification of Parental Rights**
 - A. 504 coordinator obtains consent to evaluate and notified of parental rights**
- III. Step 3A: Determination Process**
 - A. Referral team determines substantial disability**
 - B. Think about money. If you won the lottery, what would you consider a substantial amount to change your life? If you received an unexpected bill, what you could consider a substantial amount to change your life? When making determinations on substantial limitation, we will think of it as a bill, not lottery winnings.**
- IV. Step 3B: Determination Summary**
- V. Step 4A: Parent Notification of Denial of 504 Accommodations (4A or 4B, not both)**
- VI. Step 4B: Parent Determination of 504 Substantial Limitation(4A or 4B, not both)**
 - A. 504 coordinator distributes communication on denial or determination**
- VII. Step 5: Construction of 504 Accommodation Plan**
 - A. 504 Coordinator writes with family, referral team input**
 - B. Building Administrator annually informs staff of instructional accommodation plan and their duty to uphold it**
 - 1. Say: The purpose of this meeting is to officially implement a 504 plan for [student name]. Determination has been made that this student qualifies for a 504 plan due to substantial limitation of one or more life activities. As public school employees, it is our responsibility to accept this student with the provided accommodations. When a 504 is implemented correctly, it becomes like the wallpaper in the room-present, but inconspicuous. When a 504 is not implemented at all or is implemented incorrectly, it becomes like a pink elephant in the middle of a room-conspicuous, cumbersome, and awkward. It is our responsibility to serve this student and his/her 504 plan. This is not optional.**
 - 2. Explain various packets of paper. The accommodation plan is for all teachers to keep at hand, to be used as a reference when planning instruction/activities/assessments for this student. The**

thicker packet is for parents, teachers, and all attendees to sign. Once that packet is signed, it will be sent back to Ms. Dunlap where a copy will be mailed to the parent and one will be kept on file in the curriculum office.

3. **Say:** Protocol dictates that 504 staffings be held annually. This student's next staffing will occur In August before the new school year begins. If the plan is established late in the previous school year, the staffing may have to occur later, but not after October 1.
4. **Say:** It is essential that we all understand lines of communication:
 - a) Parents are encouraged to communicate directly with the classroom teacher.
 - b) If parents do not feel as if the communication cleared up any misunderstanding/conflict regarding the student's accommodations, the parent should contact the case manager.
 - c) If parents do not believe the case manager has helped solve the problem at hand, they should contact the principal.
 - d) If parents do not believe principal communication has solved the problem at hand, they shall contact the 504 Coordinator, Marci Dunlap
 - e) If necessary, an additional 504 staffing will be held to re-educate all stakeholders.
 - f) Give teachers/parents time to read through student accommodations.
 - g) **Say:** Are there any questions or suggestions?
 - h) Convene the meeting. Collect the signed packet to be returned to the Curriculum Office, a copy to the cum file, and a signed copy to the family.
 - i) Thank everyone for coming.

C. Annually, 504 coordinator updates plan with family with input from building-level recommendations for accommodation revision

1. **Parents/Guardians sign update 504 (Prior Written Notice)**

D. Upon transition to another building or at least one time every 3 years, 504 coordinator will re-evaluate the plan

- VIII. **Step 6A: Manifestation Determination Protocol**
- IX. **Step 6B: Manifestation Determination Review Form**
- X. **Step 7A: Local Grievance Procedures**
- XI. **Step 7B: Grievance Form**
- XII. **Step 7C: Grievance Action/Resolution Form**
- XIII. **Step 8: Suspension of Plan**
- XIV. **Step 9: Discontinuation of Plan**