

VASHON ISLAND SCHOOL DISTRICT

504 PROCEDURES

SECTION 504 CRITERIA

1. A disability that **significantly** impacts a major life function.

CHILDFIND

1. Identification of students with substantially limited performance in one or more major life activities that is believed to be caused by a physical or mental impairment can be made by a parent, student, teacher, counselor or administrator.
2. Referral for 504 screening can be requested using
 - The yearly Student Survey Form to Identify Disabled Students: This form will be disseminated to parents and staff each fall.
 - The 504 Referral form: This form is available from the building 504 coordinator, administrator or the District Director of Student Services.
 - The 504 coordinator will schedule a 504 Team/Student Intervention Team within 10 school days of receiving the referral request.

504 REFERRAL SCREENING/EVALUATION

1. The screening team reviews the referral, conducts an appropriate student file review, and consults with teachers/parents/guardians, peers, professionals, and or the student.
2. Conduct all evaluations deemed appropriate and for which the parent/guardian have given written permission.

504 SCREENING/EVALUATION DECISION

1. After review activities are completed, the screening/evaluation team will determine:

**DOES THE STUDENT HAVE A DISABILITY THAT SIGNIFICANTLY
IMPACTS A MAJOR LIFE FUNCTION?**

IF YES:

- Provide the parents/guardians with a copy of the Section 504 rights
- Determine whether further information is needed and if so, provide notice to parents for evaluation and obtain their consent in writing. Also obtain written consent for mutual exchange of information from parent as appropriate.

IF NO:

- Provide screening results to source of referral with accompanying recommendation
- Provide written notice to parents that student do not qualify

IF MAYBE

- Parent signature must be obtained on the 504 Screening/Evaluation decision form giving permission for further assessment deemed necessary to determine eligibility.

ELIGIBILITY

1. The 504 Team convenes to review all evaluation results, determine eligibility as a student with a disability under Section 504, and document the meeting with the 504 evaluation form and the eligibility form.
2. Recommended team members include one of the student's teachers and/or the student's counselor, a building administrator, and persons knowledgeable about the student's disability and the meaning of the evaluation data and service options. ** The team composition may vary depending on the needs of the student.

If NOT ELIGIBLE:

- Provide written notice to the parents that the student doesn't qualify. Consider other referral sources or options for the student and/or school.

If ELIGIBLE:

- Complete eligibility form to indicate team decision. Provide parents with a copy of eligibility form.
- If student also seems to have a disability under one of the IDEA conditions, refer the student to the building's school psychologist to begin the Special Education referral process.
- A 504 accommodation plan must be developed.

504 ACCOMMODATION PLAN

1. The Student Accommodation Plan is developed by a professional team that may or may not have the same members as the eligibility team. However, a similar minimum team composition is recommended.
2. Provide parents with a copy of the Student Accommodation Plan and their written permission to initiate the plan
3. Provide a copy of the 504 Plan to all educational staff working with the student.
4. The 504 coordinator is responsible for monitoring the implementation of the plan and the student's progress.

504 PLAN REVIEW

1. Student Accommodation Plans will be reviewed at least yearly by the appropriate 504 Team for each student. The following issues should be addressed in the review:
 - The need for additional evaluation information
 - The continued eligibility as a student with a disability under Section 504
 - The contents of the plan and the service provider.
2. Review of all building 504 plans should be completed by November 1 of each school year. The review date should be noted on the student plan and reported on the building 504 report to the District Office.
3. If the team determines that no new services, accommodations, and/or modifications are necessary, the team can extend the 504 Plan for another year.
 - The parents should be notified the student's 504 Plan is validated for another year.
4. If the 504 Team determines that modifications to the plan are needed, a new plan will be completed in the same manner as the original plan and distributed to teacher working with the student.
 - It is recommended that parents be invited to participate in the plan development process. Parents should be notified of changes to the 504 plan.

REEVALUATION

1. Reevaluations must be conducted every three years or when considering termination of eligibility under Section 504.
2. Review existing evaluation data and the following:
 - Input from the parent and/or student.
 - Current classroom-based assessment and observations
 - Identify and obtain any additional data needed to determine:
 - a. Whether the student continues to have a disability.
 - b. Whether the student continues to need services, modifications, or accommodations under Section 504
 - c. Whether more tests and evaluations are needed to make a determination of the nature and amount of services, modifications and accommodations and/or
 - d. If no other data is needed then eligibility can be established using current data.
3. Provide parent with notification of the reevaluation and a copy of Parent's Rights.
4. If the 504 Team determines the student continues to be eligible, complete the 504 evaluation form.
 - Provide the parent/guardian with a copy of the evaluation, put a copy in the student's building 504 file, and send a copy to the District 504 Coordinator.
 - Develop a new 504 Plan based on the reevaluation and distribute to teachers, parent, student 504 file and the District 504 Coordinator.

TERMINATION

1. If the 504 Team determines the student is no longer eligible under Section 504, complete the termination form.
 - Provide the parent with Parent's Rights along with a copy of the form. Put a copy of the form in the student's building 504 file and SEND THE COMPLETE FILE TO THE DISTRICT 504 COORDINATOR.

DISCIPLINE

1. Section 504 protects disabled students from being improperly removed from school for misconduct that is related to their disability.
2. A MANIFESTATION DETERMINATION PROCESS is required before a disciplinary exclusion of more than 10 days which would represent a "significant change in placement".
3. The Manifestation Determination Process will determine:
 - Whether the appropriate 504 plan was in place and implemented properly.
 - Whether there is a causal relationship between the misbehavior and the student's disability.
 - The District 504 Coordinator (or designee) will conduct the Manifestation Determination Meeting.
4. **NO** causal relationship and the 504 plan is appropriately formulated and implemented: The student should be disciplined in accordance with the District progressive discipline procedures.
5. **YES** a causal relationship and/or the 504 plan was **NOT** appropriate and/or **Not** implemented: 504 Team should consider additional evaluation or change of program or placement.

540 Building Coordinator Responsibilities

- Maintains compliant building records and documentation for all eligible students and provides copies to the District Office 504 Coordinator.
- Ensures the implementation of Section 504 procedures in the building.
 1. Coordinates referrals
 2. Determines appropriate 504 team composition
 3. Facilitates evaluation/eligibility determination
 4. Provides notices and consents
 5. Coordinates the development of 504 plans
 6. Monitors the implementation of 504 plans
 7. Schedules annual reviews of each 504 student
 8. Assures that 504 plans move with the student to next level or new school
- Serves as a daily resource to the building administrators, teachers, and community members regarding section 504 issues.
- Advises the school administrator regarding discipline issues and procedures for Section 504 eligible students being considered for suspension or expulsion.
- Serves as a liaison between the school build and other District staff regarding section 504 issues.
- Attends periodic District Section 504 meetings.