

## 504 IDENTIFICATION/EVALUATION/PLACEMENT

1. A written referral form is completed by teacher/parent/student and forwarded to the Student Support Team.
2. The Student Support Team convenes and reviews all the available evaluation data.
3. The Team may make the following determinations:
  - a) that additional information and/or further evaluation is needed (permission for testing obtained), or
  - b) that the student is not disabled under Section 504, or
  - c) that the student is disabled under Section 504, and a placement/accommodation plan needs to be developed, and/or
  - d) that the student needs to be referred to the Special Education Team for further action, (IDEA).
- 4) Parents are given Section 504 Parents'/Student Rights and notified of the team's determination.
- 5) Placement is defined as a free, appropriate public education in the least restrictive environment. For students identified as educationally disabled using Special Education criteria, placement will be determined according to IDEA regulations. For students whose current physical, mental, or psychological condition would qualify him/her as disabled under 504 but not by Special Education criteria, placement will be determined by the building level Student Support Team.

All information made available from a variety of sources will be considered and so documented in the decision making process. Placements must meet the following criteria: 1) no cost to parent; 2) accessible; 3) in the least restrictive environment.

Placement is reviewed on an annual basis or upon any significant change in placement such as: prior to graduation, expulsion, serial suspensions, transfer to home instruction, or significant changes in the composition of the student's class.

- 6) Accommodations are considerations and/or modifications geared to assure access to a free and appropriate public education.

For students who qualify as disabled under 504, accommodations will be determined by the building level Student Support Team. All information made available from a variety of sources will be considered in the development of a 504 plan. For determination of needed accommodation(s), the following criteria should be used:

- 1) Accommodation should not seriously diminish the quality of the program.
- 2) Environmental factors which would create a barrier should be identified and modified if needed.

3. School/Classroom policies and procedures should meet individual needs. Areas of consideration may include but are not limited to:
  - a) Alternative lesson plans and methods of instruction
  - b) Scheduling modifications
  - c) Student groupings
  - d) Grading system modifications
  - e) Modifications of minimal attendance policy
  - f) Behavior management
  - g) Communication among all involved parties
  - h) Assistive devices and/or equipment
  - i) Transportation
  - j) Co-curricular, intramural, and interscholastic participation

Revision recommended to the Board: on 2/28/94

Adopted by the Board on: 7/18/94

Revision recommended to the Board on: 3/16/04

Revisions Adopted by Board: 3/30/04