

I&RS and 504 Referrals/ Procedures

Section 504 Procedure

1. Student's parent/guardian provides a referral requesting a 504 Plan to the school counselor assigned to the student.
2. Once written consent from a student's parent/guardian is obtained the school counselor arranges to meet with the 504 Committee who will evaluate documents and make a determination of the student who has been referred. Documentation/Information may include reports from physicians, observations from parents, teachers, school personnel, results of standardized tests, etc.
3. The 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written accommodation plan describing what accommodations, modifications, services, health plans or programs will be provided to meet the student's needs.
4. If a plan is developed the school counselors will provide all teachers and any other necessary parties with a copy of the student's plan. All must sign off that they reviewed and are aware of what is to be implemented for the student.
5. Accommodations may be re-evaluated/reviewed annually for re-approval or continuation in order to address the need for additional evaluation information, continued eligibility as a student with a disability under Section 504 and the contents of the plan and service providers.

Role of the Teacher

1. The school counselor must share the plan with the teachers. All teachers of the student must be notified of the plan.
2. The teacher must review the plan and it must be documented that the teacher has reviewed the plan (signature required). The teachers are provided with a copy of the plan. The plans are maintained in the School Counseling Department.
3. The teacher will be legally responsible for implementing the plan. The plan must be implemented in its entirety, whether the teacher supports the process or not. The student is entitled to "reasonable" accommodations.
4. If the plan is not implemented, the teacher can be LIABLE.

I&RS Procedure

Phase 1:

Request for assistance from teacher/staff, parent, or student is provided to the school counselor

Phase 2:

The school counselor will request information from teachers and any additional staff.

Phase 3:

Parent/Guardian is notified by the school counselor that their son/daughter has been referred and the reason why. The school counselor will arrange a date for all necessary parties to meet to develop a plan of action for the student.

Phase 4:

The school counselor will arrange a date for all necessary parties to meet to develop a plan of action for the student.

Phase 5:

The school counselor will review the plan of action with all necessary parties and have them sign that they have reviewed and will implement as necessary.

Phase 6:

Teacher will implement the plan. The School Counselor will collaborate with teachers to evaluate progress and schedule meetings to determine continuation of the process.

Role of the Teacher

1. When requested by the school counselor, the teacher must provide information as it relates to the student's progress.
2. The School Counselor will notify teachers of the students who have an I&RS Plan.
3. The teacher must review the plan and it must be documented that the teacher has reviewed the plan (signature required). Teacher will be provided with a copy of the plan. The plan will be maintained in the School Counseling Department. The School Counselor will notify teachers of any changes/updates to the I&RS Plan.
4. The plan must be implemented in its entirety, whether the teacher supports the process or not. The student is entitled to "reasonable" accommodations.
5. The teacher will monitor the student's progress and report to the school counselor any changes.
6. If the plan is not implemented, the teacher can be **LIABLE!**