



STANDARD OPERATING PROCEDURE

504 Plan

PURPOSE

To ensure each student's need(s) who may or has qualified for a 504 plan is being met.

POLICY

Each student who has a 504 plan must have one on file and it must be updated/reviewed every year. Each teacher with a student(s) who has a 504 Plan, must have a copy of the 504 available at all times. Once the plan is developed by the team, the student's teacher(s) is/are responsible for implementing the accommodations in the plan, as well as participating in plan reviews.

The 504 plan must be reviewed at least annually to determine if the accommodations are up to date and appropriate, based on the student's need(s). Any 504 plan team member, including the parent, may call for a 504 plan review at any time if there is an educational concern or change in the student's needs.

The 504 team should refer to BMA's 504 Handbook for additional information and guidance. The Handbook is available [HERE](#).

PROCEDURE

New Student Transfer

1. Cum file is reviewed by the Director of Support Services or designee.
 - a. Copy of 504 is sent to 504 Coordinator
 - i. 504 Coordinator schedules a 504 conference within 30 days of student starting with BMA
 - ii. A 504 folder is created for student
 - Shared Drives > 504 folder > current school year folder > create: Student's Last Name, First initial- mo.date.year
 - iii. A copy of 504 plan is scanned and uploaded into the student's 504 folder.
 - Shared Drives > 504 folder > current school year folder
 - iv. Student's teacher(s) is given a copy of 504
 - A Confirmation of 504 Document Review form must be completed
 - a. Download form [HERE](#)
 - b. Place the completed form in student's folder
 - i. Shared Drives > 504 folder > current school year folder
 - v. 504 Coordinator will add student to the 504 Caseload Spreadsheet [HERE](#).

Parent / Staff Request for an 504

1. Staff completes [504 Initial Referral Form](#)



- a. The 504 Coordinator will contact staff to discuss the process
2. The 504 Coordinator will confirm that the student does not have a current IEP.
3. The 504 Coordinator will schedule a meeting with staff/team to discuss the student's need(s).
4. The 504 Coordinator will schedule a meeting with parents.
 - a. If parent/guardian decline a meeting, a meeting can still be held.
 - b. If parent/guardian declines or misses 3 meetings, a meeting can still be held without the parent/guardian.
5. For initial 504 request, the parent/guardian must consent to the student's Section 504 Service Plan prior to its implementation.
6. 504 Coordinator will add student to the 504 Caseload Spreadsheet [HERE](#).

Annual Review

1. Each year an annual review meeting of the 504 will take place.
 - a. A 504 packet is created
 - i. Download packet [HERE](#)
 - b. A 504 team meeting is held prior to the 504 meeting with the teacher
 - c. The 504 Parent/Guardian Rights document is sent to parent via Right Signature.
 - i. Download form [HERE](#)
2. 504 Coordinator will update the student's section in the 504 Caseload Spreadsheet [HERE](#).

Attendees of the meeting

1. 504 Coordinator
2. Teacher(s) of student
3. School Psychologist (if necessary)
4. School Counselor (if necessary)

504 Plan

1. A copy is provided to the student's teacher(s)
 - a. After each initial meeting
 - b. After each review meeting
 - c. A Confirmation of 504 Document Review form must be completed
 - i. Download form [HERE](#)
 - ii. Place the completed form in student's folder
 1. Shared Drives > 504 folder > current school year folder