



HEALTH CARE SERVICES

Prior Notice, and/or Action/Consent for Individual Health Plan, Emergency Care Plan and Section 504 Documentation of Due Process

As a parent and/or guardian of a student needing an Individual Health Plan (IHP), Emergency Care Plan (ECP) or 504 Plan, the district is required to provide you with prior written notice whenever it proposes or refuses to initiate these services for your child.

Your child has procedural protections under the Individuals with Disabilities Education Act (IDEA). Information about your and your student's rights regarding this accommodation is provided on the back of this form. This prior written notice is being given to you for consideration before the district takes action. Please review these rights and consult with your school nurse at the earliest time possible if you have any questions. By signing the IHP/ECP/504 Plan for your child, you are giving your consent for the actions and/or services.

TO: Parent/Guardian

Name: _____ Date: _____

RE: Student

Name: _____ Date of Birth: _____

The purpose of this PRIOR WRITTEN NOTICE and/or ACTION/CONSENT form is to inform you that we are:

PROPOSING to INITIATE and/or CONTINUE one or more of the following:

- Evaluation
- Eligibility
- Other _____
- Re-evaluation
- Section 504 Plan

DESCRIPTION of the PROPOSED ACTION(S):

- Prepare 504 / Individual Health Plan
- Prepare 504 / Emergency Care Plan

A description of each procedure, test, record or report we used or plan to use as the basis for taking this action is as follows:

- We will gather the student's health history and relevant information from his/her Health Care Provider, the parent/guardian and/or student, as appropriate.
- We will obtain medication orders from the student's Health Care Provider, as needed.
- We will create the care plan.

REASON we are proposing to take this action:

- A care plan will instruct staff in accommodating the student's health/medical needs.

OTHER FACTORS that are relevant to this action:

- Parent input
- Student's academic schedule

ACTION will be initiated on this DATE: _____

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Rights under Section 504 have been explained and provided to parents.

School Nurse: _____ Date: _____

This is a notice of your and your student's rights under Section 504. These rights are designed to keep you fully informed about the district's decisions about your child and to inform you of your rights if you disagree with any of those decisions.

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

YOUR CHILD'S EDUCATION

Your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district's educational programs without discrimination.
- Be provided an equal opportunity to participate in the district's nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

YOUR CHILD'S EDUCATIONAL RECORDS

You have the right to:

- Review your child's educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child's education records if you believe that they are wrong, misleading, or are otherwise in violation of your child's privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child's education records.

THE SECTION 504 PROCESS

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a "504 team", including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child's placement.

IF YOU DISAGREE WITH THE DISTRICT'S DECISION

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district's Section 504 Coordinator:

Janet Williams
3034 Huffman Road
Valley, WA. 99181
509-937-2859/janet.williams@valley.k12.wa.us

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099. Phone: 206-607-1600/TDD: 206-607-1647 Website: www.ed.gov/OCR.