

504 plan template

School information

- School name: _____
- Student name: _____
- Date of birth: _____ Grade: _____
- Qualifying disability: _____
- Documentation of disability (see attached): _____

- Date plan written: _____
- Date plan goes into effect: _____
- Date plan to be reviewed: _____

504 team members

| Role | Name | Contact information | Attendance signature |
|---------------------------|------|---------------------|----------------------|
| 504 plan coordinator | | | |
| General education teacher | | | |
| Parent or guardian | | | |
| Other: | | | |
| Other: | | | |

Teacher education and support

504 plan template

| Accommodations and/or services | | | |
|--------------------------------|--------------------------|--|---------------------------------------|
| Area of educational need | Accommodation or service | Person(s) responsible for implementing | Frequency of accommodation or service |
| | | | |
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| | | | |
| | | | |

Notes: _____

Plan approved by: _____

Date approved: _____

504 plan template

School information

► School name: Hartleyville Middle School

► Student name: Kevin Rodríguez

► Date of birth: 5/26/2011 Grade: 7

► Qualifying disability: ADHD

► Documentation of disability (see attached): Report from Developmental Pediatrics (dated 6/28/23); Child Behavior Checklist & Rating Scales (from school evaluation dated 5/16/23)

► Date plan written: 9/5/23

► Date plan goes into effect: 9/5/23

► Date plan to be reviewed: 9/5/24

504 team members

| Role | Name | Contact information | Attendance signature |
|----------------------------|----------------|---------------------|----------------------|
| 504 plan coordinator | Mr. Tallison | atallison@hms.edu | Andrew Tallison |
| General education teacher | Ms. Anderson | banderson@hms.edu | Bree Anderson |
| Parent or guardian | Mrs. Rodríguez | rodriguez@me.com | Elsa Rodríguez |
| Other: Behavior specialist | Ms. Zicotti | czicotti@hms.edu | Celina Zicotti |
| Other: | | | |

Teacher education and support

Teachers who work with Kevin will be provided consultation time with the school behavior specialist, Ms. Zicotti. She will help them implement accommodations and behavior management strategies in the classroom. Any teacher who works with Kevin, and who isn't trained as a special educator or behavior specialist, must watch this 3-minute video, *What Is ADHD?*, available at u.org/whatisADHD. Teachers who work with Kevin must also review the attached articles on (1) signs of ADHD they may see in the classroom and (2) self-advocacy phrases for middle school students.

504 plan template

| Accommodations and/or services | | | |
|--------------------------------|---|--|--|
| Area of educational need | Accommodation or service | Person(s) responsible for implementing | Frequency of accommodation or service |
| Organization | Write homework assignments in planner and have teachers initial it. | Student, all teachers | Daily: At the end of each class |
| Organization | Provide an extra set of books to keep at home. | All teachers | Annually |
| Distractibility | Provide student with a quiet area for test-taking and in-class individual work. | All teachers | As needed, including during state standardized assessments |
| Impulsivity | Give agreed-on signals reminding student to raise hand before answering. | All teachers | As needed |

Notes: _____

Plan approved by: Andrew Tallison

Date approved: 9/5/2023