

Non-Public 504 (NP504) - NP Service Plan (NPSP) and General Accommodation Plan (GAP)

Standards and Guidelines

Updated 2/3/23

Why do we do these?

-When HCA chooses to create a Non-Public 504 Accommodation Plan, General Accommodation Plan, OR to support a Non-Public Service Plan, it is on a case by case basis. It is the opinion of the HCA Administrative Team and Board of Directors that providing student support, as described below, is in keeping with our desire to pursue school God's way.

What is a NP 504?

-A NP 504 is HCA's documented blueprint for how the school will support a student with a disability and remove barriers to learning. The goal is to give the student equal access at school. Its contents would contain a student's diagnosis and include appropriate accommodations to the student's curricular and/or behavioral expectations.

-HCA's NP 504 gives *accessibility* not *equality*; it is based on the public sector's Section 504 of the Rehabilitation Act of 1973.

(**Section 504 of the Rehabilitation Act of 1973**, is [American legislation](#) that guarantees certain rights to people with disabilities. It was one of the first U.S. federal civil rights laws offering protection for people with disabilities.^[1] It set precedents for subsequent legislation for people with disabilities, including the Virginians with Disabilities Act in 1985 and the [Americans with Disabilities Act](#) in 1990).

NOTE: HCA is not required, by law, to provide special accommodations for any student. All such supportive measures, agreed to by Heritage Christian Academy, are volitional and cannot be legally disputed.

What is a NPSP (Non Public Service Plan)?

-A NPSP is a document created/monitored through Kalamazoo Public Schools, further providing equal access to school for students with disabilities. Its contents may include student diagnoses, goals, and appropriate accommodations to the student's curricular and/or behavioral expectations.

What is a General Accommodation Plan?

-A General Accommodation Plan (G.A.P.) is created for students in need of additional scholastic support for a limited amount of time; pre-approval is required by administration, in conjunction with the Academic Support Coordinator and appropriate teachers. (See sample Accommodation Plan, below); this document may be created independent of the steps as indicated in the **Academic and Behavioral Flow Chart** for student support.

NOTE: HCA is not required, by law, to provide special accommodations for any student. All such supportive measures, agreed to by Heritage Christian Academy, are volitional and cannot be legally disputed.

What are accommodations or modifications?

-An **accommodation** is a **change that helps a student overcome or work around the disability**, while maintaining accountability to the course content/standards of evaluation.

-A **modification** is a **change in what is expected from the student, related to the course content/standards of evaluation**. It is an increased level of support, directly affecting the percentage of content the student will be accountable for to receive a passing grade. Modifications are only allowed within the parameters of a NPSP (Non-Public Service Plan) and must be approved by both the instructor, administration, and parent(s); modifications are noted on the student's high school transcripts, as applicable.

How these work at HCA:

-Heritage creates NP 504 Accommodation Plans on site.

-NP 504 documentation is required for extended time, a separate testing area, and/or a test reader, if needed, for any formalized, scholastic testing.

-A NP 504 needs a diagnosable medical condition (i.e. concussion), neurodevelopmental disorder (i.e. ADHD), or mental health concerns (i.e. childhood trauma, OHI). A health care provider's official diagnosis should be on file before a NP 504 is created for any HCA student.

-A parent, teacher, or Academic Support Coordinator may request the creation of a NP 504.

-A *NPSP* is created by a team, consisting of the child's parent, district personnel, and teacher(s) who are knowledgeable about the child's needs.

-HCA does not create NP Service Plans. A request for a *NPSP* is initiated by an HCA administrative contact with Kalamazoo Public Schools. A parent may initiate this request, though it is rarely advised. HCA Administration should be involved with this initial step. The documentation for a *NPSP* is handled by KPS personnel.

-A completed *NPSP* or NP 504 cannot be changed, unless all creators of the document are aware and an updated document has been created/signed by all involved parties.

-HCA may generate and/or support a NP 504 for a student, grades 3-12, based on the following: Parental request, students entering HCA who already have a 504, or if documentation is necessary for standardized testing accommodations. *Exceptions can be made, for younger students, with approval from Administration.*

Teacher NP504 or NPSP Initiation Process: Please reference the Academic/Behavioral Flow Chart/Teacher Resources!

1. You notice behavioral or academic concerns in class. (Teacher)
 - Check the **RED** folder (homeroom teacher), shared digital file, or cum file for any previous documentation on the student; collaborate with other teachers that have had this student to gather information that could help
 - Fill out a checklist (Teacher Resources/Learning Lab) appropriate for the student's age
 - Contact the parent and initiate a discussion about your concerns. Keep in mind that this may be new information to the parents/guardians. *Document* the parent communication, but do not go through or share the checklists with them, yet. This is for purposes of information gathering only!
2. Start or continue documentation. (Teacher)
 - Look over checklists, notes
 - Refer to the P.R.I.M. for specific ideas
 - Start recording what inventions/accommodations you use and their effectiveness.
3. Joint collaboration. (Teachers, Parents, Academic Support Team)
 - If help is still needed after #2, reach out to Kaitlin Ives for Mid/High, Julie Kramer for Elementary, *BUT* include everyone that has contact with the student when collaborating.

-Collaboration will begin as a team. Documentation will happen and is an important element of the discussion.

4. Team meeting. (Administration, Learning Lab Administrator, Teachers, Academic Support Team Members)
-When all other options are exhausted, the Academic Support Team, Parents, Learning Lab Administrator, and Administration will determine the next steps which may include, but are not limited to, the following: NP504, NPSP, Learning Lab Services recommendation.
5. The NP 504 (or NPSP) - when created and signed - is our agreement together, with the parents and staff, to support the student, as indicated in its content. A staff member should not make any changes to the NP 504 or NPSP which would negate the goals we are setting for the student. If a staff member or parent is desirous of changing the document, in any way, they must first contact the Academic Support Coordinator, who will confer with the team and Administration.

*If the parents initiate the process - and there is already a diagnosis, a diagnosis is pending, or the parents/guardians have concerns - these steps will look a little different.

Parental NP504 or NPSP Initiation Process:

1. When parents express their desire for a NP 504 or *NPSP*, they will be directed to the Academic Support Team for consideration.
2. The Academic Support Coordinator will connect with the staff that has contact with the student and discuss proposed and/or requested accommodations.
3. A team meeting will ensue, to include Teachers, Administration, the Academic Support Team, parents, and necessary support staff. This is a collaborative effort, so evaluative and instructive opinions and ideas should be expressed at this time. All communications should be respectful in nature; if a NPSP is determined to be a probable and suitable next step, the Learning Lab Administrator will be notified and is the designated contact person for initiating a *NPSP* with the Kalamazoo Public School Ed. Psych team. The KPS team may or may not qualify a student for testing - which must precede the creation of a *NPSP*.
4. The NP504 (or *NPSP*) - when created and signed - is our agreement together, with the parents and staff, to support the student, as indicated in its content. A staff member should not make any changes to the NP 504 or *NPSP* which would negate the goals we are setting for the student. If a staff member or parent is desirous of changing the document, in any way, they must first contact the Academic Support Coordinator, who will confer with the team and Administration.

ADDITIONAL NOTES:

- Secondary academic information will be available online.
- All forms will be available online (MRAs, NP 504s, Service Plans)
 - You can start/add to an MRA, Be Aware!, or any Google docs available.
 - You *cannot* add to a completed NP 504 or NPSP
- Entrance testing information will be available online
- New form: *Be Aware!*
 - For students that would be classified as “watch” but don’t have academic concerns, behavioral, or neurodevelopmental diagnosis. (e.g. past trauma that still affects the now).

See HCA General Accommodation Plan

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General Accommodation Plan

Student: _____ Grade: _____ Year: _____

The accommodations listed below indicate **options for support**; checked items, if indicated, are planned to assist a student in need of specific accommodations for a length of time agreed upon by HCA Administration.

NOTE: The items listed do not reflect any changes to the HCA curriculum; accommodations will **not** be indicated on the student's report card in his/her permanent record.

Minimize the **amount** of memorization required at one time

Example: Longer memory assignments should be spread out over several days

Test taking (CIRCLE how APPLICABLE)

*Extended time _____

*Oral responses for test

*Individually proctored test

*Other: _____

Study sheet given for use in test preparation: (**CHECK ONE**)

___ will be done for individual students only

___ already being done class wide

Copy of lecture notes provided: (**CHECK ONE**)

___ will be done for individual student only

___ already being done class wide

Reduced number of repetitive skill exercises to be done in class or for homework

- Organizational help provided for large projects or papers
- Daily assignments initialed by teacher and parent
- Not required to read out loud in class with peers
- Use of books on tape for book reports and other appropriate assignments
- No penalty for poor handwriting
- Allow some assignments to be dictated to a "scribe" (parent/teacher/peer)...at teacher's discretion
- Quiet working environment when requested
- Preferential seating
- _____
- _____
- _____

Parent

Student (9-12 only)

Administrator

Teacher

Re-evaluation date: _____

(Updated 2/23)