

Inclusion Practice for Out of School Time Participation

The Department of Community Resource Development (CRD) is dedicated to engaging all children in Out of School Time (OST) Programming for the Framingham Public Schools. OST Programs are not regular or special education services, but are intended as before and after school programming. CRD strives to provide reasonable accommodations to all individuals with various needs to support positive OST participation. However, special needs services and accommodations provided during the school day are not guaranteed in OST Programs.

All families are able to request reasonable accommodations. All requests for accommodations will be reviewed by OST Inclusion Review Team (IRT). The OST Inclusion Review Team is comprised of district administrators from Special Education, Health and Wellness and the CRD office.

Process for joining a CRD Out of School Time Program with Accommodations

1	Parents/Guardians must first complete the registration paperwork, as part of the online registration. Parents/Guardians will then have the option to request any accommodations that the student may require during OST activities. The Parent/Guardian may include in their request any current school day accommodations the student is already receiving, such as accommodations included in: Individual Healthcare Plans, 504 Plans, Individualized Education Plans (IEP), and Classroom Behavior Plans.
2	The OST Site Coordinator will then review the application and further discuss with parents/guardians the accommodations needed to support the student in OST programming. If necessary, the OST Inclusion Review Team will be extended an invitation to attend an initial meeting to discuss what reasonable accommodations are needed to assist the student and whether those accommodations can be provided without fundamentally altering the nature of the OST Program and while continuing to ensure the safety of all students.
3	Following the initial meeting, observations by CRD staff may be conducted during school-day hours, allowing for a determination as to whether the student's needs can reasonably be accommodated in the OST Program, and if so, what accommodations should be put in place, such as the creation or adaptation of behavioral plans, tip sheets, etc. to ensure that Out of School Time staff are able to create a smooth transition from school-day to OST.
4	The OST Inclusion Review Team will make a decision regarding the student's participation in and if any accommodations are required for the OST Program, and will submit its decision in writing to the OST Site Coordinator. The decision will then be communicated to the Parents/Guardians by the OST Site Coordinator. All determinations are valid for the current school year and can be reviewed every school year.

Process for Reviewing Student Participation

1	If the accommodations for the student need to be re-evaluated, such as due to a change in behavior, the parent/guardian can make a new request during the current school year to the OST Inclusion Review Team. The team will then follow the same process described in sections 2 through 4 above.
2	The parent/guardian may request a follow-up meeting or appeal the decision of the OST Inclusion Review Team. All such requests shall be made in writing within ten (10) calendar days of receipt of the decision and

	sent to OST Inclusion Review Team. Within ten (10) calendar days of the follow-up meeting or receipt of the written appeal of the decision, the parent/guardian will be notified of the final decision.
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