

# OFFICE OF COMMUNITY RESOURCE DEVELOPMENT



## Inclusion Process For Out of School Time Participation

Community Resource Development (CRD) is dedicated to engaging all children in Out of School Time (OST) Programming at the Preschool through 12th grade levels for Framingham Public Schools. In an effort to holistically and successfully support all students, the following is the district's inclusion process for OST activities. CRD strives to provide reasonable accommodations to individuals with various needs who meet the basic eligibility requirements of the OST Programs. Reasonable accommodations may include providing aids and/or services, as may be needed to ensure that a student with disabilities may be afforded equal opportunity to participate in the OST program unless necessary accommodations would be a fundamental alteration to the program or would create an undue financial or administrative burden. If it is determined that the requested modification would be a fundamental alteration or undue financial or administrative burden, the District must consider whether alternative accommodations would provide an equal opportunity to participate.

### Process for Requesting Inclusion Support Plan in an OST Program

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| 1 | Parents/Guardians will fill out the OST Inclusion Request Form (attached), identify any needs or accommodations that the student may require in order to access OST activities; potentially including accommodations noted within 504 plans, IEPs, Behavioral Assessments, In-School or Outside Counseling, etc. Parents/Guardians should submit the OST Inclusion Request form and any supporting documentation to the Site Coordinator for the applicable OST program. If the child is already enrolled in OST programming, a staff member may also suggest the initiation of the inclusion process to ensure equity in the request process. Parents/Guardians will be provided a weekly update as to the status of their inclusion request form following its initial submission. These updates will be provided in writing by the Coordinator/designated point of contact of the applicable OST Program. |
| 2 | The Out of School Time (OST) Site Coordinator/ designated point of contact will review the application with the student's Parents/Guardians & the Student Support Team (SST) located at the student's school, to comprehensively analyze the request. Additional meetings and/or documentation may be requested to gain further understanding of the request being made; this may include medical notes, classroom observations, program observations, gathering and evaluation of data, and other relevant information. The Site Coordinator/ point of contact of the applicable OST Program, and members of the SST, in consultation with the Parents/Guardians, will propose what, if any, accommodations, modifications, related aids and/or services are appropriate to provide the student with equal access to the program.   |
| 3 | The support plan will be reviewed by the District's OST Inclusion Review Committee. The District OST Inclusion Review Committee will be composed of the following persons: Directors of CRD, Health & Wellness, Special Education or their designee(s). The Inclusion Review Committee will review the support plan to ensure that the student may be afforded equal opportunity to participate in the OST program unless necessary accommodations would be a fundamental alteration to the program or would create an undue financial or administrative burden. If it is determined that the accommodations would be a fundamental alteration or would create undue financial   |

	or administrative burden, the District will consider whether other modifications would afford equal access. The decision will be communicated to the Parents/Guardian in writing by the Coordinator/ designated point of contact of the applicable OST Program or designee.
4	The support plan may be reviewed throughout the school year depending on the student's lived experience within OST, if requested by Parent/Guardian, staff or student, in which case the process will be repeated.
5	All students who receive inclusion support plans will be reevaluated each year to determine if the plan continues to be needed or should be modified for the following school year. The reevaluation process will occur each spring, unless otherwise needed, following the process for reviewing the inclusion support plan described below. Should a parent or guardian request a non-FPS district support agency or provider provide any reasonable accommodations to a student based off of this policy, they will be required to fill out a CORI/ SORI form, provide a certificate of liability insurance and also sign a mutually agreed upon MOU with FPS.

#### **Process for Reviewing Inclusion Support Plan**

1	If the support plan for the student needs to be reevaluated based on the student's experience in the program and/or if requested by Parents/Guardians, OST staff, the student themselves advocating for a change, or from new needs being developed, the process will be repeated from Step 2, above, with any new or additional information.
2	The Parent/Guardian may request a follow-up meeting regarding the decision on the inclusion support plan. Such requests shall be made in writing within ten (10) school days of receipt of the decision, and sent to the Coordinator/ designated point of contact of the applicable OST Program. Within ten (10) school days of the follow-up meeting, the Parent/Guardian will be notified of any determination including changes, if any, to the decision or support plan.

## Out of School Time (OST) Programs Inclusion Request Form

Student Name	Student School	Student Grade
Parent/Guardian Name	Parent/Guardian Number	Parent/Guardian Email
Request Made By	Date of Request	

Is the student currently enrolled in an OST Program? If so, which program and location?

What is the student's current OST program schedule?

If none, what is the requested schedule?

Does the student have an IEP?

Does the student have a 504?

Does the student have any other formal or informal support plans in place during the school day and/or during OST programming? If yes, please provide known details.

What accommodations and/or modifications are being requested at this time?

Please note that the Out of School Time team will meet with various collaborators including school day staff, medical professionals, etc. in order to assess the request and level of need. Once the observations are completed, the team will convene and determine next steps.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date