

## WHAT SHOULD BE IN A 504 PLAN?

- Medical provider documentation of the child's disease/illness with updates as needed.
- Brief history of the child's disease/illness.
- List of the specific health needs and/or difficulties the child may have while at school.
- List of classroom and/or school adjustments for the child.



- A written health emergency plan with names and contact information.
- Name of a person at school who will monitor the 504 Plan and inform all school staff of the 504 Plan as needed.

## 504 PLAN MEETING TIPS

Write down questions before the meeting and ask these questions.

Bring someone you trust who will assist and support you.

You know your child best. Talk about your child and share information.

Get your questions answered. Even if you feel unsure, ask the question. There are no dumb questions!

Slow down if the discussion is going too fast, and you don't completely understand what is being said or suggested. Take notes.

Don't make quick or hasty decisions. Take the time you need.

Ask for a follow-up meeting if needed.

Thank everyone for their help and interest in your child.



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**Does your child have CF?**

**Does your child take enzymes?**

**Does your child miss school because of his/her CF?**

**If you answer YES to any of these questions...**

**Your Child May Be Entitled To A 504 Plan**

## WHAT IS A 504 PLAN?

A 504 Plan is a legal, written document for students with physical impairments such as lung disease/GI problems that limit one or more major life activity.

- It protects a child's rights and health while at school.
- It falls under the provisions of the Americans with Disabilities Act (ADA) of the Rehabilitation Act of 1973.
- It is reviewed/updated once a year OR each time a child changes schools.

A 504 Plan is not an Individualized Education Program (IEP) as required for special education students. If your child's CF contributes to learning difficulties, an IEP may be required under the Individuals with Disabilities Education Act (IDEA).



## WHAT ARE POSSIBLE 504 PLAN ACCOMODATIONS FOR A CHILD WITH CYSTIC FIBROSIS?

- Child can take his/her pancreatic enzymes during school.
- Child can have reasonable access to snacks and unlimited access to water due to medication use and restrooms due to digestion issues.
- Child can be isolated from sick children and other students with CF.



- School will provide alternate activities when a child has CF exacerbations and cannot participate in gym class.
- Modification to accomodate health status, fatigue, and workload.
- School will provide Homebound Teaching and/or Intermittent Home/Hospital Instructional Program with proper documentation for children with high absenteeism.

## HOW IS A 504 PLAN DEVELOPED?

1. A parent or guardian contacts the school to request a 504 Plan.

OR

A teacher or other school staff member recommends a 504 Plan for the student.

THEN...

2. The parent or guardian will receive written notice of a 504 Plan meeting at least 10 days before the meeting.

THEN...

3. The 504 Plan meeting is held and may include the student (students over 14 years old are invited), parent, principal (or designee), nurse, teacher, counselor, case manager, social worker, physician, OR other family advocate.

THEN...

4. The 504 Plan for the student is developed.