

# 504 PLAN

This federal civil rights law, commonly referred to as Section 504, helps ensure that individuals with handicaps/disabilities are not excluded from participating in any program or activity that receives federal financial assistance. Students who are covered by this law are eligible to receive what is known as a 504 Plan.

A 504 Plan is a written management plan developed on a case by case basis. Individual accommodation(s) will vary based upon each student's individual needs, and may require input from their healthcare provider. Examples of 504 accommodations may include, but not be limited to, special seating arrangements, curriculum adjustments, field trips, special school events and staff training. Parents/guardians are within their rights to request an evaluation for eligibility and to pursue such a plan. All schools subject to this law should have a 504 Coordinator on staff who can help parents/guardians throughout the 504 process.

Accommodations should be reasonable and supported by using evidence based practice standards such as the CDC Voluntary Guidelines. The following 504 outline provides an overview of steps to take to create a 504 Plan.

**Please review the following step by step instructions on how to use the 504 Plan flow chart that starts on the next page:**

**Step 1:** Identify your role in creating the 504 Plan.

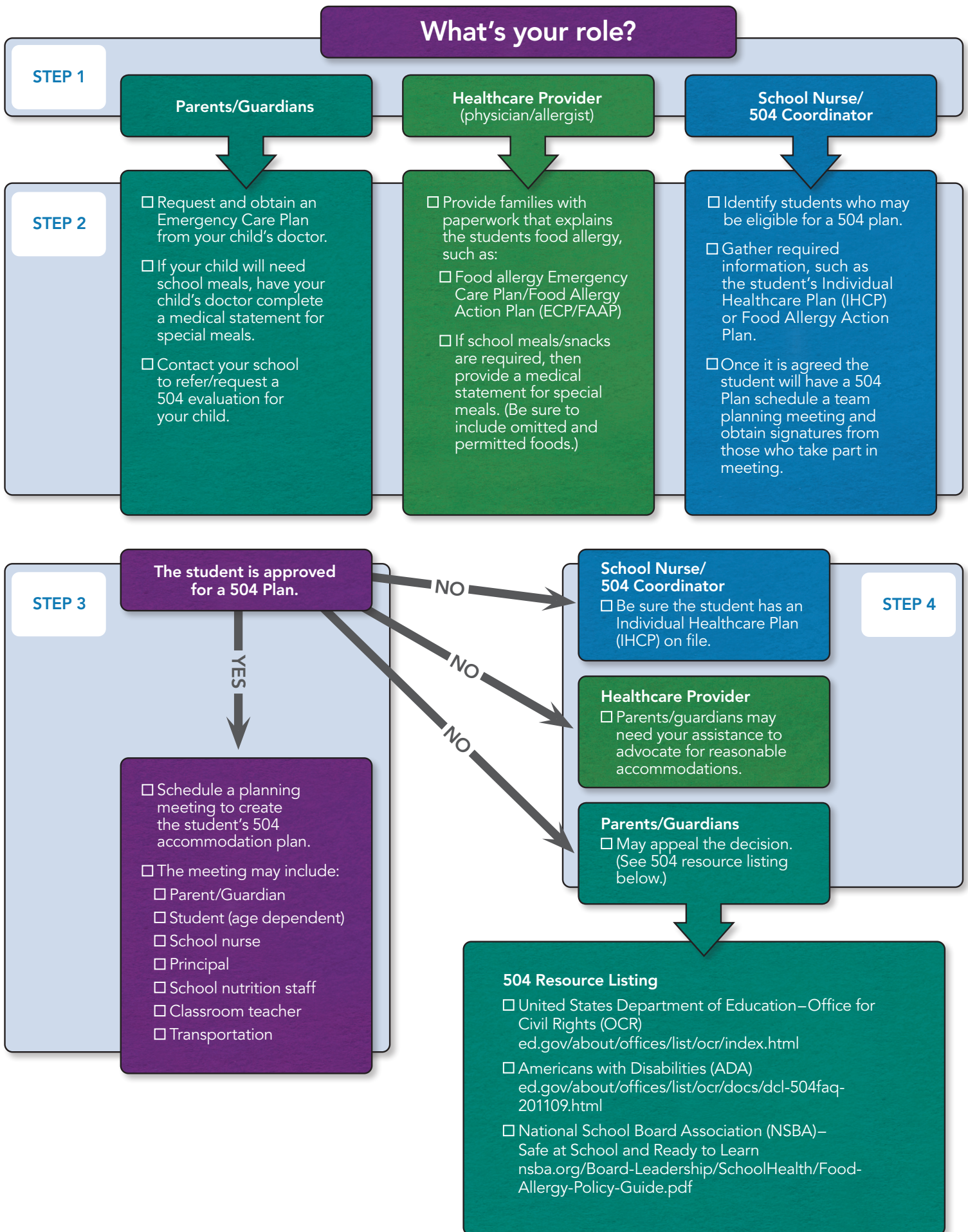
**Step 2:** Review and complete the tasks listed under your specific role.

**Step 3:** Once the student is approved for a 504 Plan, then review details on the flow chart which follows this page:

- a. Scheduling a 504 planning meeting
- b. Sample accommodation listing (*note: The accommodation listing features check boxes for building a 504 plan to meet the student's individual needs.*)

**Step 4:** If the school does not approve a 504 Plan, there is information on who to contact and resources to assist.

# What's your role?



# Accommodations

(sample recommendations adapted from CDC Voluntary Guidelines)

Some states and school districts have a 504 template; contact your schools 504 coordinator and/or school administrator for details.

## General Accommodations

- All staff will follow the schools food allergy policies.
- School nurse will educate and train all staff members who have contact with the student in recognizing the symptoms of an allergic reaction, emergency procedures and the use of epinephrine auto-injectors.
- Student's epinephrine auto-injectors will be kept in secure (unlocked), accessible area.
- Make sure events and field trips are consistent with food allergy policies.
- Have access to epinephrine auto-injectors and train relevant staff to use them.
- Have children, school staff, and volunteers to wash hands before and after handling or eating food.
- Have a system in place to identify all students with food allergies.

### Emergency Accommodations

- Student will self carry two epinephrine auto-injectors at all times (age dependent.)
- Student will have access to safe foods in case of an Emergency Shelter-in-Place.

### Transportation Accommodations

- Train transportation staff how to respond to food allergy emergencies.
- Do not allow food to be eaten on buses except by children with special needs such as diabetes.

### Classroom Accommodations

- Avoid the use of identified allergens in class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, rewards or for other purposes.
- Inform and educate substitute of child's food allergy.
- Support parents/guardians who wish to provide safe snack items for their child.
- Use non-food incentives for prizes, gifts, awards.

### Celebrations

- Consider celebrations with non-food items (school supplies, toys/trinkets, crafts, t-shirts, prize system).
- If food is allowed, check for allergens and make sure all items are clearly labeled.
- Wash all desks, tables, chairs, with soap and water/district approved cleaning products after celebrations with food.

Accommodations  
(cont. on next page)

## Accommodations (cont. from previous page)

### School Activities, Field Trips, Accommodations

- Do not exclude children with food allergies from field trips, events or extracurricular activities.
- Package meals and snacks appropriately to prevent cross-contact.
- Invite parents/guardians of children with food allergies to chaperone (but do not require.)

### Social/Emotional Accommodations

- Provide age appropriate education to all children on the seriousness of food allergies.
- If teasing, harassment, or bullying occurs, immediate disciplinary actions will take place based on the school's anti-bullying policy.

### Cafeteria Accommodations

- Consider allergy-friendly (allergen-free) tables.
- Have a system in place to identify all students with food allergies.

### If school prepared meals required

- Make necessary changes to school meals.
- Obtain approval from licensed physician or as stated in the ECP.
- Designate an allergen-safe food preparation area.
- Provide menu copies to parents/guardians in advance to plan meals.
- Provide food labels, recipes or ingredient lists used to prepare meals and snacks.
- Keep food labels for at least 24 hours after servicing the food in case the child has a reaction.
- Read all food labels with each purchase for potential food allergens.
- Wash all tables and chairs with soap and water district approved cleaning products after each meal services.

### Physical Education & Recess

- Access to epinephrine auto-injectors.

- **Review 504 Plan annually and as needed.**
- **Designate responsible party to follow through with accommodations (see sample on next page.)**
- **Have all participants sign the final 504 Plan.**

# 504 PLAN

**Student's name** \_\_\_\_\_ **Date** \_\_\_\_\_

**School** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Disability** \_\_\_\_\_

## 504 Participants

Name	Title
	Parent/Guardian
	School Nurse
	Principal
	Assistant Principal
	Counselor
	School Nutrition Staff
	504 Coordinator
	Transportation Staff
	Classroom Teacher
	Other
	Other

- Received a written notice of my rights under Section 504.
- Give permission for the 504 coordinator to distribute copies of the 504 accommodation.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

**All participants received a copy of this Accommodation Plan**

\_\_\_\_\_  
504 COORDINATOR SIGNATURE

\_\_\_\_\_  
DATE

(504 PLAN CONTINUED ON OTHER SIDE)

# 504 PLAN

Accommodations	Responsible Party	Done	Completion Date
<p><b>General</b></p> <ul style="list-style-type: none"> <li>The school nurse will educate/train all staff (including support and substitute) annually and as needed.               <ul style="list-style-type: none"> <li>-This training may include: review of district policy/procedures, staff responsibilities, signs/symptoms of an allergic reaction, and the use of epinephrine auto-injectors.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>School nurse</li> <li>District representative</li> <li>School nurse</li> <li>District representative</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<hr/> <hr/>
<p><b>Emergency</b></p> <ul style="list-style-type: none"> <li>Epinephrine auto-injectors will be accessible to all staff that have contact with the child.</li> <li>Student's epinephrine auto-injectors will be kept in a secure (unlocked), accessible area.</li> <li>The student will have access to safe foods box in case of an emergency Shelter-in-Place.</li> </ul>	<ul style="list-style-type: none"> <li>School nurse</li> <li>Administrator</li> <li>Counselor</li> <li>School nutrition service</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/>
<p><b>Social/Emotional</b></p> <ul style="list-style-type: none"> <li>If teasing, harassment, or bullying occurs, immediate disciplinary actions will take place based on the school's anti-bullying policy</li> </ul>	<ul style="list-style-type: none"> <li>Administrator</li> <li>Counselor</li> <li>Teacher</li> </ul>	<input type="checkbox"/>	<hr/>
<p><b>Classroom</b></p> <ul style="list-style-type: none"> <li>Avoid the use of identified allergens in class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, rewards or for other purposes</li> <li>Students will wash hands or use hand wipes before and after eating.</li> <li>Incentives will take the form of a nonfood item.</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teacher</li> <li>Administrator</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/>
<p><b>Cafeteria</b></p> <ul style="list-style-type: none"> <li>Make necessary substitutions to meal once approval is obtained from a licensed physician through dietary orders or as stated in the ECP.</li> <li>Designate an allergen-safe food preparation area.</li> <li>Provide advanced copies of menus for parents/guardians to use in planning meals.</li> <li>Parents/guardians will be contacted if school menu changes.</li> <li>Designated person staff will wipe the table/chair where the child sits before and after breakfast/lunch/snacks.</li> <li>Students will wash hands or use hand wipes before and after eating.</li> </ul>	<ul style="list-style-type: none"> <li>School nutrition services</li> <li>Parent/guardian</li> <li>School nutrition services</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>School Activities/Field Trips</b></p> <ul style="list-style-type: none"> <li>Inform parents/guardians about field trips and provide parents/guardians the opportunity to attend.</li> <li>Enforce a no No eating policy on transportation.</li> <li>Have two-way communication devices available in case of an emergency.</li> <li>Have access to epinephrine auto-injectors and train staff to use them.</li> </ul>	<ul style="list-style-type: none"> <li>Administrator</li> <li>District representative</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>
<p><b>Review Annually and as Needed</b></p>	<ul style="list-style-type: none"> <li>Parent/guardian</li> <li>School nurse</li> <li>Principal</li> <li>Assistant principal</li> <li>Counselor</li> <li>School nutrition staff</li> <li>District representative</li> </ul>		