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# TAKING CYSTIC FIBROSIS TO SCHOOL

## Implementing a 504 Plan for Your Child

### OVERVIEW

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.

### ACCOMMODATIONS

The possible 504 Plan accommodations for a child with CF include:

- Your child can take his/her pancreatic enzymes during school.
- Your child can have reasonable access to snacks and unlimited access to water due to medication use. As well as restrooms due to digestion issues.
- Your child can be isolated from sick children and other students with CF.
- The school will provide alternative activities when your child has CF exacerbations and cannot participate in gym class.
- Modifications can be made based on health status, fatigue and workload.
- The school will provide Homebound Teaching and/or Intermittent Home/Hospital Instructional Program with proper documentation for children with high absenteeism.

### STEP BY STEP

**Step 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.

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

**Step 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.

**Step 4-** The 504 Plan for the student is developed.

### COMPONENTS

There are several components of a 504 Plan. Components include:

- Medical provider documentation of your child's disease/illness with updates as needed.
- Brief history of your child's disease/illness.
- List of the specific health needs and/or difficulties your 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.
- The name of a person at school who will monitor the 504 Plan and inform all school staff of the 504 Plan as needed.

### MEETING TIPS

- Write down questions prior to ask during the meeting.
- Bring someone you trust who will assist and support you.
- You know your child best. Talk about your child and share information.
- 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.