

What should be in a 504 Plan?

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

504 Plan meeting tips

Bring someone you trust, who will assist and support you.

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

Write down questions before the 504 meeting and ask them.

Get your questions answered. Even if you feel unsure, ask the question.

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.

DOES YOUR CHILD HAVE ASTHMA?

DOES YOUR CHILD CARRY AN INHALER?

HAS YOUR CHILD MISSED SCHOOL BECAUSE OF HIS/HER ASTHMA?



If you answered **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 document that protects a child's rights and health while they are at school.

A 504 Plan is a written plan for students who have a physical impairment which limits one or more major life activities such as breathing.

A 504 Plan is reviewed/updated once a year OR when a child changes schools.

A 504 Plan falls under the provisions of the American with Disabilities Act (ADA) of the Rehabilitation Act of 1973.

A 504 Plan is *not* an Individualized Education Program (IEP) as required for special education students. If your child's asthma has resulted in learning difficulties, an IEP may be required.



How is a 504 Plan developed?

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

-OR-

2. The student may be referred by a teacher or other school staff to have a 504 Plan written.

-THEN-

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

-THEN-

4. The 504 meeting is held and may include the student (if over 14, presence is requested), parent, principal (or designee), nurse, teacher, counselor, case manager, social worker, physician, OR other family advocate.
5. The 504 Plan for the student is developed.

What are possible 504 plan accommodations for a child with asthma?

- Child gets a second set of books to keep at home.
- Child can have unlimited access to water and restrooms (due to medication use).
- Child can stay indoors during cold weather and/or poor air quality days.



- School may provide alternate activities when a child cannot participate in gym class.
- School will eliminate triggers from the classroom such as furry animals, strong odors, and perfumes where possible.
- School will provide Homebound Teaching and/or Intermittent Home/Hospital Instructional Program with proper documentation for children with high absenteeism.