

MODEL SECTION 504 PLAN

This model Section 504 Plan was developed by the American Celiac Disease Alliance (ACDA) and the Disability Rights Education and Defense Fund, Inc. (DREDF).*

IMPORTANT

This Model 504 Plan is intended strictly as a guide for parents. It illustrates accommodations typically needed by children with celiac disease when they are in the school setting.

A 504 PLAN MUST BE ADAPTED TO THE INDIVIDUAL NEEDS, ABILITIES, AND MEDICAL CONDITION OF EACH INDIVIDUAL CHILD.

Not all of the accommodations listed are needed for every child with celiac disease. When developing a 504 Plan, include the items from the model that will ensure the specific needs of your child are met. Talk to your medical team about what plan makes sense for your child.

*DREDF is a leading national civil rights law and policy center directed by individuals with disabilities and parents of children with disabilities. DREDF's Children and Family Advocacy program seeks to preserve, strengthen, and enforce the rights of children with disabilities in school, and to ensure their right to a free and appropriate public education in the least restrictive environment by supporting and training parents, caregivers, and child advocates about laws that protect the rights of children and assisting them in navigating the complex process through which these rights are accessed. Additional information about DREDF is available online at <u>www.dredf.org</u> or by phone at (510) 644-2555.





Model 504 Plan for a Student with Celiac Disease

Section 504 Plan for	
School	
School Year	
Student's Name	Birth Date
Grade	Disability Celiac disease
Homeroom Teacher	Bus Number

Objective of This Plan

Celiac disease is a genetic autoimmune disease that causes damage to the small intestine, interfering with the absorption of nutrients. Left untreated, celiac disease causes multi-system complications, such as diarrhea, constipation, gas, bloating, iron deficiency anemia, decreased bone density, fatigue, failure to thrive, short stature, and behavior problems, among many others. Section 504 of the U.S. Rehabilitation Act of 1973 is designed to help parents of students with physical or mental impairments in public schools (or publicly funded private schools) work with educators to design customized educational plans. A 504 Plan legally ensures that students will be treated fairly at school.

Children and teenagers with celiac disease can face academic and social hurdles for a variety of reasons, but parents can take advantage of the 504 Plan to help ensure their child's special needs are met. This sample 504 Plan discusses each section that can be included in your child's 504 Plan. Please note that your child's 504 Plan should be customized depending on his/her grade and specific needs during school.



1. Provision of Celiac Disease Care

1.1 All staff members involved in the care and education of the student must receive training in the management of celiac disease. This includes teachers, classroom assistants, substitute teachers, cafeteria workers, office staff, school nurses, or any other staff who has primary care of the student.

1.2 All staff who interact with the student on a regular basis must understand celiac disease and be able to recognize symptoms of gluten ingestion. They must also work with other school staff to eliminate the use of gluten-containing foods in the student's meals, educational tools, arts and crafts projects, and incentives.

2. Meals and Snacks

2.1 The only treatment for celiac disease is strict adherence to the gluten-free diet. Gluten is found in wheat, rye, barley, triticale, and contaminated oats. Therefore, all foods with wheat, rye, barley, triticale, and oats not labeled gluten-free must be eliminated from the diet. This includes the obvious sources, such as wheat breads, pastas, buns, and rolls, but it also includes such items as soy sauce, some broths and meat bases, some soups, gravy thickened with wheat flour, and breakfast cereals that contain malt or malt flavoring. All labels must be carefully reviewed to be sure no gluten-containing grain or derivative is used in that food product.

2.2 In addition to the food itself being free of gluten, the food cannot come in contact or be contaminated by gluten-containing foods. This means the gluten-free foods need to be prepared in a separate area, cooked in separate pans, and served with clean gloves.

2.3 In order to provide a balanced meal containing the four groups necessary for reimbursement, a gluten-free bread or bread alternative must be offered at all school meals. This would include such foods as gluten-free bread, gluten-free roll, gluten-free cereal, or gluten-free pasta. The meat and meat alternative must also be free of gluten-containing grains, such as fillers in hot dogs, poultry injected with wheat or barley, or a gluten-containing grain used as an extender in other meat products.

2.4 School food service personnel will develop a system for identifying the student when moving through the cafeteria line so that a member of the staff can ensure the selected food is safe. Some schools require that these students identify themselves to service staff or use specially coded lunch tickets.



2.5 The school will designate a person to be responsible for ensuring that lunch tables and surrounding areas are thoroughly cleaned before and after lunch. It is recommended that a designated sponge or cleaning cloth be used for the gluten-free area to avoid cross contact.

2.6 Teachers will give the parents/guardians 24 hours notice of any special events at which food will be prepared that is not from the cafeteria. The school will provide parents with a gluten-free food option for the event. Parents/guardians may choose to provide appropriate food for the event as well.

3. Bathroom Access

3.1 Accidental exposure to gluten may cause gas, bloating, diarrhea, and a variety of other symptoms; therefore, the student shall be permitted to use the bathroom without restriction.

4. Classroom Art Projects

4.1 The student will need access to hand washing facilities after handling art projects or products that contain gluten, such as Play-Doh or Paper Mache. Hand sanitizer does not remove gluten so may not be used as a substitute for hand-washing.

4.2 Parents/guardians will be informed 24 hours in advance of any gluten-containing items being used in a project so the parents/guardians can make appropriate substitutions if necessary.

5. Field Trips and Extracurricular Activities

5.1 Parents will be notified of upcoming field trip plans that would involve food or food-related activities. The school will provide parents/guardians with a gluten-free meal option for any off-campus school-sponsored activity. The parents/guardians may choose to provide appropriate gluten-free alternative options.

6. Communication

6.1 The school staff will keep the student's celiac disease diagnosis confidential, unless the student decides to openly communicate about it with others.

6.2 The school staff will provide reasonable notice to parents/guardians when there will be a change in planned activities, such as field trips or parties.





6.3 Each substitute teacher and substitute school nurse or health aide will be provided with written instructions regarding the student's celiac disease care.

6.4 Prior to the beginning of every school year, the new classroom teacher will receive a copy of the 504 Plan and will review it to ensure that the steps necessary to keep the student safe are clear and understandable. Written documentation of this process will be provided to the parent before the child enters the classroom.

7. Emergency Evacuation and Shelter-in-Place

7.1 In the event of an emergency evacuation or shelter-in-place situation, the student's 504 Plan will remain in full force and effect.

7.2 The parents/guardians shall provide the school with a three-day emergency supply of non-perishable gluten-free foods.

8. Parental Notification

8.1 The student's parents/guardians shall be notified immediately in the following situations:

- The student has eaten a food item that contains gluten.
- The student has symptoms of gluten ingestion, such as abdominal pain, cramping, diarrhea, constipation, vomiting, or any learning or behavioral problems.

8.2 The school will provide the parents/guardians with a copy of the school district's latest Revised Ingredient document of Food and Nutrition Services for food served at breakfast, lunch, and snack.

8.3 Food and Nutrition Services will provide the parents/guardians with a monthly gluten-free menu.

9. Emergency Contacts

- Include names, relationship, address, and phone numbers
- Include an out-of-state contact

