**504 PLAN** Date \_\_\_\_\_\_\_ Student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/guardian name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone number (call first) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (call second) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Areas Of Need** | **Accommodations, Aids, Services, Other Supports** | **Person Responsible** |
| Assessments  Assignments  Classroom tests  Standardized tests | - Student’s blood glucose (BG) at the time of the assessment/classroom tests will be documented on all classroom assessments as needed.  -Student will have the option to delay taking an assessment until BG is in target range as outlined in Diabetes Medical Management Plan (DMMP).  - Student will be allowed to make up any missed homework due to diabetes issue  -Student can have cell phone during standardized testing | School staff |
| Attendance | Student will not be penalized for absences, tardiness, or unfinished homework required for medical appointments, illness, visits to the office, or time necessary to maintain BG control. The parents understand a note from them or an excuse from the physician will be turned in as necessary according to the school handbook. | Parents  School staff |
| Cell phone | Student shall have permission to carry a cell phone for use in calling or texting her parent for diabetes related issues; and use for sharing of CGM; the cell phone will remain concealed and only in use for diabetic needs. | Student  School staff |
| Communication between school/home | - All communication to be done via log book, email and/or verbally.  - All questions concerning diabetes are to be directed to the parent, not to the Student, this includes but is not limited to food choices or food eaten in classroom or cafeteria, or to treat a low, and the carrying of diabetes related supplies. | Mom  School staff |
| Diabetes Supplies | -Student will carry supplies with her at all times (specify items including glucagon kit) including but not limited to classrooms, cafeteria, bus. and extra curriculars.  - Extra supplies to be kept in office and available to student/parent at all times  - At no time will the diabetes supplies be locked up | Mom  Student  School staff |
| Field Trips  Extra-curricular activities | Student shall be permitted to participate in all school-sponsored field trips and extracurricular activities (sports, clubs, and enrichment programs) without restriction and with all of the accommodations and modifications, including necessary trained supervision by identified school personnel, set out in this plan. | School staff |
| Food | - Parent will provide carb information on all food brought from home.  - School will provide carb information on all food served in cafeteria.  - Student will be allowed snacks anytime and anywhere as needed, including but not limited to the classroom, cafeteria, gym, hallway, bus and extra curriculars. | Parent  School staff |
| Medical Awareness  Sharing of information | Student is allowed to wear a medical alert object  Student’s T1D diagnosis/information is to be kept private and confidential unless authorized by parent or student | Student  Parent |
| Blood glucose checks  Insulin Injections  Pump monitoring  CGM usage | As stated in attached DMMP:  -Student shall be allowed to check blood glucose daily in locations including but not limited to the classroom, cafeteria, gym, hallway, bus and extra curriculars.  - Clarify if Student needs help in insulin (specify pump, syringe, and/or pen), counting carbs for lunch, snacks  - Student is allowed self-management in insulin dosage and blood glucose checking  -Student is allowed cell phone use for CGM monitoring/sharing | Student  School staff |
| Substitute Teachers | Substitute teachers are to be informed prior to beginning of class and allow Student to perform her “normal” diabetes routine for the least disruption as possible. | School Administration |
| Training of Staff | -The school shall have at least three (3) staff trained in levels 1, 2, and 3 diabetes care, as stated in the MDE “Model Policy on the Management of Diabetes in the School Setting” adopted 11/8/2011 and updated 9/12/2013. This is to include all staff, teachers, specials, and coaches as applicable.  - Training is to held yearly, preferably prior to first day of school  -School will have at least one trained staff on site when student is in attendance  -School will have written plans for lockdown, shelter in-place or evacuation needs | School Administration |
| Water/bathroom  Hall pass | - Student will be allowed unlimited access to water and the bathroom.  - Student shall have a permanent hall pass for water, bathroom, and going to the office for diabetes needs. | School staff |