



## Guidance for Co-Curricular and Out-of-School Activities

*Note: Field Trips and school activities require full IEP consideration*

Section 504 protections apply to any student receiving Special Education services or on a 504 plan. They may also apply to a student who has a disability that has not yet been identified under SPED or 504 in certain circumstances.

Under Section 504, we have 2 key things to consider:

- Criteria for participation must be non-discriminatory
- Equal opportunity to participate (with reasonable accommodations)

**When considering participation in co-curricular and out-of-school activities, follow this process (BE SURE TO KEEP A RECORD OF THIS PROCESS):**

1. Have a meeting with staff who know the program/activity, staff with knowledge of 504/SPED procedures, and someone who knows the child (could be parent or teacher)
2. Communicate with the family to gather information and share specific details of the program/activity
3. Clarify the expectations for student behavior, health, and safety in the context of the program/activity
4. Clarify the accommodations that are currently in place in the school setting
5. Decide what accommodations will be necessary in the activity setting (to best extent possible)
  - a. *Accommodations should not change key components of the learning experience for the student or for others. Consider the essential learning or purpose of the activity. Can we run the program/activity with accommodations that don't substantially alter or modify the program for other students?*
  - b. *Can safety concerns be addressed with reasonable accommodations?*
6. With those accommodations, will the student be able to meaningfully participate in the activity?
  - a. If YES: Verify the resources needed for those accommodations and communicate the plan with parents and staff
  - b. If NO: Communicate with the family about the reasons and process – fees or other resources will be refunded – Consider participation in alternate activities

Families can be wonderful resource. We can invite families to problem-solve with us.

- We cannot require parents to attend the program/activity if we don't require parents of non-disabled children to attend.
- We also cannot require parents to pay any additional costs that other parents don't pay.

Accommodations may include:

- adjustments to schedules
- adjustments to supervision
- adjustments to participation in particular activities
- providing additional training for some staff members
- providing additional equipment
- additional staff to attend the activity
- other accommodations deemed necessary

*Accommodations may not modify the essential learning or purpose of the activity*