

Sample 504 Plan for Migraines

[Date]

RE: Jack H*, class xxx, Information on Health Issues

Dear Teachers,

Thank you for all the help and support you have given Jack so far this year. Jack is happy at City Middle School, and is enjoying learning in the middle school setting. As you are aware, Jack continues to struggle with persistent migraines, which are causing frequent absences, and require some assistance in school. We worked with Ms. Bloom [the guidance counselor] to develop a 504 plan to help Jack cope with his migraines, and keep up with his school work. While we have been in touch over this issue, I thought it would be helpful to provide information on Jack's condition as an attachment to his 504 plan.

Jack began getting migraines when he was about 8 years old. The episodes were infrequent and therefore less troublesome at first. When he was 10, Jack started getting migraines averaging about once a week. This pattern continues despite the addition of prophylactic medicines, and lifestyle changes (including getting more regular sleep and making some dietary changes).

Migraines, though common, are not well understood, and can differ in each person. The latest research shows that migraines are not just bad headaches, but a neurological disease that may or may not have headaches as a side effect. Researchers believe that migraines are caused by a sudden overstimulation of neurons in the brain. Jack's migraine symptoms include vertigo (room spinning, impaired balance), severe headache, abdominal pain and nausea. Jack experiences migraines with one, two, or all of these symptoms together. Jack's migraine symptoms usually last about 2 to 8 hours. He has several medicines he takes during episodes, and it is important that he takes these as quickly as possible, as they are more effective if taken early.

Please feel free to speak with Jack about his 504 plan or to check in with him about how he is feeling. Please contact me anytime if you have any questions or concerns.

Sincerely,
Rachel H* (Jack's mom)

Rachel H* (mother)
Home: xxx-xxxx
Cell: xxx-xxxx
[e-mail address]

Peter H* (father)
Home: xxx-xxxx
Cell: xxx-xxxx
Work: xxx-xxxx
[e-mail address]

Jack experiences one or more of the following symptoms during a migraine episode:

- Severe headache pain, often originating above one eye.
- Vertigo (room spinning, impaired balance). Can walk slowly with assistance.
- Nausea
- Abdominal pain

If Jack experiences a migraine episode in school:

- He should be escorted to the nurse immediately to receive treatment, regardless of tests or lesson plans taking place. The administration of medication quickly is essential to treating the migraine.
 - Jack must be accompanied to the nurse's office, since he often experiences vertigo symptoms with his migraines, making it dangerous for him to navigate through the school alone. Robert has been assigned to accompany Jack to the nurse. If Robert is unavailable, Jack can be accompanied by another student, teacher, or school staff member.
 - Jack should be given a place to lie down--preferably somewhere quiet and dark--after taking medications.
 - If the migraine symptoms are sufficiently mitigated after an hour, Jack is allowed to rejoin his classes. If the symptoms have not subsided sufficiently, he may need to be picked up from school.
- If Jack is well enough to attend classes after receiving treatment, he should be escorted from class to class (with Robert or another assigned student), until his symptoms have completely resolved. Neither Jack nor his escort will be penalized for arriving to classes late, as they may need to walk slowly.
- Jack is allowed to have "stop-the-clock" breaks during state testing and classroom testing.
 - Stop-the-clock breaks are an accommodation for students who do not need extended time to test, but whose conditions may interfere with full use of testing time. If necessary, Jack will indicate the need for a break to the teacher/proctor, who notes the time away from the test, so that Jack gets the full amount of time for each test without penalty.
 - If Jack is not able to complete a test due to migraine symptoms he will be permitted to stop. When this occurs the teacher will grade the portion of the test Jack completed in a manner that doesn't penalize him or allow him to complete the test at a later time, if possible.
 - If due to pain or other migraine symptom, Jack is unable to complete a New York State exam, state regulations regarding such instances will be followed.

- Jack is allowed to self-monitor his migraine symptoms to determine if he feels capable of participating in gym or other physical activities. He should be allowed to take breaks whenever he feels it is necessary, and rejoin the activity after the break.

When Jack is away from class due to migraine episodes or medical appointments, teachers will:

- Provide all handouts, homework assignments, class materials, and lecture notes to Jack.
 - Teachers are encouraged to provide class materials electronically to the greatest extent possible. Materials and assignments can be posted on Edline or emailed to Jack's mother at [e-mail address]. This is the most useful way to provide Jack with the information he needs.
 - When electronic transfer is not possible, teachers should drop all class materials in a "Jack" folder located in Ms. Bloom's office. Wherever possible, it is helpful if teachers can include a printout of their lecture notes.
- If neither of the above choices is feasible, Megan (or another student) will provide Jack with his class notes. However, teachers should make every effort to provide Jack with the class notes, handouts, and assignments directly.
- Reschedule tests and extend deadlines for submitting projects and homework assignments when Jack is absent or when he requests the extension. He will not be penalized for handing in work late or missing tests due to migraine episodes.
- Jack's teachers will meet with Jack when he returns to school to help organize and prioritize missed assignments and tests.

Jack will:

- Only miss class when necessary due to migraine episodes, other illness or medical appointments (every effort will be made to schedule appointments outside of school hours).
- Work towards handing in assignments on time and only request deadline extensions when his migraines make it necessary.
- Follow the instructions of his teachers to see them during lunch or after school to make up tests, classwork, or to learn a missed lesson.

Signed:

Parent or Legal Guardian

Date

Parent or Legal Guardian

Date

School Principal

Date