



Akron Public Schools™

Conrad C. Ott Staff Development Center

February 15, 2019

To: Parents and Staff in the Akron Public Schools

RE: Implementing 504 Plans and IEPs on school field trips

Akron Public Schools (“APS”) is committed to ensuring that students with disabilities have an equal opportunity to attend school field trips. We have enacted procedures for all students with IEPs and/or Section 504 Plans to ensure these plans provide students with disabilities equal access to participate in field trips.

In this respect, at the first IEP and/or Section 504 team meeting for the school year, each child’s IEP and/or Section 504 team shall:

- Identify any field trips that are part of APS’s academic program for that school year, which could include overnight field trips;
- Analyze each field trip to determine if the student needs any aids, services, and/or supports in order to have equal access to participation in the field trips; and
- Create a plan to ensure that the necessary aids, services, and supports are available so that the student can have equal access to participate in the field trips.

IEP and/or Section 504 teams may revisit field trip plans throughout the school year and may make modifications and adjustments as needed.

Additionally, parents often are invited, as appropriate, to participate as chaperones on school field trips. Please note that access to field trips for a student with a disability is never dependent on a parent’s ability to serve as a chaperone.

Section 504 procedural safeguards for the Akron Public Schools can be obtained online at:
https://www.akronschools.com/departments/special_education

Additional questions/concerns about these (or any other) Section 504 procedures can be directed to the attention of:

Robert J. Kubick, Jr., Ph.D.
Section 504 Compliance Officer
Office of Special Education
65 Steiner Ave.
Akron, OH 44301
(330) 761-3151