

SALT LAKE CITY SCHOOL DISTRICT
PROCEDURAL SAFEGUARDS AVAILABLE TO PARENTS AND STUDENTS
UNDER SECTION 504/ADA

The following is a listing of basic procedural safeguards available under Section 504, Americans with Disabilities Act, Americans with Disabilities Amendments Act of 2009 and Family Education and Rights to Privacy Act. Salt Lake City School District board policies G-18 and G-19 should be referenced in the event of alleged discrimination.

You have the right to:

1. Have your child take part in and receive benefits from public education programs without discrimination based on a disability.
2. Have the school advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, program, or placement of your child.
4. Have evaluations, educational, and placement decisions made based upon a variety of information sources, and by individuals who know the student, disability, evaluation data, and placement options.
5. Participate in the initial evaluation and placement for services and accommodations for your child.
6. Have your child receive a free appropriate public education. This includes the right to be educated with other students to the maximum extent appropriate. It also includes the right to have the school make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
7. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
8. Have your child receive reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 or special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA).
9. Give your child an equal opportunity to participate in non-academic and extracurricular activities offered by the school.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.

If you feel your child is being discriminated against because of his/her disability, the following dispute resolution processes are available to you:

Formal Complaint: A formal complaint may be initiated at any time by students, parents or guardians. The formal complaint process is posted at all district locations as well as on the district website. A complaint form can be requested from a district employee or downloaded from the district's website at www.slcschools.org (Go to Policies—General Policies—G-19: Discrimination, Harassment, and Retaliation Prohibited—Complaint for Equity and Compliance).

Complaint Resolution Process: If the formal complaint process fails to produce a satisfactory resolution, the student, parent or guardian may initiate the complaint resolution process by filing, in a timely manner, the written Concern and Resolution Request form associated with board policy G-18: Complaint Resolution Process located at the district's website at www.slcschools.org. The board encourages students, parents and guardians to seek informal resolution of their concerns, even after the process has been initiated. If concerns are resolved, the formal Concern and Resolution Request may be withdrawn at any time.

Due Process Hearing Request: Due process is defined as an opportunity to resolve a dispute between parents and schools over the decisions made and/or procedures used by the school under Section 504. A parent or guardian may request an impartial due process hearing with the opportunity for participation from a mediator to help resolve the issues. A request for a due process hearing shall be made in writing to the Superintendent. The request must include:

- a. Name, address, and daytime phone number of the person requesting the due process hearing

- b. Student's name and school currently attending
- c. A statement of the problem, including facts on which the statement is based
- d. A description of how the complainant believes Section 504 was violated
- e. A proposed resolution to the problem

You may also file a formal complaint with the Office for Civil Rights. Contact information for the regional Office of Civil Rights is:

U.S. Department of Education
Office for Civil Rights, Region VII
Federal Building, Suite 310
1244 Speer Boulevard
Denver, Colorado 80204-3582
303-844-5695

<http://www.schools.utah.gov/equity/Civil-Rights-Information.aspx>

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation:

Tina Hatch, Compliance and Investigations
440 East 100 South
(801) 578-8388
Salt Lake City, Utah 84111
tina.hatch@slcschools.org