



Procedural Safeguards

Section 504 of the Rehabilitation Act of 1973

Parents of students with disabilities have the right to be informed of their rights under Section 504. The purpose of the procedural safeguards is to inform you of those rights.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs and activities without discrimination due to disability;
2. Receive notice with respect to identification, evaluation, or placement of your child;
3. Have your child receive an individualized evaluation and have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
4. Have the school district provide necessary accommodations/supports to allow your child an equal opportunity to participate in school, school-related and extracurricular activities, if s/he is found to be eligible under Section 504 of the Rehabilitation Act;
5. Have your child receive a free appropriate public education, if eligible. This means they are provided with regular or special education and related services designed to meet the needs of disabled students as adequately as the needs of the student's non-disabled peers. This includes the right to be educated with non-disabled students to the maximum extent appropriate;
6. Have your child educated in facilities and receive services comparable to those provided non-disabled students;
7. Have transportation provided to and from an alternative placement setting determined by the school district at no greater cost to you than would be incurred if the student were placed in a program operated by the District;
8. Have your child be periodically re-evaluated;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement and obtain copies of educational records at a reasonable cost, unless the fee would effectively deny you access to the records;

10. File a local grievance for disability discrimination claims **within 6 months** of the occurrence of the discrimination; Contact the **Saratoga Union School District Office at 408-867-3424** for information about the District's Uniform Complaint Policy.
11. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you at your own expense. The impartial Hearing Officer will be selected by the District. Appeals of impartial hearing decisions may be made to federal court. Hearing requests must be made in writing to the **Assistant Superintendent of Educational Services**, Section 504 Compliance Officer, within **60 calendar days** of the decision with which you disagree. The District's due process hearing procedures will be provided upon Parent request to the District's Section 504 Compliance Officer;
12. This notice will also be provided to students who are entitled to these rights at age 18;
13. If you believe the District has not acted in compliance with the law, you also have the right to file a complaint with the Office of Civil Rights. The Regional Office that covers California is:
OFFICE FOR CIVIL RIGHTS
U.S. Department of Education, SF Office
50 United Nations Plaza
San Francisco, CA 94102

The District Section 504 Compliance Officer is the **Assistant Superintendent of Educational Services**. This individual is responsible for assuring that the District complies with Section 504 and may be reached at educationalservices@saratogausd.org.

Parents have received a copy of the Section 504 Procedural Safeguards.

Parent Signature

Date