

**Orange County Public Schools**  
**200 DAILEY DRIVE**  
**ORANGE, VA 22960**  
**Telephone: (540) 661-4550**  
**Fax: (540) 661-4356**

**SECTION 504 PROCEDURAL SAFEGUARDS**

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), Orange County Public Schools provides you with the following procedural safeguards in relation to your child:

1. You have the right to receive notice of any proposed actions related to the identification, evaluation, or educational placement of your child.
2. You have the right to examine all relevant records of your child.
3. You have the right to file a grievance with the school division over an alleged violation of Section 504 or Title II of the Americans with Disabilities Act (ADA).
4. You have the right to an impartial hearing, with participation by you and representation by your counsel, for disputes concerning the identification, evaluation, or educational placement of your child.
5. You have the right to a review of an impartial hearing officer's final decision if you disagree with that decision.

The Section 504 Coordinator for Orange County Public Schools may be contacted at the following telephone number: **(540) 661-4550**. Please contact the Section 504 Coordinator regarding any questions related to Section 504 or Title II of the ADA. You may obtain a copy of Orange County Public Schools' Section 504 Administrative Guidelines and Procedures by contacting the Section 504 Coordinator at the above telephone number or at Orange County Public Schools' website at <http://www.ocss-va.org/>. Please note that all grievances and requests for impartial hearings and reviews must be in writing and submitted to the Section 504 Coordinator at the following address:

Section 504 Coordinator  
Orange County Public Schools  
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More specific information about the Section 504 hearing procedure, grievance procedure, and review procedure is contained in the school division's Administrative Guidelines and Procedures for Section 504.