



SEQUOIA UNION HIGH SCHOOL DISTRICT

Notice of Section 504 Procedural Safeguards

480 James Avenue, Redwood City, CA 94062 (650) 369-1411

Section 504 of the Rehabilitation Act of 1973 requires school districts to establish and implement a system of procedural safeguards for eligible students and their parents. The following provides a description of those safeguards, which are designed to ensure that you are informed of and able to participate in decisions about your child's education, and your rights, if you disagree with any decision made pursuant to Section 504. Please keep this document for future reference.

What is Section 504: Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activities.

Your child has the right to: Receive a free and appropriate public education, participate in and benefit from the District's educational programs without discrimination, be provided an equal opportunity to participate in the District's nonacademic and extracurricular activities, be educated with students who do not have disabilities to the maximum extent appropriate, be educated in facilities and receive services that are comparable to those provided to students without disabilities, receive accommodations, modifications, supports and/or services to allow your student an equal opportunity to participate in school activities, receive educational and related aids and services without cost, except for those fees imposed on the parents/guardians of students without disabilities, receive special education services if needed, review your student's educational records and to request copies, a response to your reasonable requests for explanations and interpretations of your student's education records, and ask the district/school to change your student's education records if you believe that they are wrong, misleading, or are otherwise in violation of your student's privacy rights. If the district/school refuses this request, you have the right to challenge the refusal (see Disagreement and Dispute Process below).

The Section 504 Process: Your student has the right to a 504 evaluation before the school determines if they are eligible under Section 504. You have the right to receive notice before the district/school takes any action regarding the identification, evaluation, and placement of your student. The evaluation and placement decisions are to be made by a group of persons who know your student, often called a "504 team." The 504 evaluation decisions are based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, observations, and/or standardized assessment tools. You have the right to refuse consent for the Initial 504 evaluation and Initial placement of your student. You have the right to periodic Re-evaluations, including Re-evaluations before any significant change in placement occurs.

Age of Majority: Once your child has reached the age of majority of eighteen, all rights accorded to parents/guardians under Section 504 law will transfer to the eighteen (18) year old student. Parents/guardians shall have access to particular student records that are relevant to a legitimate educational interest or other legally authorized purpose.

Disagreement and dispute process: If you disagree with the decisions regarding your student's identification, evaluation, educational program, or placement under Section 504, within 30 days of the date of the district decision, you may submit a written request to the Sequoia Union High School District Section 504 Coordinator for an Administrative Review of the action or decision, or an Impartial Due Process hearing. You and your student have the right to take part in the hearing and the right to representation by an attorney, at your expense, if desired. Hearing requests and other concerns can be made to your district's Section 504 Coordinator. *District Section 504 Coordinator: Shana Karashima; 650-369-1411 x22394; skarashima@seq.org; 480 James Avenue, Redwood City, CA 94062

*You have the right to file a complaint of discrimination with the U.S. Department of Education Office for Civil Rights, Region IX, 50 Beale St. Suite 7200, San Francisco, California 94105; 415-486-5555.