



La Habra City School District  
Parent/Guardian/Surrogate Rights and Appeal Procedures  
for Section 504 of the Rehabilitation Act of 1973

PROHIBITION OF DISCRIMINATION

- ☐ Section 504 of the Rehabilitation Act prohibits discrimination against students with mental or physical disabilities that substantially limit a major life activity.
- ☐ Under Section 504, such students are eligible to receive reasonable accommodations designed to meet their needs as adequately as the needs of nondisabled students are met.

FREE APPROPRIATE EDUCATION

- ☐ Students have the right to a free, appropriate public education. This includes the right to be educated with peers within the general school setting in a variety of programs that promote maximum interaction to benefit all students.
- ☐ You have the right to have the school district make reasonable accommodations to allow your student an equal opportunity to participate in school and school-related activities.
- ☐ You have the right to receive a full, clear and understandable explanation of all procedural safeguards and rights of appeal in a language that you can understand.
- ☐ All students will be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.

RECORDS

- ☐ The confidentiality of your student's records shall be maintained.
- ☐ You may examine relevant records concerning your student.
- ☐ Copies of records may be requested. The district may charge a reasonable fee for copying them, unless you cannot afford such fees.
- ☐ Parent/guardian may challenge contents of such student records.

RIGHTS RELATED TO EVALUATION

- ☐ You may initiate a referral, requesting that school staff determine whether your student is eligible for Section 504 services.
- ☐ An evaluation will be conducted if the district suspects that your student has a disability that substantially limits a major life activity.
- ☐ You will be given notice of meetings to discuss the evaluation of your student, when appropriate.
- ☐ The district's Section 504 student committee will consider any private, independent educational assessment you may have.

RIGHTS RELATED TO SECTION 504 ACCOMMODATIONS PLAN

- ☐ You have the right to be notified prior to, participate in, have a representative present, and present information at Section 504 meetings, when appropriate.
- ☐ Evaluation, educational, and placement decisions will be based upon a variety of information and be made by individuals who know the student and understand available accommodation information and options.
- ☐ When appropriate, your student may participate in the meetings.
- ☐ If necessary, you may request that the meetings be conducted with an interpreter present.
- ☐ Section 504 eligibility/services will be determined within a reasonable timeframe and reflected in a Section 504 Student Accommodation Plan.
- ☐ Your student's Section 504 Accommodation Plan shall be reviewed at least annually.
- ☐ A copy of the Section 504 Accommodation Plan shall be provided in your primary language, at your request.

## PROCEDURES FOR RESOLVING DIFFERENCES

- ☐ You and the district may meet informally to resolve differences.
- ☐ After receiving the Section 504 identification screening evaluation or educational placement of a student with disabilities under Section 504, you may initiate the following procedures:
- ☐ Within (20) school days, submit in writing your disagreement and request that the principal and school committee review the plan in an attempt to resolve the disagreement. This review shall be held within 20 school days of receiving the request. The parent/guardian shall be invited to attend the meeting at which the review is conducted.
- ☐ If the disagreement continues, request in writing that the director of student support services review the plan. This review shall be held within 20 school days of receiving the request. The parent/guardian shall be invited to meet with the director of student support services to discuss the review.
- ☐ If the disagreement continues, request in writing a Section 504 due-process hearing. The request shall include:
  - Specific nature of decision with which parent/guardian disagrees.
  - The specific relief the parent or guardian seeks.
  - Other information the parent or guardian believes is pertinent.
- ☐ Within 20 school days of receiving the due-process hearing request, the director of student support services shall select an impartial hearing officer. This 20-day period may be extended with good cause or by mutual agreement of the parties.
- ☐ Within 45 school days of the selection of the hearing officer, the Section 504 due-process hearing shall be conducted and a written decision mailed to all parties. This 45-school-day period may be extended with good cause or by mutual agreement of the parties. The director of student support services shall represent the district at this hearing.
- ☐ Any party to the hearing has the right to be accompanied and advised by counsel and by individuals with special knowledge or training related to the problems of Section 504-eligible students.

## PROVIDED FOR PARENT REVIEW

- ☐ All Section 504 Meeting Notifications
  - Section 504 Student Study Team invitation
  - Section 504 initial meeting
  - Section 504 annual meeting
  - Section 504 three-year evaluation and meeting
- ☐ All Section 504 Referral-to-evaluate Forms