



SANTA ANA UNIFIED SCHOOL DISTRICT

Procedural Safeguards

1. The Santa Ana Unified School District has designated the following persons as its Section 504 Coordinator:
Bianca Barquin
1601 East Chestnut Ave, Santa Ana, CA 92701
The Section 504 Coordinator is responsible for coordinating the District's compliance with Section 504, including addressing complaints regarding the identification, evaluation, or educational placement of a student with a disability under Section 504 and complaints alleging discrimination or harassment of a student based on his/her actual or perceived disability.
2. As a parent/guardian of a student with a disability pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504") you have the right to:
 - a. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disabling conditions.
 - b. Have the District advise you of your rights under federal law.
 - c. Receive notice with respect to identification, evaluation, and/or placement of your child.
 - d. Have your child receive a free and appropriate public education ("FAPE"), which also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and in school-related activities.
 - e. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Improvement Act ("IDEIA").
 - f. 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.
 - g. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
 - h. Obtain copies of education records at a reasonable cost unless the fee would effectively deny you access to the records.
 - i. A response from the District to reasonable requests for explanations and interpretations of your child's records.
3. Parents/guardians shall be notified in writing of final District decisions regarding the identification, evaluation, and/or educational placement of students with disabilities or with suspected disabilities. This notice will also be provided to students who are entitled to these rights at age 18. Notifications shall include a statement of their rights to:
 - a. Examine relevant records.
 - b. Have an impartial hearing with an opportunity for participation by the parents/guardians and their counsel.
 - c. Seek review in federal court if the parents/guardians disagree with the hearing decision.
4. Notifications to parents/guardians shall also set forth the procedures for requesting an impartial hearing. Written requests shall be made to the District's 504 Coordinator; Bianca Barquin at 1601



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East Chestnut Ave, Santa Ana, CA 92701. Notifications shall advise that reimbursement for attorney's fees is available only as authorized by law.

5. The Section 504 Coordinator shall maintain a list of impartial hearing officers who are qualified and willing to conduct 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract within the District or the County Office of Education in any capacity other than that of hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.
6. If a parent/guardian disagrees with the identification, evaluation, or educational placement of a student with a disability under Section 504 and/or believes that such student has been harassed or discriminated against based on the student's actual or perceived disability, he/she may request a hearing to initiate due process procedures. The parent/guardian shall set forth in writing his/her request for a hearing. The written request for a Section 504 Hearing must be filed within 60 calendar days of the date on which the action being appealed occurred. A request for the hearing should include:
 - a. The specific decision or action with which the parent/guardian disagrees.
 - b. The changes to the Section 504 Plan the parent/guardian seeks.
 - c. Any other information the parent/guardian believes is pertinent.
7. The parent/guardian and the District shall be afforded the rights to:
 - a. Be accompanied and advised by counsel and by individuals with special knowledge or training related to the individual needs of students who are qualified as disabled under Section 504.
 - b. Present written and oral evidence.
 - c. Question and cross-examine witnesses.
 - d. Receive written findings by the hearing officer.

If you believe that 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 at:

OFFICE OF CIVIL RIGHTS, REGION IX
U.S. Department of Education
50 Beale Street Suite 7200
San Francisco, CA 94105

The decision shall be implemented unless the decision is stayed, modified, or overturned by a court.