

Notice of Parent/Guardian/Student Rights and Procedural Safeguards Section 504 of the Rehabilitation Act of 1973

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination against persons with disabilities, the following is a description of student and parent/guardian rights granted by federal law. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination based on a disability.
2. Have the school district advise (Saint Paul Public Schools, SPPS) you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, and accommodations for your child. Your child is entitled to receive an evaluation prior to an initial placement and any subsequent significant changes in placement. You must provide consent for the initial evaluation or the school district may not proceed with evaluation.
4. Have your child receive a free appropriate public education. This includes the right to be educated with other non-disabled students to the maximum appropriate extent. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities.
6. Have your child receive special education and related services if your child is eligible under the Individuals with Disabilities Education Act (IDEA) or to receive reasonable accommodations under Section 504 of the Rehabilitation Act of 1973.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by a team of individuals who know the student, the evaluation data, and placement options.
8. Have transportation provided to an out-of-district school placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school district, if a free appropriate public education cannot be provided in the district.
9. Give your child an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records unless the fee would effectively deny you access to the records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child.
13. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program and to be represented by counsel in the hearing process. The school district may also request a hearing on matters of identification, evaluation, educational program for your child. You or the school district have the right to appeal an adverse decision to a hearing review officer within twenty (20) school days of the receipt of the written decision by the hearing officer. The school district will appoint a hearing officer and a hearing review officer at its expense. It will also provide for the recording of testimony and evidence in the hearing and if applicable, in the review process.
14. File a local grievance with the District Section 504 Coordinator. Neither the local grievance procedure nor the hearing procedure prevents a student or parent/guardian from filing a complaint

with the Office for Civil Rights (OCR) or in federal court. **There may be specific timelines for filing a complaint that may affect your rights.** This Notice is not intended to be legal advice or substitute for legal advice. More information can be obtained on the OCR's or the Minnesota Department of Education's website as well or by contacting the District's 504 Coordinator.

15. File a complaint with the Office for Civil Rights (OCR) addressed:
Illinois, Indiana, Iowa, Minnesota, North Dakota, Wisconsin
Office for Civil Rights,
Chicago Office
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: (312) 730-1560
Facsimile: (312) 730-1576
Email: OCR.Chicago@ed.gov

16. Receive information in your native language and primary mode of communication.

The person at the building who is responsible for Section 504 process is:

Name:

Phone: 651-

Date:

Section 504 Coordinator
Saint Paul Public Schools
Office of Specialized Services
651-767-8321
<https://www.spps.org/section504>