

# **CVUSD PROCEDURAL SAFEGUARDS**

## **Section 504 of the Rehabilitation Act of 1973**

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. 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 non-disabled students;
6. Have your child receive an individualized evaluation and receive specialized education services if s/he is found to be eligible under Section 504 of the Rehabilitation Act;
7. 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;
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program and placement and obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
10. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records;
11. 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 or other rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
12. File a local grievance; See CVUSD Uniform Complaint Policy (Board Policy 1312.3)
13. Request an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you at your own expense. The impartial Hearing Officer will be selected by the district. Hearing requests must be made in writing to Shauna Ashmore, Director of Student Support Services, Section 504 Compliance Officer.
14. This notice will also be provided to students who are entitled to these rights at age 18.
15. If you believe 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. The Office that covers Southern California is:

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

The Conejo Valley Unified School District 504 Compliance Coordinator is Shauna Ashmore. She is responsible for assuring that the District complies with Section 504 and may be reached at (805) 497-9511 x 3321 or at [sashmore@conejousd.org](mailto:sashmore@conejousd.org).