



Orleans Parish School Board OCR School Leader Requirements

Action Item	Deadline and Instructions
1. Ensure that all OPSB charter schools have formally adopted the OCR-approved grievance procedures.	January 25, 2017 - Each school leader must attest that they will adopt the OCR-approved 504 grievance procedures. Sign and email your completed attestation statement to ecs@opsb.us .
2. Publish the grievance procedures on the charter schools' websites.	January 25, 2017 - Post the 504 Grievance Procedures and Procedural Safeguards to your school website by adding the link below for parents and students to access. Please confirm the location of this link when returning your attestation statement. http://opsb.us/departments/exceptional-childrens-services/section-504/ .
3. Publish the grievance procedures in all OPSB Student Handbooks and Employee Handbooks.	January 25, 2017 - Create an addendum to your Student and Employee Handbooks using the attached <i>Student and Employee Handbook Addendum Document</i> .
4. Disseminate the <i>Student and Employee Handbook Addendum Document</i> to students, parents, and staff.	January 25, 2017 - Complete the attestation statement verifying the method of dissemination of the <i>Student and Employee Handbook Addendum Document</i> to students, parents, and staff.



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I, _____, School Leader of _____, attest that I have formally adopted the OCR-approved grievance procedures. I will ensure that the *Student and Employee Handbook Addendum Document* is added to all Student and Employee Handbooks, and that it is distributed to students, parents, and staff via the following mediums:

The link to the 504 Grievance Procedures and Procedural Safeguards has been added to this specific area of our school's website:

School Leader Signature

Date

ORLEANS PARISH SCHOOL BOARD

Parent/Student Rights in Identification, Evaluation and Placement

Section 504 of the Rehabilitation Act of 1973 & Title II of the American with Disabilities Act of 1990

The following is a description of the rights granted by federal law to students with disabilities. 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:

- Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability;
- Receive notice with respect to identification, evaluation, or placement of your child;
- Provide written consent prior to your child being evaluated;
- 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 to the needs of the disabled student. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
- Have your child educated in facilities and receive services comparable to those provided non-disabled students;
- Have the interpretation evaluation data and placement decisions based upon a variety of information sources and placement decisions made by persons who know the student, the meaning of the evaluation data, and placement options;
- Have your child provided with an equal opportunity to participate in nonacademic and extracurricular activities offered by the system;
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement;
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- A response from the school to reasonable requests for explanations and interpretations of your child's records;
- 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. If the school system refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing;
- Request and participate in a review or an impartial hearing, with counsel if desired, related to decisions or actions regarding your child's identification, evaluation, educational program or placement;
- File a local grievance. The grievance procedures are located at <http://opsb.us/departments/exceptional-childrens-services/section-504/>.

The person at the school who is responsible for Section 504/ADA compliance is the building principal. The District Section 504 Coordinator is Dr. Shayla Guidry Hilaire, 3520 General DeGaulle Drive, Suite 2060, New Orleans, LA 70114, (504) 304-4988.