



TAMALPAIS UNION HIGH SCHOOL DISTRICT

P.O. Box 605 - LARKSPUR, CA 94977 - (415) 945-3737 - FAX (415) 945-3766

California Distinguished School: Tamalpais, Drake and Redwood high Schools

NOTICE OF SECTION 504 TEAM MEETING

Date:

Dear _____:

The school's Section 504 Team requests your attendance at a meeting for:

Student: _____

Meeting Date: _____

Time: _____

Where: _____

The purpose of the Section 504 Team meeting:

- Eligibility
- 504 Service Plan
- Conduct manifestation determination
- Annual review
- Other:

This process encourages parents and school staff, working as a team, to combine their knowledge of the student and their expertise to assist the student in his/her education program. You are a vital part of this process. If you have any questions, please call me at _____. Please see a summary of parent rights on the reverse side.

Sincerely,



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Notice of Parent and Student Rights Under Section 504 of the Rehabilitation Act of 1973

1. The Parent/Guardian has a right to participate in the Team meeting to determine eligibility, program, placement and discipline related issues. The parent shall receive advance notice of the Team meeting. A disabled student who may be entitled to a Section 504 service plan is defined to mean a person who has a physical or mental impairment that substantially limits one or more major life activities.
2. The parent/guardian is not entitled to a postponement of the Team meeting but may receive one after initiating a request.
3. The school site Section 504 Coordinator is _____. Should a parent/guardian have any concerns or questions concerning rights, the process or any other related issue, the parent/guardian is encouraged to contact that person at _____. If an issue cannot be resolved at the site and the parent/guardian wishes to discuss the matter further, the parent/guardian may contact the District Compliance Officer, Nkic'Hgf gkcm, at (415) 5: 2/5776.
4. The parent/guardian has a right to a hearing to resolve disagreements with the District relating to assessment needs, eligibility, program, placement, related service needs and issues related to discipline (relationship of behavior to handicap, appropriateness of placement).
5. A request for a hearing must be filed in writing. If a hearing request concerns discipline related issues and is not filed within 5 calendar days, the District will proceed with the discipline procedures.
6. Upon such request, an impartial hearing officer shall be retained by the District. The process for the hearing and applicable rights of parents are set forth in District regulations.
7. Parents/Guardians shall receive copies of all team documents and assessments related to the District's 504 process.

Parent Signature _____

Date _____

Student Signature _____

Date _____