



Orleans Parish School Board
OCR School Leader Requirements

I, Darren Lewis, School Leader of Lake Area High School, 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:

School website

letter sent home to parents

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

www.latechs.org

www.newbeginningsnola.net

[Signature]

School Leader Signature

January 12, 2017
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.