

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 24, 2008

To: Principals, Division and Department Heads

Subject: ACCOMMODATIONS TO PARENTS/GUARDIANS WITH DISABILITIES

Department and/or Persons Concerned: Principals, Site Administrators, Site 504 Coordinators

Due Date: One month from posted date

Reference: None

Action Requested: Post policy (Attachment 1) for public viewing and return posting verification (Attachment 2).

Brief Explanation:

Pursuant to a court order, each school in the San Diego Unified School District is required to post the attached "Policy Regarding Accommodation to Parents with Disabilities" in a prominent public location.

Moreover, the district must verify that the policy has been posted. Please indicate on Attachment 2 the name of the school, name and position of the employee responsible for posting the policy, and the date it is posted. Return the form to Sally Tucker, ADA Committee Chairperson, either by fax at 858/496-2113 or e-mail the information to stucker@sandi.net.

For additional information you may call Sally Tucker, District Section 504 Coordinator, at (858) 627-7583.

Shirley Culver
Program Manager
Mental Health Resource Center

APPROVED:



Arun Ramanathan
Chief Student Services Officer

SC:ldr

Attachments (2)

Distribution: Lists A, D, E and F



San Diego Unified School District

OFFICE OF THE GENERAL COUNSEL
4100 Normal Street, San Diego, CA 92103

ATTACHMENT 1

(619) 725-5630
Fax: (619) 725-5639

POLICY REGARDING ACCOMMODATION TO PARENTS WITH DISABILITIES

San Diego Unified School District has a policy of making reasonable efforts to provide disabled parents of District students meaningful access to school programs and events in which parents participate, in the most integrated setting reasonably possible, unless providing such accessibility would cause a fundamental alteration of the District's programs and services, or would cause an undue administrative or financial burden on the District.

Because of the need to carefully administer limited resources, it will not always be possible to make needed physical upgrades to District facilities or to provide any physical upgrades within a time frame that will allow for prompt, permanent solutions for particular parents. Consequently, the District will implement the following procedure designed to assist parents that are in need of immediate accessibility changes.

Any parent, who needs an accommodation, should make a written request to the District (*see Site Operations Circular No. 1013*). The written request should be sent to both (1) the site administrator at the location of the requested accommodation and; (2) the 504/ADA committee at 2351 Cardinal Lane, San Diego, CA 92123 (attention Sally Tucker). Once the written requests are received, the 504/ADA committee, with the assistance of the site administrator, shall endeavor to provide alternative accommodation consistent with this policy within 60 calendar days of receipt of such request. Computation of the 60-calendar day deadline shall be based upon actual receipt of the request by the 504/ADA committee.

The 504/ADA committee will respond to the parent making the request with the following information: (1) notice of any planned upgrades, (2) alternative accommodations that shall be offered as an interim measure or permanently, OR, (3) that the District has determined that it is unable to provide access because of undue burden or fundamental alteration. The notice of the district's decision will also provide notice of any further appeal rights, if any, within the District.

Nothing contained in this Policy is intended to increase or decrease any legal protections provided to disabled persons or any legal obligations owed by the District as provided by applicable state and federal law.

PLEASE NOTE: All text in italics is new information.



San Diego Unified School District

OFFICE OF THE CHIEF STUDENT SERVICES OFFICER
4100 Normal Street, Room 2214, San Diego, CA 92103

619-725-7085
Fax: 619-725-7291

**Mental Health Resource Center
504 Office**

2351 Cardinal Lane, Annex B, San Diego, CA 92123
(858) 627-7583
Fax: (858) 496-2113

MEMORANDUM

TO: S. Tucker

FROM:

DATE:

**SUBJECT: POLICY REGARDING ACCOMMODATION TO
PARENTS WITH DISABILITIES**

The following indicates that the "Policy Regarding Accommodation to Parents with Disabilities" has been posted.

School

Date Posted

Responsible Employee (Please print name)

Position

Signature of Responsible Employee