

## **Accommodation Procedures for Adult Students with Disabilities Who Attend Adult School or Regional Occupational Programs Operated by the Salinas Union High School District**

In compliance with Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADA), Salinas Union High School District ("District") provides equal access and services through reasonable accommodation(s) to students with disabilities. A person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities including but not limited to walking, seeing, hearing, speaking, breathing, learning and working.

An adult student who is a qualified individual with a disability may be entitled to reasonable accommodation(s) or auxiliary aids and services. The decision for the authorization of such reasonable accommodation(s) is the responsibility of the designated site Section 504/ADA coordinator: (1) Assistant Director of the Mission Trails Regional Occupational Program ("ROP") and (2) Director of Salinas Adult School ("SAS").

Adult students requesting reasonable accommodation(s) should follow the below procedures to ensure a timely evaluation and reasonable accommodation plan ("Accommodation Plan").

### **STEP 1 – Schedule Meeting**

Contact the Assistant Director/Director of your program to schedule an appointment to discuss your disability and need for accommodations:

**Estella Gutierrez, Assistant Director of Mission Trails ROP, (831) 753-4209, [estella.gutierrez@salinasuhsd.org](mailto:estella.gutierrez@salinasuhsd.org)**  
**Tatiana Roganova, Director of Salinas Adult School, (831) 796-7900, [tatiana.roganova@salinasuhsd.org](mailto:tatiana.roganova@salinasuhsd.org)**

### **STEP 2 – Complete Form**

Prior to your appointment with the ROP Assistant Director or SAS Director of your program, complete the "Disability Accommodation Request Form for Adult Student", which can be found below this document or at the office of Mission Trails ROP, 867 East Laurel Drive, Salinas, CA, 93905 or Salinas Adult School, 20 Sherwood Place, Salinas, CA, 93906.

### **STEP 3 – Obtain Documentation**

Obtain documentation of your disability from your physician, psychologist, or other certified clinician. The documentation should include the following: (1) a diagnosis of your current disability; (2) how the disability affects your academic performance; and (3) professional recommendations regarding reasonable accommodation(s) and service(s).

### **STEP 4 – Participate in Meeting**

Bring your completed Disability Accommodation Request Form for Adult Students and documentation from your treating physician, psychologist, or other certified clinician to your appointment with the ROP Assistant Director or SAS Director. During your appointment, the ROP Assistant Director or SAS Director will discuss the reasonable accommodations process, review your documentation, and gather any additional information.

Upon approval, the ROP Assistant Director or SAS Director will complete an Accommodation Plan based on the documentation and information you provide. The documentation provided must support each of your requested accommodations.

### **STEP 5 – Accommodation Plan**

The ROP Assistant Director or SAS Director will communicate your approval in writing and include a copy of your Accommodation Plan. The Accommodation Plan will include all approved reasonable accommodation(s). To encourage active communication, and to avoid any potential miscommunications or misunderstandings, contact each of your instructors to discuss your Accommodation Plan. An instructor may request to see your Accommodation Plan, however, the ROP Assistant Director or SAS Director will provide a copy of the Accommodation Plan to your instructors upon approval of the requested accommodation(s). After receiving a copy of your Accommodation Plan, instructors have up to 5 school days to provide the approved reasonable accommodations. If there are any concerns regarding the Accommodation Plan, you must contact the ROP Assistant Director or SAS Director as soon as possible.

It is your responsibility to meet with the ROP Assistant Director or SAS Director each semester to update your Accommodation Plan. If you do not schedule a meeting with the ROP Assistant Director or SAS Director, your Accommodation Plan will not be updated.

## **DISPUTES**

If you disagree with the initial determination regarding your request for reasonable accommodation(s), or have other dispute(s) about the provision of reasonable accommodation(s), follow the steps set forth below.

### **STEP 1 – Complaint and Meeting with ROP/CTE Assistant Director/ SAS Director**

Contact the ROP Assistant Director or SAS Director to schedule a review meeting, to be held within 5 school days of the date you submit your concerns to the ROP Assistant Director or SAS Director, in writing.

**Estella Gutierrez, Mission Trails ROP, (831) 753-4209, [estella.gutierrez@salinasuhd.org](mailto:estella.gutierrez@salinasuhd.org)  
Tatiana Roganova, Salinas Adult School, (831) 796-6900, [tatiana.roganova@salinasuhd.org](mailto:tatiana.roganova@salinasuhd.org)**

### **STEP 2 – Investigation of Complaint**

Upon receipt of your written complaint, the ROP Assistant Director or SAS Director or designee shall complete an investigation regarding your complaint, and issue a final written decision about the merits of your complaint, within 10 school days of the date the complaint was received. The final written decision shall include notice regarding your right to appeal the decision within 10 school days of receiving the decision.

### **STEP 3 – Review by Director**

If the issue is not resolved to your satisfaction, within 10 school days of the ROP Assistant Director/ SAS Director's decision about the merits of your complaint, you may submit a written request for review to:

**For Mission Trails ROP:**

**Dr. Ivonne Glenn by email at [ivonne.glenn@salinasuhd.org](mailto:ivonne.glenn@salinasuhd.org) or by mail to Mission Trails ROP, 867 East Laurel Drive, Salinas, CA, 93905**

**For Salinas Adult School:**

**Becky Moore by email at [becky.moore@salinasuhd.org](mailto:becky.moore@salinasuhd.org) or by mail to Human Resources, 431 West Alisal St. Salinas, CA 93901**

The Director will complete an investigation of the complaint within 10 school days of receiving the complaint. The Director will inform you of the outcome of the investigation, in writing, within 15 school days of receiving your complaint. The Director's written outcome of the investigation shall include notice regarding your right to appeal the decision through the District's Uniform Complaint Procedure.

### **STEP 4 – Uniform Complaint Procedures**

If you are not satisfied with the outcome of the Director's investigation and review, you may file a complaint through the District's Uniform Complaint Procedure. Such complaints may be made to: **Dr. Rosa Coronado, Assistant Superintendent for Human Resources, Salinas Union High School District Office, 431 West Alisal St., Salinas, CA, 93901; 831-796-7037, or [rosa.coronado@salinasuhd.org](mailto:rosa.coronado@salinasuhd.org).**

Complaints of discrimination on the basis of disability may also be made through the District's Uniform Complaint Procedure.

**MISSION TRAILS ROP/ SALINAS ADULT SCHOOL**  
**DISABILITY REQUEST FORM FOR ADULT STUDENTS**

Student Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Class: \_\_\_\_\_

Please describe the diagnosis of your current disability, how it affects your academic performance and which reasonable accommodations and services will allow you to have access the class:

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Signature

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Date