

## **Nondiscrimination on the Basis of Handicap/Disability**

### **1. Designation of responsible employee**

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Section 504 of the Rehabilitation Act and with the Americans with Disabilities Act ("ADA").

The designee, the district's Section 504 and ADA compliance officer, shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Section 504 and the ADA and procedures and regulations.

The Section 504 and ADA compliance officer shall annually notify all students and employees of the district regarding the district's policy and grievance procedures and of his/her name or title, office, address and telephone number. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

### **2. Grievance procedure**

All students and employees shall have a ready means of resolving any claim of discrimination on the basis of handicap or disability in the educational programs or activities of the district.

In the event a student or employee believes that there has been a violation of Section 504 or the ADA, he or she shall mail or deliver to the Section 504 and ADA compliance officer a written statement setting out the alleged violations in specific terms, describing the incident or activity, the individuals involved and the dates, times and locations.

Within 2 days of receiving the statement, the Section 504 and ADA compliance officer shall provide the individual filing the written statement an opportunity to discuss the matter personally, if requested.

The Section 504 and ADA compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the superintendent his/her findings and recommendations regarding resolution of the matter within 14 days of the initial meeting with the person making the statement. The matter shall be reported to the Board.

ADOPTED 2005