

Nondiscrimination on the Basis of Handicap/Disability

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 its administrative regulations and with the *Americans with Disabilities Act*.

The designee, district's Section 504 compliance officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with *Section 504* and its administrative regulations.

The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the district of the name, office, address and telephone number of the Section 504 compliance officer. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

Grievance Procedure

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of handicap in the educational programs or activities of the district. To this end the following policy is adopted.

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

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

The Section 504 compliance officer shall make such additional investigation as is necessary to determine the complete facts involved and shall report to the superintendent of schools their finding and recommendations regarding resolution of the matter within fourteen (14) days of the initial meeting with the person making the statement. The matter shall be reported to the Board at its next regular meeting for its review and action if it deems further action necessary.

If the student or employee submitting the written statement of an alleged violation is not satisfied with the handling of the matter by the superintendent, they may appear before the Board of Education and present the matter directly to the Board.

Dissemination of Policy

The superintendent of schools shall notify applicants for admission, students, parents/guardians of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of handicap in the educational programs or activities which it operates and that it is required by *Section 504* and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

File: ACE

Date Adopted: **03/27/2000**

LEGAL REFS.: 29 U.S.C. §701 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. §1201 *et seq.* (Americans with Disabilities Act)
34 C.F.R. 104 *et seq.*

CROSS REF.: IHBA – Special Education/Programs for Handicapped/Disabled/Exceptional Students