

This district makes a good faith effort to provide reasonable accommodations for persons with disabilities, whether they are employees or non-employees. If a district employee receives a request for an accommodation he or she believes is unreasonable, the employee will contact the 504/ADA Coordinator. The 504/ADA Coordinator for this district will be the superintendent or his or her designee.

A committee designated by the superintendent to oversee 504/ADA compliance will then determine whether the accommodation is reasonable or unreasonable, requesting expert assistance from the community if needed. The 504/ADA Coordinator will discuss the determination with the employee or other person, and will respond to any request deemed unreasonable in writing. The person requesting the accommodation may use the civil rights grievance procedures to file a complaint. District employees may appeal committee determinations to the board.

All public meetings, workshops, and conferences sponsored by the district will meet the following provisions:

MEETING LOCATIONS

Meetings are to be held in wheelchair accessible locations. The district employee responsible for meeting arrangements must check with the facilities management to determine the accessibility status of a site prior to scheduling the meeting. The 504/ADA Coordinator will be notified when (a) no accessible locations are available for a meeting, and there is reason to believe mobility impaired persons may wish to attend or (b) whenever particular facilities are found not to be accessible.

SAFETY PROCEDURES

An emergency evacuation is required for each meeting. The recommended procedure should be obtained from the meeting site management and announced to the group at the beginning of the meeting, as well as the location of restrooms and other amenities. Any special procedures for persons with disabilities, such as fire-safe areas, should also be announced.

PRINTED MEETING NOTICES

The following clause should be included in all printed meeting notices: NOTE: If any auxiliary aids or services are needed for individuals with disabilities, please contact (contact person's name) at (contact person's phone number) or T.D. (telephone device for the deaf phone number) no later than three working days before the meeting. The name and phone number of the district staff person in charge of the meeting should be inserted as the "contact person."

REASONABLE ACCOMMODATIONS

This district is required to provide reasonable accommodations for persons with disabilities who wish to attend district-sponsored meetings. Accommodations may include interpreters for the deaf, written text in large print or braille, information recorded on audio tape, amplified hearing devices, and assistance with reading instructions or filling out forms. The associated cost, if any, becomes a part of the cost of sponsoring the meeting. Reasonable accommodations should be requested at least three (3) working days before the meeting. Contact persons may request assistance from the 504/ADA Coordinator in providing the necessary accommodations.

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LEGAL REFERENCE:

Americans with Disabilities Act,
42 USC 12101
Section 504 of the 1973 Rehabilitative Act
29 USC 794

ADOPTED: February 17, 1999