

This district is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) and Section 504 of the Rehabilitation Act of 1973 (Section 403”). In accordance with the ADA/Section 504, this district will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Accordingly, the district will generally, upon request, provide reasonable accommodations as follows:

**Effective Communication:** The district will generally, upon request, provide appropriate aids and services leading to effective communication for qualified individuals with disabilities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who speech, hearing or vision impairments.

**Modifications to Policies and Procedures:** The district will make all reasonable modifications to policies and programs to ensure that individuals with disabilities have an equal opportunity to enjoy all of the district’s programs, services and activities.

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

## **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 the building administrator at 208-397-5099 no later than five (5) working days before the meeting.

**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 in writing at least five (5) working days before the meeting. Contact persons may request assistance from the 504/ADA Coordinator in providing the necessary accommodations.

Final determinations of requests for reasonable accommodations shall be issued in writing to the requestor and any other necessary parties. Contact persons must have the final determination approved by the 504/ADA Coordinator before sending it to the requestor and other parties. Appeals of accommodation requests shall be as set forth below.

The 504/ADA Coordinator for the Aberdeen School District is:

District Special Education Director  
PO Box 610, Aberdeen, ID 83210  
Phone Number (208)397-4115  
Fax number (208)397-4117



**LEGAL REFERENCE:**

Americans with Disabilities Act,  
42 USC 12101  
28 CFR §35.107(a)  
28 CFR §35.107(b)  
28 CFR §35.130(a)  
Section 504 of the 1973 Rehabilitation Act  
29 USC 794

**ADOPTED: April 20, 2016**

**AMENDED:**