

## **G-4 DISABILITIES**

The Americans with Disabilities Act of 1990 (ADA) provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity.”

The Superintendent shall designate an ADA specialist who shall be responsible for coordinating the Board’s efforts to comply with and carry out its responsibilities under the ADA, including any investigation of complaints.

Any student, employee, applicant for employment or patron of the Board who believes that he/she has been discriminated against on the basis of disability in violation of the ADA, may file a written complaint with the ADA specialist. The complaint must be filed in writing and contain the name and address of the person filing the complaint and a description for the alleged violation. The complaint must be filed within then (10) working days of the alleged violation. The ADA specialist shall conduct an investigation into the alleged violation and mail a written response to the allegation within ten (10) working days after receipt of the written complaint. Any appeal of the ADA specialist’s response must be made within ten (10) working days of receipt of the response. The appeal must be in writing and state the particular portions of the response with which the complainant disagrees. The Board shall consider the appeal at the next regularly scheduled meeting of the Board and shall notify the complainant in writing of its decision within ten (10) working days after the Board meeting at which the appeal is considered.

The ADA specialist shall maintain all files and records of the Board relating to complaints filed pursuant to this policy.

**ADOPTED: May 11, 2004**