

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **ACA-AR(1)**  
Adopted: 3/12/01  
Revised: 4/27/09

**Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), the following procedures shall be followed:

**Compliance Officer**

1. The human resource officer shall be designated as the district's ADA compliance officer. The compliance officer will:
  - a. Coordinate the district's ADA responsibilities and compliance efforts;
  - b. Make available to all interested individuals the name, office address and telephone number of the district ADA compliance officer;
  - c. Investigate any complaint alleging noncompliance or actions prohibited under the ADA;
  - d. Administer the district's ADA grievance procedure to provide for the prompt investigation and equitable resolution of complaints.
  - E. Regularly review the District's procedures to ensure that job descriptions, job posting, job application forms, job interview procedures, reference check procedures, job offers and treatment of current employees with medical conditions are implemented in accordance with the ADA and other relevant state and federal laws.
  - F. Consult with staff and outside contractors to ensure ADA compliance whenever the district is remodeling or renovating facilities or constructing new facilities.
  - G. Provide necessary training and consultation for other staff to ensure that ADA and other relevant state and federal legal requirements are met.

**Services, Programs, Activities Accessibility**

2. All district services, programs and activities shall be readily accessible to and usable by individuals with disabilities. In order to achieve accessibility, structural and nonstructural methods such as the acquisition or redesign of equipment, assignment of aides to beneficiaries and the provision of services at alternate accessible sites will be considered. Final decision of an appropriate method of providing program accessibility will be determined by the district in accordance with the provisions of the ADA. Staff who are responsible to address the accessibility concerns of students, staff or members of the public shall consult with the human resource director or designee regarding appropriate means of providing accessibility.

### **Public Notice, Communications**

3. Notice of the district's compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 shall be displayed at each district facility and provided, as necessary, in appropriate accessible formats to applicants, participants, beneficiaries, professional organizations and other interested persons

### **New Construction/Alterations**

4. All facilities designed, constructed or altered after January 26, 1992 shall be readily accessible and usable by individuals with disabilities.
  - a. Appropriate requirements of either the Uniform Federal Accessibility Standards (UFAS) or Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be met, including accessibility requirements related to work areas, parking, signs, entrances, water fountains, storage and shelves, telephones, assembly areas, bathrooms, detectable warnings, carpet and carpet tile, curb ramps and visual alarms.