

ADA Grievance Procedure/Public Notice

The superintendent is designated the compliance officer responsible for coordinating the district's efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008. The compliance officer shall be a neutral party having no involvement in the complaint presented.

- Step 1 Complaints shall be presented in writing to the superintendent within 180 days from date of alleged discrimination. It must include the following:
- a. Name and address of the individual or the representative filing the complaint;
 - b. Description of the alleged discriminatory action in sufficient detail to inform the district of the nature and date of the alleged violation;
 - c. Signature by the complainant or by someone authorized to do so on his/her behalf;
 - d. Identification (by name, if possible) of the alleged victim(s) of the discrimination for any complaint filed on behalf of classes or third parties.
- Step 2 The superintendent or designee shall investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The superintendent or designee will give a written response to the complainant within 15 working days after receipt of the written complaint.
- Step 3 If the complainant is not satisfied with the response, he/she may submit a written appeal to the superintendent or designee detailing the nature of and reason for the disagreement. Such appeal must be filed within 10 working days after receipt of the Step 2 response. The superintendent or designee shall attempt to arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The superintendent or designee shall give a written response to the complainant's appeal within 15 working days.
- Step 4 If the complainant is not satisfied with the response, an appeal to the Board may be filed within 10 working days after the complainant receives the Step 3 response. Within 20 working days the Board shall conduct a hearing at which the complainant shall be given an opportunity to present his/her complaint. The Board shall give a written response to the complainant within 15 working days following completion of the hearing.
- Step 5 If the complainant is not satisfied with the decision of the Board, a complaint may be filed with the Coordination and Review Section, Civil Rights Division, U.S. Department of Justice (student complaints) or the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industry (employment complaints).

Individuals may initiate complaint procedures and/or civil actions with or without first complying with local complaint procedures.

PUBLIC NOTICE

Policy of Nondiscrimination on the Basis of Disability

The Siuslaw School District 97J does not discriminate on the basis of disability in the admission to, access to, or treatment in its services, programs or activities. Upon request, reasonable accommodations will be made to allow individuals with disabilities to participate in the district services, programs and activities. The district superintendent has been designated to coordinate compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Upon request, information can be made available in Braille, large print, audio tape and/or computer disk.

For more information or to make a request, call 541-997-2651 or write to: Superintendent, Siuslaw School District 97J, 2111 Oak Street, Florence, OR 97439.