

Harrisburg SCHOOL DISTRICT	NEPN Code: JHCE
Policy Manual	

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973

PROCEDURE ONE: WRITTEN ASSURANCE

The Harrisburg School District assures that it does not discriminate on the basis of race, sex, color, national origin or ancestry, age, disability, religion, gender (including pregnancy), sexual orientation, military/veteran status, genetic information or any other category protected by law by signing assurance forms. Section 504 defines a person with a disability as a person who:

- (1) has a physical or mental impairment that substantially limits a major life activity;
- (2) has a record of such an impairment; or
- (3) is regarded as having such an impairment.

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

PROCEDURE TWO: SECTION 504 COORDINATOR

The Harrisburg School Board has a designated Section 504 Coordinator.

Responsibilities and activities include some or all of the following responsibilities:

- Ensure nondiscriminatory educational practices
- Establish and monitor a Section 504 referral/identification/review process
- Maintain data on Section 504 referrals
- Conduct staff and parent awareness and training activities concerning Section 504 requirements
- Implement Section 504 grievance procedures for the school
- Serve as a liaison with the State Section 504 Coordinator
- Serve as the liaison with the regional Office for Civil Rights

PROCEDURE THREE: COMPLAINT

PROCEDURES GENERAL INFORMATION

If any person who believes he/she has been discriminated against based on disability, shall discuss the complaint with, and give the completed complaint form (NEPN Policy JHCE-E), to the Section 504 Coordinator, who shall, in turn, investigate and reply to the complainant.

PROCESS/TIMELINE

Step 1. A written discrimination complaint form, Policy JHCE-E, signed by the complainant shall be submitted to the Section 504 Coordinator. The Coordinator shall further investigate the matters of complaint and reply in writing to the complainant within ten (10) working days.

Step 2. If the complainant wishes to appeal the decision of the Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within ten (10) working days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) working days.

Step 3. If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the District School Board within ten (10) working days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the board shall meet with the concerned parties and their representative within thirty (30) working days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) working days of this meeting.

FEDERAL COMPLAINT PROCEDURES

The complainant may file a complaint with the Office for Civil Rights (OCR) at any time before, during, or after the local complaint procedures. The contact information for the regional office is as follows:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Facsimile: (816) 268-0559

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