



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Mead School District #354 will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Mead School District #354 does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Mead School District #354 will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the District's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Mead School District #354 will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Mead School District #354 offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Mead School District #354, should contact the Student Services office as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Mead School District #354 to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Mead School District #354 is not accessible to persons with disabilities should be directed to the Affirmative Action officer or Title IX Officer.

Mead School District #354 will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Affirmative Action Officer

Keri Hutchins
Director of Human Services
2323 E. Farwell Rd
Mead, WA 99021

Title IX Officer

Jared Hoadley
Executive Director, Student Services and Activities
2323 E. Farwell
Mead, WA 99021



Grievance Procedure under The Americans with Disabilities Act

Grievance Procedures are established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). They may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **Mead School District #354**. The District's Nondiscrimination and Affirmative Action Policy 5010 governs employment-related complaints of disability discrimination and The District's Nondiscrimination Student Policy 3210 governs student-related complaints of disability discrimination.

Complaints not relating to students or employment should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Jared Hoadley
Executive Director, Student Services and Activities
2323 E. Farwell
Mead, WA 99021

Within 15 calendar days after receipt of the complaint, the district appointed designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, the designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the District and offer options for substantive resolution of the complaint.

If the response by the District does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the District Superintendent or his designee.

Within 15 calendar days after receipt of the appeal, the Superintendent or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the Superintendent or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by **District**, and appeals to the **Superintendent** or **his** designee, and responses will be retained by the **Mead School District** for at least three years.