

Metropolitan Nashville Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Section 504 and ADA	Descriptor Code: 1.802	Issued Date: 09/26/23
		Rescinds: 1.802	Issued: 12/12/17

1 The board is committed to maintaining equitable employment/educational practices, services,
2 programs, and activities that are accessible and usable by qualified individuals with disabilities.

3 **DEFINITION**

4 *Section 504 of the Rehabilitation Act of 1973* provides that: No otherwise qualified individual with
5 handicaps in the United States...solely by reason of his/her handicap, be excluded from the
6 participation in, be denied the benefits of, or be subjected to discrimination under any program or
7 activity receiving federal financial assistance.¹

8 *Title I of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual
9 with a disability shall be discriminated against in regard to job application procedures, the hiring,
10 advancement, or discharge of employees, employee compensation, job training, and other terms,
11 conditions, and privileges of employment.²

12 *Title II of the Americans with Disabilities Act, 1990* provides that: No otherwise qualified individual
13 with a disability shall on the basis of disability, be excluded from participation in or be denied the
14 benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by
15 any public entity.³

16 **COMPLAINT AND ACCOMMODATION REQUEST PROCEDURES⁴**

17 The Director of Schools or designee shall draft grievance and accommodation request procedures in
18 accordance with the requirements of the Americans with Disabilities Act (ADA) and Section 504.
19 Individuals wishing to file accommodation requests and/or grievance alleging violations of the ADA
20 and/or Section 504 shall do so in accordance with such procedures.

21 **COORDINATOR⁵**

22 The board shall designate at least one employee to coordinate its efforts to comply with and carry out
23 its responsibilities under the ADA and Section 504, including any investigation of any complaint
24 alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

25 **NOTICE⁶**

26 The board shall make available the name, office address, and telephone number of the ADA and
27 Section 504 coordinator(s). Methods of initial and continuing notification may include the posting of
28 notices, publication in newspapers and student and employee handbooks, and distribution of
29 memoranda or other written communications. Contact information for coordinators shall be listed in
30 the administrative procedures required by this policy.

Legal References

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.130
4. 28 CFR § 35.170, 35.172
5. 28 CFR § 35.107
6. 28 CFR § 35.106; 34 CFR § 104.8