

 <p>METROPOLITAN Nashville PUBLIC SCHOOLS</p>	<p>General Information Procedures Manual</p>
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<i>Business and Non-Instructional</i>			
Number	Release Date	Effective Date	Applicability
-	-	-	All Employees
<p>Procedure: Title I of ADA Policy and Procedures</p>			<p>SSOP? yes</p>

References:

2010 ADA Standards for Accessible design

American Disabilities Act of 1990, 42 U.S. C. § 12101 et seq.

Architectural Barriers Act of 1968, 42 U.S. C § 4151 et seq.

Individuals with Disabilities Education Act, 20 U. S. C. § 1400 et seq.

Section 504 of the Rehabilitation Act of 1973 as amended 29 U.S.C. § 794

Section 508 of the Rehabilitation Act of 1973 as amended 29 U.S.C. § 794d

Telecommunications Act of 1996 47 U.S.C. § 255, 251nn

Johnson, S.P. (2004) Written Guidelines for Presentation on ADA Compliance

A. ADA Disclaimer

It is the policy of Metropolitan Nashville Public Schools (MNPS) to afford all persons, regardless of their actual or perceived race, religion, color, disability, sexual orientation, national origin, ancestry, or gender, including gender identity, expression, and appearance, equal rights and opportunities in all of its educational institutions.

Inquiries concerning nondiscrimination policies and Title I compliance should be forwarded to the Human Capital Division: Workplace Safety and Training Office:

Harold W. Finch, II, M.S.P.H.
Director of Workplace Safety and Training Office
Metropolitan Nashville Public Schools
2601 Bransford Avenue
Nashville, Tennessee 37204
Office: (615) 687-4022
Fax: (615) 214-8851

B. General Policy on Accessibility

The Metropolitan Nashville Public Schools (MNPS) is committed to ensuring that no qualified individuals with disabilities are because of disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any service, program or activity conducted by or on behalf of MNPS. MNPS will operate each service, program, or activity so that they are readily accessible to and usable by persons with disabilities unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden

C. Roles and Responsibilities:

1. To assure compliance with Title I of ADA Act, and other federal and state laws and regulations pertaining to employees with disabilities. The scope of responsibility includes access to programs and facilities for all employees of MNPS.

D. ADA Request for Accommodation

The request for accommodation should be made in writing to the Workplace Safety and Training Office. The ADA department/school coordinator must sign the completed request and send it to Workplace Safety and Training Office. Alternative means of filing a request will be made available if needed (e.g., large print, Braille, audiotape). Requests should include the name, address and telephone number of the individual requesting the accommodation, the location of the program, service, activity or facility where the accommodation is required and a description of why the accommodation is needed (Form ADA-E).

Within 15 calendar days after the receipt of a written request, the Workplace Safety and Training Office will make initial contact with the employee to initiate the

interactive process for consideration of request made. Once all information has been considered, the employee will receive a written response to their request. If the response does not satisfy the request for accommodation, the employee may file a request for appeal with the Chief Office of Human Capital.

The Metropolitan Government will keep all written requests for accommodation received by the Workplace Safety and Training Office for at least three years.

E. ADA Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act (ADA). It may be used by anyone who has attempted to access one of the Metropolitan Nashville Public Schools' services, activities or programs and who believes that he or she has been denied access due to discrimination based on a disability.

Step 1-The Written Complaint

The Director of Workplace Safety and Training will hear all complaints. The complaint 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, e.g., personal interviews or a tape recording of the complaint will be available for persons with disabilities upon request.

The Director of Workplace Safety and Training will respond to all complaints within twenty (20) calendar days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the Director's proposed resolution.

If the complainant is not satisfied with the proposed resolution, they or their designee should submit the complaint to the Chief Officer of Human Capital Division as soon as possible but no later than sixty (20) calendar days after the alleged violation.

Step 2- Meeting with the Chief Officer of Human Capital and the Director of Workplace Safety and Training

Within twenty (20) calendar days after receipt of the complaint, the Chief Officer of Human Capital and the Director of Workplace Safety and Training will meet with the complainant to discuss the complaint and possible resolutions. Within twenty (20) calendar days after the meeting, the Chief Officer of Human Capital will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille or audiotape. The response will explain the position of the Metropolitan Nashville Public Schools and offer options for substantive resolution of the complaint.

If the response does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision to the Director of Schools within twenty (20) calendar days after receipt of the response.

Step 3-Appeal to the Director of Schools

Within twenty (20) calendar days after receipt of the appeal, the Director or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within twenty (20) calendar days after the meeting, the Director or his/her 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 the Chief Officer of Human Capital Division and appeals to the Director of Metropolitan Nashville Public Schools or his/her designee will be kept for a minimum of three (3) years.

F. MNPS/ADA Compliance Division Cooperation

Mandatory training for all areas of ADA Compliance will be conducted annually to all MNPS administration. MNPS and the Metro Nashville ADA Compliance Division shall meet at least once per month or more often if needed, to review MNPS adherence to these policies and procedures.

Maintenance Responsibility

The Director of Schools or his/her cabinet level designee is responsible for maintenance of this document and questions regarding this memo.