Accommodating Individuals with Disabilities

STATEMENT OF NON-DISCRIMINATION
The Coeur d’Alene School District is committed to protecting qualified individuals with disabilities from discrimination on the basis of a disability in the provision of benefits and services offered by the District. The District follows applicable state and federal law when determining if a person is disabled, and where the individual is an employee, if the person is qualified for the position. Where the disability is non-obvious, individuals may be requested to provide documentation to confirm the existence of a disability.

REQUESTS FOR ACCOMMODATION
When a qualified individual makes a request for an accommodation with the District, except where the needed reasonable accommodation is obvious, the District will engage in a collaborative and interactive process to clarify the needs of the individual and identify the appropriate reasonable accommodations. Although the accommodation requested is often times appropriate, the District has the discretion to choose the final reasonable accommodation. A request is not reasonable if it fundamentally alters the service being offered or causes an undue burden on the District.

When appropriate, and to ensure consistent and accurate interactions, individuals are encouraged to make their requests in writing to the appropriate ADA Coordinator. The ADA Coordinator for the District is the Director of Special Education or, for employees, the Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d’Alene, Idaho 83814-2472, (208) 664-8241. Employees should use the forms made available by the Human Resources department when making these requests.

PUBLIC MEETINGS
All public meetings, workshops, and conferences sponsored by the District will meet the following provisions:

MEETING LOCATIONS
Meetings are to be held in wheelchair accessible locations. The District employee responsible for meeting arrangements must check with the facilities management to determine the accessibility status of a site prior to scheduling the meeting. The ADA Coordinator will be notified when (a) no accessible locations are available for a meeting, and there is reason to believe mobility impaired persons may wish to attend or (b) whenever particular facilities are found not to be accessible.

PRINTED MEETING NOTICES
The following clause should be included in all printed meeting notices: NOTE: If any auxiliary aids or services are needed for individuals with disabilities, please contact (contact person’s name) at (contact person’s phone number) or T.D. (telephone device for the deaf phone number) no later than three working days before the meeting. The name and phone number of the District staff person in charge of the meeting should be inserted as the “contact person.”
REASONABLE ACCOMMODATIONS-PUBLIC MEETINGS
This District is required to provide reasonable accommodations for persons with disabilities who wish to attend District-sponsored meetings. Accommodations may include interpreters for the deaf, written text in large print or braille, information recorded on audio tape, amplified hearing devices, and assistance with reading instructions or filling out forms. The associated cost, if any, becomes a part of the cost of sponsoring the meeting. Reasonable accommodations should be requested at least three (3) working days before the meeting. Individuals should contact the meeting coordinator referenced in the publications or the ADA Coordinator to request accommodations.

COMPLAINTS
Any person that believes they have been discriminated against in violation of this policy may file a Civil Rights Grievance as outlined in the Civil Rights Grievance Procedure.

FILING OTHER COMPLAINTS
An individual with a complaint alleging a violation of this policy should also be aware that they can contact the following state/federal agencies:

1. Idaho Human Rights Commission, 1109 Main Street, P.O. Box 83720, Boise, Idaho 83720-0040.


4. Employment complaints may be filed with the Equal Employment Opportunity Commission, 2815 2nd Avenue, Suite 500, Seattle, Washington 98121.

NO RETALIATORY ACTION
No individual who has filed a complaint, complained about discrimination, or participated in a discrimination investigation or lawsuit will be intimidated, coerced or otherwise discriminated against as a result of that activity.

CROSS REFERENCE: 4110/4110P Patron Grievance

LEGAL REFERENCE: 42 USC 12101 Americans with Disabilities Act,

29 USC 794 Section 504 of the 1973 Rehabilitative Act

Procedure History
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