

Responsibilities of Section 504 Compliance Officer

The responsibility of the Section 504 compliance officer is to safeguard the rights of persons with disabilities in programs and activities within the Mascoma Valley Regional School District. The compliance officer will provide information about Section 504 and process any complaints and/or grievances that may be filed under the federal law.

Further, the compliance officer will promote procedures whereby the Mascoma Valley Regional School District will:

1. Undertake annually to identify and locate all unserved students with disabilities;
2. Provide a "free and appropriate public education" to each student with a disability, regardless of the nature or severity of the disability;
3. Ensure that each student with a disability is educated with non-disabled students to the extent reasonably possible;
4. Establish nondiscriminatory evaluation and placement procedures to avoid the inappropriate education that may result from the misclassification or misplacement of students;
5. Establish procedural safeguards to enable parents/guardians to participate meaningfully in decisions regarding the evaluation and educational placement of their children;
6. Establish procedures so that students with disabilities have equal opportunity to participate in nonacademic and extracurricular services and activities.
7. Establish annual nondiscrimination notification procedures including the name, address, and phone number of the compliance officer. The annual notice of nondiscrimination shall be included in all student and staff handbooks.
8. Establish procedures to review all official publications of the school district to ensure that nondiscrimination statements are included per regulations.
9. Ensure that all students and employees are notified of grievance procedures related to Section 504.
10. Ensure that procedures are in place to investigate any non-compliance complaints and grievances under Section 504. Policy and procedures relative to the investigation of complaints or grievances will be published annually in student and staff handbooks.
11. The compliance officer will ensure annually that individuals involved with co-curricular activities comply with non-discrimination policies and procedures. The compliance officer will work with the athletic directors and the school principals in this regard.

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