

**TESFA INTERNATIONAL SCHOOL
DISABILITY NONDISCRIMINATION POLICY (402)**

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. Tesfa International School shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. Tesfa International School shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. Tesfa International School shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. Tesfa International School shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of Tesfa International School.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school Director. This individual is Tesfa International School's appointed ADA/Section 504 coordinator.

Adopted: 8/11/14

Revised: 11/13/17

TESFA INTERNATIONAL SCHOOL
SECTION 504/ADA GRIEVANCE PROCEDURES

Tesfa International School does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its program or activities. Any qualified individual who wishes to complain about alleged discriminatory treatment falling under Section 504 or Title II of the Americans Disabilities Act (“TITLE II”) shall be addressed by the following Grievance Procedure.

This Grievance Procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (“ADA Tesfa International School strongly prohibits retaliation on the basis of any grievance filed under this Policy.

Step 1: Informal Resolution

If a person believes that he or she has a valid basis for making a grievance under Section 504 or Title II, he or she shall informally discuss the grievance with the school Director/ Tesfa International School’s 504/Title II Compliance Coordinator.

A grievant must notify the compliance coordinator of his or her informal section 504/Title II Grievance within sixty (60) days of the occurrence. Unless the grievance can be resolved informally, the compliance coordinator will investigate and document the grievance (including dates of meetings, disposition, and dates of disposition). These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representations, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Compliance Coordinator and a copy forwarded to the complainant no later than ten (10) working days after its filing.

Step 2: Formal Resolution

If the grievance is not satisfactorily resolved by Step I, the grievant may file a formal, written grievance with the Compliance Coordinator within five (5) working days of receiving the Compliance Coordinator’s disposition from Step I. The grievant shall include his or her name, address, a brief description of the alleged discriminatory action, the date of the occurrence, and the name(s) (if applicable) of the persons responsible.

Within five (5) working days of receiving the written grievance, Tesfa International School’s 504/Title II Coordinator will appoint a hearing officer. The Hearing Officer will conduct an impartial hearing regarding the grievance within fifteen (15) working days of being appointed. The hearing shall give the grievant full and fair opportunity to present evidence relevant to the issues raised by the grievance. The grievant may, at his or her own expense, be assisted or represented by an individual of his or her choice,

including legal counsel. The Hearing Officer will issue a written decision to Tesfa International School's 504/Title II Compliance Coordinator within ten (10) working days of the hearing.

Step 3: Appeal to the School Board

If the grievance is not satisfactorily resolved during Step 3, the grievant may file a written appeal with the School Board. Written appeals should be sent to the School Board Chair within thirty (30) days of the disposition at Step 2 and at least one week prior to the next scheduled School Board meeting.

Provided that the appeal is filed with the School Board Chair within one week's of the School Board's regularly scheduled meeting, the School Board will consider the appeal at its next meeting.

Within ten (10) working days of addressing the grievance, the School Board will issue a written decision to the grievant.

Step 4: Appeal to the Department of Education

If the grievance is not satisfactorily resolved during Step 3, the grievant may file an appeal with the United States Office of Civil Rights, Department of Education, Washington, D.C. 20201.