

**NORTH PENN SCHOOL DISTRICT**  
**School Board Policy**

**5153a)**

**STUDENTS**

**Reference:**

**Nondiscrimination on the Basis of Disability**

The board prohibits unlawful discrimination against students on the basis of disability with regard to the district's services, programs and activities in accordance with the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973 ("Section 504").

The board designates the following individual to coordinate the district's efforts to comply with and carry out its responsibilities under the ADA and Section 504 as they pertain to students:

ADA/Section 504 Coordinator (Students)  
Director of Special Education and Student Services  
North Penn School District  
401 East Hancock Street  
Lansdale, PA 19446  
Phone: (215) 853-1060  
Email: ada504\_students@npenn.org

**Grievance Procedures**

The board adopts the following grievance procedures for the purpose of ensuring that complaints alleging that a student was discriminated against in violation of the ADA and/or Section 504 are resolved in a prompt and equitable manner.

Step 1: Reporting

A student or her/his parent/guardian who believes that conduct that constitutes a violation of this policy has occurred is encouraged to immediately submit a complaint, or otherwise report the conduct, to the ADA/Section 504 Coordinator (Students).

District employees and contractors who are aware of conduct that constitutes discrimination against a student on the basis of disability shall immediately report the conduct to the ADA/Section 504 Coordinator (Students).

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The complaint should be in writing and contain information about the alleged conduct such as name, address, phone number of the person filing the complaint and location, date and description of the problem. When an oral complaint is made, the ADA/Section 504 Coordinator (Students) shall reduce the complaint to writing.

#### Step 2: Review Complaint/Conduct Investigation

Within fifteen (15) calendar days after receipt of a complaint, the ADA/Section 504 Coordinator (Students) or her/his designee will review the complaint with the grievant to discuss its content as well as possible resolutions.

To the extent deemed necessary by the ADA/Section 504 Coordinator (Students) or her/his designee, an investigation of the allegations contained within the complaint shall occur.

#### Step 3: Written Response

Within thirty (30) days of receipt of a complaint or upon the conclusion of an investigation as referenced in Step 2, the ADA/Section 504 Coordinator (Students) or her/his designee shall provide a written response to the grievant that explains the position of the district with regard to the complaint.

#### Step 4: District Action

To the extent that the Written Response prepared by the ADA/Section 504 Coordinator (Students) or her/his designee in Step 3 indicates that conduct in violation of this policy has, in fact, occurred, the district shall take any and all action which is necessary to ensure that said conduct ceases and does not recur.

#### Appeal Procedure

In the event that a grievant is not satisfied with the Written Response and/or District Action described in Steps 3 and 4 of this Grievance Procedure, she/he may file an appeal with the Superintendent of Schools within fifteen (15) calendar days. Within fifteen (15) calendar days after receipt of an appeal, the Superintendent of Schools shall respond in writing with a final resolution of the complaint.

Policy:  
Adopted: November 19, 2015

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