

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

135 Van Ness Ave., Room 213 • San Francisco, CA 94102 • www.sfusd.edu

Telephone: (415) 522-8687 • TTY: (415) 522-8688 • Fax (415) 355-6988

Rights for Persons with Disabilities in the San Francisco Unified School District

INFORMATION IN ALTERNATIVE FORMAT

If you need this information in an alternative format such as large print, Braille or voice recording please contact us at the SFUSD ADA Office, 135 Van Ness Avenue, Room 213, San Francisco, CA 94102, (415) 522-8687 • TTY (415) 5228688 • Fax (415) 355-6988 • e-mail ada@muse.sfusd.edu

POLICY

The Americans with Disabilities Act prohibits discrimination against individuals on the basis of disability. In accordance with the law, it is the policy of the San Francisco Unified School District ("School District") to provide equal access and employment opportunities to qualified individuals with disabilities.

WHO IS PROTECTED?

The law covers qualified applicants, employees, students, parents and members of the public with disabilities.

A person with a disability may be an individual who:

- has a physical or mental impairment that limits a major life activity;
- has a record of such an impairment which is know to the employer;
- is regarded by the employer as having, or having had, such an impairment;
- is regarded by the employer as having, or having had, a disorder or condition that has no present disabled effect, but that may become a disability;
- Impairments that require special education or related services are also disabilities.

WHAT IS A MAJOR LIFE ACTIVITY?

This may include seeing, hearing, breathing, walking, speaking, learning, working, caring for oneself, performing manual tasks, lifting, and other physical, mental and social activities, etc.

HOW TO REQUEST A REASONABLE ACCOMMODATION

In general, it is the responsibility of the individual with a disability to inform the School District that an accommodation is needed. A reasonable accommodation is a modification or adjustment to a school or work environment, practice or policy that enables a qualified individual with a disability to enjoy equal access and equal employment opportunity.

JOB APPLICANTS

To request a reasonable accommodation in the application and selection process, contact the SFUSD Human Resources Department (HR) or the personnel analyst at the number or address on the job announcement as soon as you are aware that an accommodation is need.

CURRENT SFUSD EMPLOYEES

Employees should contact the SFUSD Reasonable Accommodations Coordinator at (415) 522-6744 as soon as you are aware that an accommodation is need.

SFUSD STUDENTS, PARENTS AND MEMBERS OF THE PUBLIC

Students, Parents and members of the public should contact the SFUSD ADA Title II Coordinator at (415) 355-7341, TTY (415) 522-8688, Fax (415) 355-6988, e-mail yradono@muse.sfusd.edu as soon as you are aware that an accommodation is need.

CONFIDENTIALITY

Medical-related information shall be confidential, except for those SFUSD employees who have a need to know, such as supervisors, safety personnel, compliance officers, or other specified individuals.

GRIEVANCE

Anyone who believes that s/he, or a specific class of individuals, has been subjected to disability discrimination may file an ADA Grievance within 180 days of the alleged violation. Grievances should be filed with the SFUSD ADA Title II Coordinator who will either investigate the matter or forward it to the responsible Department for further handling.

APPEAL PROCEDURES

A Complainant may appeal the resolution of the ADA Grievance to the SFUSD Disability Advisory Committee at (415) 241-6121, Fax (415) 241-6012 which will review all information submitted and will provide a written response within twenty (20) days.

GRIEVANCE TIMELINE

- An ADA Grievance must be filed within 180 days of the alleged violation
- Within 5 business days of receipt of the Grievance the ADA Facilities Coordinator will send the Complainant an acknowledgment letter.
- Within 15 business days from receipt of the Grievance the ADA Facilities Coordinator will conduct an investigation and issue a Letter of Findings and Proposed Resolution. An additional 20 business days may be used under specified extenuating circumstances.
- A Complainant may submit comments or ask for modifications of the proposed resolutions within 15 business days from receipt of the Letter of Findings and Proposed Resolution.
- The ADA Title II Coordinator has 5 business days from the date of receipt of the Complainant's comments to complete a Final Resolution.
- The Complainant has 20 business days from the date the Final Resolution is issued to submit an Appeal to the SFUSD Chief Administrative Officer.
- The Disability Advisory Committee has 20 business days to issue a decision.
- SFUSD will be as expedient as possible. The entire ADA Grievance process could take between 180 and 300 days to reach final resolution.

OTHER RESOURCES

An individual may also file a complaint with the Department of Justice, the Department of Education Office of Civil Rights, the California Department of Rehabilitation, the California Department of Fair Employment and Housing, the City and County of San Francisco Mayor's Office on Disability, or the Federal Equal Employment Opportunity Commission.

- **California Department of Fair Employment and Housing**
455 Golden Gate Avenue, Suite 7600, San Francisco, CA 94102
(415) 703-4175, TDD (800) 700-2320
- **United States Equal Employment Opportunity Commission**
350 The Embarcadero, Suite 500, San Francisco, CA 94105
(415) 625-5600, 1-(800) 669-4000, TTY 1-(800) 669-6820.
- **United States Department of Education Office of Civil Rights**
50 United Nations Plaza, Room 239, San Francisco, CA 94102
(415) 556-4275, TDD (415) 437-7786
- **California Department of Rehabilitation**
185 Berry Street, Lobby 7, Suite 180, San Francisco, CA 94107
(415) 904-7100 (Voice and TDD)
- **SFUSD Human Resources Department**
555 Franklin Street, 2nd Floor, San Francisco, CA 94102
(415) 241-6101 • TTY (415) 355-7316 • Fax (415) 241-6375
- **CCSF Mayor's Office on Disability**
4010 Van ness Avenue, Suite 301, San Francisco, CA 94102
(415) 554-6789, TTY/TDD: (415) 554-6799, Fax: (415) 554-6159