

AP 502.1 - Accessibility to Administration Office Services

Idaho Falls School District 91 will post a notice on its website and at the front of the receptionist's desk at the Administration Office informing the public as to how to arrange for main floor access to services normally provided in the basement of the Administration Office.

The receptionist will be the contact person and will have the following responsibilities:

- Receive the accessibility request and gather contact information
- Contact the district personnel needed to meet the request
- Schedule the meeting which includes scheduling the Board Room
- Contact the requesting party and district personnel with meeting details

Website Notice:

ADA PROGRAM ACCESSIBILITY PLAN

In accordance with the Americans With Disabilities Act ("ADA"), Idaho Falls School District 91 is committed to ensure that individuals with disabilities are not denied an opportunity to participate in and benefit from any service, program, or activity offered by the District. Individuals with disabilities are welcome to participate in and benefit from the services, activities and programs the District offers.

ACCESS TO SERVICES, PROGRAMS, AND ACTIVITIES

The District will make reasonable modifications in its policies and procedures when the modifications are necessary to ensure that services, programs, and activities provided by the District are readily accessible by individuals with disabilities. In choosing among methods to ensure that services, programs and activities are readily accessible, the District will give priority consideration to those methods that will provide the services, programs, and activities in the most integrated setting appropriate to the needs of individuals with disabilities.

NOTICE OF ADA ACCOMMODATION

1. Notice of Request for Accommodations

The District will provide notice of the availability of ADA access and accommodations in various written forms including, but not limited to, a "Notice & Request for Accommodations" flyer made available to all visitors to the District Administration Office, attendees at District Board meetings, and District Board work sessions, and in other District event announcements. This notice will include the International Symbol of Accessibility, contact information, and language concerning ADA access and accommodation.

2. Signage

The District will work toward providing signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities.

FACILITIES ACCESS

The District has elected to take steps to modify its existing Administration Office through additional barrier removal, such that individuals may have more access to the District Administration Office.

NOTICE & REQUEST FOR ACCOMMODATIONS

Idaho Falls School District 91 is committed to providing access to services offered in the Administration Office. The following services are typically offered in the basement of the Administration Office: Information Technology, Consulting Teachers for Special Education, Medicaid Billing, and the Education Foundation. If you wish to make arrangements for one of the foregoing services so that it may transpire on the main floor of the Administration Office, please contact the district receptionist at the front desk in the Administration Office, or call (208) 525-7500 to make arrangements. Please allow 48 hours for arrangements to be completed. The District will undertake reasonable efforts to accommodate requests made with less than 48 hours notice.

Notice for the Receptionist's Desk:

Idaho Falls School District 91 is committed to providing access to services offered in the Administration Office. The following services are typically offered in the basement of the Administration Office: Information Technology, Consulting Teachers for Special Education, Medicaid Billing, and the Education Foundation. If you wish to make arrangements for one of the foregoing services so that it may transpire on the main floor of the Administration Office, please contact the district receptionist at the front desk in the Administration Office, or call (208) 525-7500 to make arrangements. Please allow 48 hours for arrangements to be completed. The District will undertake reasonable efforts to accommodate requests made with less than 48 hours notice.