

## **Procedure for Ensuring Physical Access to School-Sponsored Programs and Activities at Mahopac High School**

1. When a participant believes that a school-sponsored program or activity held in Mahopac High School (“MHS”) is rendered physically inaccessible to the participant due to the condition of the lifts, the elevator or the doors providing access to them, the participant shall so notify the Principal of MHS in writing.
2. The written notification provided to the Principal of MHS shall include: the participant’s name and contact information, the name of the program or activity, where the program or activity is or was scheduled to occur in MHS and a description of how the program or activity is physically inaccessible to the participant.
3. The Principal of MHS or his or her designee shall promptly investigate the accessibility of the program or activity. This investigation may include a meeting with one or more of the following individuals the participant, the participant’s parent(s), a building administrator, the Head Custodian of MHS, a school nurse, a School Counselor, the District Physician, the participant’s physician, a Special Education Administrator, and/or a teacher. As appropriate, the Principal may request that the participant submit medical documentation describing the physical limitations and mobility needs of the participant.
4. At the conclusion of the investigation, the Principal of MHS will make a finding and notify the participant in writing as to whether or not the school-sponsored program or activity is rendered physically inaccessible to the participant due to the condition of the lifts, the elevator or the doors providing access to them. If the school-sponsored program or activity is found by the Principal to be physically inaccessible and has not yet occurred or ended, then the Principal of MHS shall make the program or activity accessible by either (a) eliminating or correcting the condition that rendered the program or activity inaccessible or (b) moving the program or activity to an accessible location on the first floor of MHS or an accessible location elsewhere in the District.
5. If the participant is not satisfied with the finding of the Principal of MHS, then the participant may request in writing a review of the Principal’s finding by the Superintendent of Schools. As part of the request for review, the participant must explain the specific reason(s) why the participant is not satisfied with the Principal’s finding. The office of the Superintendent of Schools must receive the written request for review within 15 days of the participant’s receipt of the Principal’s finding. The Superintendent of Schools shall promptly undertake to review the finding of the Principal of MHS. At the conclusion of the review, the Superintendent of Schools will make a finding and notify the participant in writing as to whether or not the school-sponsored program or activity is rendered physically inaccessible to the participant due to the condition of the lifts, the elevator or the doors providing access to them in MHS. If the school-sponsored program or activity in MHS is found by the Superintendent of Schools to be physically inaccessible and has not yet occurred or ended, then the Superintendent of Schools shall make the program or activity accessible by either (a) directing District staff to eliminate or correct the condition that rendered the program or activity inaccessible or (b) moving the program or activity to an accessible location on the first floor of MHS or an accessible location elsewhere in the District.

6. If the participant is not satisfied with the finding of the Superintendent of Schools, then the participant may request in writing a review of the Superintendent of Schools' finding by the Board of Education. As part of the request for review, the participant must explain the specific reason(s) why the participant is not satisfied with the Superintendent of Schools' finding. The Board of Education or District Clerk must receive the written request for review within 15 days of the participant's receipt of the Superintendent of Schools' finding. The Board of Education shall promptly undertake to review the finding of the Superintendent of Schools. At the conclusion of the review, the Board of Education will make a finding and notify the participant in writing as to whether or not the school-sponsored program or activity is rendered physically inaccessible to the participant due to the condition of the lifts, the elevator or the doors providing access to them in MHS. If the school-sponsored program or activity in MHS is found by the Board of Education to be physically inaccessible and has not yet occurred or ended, then the Board of Education shall make the program or activity accessible by either (a) directing District staff to eliminate or correct the condition that rendered the program or activity inaccessible or (b) moving the program or activity to an accessible location on the first floor of MHS or an accessible location elsewhere in the District.

A copy of this procedure shall be published on the website of MHS and in the Student Handbook of MHS, and shall be posted in a conspicuous location in MHS. A copy of this procedure shall be available for public inspection at reasonable times with the District Clerk and at the office of the Principal of MHS.