



Orleans Parish School Board
OCR School Leader Requirements

I, Trinnell Spears, School Leader of Medard H. Nelson, attest that I have

formally adopted the OCR-approved grievance procedures. I will ensure that the *Student and Employee Handbook Addendum Document* is added to all Student and Employee Handbooks, and that it is distributed to students, parents, and staff via the following mediums:

1. Parents and students will receive document attached to principal's newsletter
2. Teachers and staff will receive document via email to be included in weekly staff newsletters
3. Additional copies of document will available for pick up in school's office

The link to the 504 Grievance Procedures and Procedural Safeguards has been added to this specific area of our school's website:

www.nelsonroadrunners.net

Trinnell Spears

School Leader Signature

1/13/2017

Date