

NORTHERN TIER CAREER CENTER

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION –
QUALIFIED STUDENTS WITH
DISABILITIES

ADOPTED: June 28, 2012

REVISED:

<p>1. Authority Title 22 Sec. 4.4, 12.1, 12.4, 15.1 et seq, 339.21 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq 28 CFR Part 35 34 CFR Part 104 45 CFR Part 80 App B Pol. 103</p>	<p style="text-align: center;">103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p>The Joint Operating Committee adopts this policy to ensure that all center programs and practices are free from discrimination against all qualified students with disabilities. The Joint Operating Committee recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.</p> <p>The center shall provide to each qualified student with a disability enrolled in the center, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.</p> <p>The Joint Operating Committee encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.</p> <p>The Joint Operating Committee directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the center’s legal and investigative obligations.</p> <p>The center shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.</p>
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<p>2. Definitions Title 22 Sec. 15.2 42 U.S.C. Sec. 12102</p>	<p>Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the center’s educational programs, nonacademic services or extracurricular activities.</p>
<p>Title 22 Sec. 15.1 et seq, 339.21 34 CFR Part 104</p>	<p>Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians. A representative from the center shall participate as a member of the Section 504 Team.</p>
<p>Title 22 Sec. 15.7</p>	<p>Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in the center, in transit to and from the center, and in all programs and procedures, so that the student has equal access to the benefits of the center’s educational programs, nonacademic services, and extracurricular activities.</p>
<p>Pol. 248</p>	<p>Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the center’s educational programs, nonacademic services, or extracurricular activities.</p>
<p>3. Delegation of Responsibility 34 CFR Sec. 104.7</p>	<p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Joint Operating Committee designates the Administrative Director as the center’s Section 504 Coordinator.</p>
<p>Title 22 Sec. 15.4 34 CFR Sec. 104.32 45 CFR Part 80 App B</p>	<p>The center shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the center’s website, if available, and in the student handbook. The center shall notify parents/guardians of the center’s responsibilities under applicable laws and regulations, and that the center does not discriminate against qualified individuals with disabilities.</p>
<p>4. Guidelines 34 CFR Sec. 104.35</p>	<p><u>Identification And Evaluation</u></p> <p>If the center has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student’s current Service Agreement, the center shall notify the school district of residence.</p>

<p>Title 22 Sec. 15.7, 339.21, 339.23</p>	<p><u>Service Agreement</u></p> <p>If a student is determined to be a qualified student with a disability, the center shall coordinate with the student’s Section 504 Team to develop, modify or terminate a written Service Agreement. The center shall implement a student’s Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE. The Service Agreement shall address safety education and training in accordance with state regulations, as applicable to each qualified student with a disability enrolled in career and technical programs.</p>
<p>Title 22 Sec. 15.3 34 CFR Sec. 104.34 45 CFR Part 80 App B</p>	<p><u>Educational Programs/Nonacademic Services/Extracurricular Activities</u></p> <p>The center shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the center determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student’s home.</p>
<p>Title 22 Sec. 15.3 34 CFR Sec. 104.34, 104.37 45 CFR Part 80 App B</p>	<p>The center shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities.</p>
<p>Pol. 218, 233</p>	<p><u>Discipline</u></p> <p>When necessary, the center shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Joint Operating Committee policies.</p>
<p>Title 22 Sec. 15.6, 15.7, 15.8 34 CFR Sec. 104.35</p>	<p><u>Parental Involvement</u></p> <p>Parents/Guardians have the right to inspect and review all relevant school records of the student, and meet with the appropriate school officials to discuss any and all issues relevant to accommodations of their child and the provision of services.</p>

<p>Title 22 Sec. 15.9 Pol. 216</p>	<p><u>Confidentiality Of Student Records</u></p> <p>All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Joint Operating Committee policy.</p>
<p>Title 22 Sec. 15.8 34 CFR Sec. 104.36</p>	<p style="text-align: center;">PROCEDURAL SAFEGUARDS</p> <p>The center shall coordinate with the school district of residence to implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.</p>
<p>Title 22 Sec. 15.6</p>	<p>A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.</p>
<p>Title 22 Sec. 15.8</p>	<p><u>Parental Request For Assistance</u></p> <p>Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:</p> <ol style="list-style-type: none"> 1. The center is not providing the related aids, services and accommodations specified in the student’s Service Agreement. 2. The center has failed to comply with the procedures and state regulations.
<p>Title 22 Sec. 15.8</p>	<p>PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians, school district of residence and center a written response to the request. The response to the parents’/guardians’ request shall be in the parents’/guardians’ native language or mode of communication.</p>
<p>Title 22 Sec. 15.8</p>	<p><u>Informal Conference</u></p> <p>At any time, parents/guardians may file a written request with the center and/or school district of residence for an informal conference with respect to the identification or evaluation of a student, or the student’s need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the center and/or school district of residence shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.</p>

<p>Title 22 Sec. 14.162, 15.8</p>	<p><u>Formal Due Process Hearing</u></p> <p>If the matters raised by the center or parents/guardians are not resolved at the informal conference, the parents/guardians or center, in coordination with the school district of residence, may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.</p>
<p>Title 22 Sec. 15.8</p>	<p><u>Judicial Appeals</u></p> <p>The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.</p>
<p>Title 22 Sec. 15.8 34 CFR Sec. 104.36 Pol. 103</p>	<p style="text-align: center;">COMPLAINT PROCEDURE</p> <p>This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.</p> <p>Step 1 – Reporting</p> <p>A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 Coordinator.</p> <p>A center employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 Coordinator.</p> <p>If the Section 504 Coordinator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the Chief School Administrator.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the Section 504 Coordinator, but oral complaints shall be acceptable. Oral complaints shall be documented.</p>

Step 2 – Investigation

Upon receiving a complaint of discrimination, the Section 504 Coordinator shall investigate the complaint, unless the Section 504 Coordinator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 Coordinator shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition. Center staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Step 4 – Center Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the center shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Code of Student Conduct, Joint Operating Committee policies and administrative regulations, center procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant and the accused.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.4, 14.162, 15.1 et seq., 339.21, 339.23

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99

Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104

Access and Admission of Students to Vocational Education Programs, Title 45, Code of Federal Regulations – 45 CFR Part 80, Appendix B

Joint Operating Committee Policy – 103, 113, 216, 218, 227, 233, 248