



Section: PROGRAMS
Title: NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES
Adopted: May 15, 2001
Revised: February 21, 2006

	103A. NON DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES	
<p>1. Authority</p> <p>2. Delegation of Responsibility</p>	<p>The Joint Operating Committee declares it to be the policy of the Lebanon County Career and Technology Center to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.</p> <p>The CTC shall provide to all students, without discrimination, course offerings, counseling, assistance, employment and extracurricular activities.</p> <p>In order to achieve the aforesaid goal, the Joint Operating Committee directs the Assistant Director to assume the responsibility of coordinating all implementing activities as Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy annually to students, parents and employees. The publication shall include the name, office, address and telephone number of the Compliance Officer as provided in the Student Handbook and Staff Handbook.</p> <p>It shall be the duty of the Compliance Officer to monitor:</p> <ol style="list-style-type: none"> 1. Curricula Content – Review current and proposed Competency Guides and textbooks to detect any bias based upon race, gender, sexual orientation, religion, national origin, ancestry, culture or handicap/disability; ascertain that supplemental materials fairly depict the contribution to society of both sexes and the various races and ethnic groups. 2. Training – Develop an ongoing program of in-service training for students and staff designed to identify and alleviate problems of racial, sexual, religious, national origin, cultural or handicap/disability bias in all aspects of the school program. 3. Student Access – Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, gender, sexual orientation, national origin, or handicap/disability in any duty, work, recreation, classroom or school practice, except as may be permitted under federal and state regulations. 	<p>SC 1310 Title VI Title XI 20 U.S.C. Sec. 794 34 CFR 104.31-37 42 U.S.C. Sec. 12101 et seq Title 22 Sec. 4.4</p>

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<p>3. Guidelines</p>	<p>4. School Support – Ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.</p> <p>5. Student Evaluation – Ensure that tests, procedures, and guidance and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, creed, gender, sexual orientation, national origin, or handicap/disability.</p> <p>The Compliance Officer shall report to the Joint Operating Committee on progress in the nondiscrimination program for school and classroom practices, as requested.</p> <p><u>Compliant Procedure</u></p> <p>A complainant has the right to be accompanied by a third party during all steps of this procedure.</p> <p><u>Step One</u></p> <ol style="list-style-type: none"> 1. The compliant shall be presented in writing, within ten (10) calendar days of the occurrence, to the assistant principal. 2. The assistant principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the compliant. <p><u>Step Two</u></p> <ol style="list-style-type: none"> 1. If not satisfied with the assistant principal’s decision, the complainant shall appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision. 2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal. <p><u>Step Three</u></p> <ol style="list-style-type: none"> 1. If not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the Joint Operating Committee at its next regular Board meeting by notifying the Joint Operating Committee Secretary in writing within ten (10) calendar days after receipt of the Compliance Officer’s decision. 2. The Board shall conduct a review and issue a decision within thirty (30) days following the Joint Operating Committee meeting at which the complaint was presented. <p>Refer to Personnel Plan for “Non-Discrimination Grievance Report” and “Accommodation Request Form”</p>	

