 **No. 103**

 **SECTION: PROGRAMS**

**TITLE: NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

**MEDICAL ACADEMY ADOPTED:**

**CHARTER SCHOOL REVISED:**

103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The equitable distribution of school resources is one means the school shall use to ensure all students receive a quality education. The school shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the school’s legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Principal/CEO as the school's Compliance Officer.

The Compliance Officer (Principal/CEO) shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public.

Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer (Principal/CEO).

103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES- pg.2

The Compliance Officer (Principal/CEO) is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

 1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental

 materials for discriminatory bias.

 2. Training - Provision of training for students and staff to identify and alleviate problems of

 discrimination.

 3. Student Access - Review of programs, activities and practices to ensure that all students

 have equal access and are not segregated except when permissible by law or regulation.

 4. School Support - Assurance that like aspects of the school program receive like support as to

 staffing and compensation, facilities, equipment, and related areas.

 5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for

 stereotyping and discrimination.

The Assistant Principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

 1. Inform the student or third party of the right to file a complaint and the complaint

 procedure.

 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all

 steps of the complaint procedure.

 3. Notify the complainant and the accused of the progress at appropriate stages of the

 procedure.

 4. Refer the complainant to the Compliance Officer (Principal/CEO) if the Assistant Principal is

 the subject of the complaint.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party 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 Assistant Principal.

A school 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 Assistant Principal.

If the Assistant Principal is the subject of the complaint, the student, third party or employee shall report the incident directly to the Compliance Officer (Principal/CEO).

The complainant or reporting employee is encouraged to use the report form available from the Assistant Principal, but oral complaints shall be acceptable.

103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES- pg.3

 Step 2 - Investigation

Upon receiving a complaint of discrimination, the Assistant Principal shall immediately notify the Compliance Officer (Principal/CEO). The Assistant Principal will investigate the complaint, unless s/he 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 Assistant Principal 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 Assistant Principal shall prepare and submit a written report to the Compliance Officer 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.

Step 4 – School Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the administration shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Administration shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies, administrative regulations, 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 Compliance

103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES- pg.4

 Officer within fifteen (15) days.

2. The Compliance Officer shall review the investigation and the investigation report and may

 also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15)

 days. Copies of the response shall be provided to the complainant, the accused and the

 Assistant Principal who conducted the initial investigation.

References:

School Code – 24 P.S. Sec. 1310

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

Unfair Educational Practices – 24 P.S. Sec. 5004

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6321

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

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

Federal Anti-Discrimination and Civil Rights Laws – 20 U.S.C. Sec. 1681 et seq. (Title IX)

 42 U.S.C. Sec. 2000d et seq. (Title VI)

Federal Anti-Discrimination and Civil Rights Regulations – 28 CFR Part 35, Part 41

 34 CFR Part 100, Part 104, Part 106, Part 110