

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
SCHOOL AND CLASSROOM  
PRACTICES

ADOPTED: June 19, 2003

REVISED:

<ol style="list-style-type: none"> <li>1. Authority SC 1310 Title VI Title IX 20 U.S.C. Sec. 794 34 CFR 104.31-37 42 U.S.C. Sec. 12101 et seq Title 22 Sec. 4.4, 12.4</li> <li>2. Delegation of Responsibility</li> </ol>	<p style="text-align: center;">103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES</p> <p>The Joint Operating Committee 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 school regardless of race, color, creed, religion, sex, ancestry, national origin or handicap/disability.</p> <p>The school shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and co-curricular activities.</p> <p>In order to achieve the aforesaid goal, the Joint Operating Committee directs the principal to assume the responsibility of coordinating all implementing activities as Compliance Officer.</p> <p>It shall be the duty of the Compliance Officer to monitor:</p> <ol style="list-style-type: none"> <li>1. Curricula Content - Review current and proposed curriculum guides and textbooks to detect any bias based upon race, sex, 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.</li> <li>2. Staff Training - Develop an ongoing program of inservice training for school personnel designed to identify and solve problems of racial, sexual, religious, national, cultural or handicap/disability bias in all aspects of the school program.</li> </ol>
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<p>Title 22 Sec. 4.27</p> <p>3. Guidelines</p>	<p>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, sex, national origin, or handicap/disability in any duty, work, supervised activity, program or school practice, except as may be permitted under State regulations.</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, sex, 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>Complaint Procedure</u></p> <p>A complainant has the right to be accompanied by a third party during all steps of this procedure.</p> <p><b><u>Step One</u></b></p> <p>1. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence, to the principal.</p> <p>2. The principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint.</p> <p><b><u>Step Two</u></b></p> <p>1. If not satisfied with the principal's decision, the complainant shall appeal the decision in writing to the Administrative Director within ten (10) calendar days after receipt of the decision.</p> <p>2. The Administrative Director shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal.</p>
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**Step Three**

1. If not satisfied with the decision of the Administrative Director, the complainant may appeal the decision to the Joint Operating Committee at its next regular Committee meeting by notifying the Joint Operating Committee Secretary in writing within ten (10) calendar days after receipt of the Administrative Director's decision.
2. The Joint Operating Committee shall conduct a review and issue a decision within thirty (30) days following the Joint Operating Committee meeting at which the complaint was presented.