

# LACKAWANNA TRAIL SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
SCHOOL AND CLASSROOM  
PRACTICES

ADOPTED:

REVISED:

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| <p>Authority<br/>SC 1310<br/>Title VI<br/>Title IX<br/>20 U.S.C.<br/>Sec. 794<br/>34 CFR<br/>104.31-37<br/>42 U.S.C.<br/>Sec. 12101 et seq<br/>Title 22<br/>Sec. 4.4</p> <p>2. Delegation of<br/>Responsibility</p> | <p style="text-align: center;">103, NONDISCRIMINATION IN SCHOOL<br/>AND CLASSROOM PRACTICES</p> <p>The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.</p> <p>The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities.</p> <p>In order to achieve the aforesaid goal, the Board directs the Superintendent to assume the responsibility of coordinating all implementing activities as Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy at least annually to students, parents and employees. The publication shall include the name, office address and telephone number of the Compliance Officer.</p> <p>It shall be the duty of the Compliance Officer to monitor:</p> <p>1, Curricula Content - Review current and proposed curriculum 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.</p> |
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103. NONDISCRIMINATION D SCHOOL AND  
CLASSROOM PRACTICES - Pg. 2

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| <p>Title 22<br/>Sec. 4.27</p> <p>3. Guidelines</p> | <p><b>Training - Develop an ongoing program of inservice 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.</b></p> <p><b>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, play, classroom or school practice, except as may be permitted under federal and state regulations.</b></p> <p><b>District 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.</b></p> <p><b>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.</b></p> <p><b>The Compliance Officer may be assisted in these duties by a committee composed of teaching staff members, students, in grades 6-12, and parents and other residents.</b></p> <p><b>The Compliance Officer shall report to the Board on progress in the nondiscrimination program for school and classroom practices, as requested.</b></p> <p><b><u>Complaint Procedure</u></b></p> <p><b>A complainant has the right to be accompanied by a third party during all steps of this procedure.</b></p> <p><i>Step One</i></p> <p><b>. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence, to the building principal.</b></p> <p><b>The principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint.</b></p> |
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**103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 3**

*Step Two*

- I. If not satisfied with the 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.**

*Step Three*

- 1. if not satisfied with the decision of the Compliance Officer, the complainant may appeal the decision to the Board at its next regular Board meeting by notifying the Board 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 Board meeting at which the complaint was presented.**

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
School Building: \_\_\_\_\_  
Date of Alleged Incidents): \_\_\_\_\_

Alleged discrimination was based on: (circle those that apply)

- |          |            |                    |
|----------|------------|--------------------|
| Race     | Color      | National Origin    |
| Gender   | Disability | Religion           |
| Ancestry | Age        | Sexual Orientation |

Name of person you believe violated the district's nondiscrimination policy:  
\_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person:  
\_\_\_\_\_

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date