



## NON-DISCRIMINATION POLICY

It is the policy of the Western Area Career & Technology Center not to discriminate on the basis of race, color, religion, sex, national origin, age, physical handicap, disability, or limited English proficiency in its educational programs, activities, or employment policies, and provides equal access to the Boy Scouts and other designated youth programs, as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, the Boy Scouts Act, and the Americans with Disabilities Act.

For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquiries regarding compliance with the above non-discriminatory policies, contact Mr. Michael Milanovich, Executive Director and Title IX, Title VI, Section 504, and ADA Coordinator, Western Area CTC, 688 Western Avenue, Canonsburg, PA 15317 or telephone (724) 746-2890 or email ([mmilanovich@wactc.net](mailto:mmilanovich@wactc.net)), or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

\*\* The *Non-Discrimination - Qualified Students with Disabilities Policy* along with the accommodation request form can be viewed below.

# WACTC

## Western Area Career & Technology Center

**Section: Programs**

**Title: Non-Discrimination - Qualified Students With Disabilities**

**Adopted: November 18, 2015**

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### 103.1 NON-DISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITIES

#### **Purpose**

It is the policy of the Western Area Career & Technology Center (WACTC) to ensure that the school's post-secondary programs are free from discrimination against all qualified students with disabilities. WACTC recognizes its responsibility to provide reasonable 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, including Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans With Disabilities Act.

#### **Policy**

WACTC prohibits discrimination against a person on the basis of disability or who has a history or record of such impairment or is regarded as having such impairment as well as persons who are associated with a disabled person.

WACTC has a Section 504 / Title II Coordinator who handles appeals of reasonable accommodation decisions and allegations of discrimination on account of disability. WACTC designates the Executive Director of Vocational Education as its Section 504 / Title II Coordinator, who may be contacted at Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, at (724) 746-2890.

Retaliation against any individual for exercising any right or privilege secured by this policy or for assisting in the investigation of any complaint of discrimination is a violation of this policy and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action.

#### **Procedures**

##### Determining Accommodations

Reasonable accommodations for qualified students with a disability school students are provided on a case-by-case basis for otherwise qualified students who disclose a disability that causes significant functional limitations in an educational setting. The accommodations may vary from class to class depending upon course content and format. The accommodations are intended to provide the student with an equal opportunity to participate. Accommodations are intended to be effective and reasonable; they do not guarantee success. WACTC is not required to make an accommodation that substantially alters essential elements of a course or program.

The appropriate accommodations are considered and determined by a Section 504 team consisting of the student, any representative of the student and WACTC personnel who are knowledgeable about the student, the school's programs and the interpretation of evaluation data, as appropriate, based on the following considerations:

- Current substantial functional limitations caused by the condition in a post-secondary setting, as indicated by the documentation
- Student's description of need
- Course and program requirements

The accommodations to be provided should be set forth in writing and distributed to the student and, as appropriate, course instructors or other WACTC personnel responsible for the provision of the accommodations. The written description of the accommodations should be sufficiently detailed to clearly describe the nature, type and amount of services to be provided.

#### Disability Documentation

WACTC may require documentation from students to confirm the existence of a disabling condition; to identify current deficits that cause limitations; and to relate the current impact of the condition to the requested accommodations.

Students have the responsibility of providing documentation at their own expense. WACTC may request additional documentation if the information provided is incomplete to make a determination or if the documentation does not support the accommodation(s) requested. The documentation will be used along with the student's description of need and educational history to determine eligibility for reasonable accommodations. Types of documentation may include psychological, neuropsychological, or psycho-educational evaluations; Individual Educational Plans; prior Section 504 plans; summaries of performance; and letters from qualified medical and mental health professionals.

#### Grievance Procedure

Anyone who is dissatisfied with decisions concerning reasonable accommodation or who believes that s/he, or any other member of the WACTC community, to be a victim of disability discrimination, harassment or retaliation prohibited by this policy, whether by a supervisor, a co-worker, faculty member, student, vendor, contractor or any other person with whom s/he comes in contact at WACTC, in the course of any educational program or activity at WACTC, may submit an appeal or complaint to the Section 504 / Title II Coordinator at the Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, (724) 746-2890. Any person who receives a complaint of disability discrimination, harassment or retaliation from an employee or student, or who otherwise knows or has reason to believe that an employee or student has been subjected to disability discrimination, harassment or retaliation, is expected to report the incident promptly to the Section 504 / Title II Coordinator.

The Section 504 / Title II Coordinator will conduct a prompt and appropriate investigation into any appeal or complaint of disability discrimination or retaliation, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The investigation will be completed within 15 days of receipt of the appeal or complaint unless the timeframe must be

extended for good cause by the Section 504 / Title II Coordinator. The Section 504 / Title II Coordinator will allow the parties to present witnesses and other evidence during the investigation. Upon completion of the investigation, the Section 504 / Title II Coordinator shall provide notice to the parties involved of the outcome of the appeal or complaint and the basis for the decision.

If the student is not satisfied with the decision of the Section 504 / Title II Coordinator, he or she may submit a written appeal to the WACTC's Superintendent of Record, at the Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317, (724) 746-2890. The Superintendent of Record shall review the investigation and, if deemed necessary or appropriate, conduct a further investigation of the appeal or complaint. The Superintendent of Record shall complete the review within fifteen days of receipt of the appeal and will provide notice to the parties involved and the Section 504 / Title II Coordinator of the outcome of the appeal and the basis for the decision.

Whenever act of prohibited discrimination or retaliation are found, WACTC will take appropriate steps to prevent the recurrence of any prohibited actions and to correct its discriminatory effects on the complainant and others, if appropriate.

#### State and Federal Agencies

In addition to the above, persons who believe that they may have been subjected to disability discrimination, harassment or retaliation, may file a formal complaint with a court of competent jurisdiction or any of the government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using WACTC's complaint process does not prohibit a person from filing a complaint with these agencies.

United States Equal Employment Opportunity Commission ("EEOC")  
William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222

Pennsylvania Human Relations Commission ("PHRC")  
Executive House  
101 Second Street, Suite 300  
P.O. Box 3145  
Harrisburg, PA 17105

U.S. Department of Education  
Office of Civil Rights  
Philadelphia Office  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Telephone: (215) 656-8541  
Facsimile: (215) 656-8605  
Email: OCR.Philadelphia@ed.gov



## Western Area Career & Technology Center

### ACCOMMODATION REQUEST FORM

To help us process your request for accommodations, please complete the following information and submit it with your documentation of disability:

**Part 1: To be Completed by Student**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Cell #: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Status: Current Student  Prospective Student

Program/Class: \_\_\_\_\_

Describe or attach a description of your disability for which accommodation is requested. *Note: WACTC retains the right to request medical certification and other documentation of your disability.*

\_\_\_\_\_  
\_\_\_\_\_

What accommodations are you requesting? *(If necessary, attach additional page(s))*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any accommodations in the past? Y\_\_ N\_\_ Please describe any past accommodations, explaining the setting and length of time provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student / Applicant Signature

\_\_\_\_\_  
Date

**Part 2: To be Completed by Section 504 / Title II Coordinator**

Date Received \_\_\_\_\_

Medical Certification Requested: Yes  No

Accommodation Meeting:

Date: \_\_\_\_\_

Attendees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accommodations to be Provided: *(Describe in detail the nature, type, amount and duration of services to be provided. If necessary attach additional page(s))*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part 3: Signatures**

The signature of the undersigned student and the WACTC Section 504 / Title II Coordinator indicate mutual agreement upon the accommodations set forth in Part 2 above to be provided to the student for the \_\_\_\_\_ academic term.

\_\_\_\_\_  
Student / Applicant

\_\_\_\_\_  
Section 504 / Title II Coordinator

Date: \_\_\_\_\_

Date: \_\_\_\_\_