



ST. JOSEPH
CATHOLIC SCHOOL

NON-DISCRIMINATION POLICY & PROCEDURE

Nondiscrimination Policy

St. Joseph School provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to:

Mary Ellen LaRose, Principal
6500 Highland Drive
Vancouver, WA 98661
(360) 696-2586 ext. 1237

Carrie Moschetti, Pastoral Assistant
6600 Highland Drive
Vancouver, WA 98661
(360)696-4407 ext. 1245

Discrimination Complaint Procedure

Anyone who wishes to file a complaint alleging discrimination by St. Joseph Catholic School on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression or identity may do so by following St Joseph Catholic School Procedure Policy on the school website.

Notice under the Americans With Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), OSPI will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: St. Joseph Catholic School does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Modifications to Policies and Procedures: St. Joseph School will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of St. Joseph Catholic School, should contact the event coordinator as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require St. Joseph Catholic School to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. St. Joseph Catholic School will not place a surcharge on a particular individual with a disability or

any group of individuals with disabilities to cover the cost of providing reasonable modifications of policy.

Complaints that a program, service, or activity of St. Joseph Catholic School is not accessible to persons with disabilities should be directed to the Principal of St. Joseph Catholic School or the Pastoral Assistant of St. Joseph Catholic Parish.

Discrimination Complaint Procedure

PURPOSE

This procedure is intended to resolve complaints alleging that St. Joseph Catholic School has discriminated in its provision of services, programs, or activities on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression or identity by a person with a disability.

Such a procedure is necessary to meet the requirements of Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The procedure also applies to complaints of alleged violations of Title VI of the Civil Rights Act of 1964 and the Washington Law Against Discrimination (chapter 49.60 RCW).

PROCEDURE

This complaint procedure may be used by anyone who wishes to file a complaint alleging discrimination by St. Joseph Catholic School on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression or identity by a person with a disability.

St. Joseph Catholic School Equal Employment Opportunity/Affirmative Action Policy continues to govern employment-related complaints of discrimination. Complaints of discrimination in the provision of services, programs, or activities shall be governed by the procedures set forth in schools policies, state and federal law, and/or chapter 392-190 of the Washington Administrative Code (WAC).

Filing Complaint

A complaint must be written and signed, and must explain the specific acts, conditions, or circumstances alleged to be discriminatory on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression or identity by a person with a disability. The complaint must also include the name and address of the complainant. Persons with disabilities may request an alternative means of filing a complaint, such as a personal interview or a tape recording of the complaint, by contacting the office of St. Joseph Catholic School at 360-696-2586.

The complaint should be submitted as soon as possible, but no later than 180 calendar days after the alleged violation. Complaints may be submitted in person or by mail:

St. Joseph Catholic School
ATTN: Mary Ellen LaRose, Principal
6500 Highland Drive
Vancouver, WA 98661

Upon receipt of the complaint, St. Joseph Catholic School will designate an employee to investigate the complaint. The investigation will start within 10 calendar days after St. Joseph Catholic School receives the complaint. The investigator will provide the Principal of St. Joseph Catholic School, or his/her designee, with a written report of the results of the investigation no later than 60 calendar days after receiving the complaint, unless an extension of the time limit is approved by the Principal on the basis of exceptional circumstances with respect to a particular complaint.

The Principal, or his/her designee, will respond to the complainant in writing within 10 calendar days after receiving the investigation report. The response will state either (1) that the allegations are denied and the basis for the denial, or (2) the reasonable corrective measures necessary to correct any violation.

Any corrective measures will be instituted within 30 calendar days from the date of this response, unless otherwise agreed to by the complainant.

Other

At any time, the complainant may also seek resolution with any federal or state agencies empowered with the authority to resolve such a complaint.

Preservation of Records

All written complaints and appeals received by St. Joseph Catholic School, and responses to such complaints and appeals, will be retained by St. Joseph Catholic School for at least three years.