



Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination – Qualified Students With Disabilities
Code	103.1
Status	Active

Legal

1. 22 PA Code 4.4
2. 22 PA Code 12.1
3. 22 PA Code 12.4
4. 22 PA Code 15.1 et seq
5. 28 CFR Part 35
6. 29 U.S.C. 794
7. 34 CFR Part 104
8. 42 U.S.C. 12101 et seq
9. Pol. 103
10. 28 CFR Part 36
11. 22 PA Code 15.2
12. 42 U.S.C. 12102
13. 22 PA Code 15.7
14. 34 CFR 104.7
15. 22 PA Code 15.4
16. 34 CFR 104.32
17. Pol. 113
18. 22 PA Code 15.5
19. 22 PA Code 15.6
20. 34 CFR 104.35
21. 22 PA Code 15.3
22. 34 CFR 104.34
23. 34 CFR 104.37
24. Pol. 810
25. 22 PA Code 15.8
26. 22 PA Code 15.9
27. Pol. 216
28. 20 U.S.C. 1232g
29. 34 CFR Part 99
30. Pol. 218
31. Pol. 233
32. 22 PA Code 10.2
33. 24 P.S. 1303-A
34. 35 P.S. 780-102
35. 22 PA Code 10.21
36. 22 PA Code 10.22
37. 22 PA Code 10.23
38. 22 PA Code 10.25

- 39. 24 P.S. 1302.1-A
- 40. Pol. 113.2
- 41. Pol. 218.1
- 42. Pol. 218.2
- 43. Pol. 222
- 44. Pol. 227
- 45. Pol. 805.1
- 46. 22 PA Code 15.1
- 47. 34 CFR 104.36
- 48. 22 PA Code 14.162
- 49. Pol. 806
- 50. 18 Pa. C.S.A. 2709
- 51. Pol. 815

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Authority

The Board adopts this policy to ensure that all Intermediate Unit programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Intermediate Unit, as applicable, shall provide to each qualified student with a disability participating in Intermediate Unit programs, without cost to the student or parent/guardian, a Free and Appropriate Public Education (FAPE). This includes provision of education and related aids, services, or 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 state and federal laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations.

Retaliation

The Intermediate Unit shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability — a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the Intermediate Unit’s educational programs, nonacademic services or extracurricular activities.[\[11\]](#)[\[12\]](#)

Section 504/Evaluation Team — a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians.[\[4\]](#)

Service Agreement (Service Agreement) — an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in Intermediate Unit programs, in transit to and from Intermediate Unit programs, and in all services and procedures, so that the student has equal access to the benefits of the Intermediate Unit’s educational programs, nonacademic services, and extracurricular activities.[\[13\]](#)

Disability harassment — intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the Intermediate Unit’s educational programs, nonacademic services, or extracurricular activities.[\[9\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Director of Special Education and Early Childhood Services as the Intermediate Unit’s Section 504 Coordinator.[\[14\]](#)

The Intermediate Unit shall coordinate with participating school districts and other state agencies to ensure that 504 and ADA compliance is consistent for Intermediate Unit staff and employees as applicable.

The Intermediate Unit shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the Intermediate Unit’s website, if available, and in student handbooks. The Intermediate Unit shall notify parents/guardians of students participating in Intermediate Unit programs of the Intermediate Unit’s responsibilities under applicable law and regulations, and that the Intermediate Unit does not discriminate against qualified individuals with disabilities.[\[15\]](#)[\[16\]](#)

Guidelines

Identification and Evaluation

The Intermediate Unit may assist participating school districts in conducting annual child find activities to locate and identify students with disabilities thought to be eligible for

Section 504 services and protections. This search may be combined with IDEA child find activities, in order to not duplicate efforts.[\[16\]](#)[\[17\]](#)

If a parent/guardian or the Intermediate Unit has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the Intermediate Unit shall provide the other party with written notice and the Intermediate Unit shall notify the student's school district of residence.[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Intermediate Unit shall coordinate with participating school districts to establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[\[20\]](#)

The Intermediate Unit, in coordination with the student's school district of residence, shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[\[20\]](#)

The Intermediate Unit shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the Intermediate Unit shall coordinate with the student's school district of residence to develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.[\[13\]](#)

The Intermediate Unit shall not implement a Service Agreement until the written agreement is executed by a representative of the Intermediate Unit, in coordination with the student's school district of residence, and a parent/guardian.[\[13\]](#)

The Intermediate Unit shall coordinate with the student's school district of residence to modify or terminate a student's current Service Agreement only with the parent's/guardian's written consent, when necessary.[\[18\]](#)

Educational Programs/Nonacademic Services/Extracurricular Activities

The Intermediate Unit shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the Intermediate Unit determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational

environment shall take into account the proximity of the alternative setting to the student's home. [\[21\]](#)[\[22\]](#)

The Intermediate Unit shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities. [\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate Intermediate Unit and school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services. [\[13\]](#)[\[19\]](#)[\[20\]](#)[\[25\]](#)

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy. [\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

Discipline

When necessary, the Intermediate Unit shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies. [\[30\]](#)[\[31\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [\[32\]](#)[\[33\]](#)[\[34\]](#)

The Executive Director or designee shall immediately report required incidents and may report discretionary incidents committed while at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Executive Director or designee, in coordination with the student's school district of residence, shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable. [\[11\]](#)[\[13\]](#)[\[21\]](#)[\[26\]](#)[\[30\]](#)[\[32\]](#)[\[35\]](#)[\[36\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)[\[43\]](#)[\[44\]](#)[\[45\]](#)

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Executive Director or designee shall use the same criteria used for students who do not have a disability. [\[9\]](#)[\[36\]](#)[\[45\]](#)[\[46\]](#)

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the Intermediate Unit, in consultation with the student's school district of residence and the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[\[13\]](#)[\[37\]](#)

In accordance with state law, the Executive Director shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit.[\[33\]](#)[\[45\]](#)

PROCEDURAL SAFEGUARDS

The Intermediate Unit shall coordinate with participating school districts to establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.[\[25\]](#)[\[47\]](#)

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[\[19\]](#)

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[\[25\]](#)

1. The Intermediate Unit is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The Intermediate Unit has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians, school district of residence and Intermediate Unit a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[\[25\]](#)

Informal Conference

At any time, parents/guardians may file a written request with the Intermediate Unit and/or school district of residence for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the Intermediate Unit and/or school district of residence shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[\[25\]](#)

Formal Due Process Hearing

If the matters raised by the Intermediate Unit or parents/guardians are not resolved at the informal conference, the Intermediate Unit, in coordination with the student's school district of residence, or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[25][48]

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[25]

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.[9]

Step 1 — Reporting

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the program supervisor. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the program supervisor.

An Intermediate Unit 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 program supervisor, as well as properly making any mandatory police or child protective services reports required by law.[49]

If the program supervisor is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the Intermediate Unit's Compliance Officer.

The complainant or reporting employee may be encouraged to use the Intermediate Unit's report form available from the program supervisor, Section 504 Coordinator or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 — Investigation

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Intermediate Unit or school property, Intermediate Unit-sponsored activities or Intermediate Unit or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.[9][49][50][51]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the Intermediate Unit's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 — Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further Intermediate Unit action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The

accused shall not be notified of the individual remedies offered or provided to the complainant.[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)

Step 4 — Intermediate Unit Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the Intermediate Unit shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The Intermediate Unit shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or program environment. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, Intermediate Unit procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the Intermediate Unit's Compliance Officer within fifteen (15) days from receipt of the report. If the Compliance Officer investigated the complaint, such appeal shall be made to the Executive Director.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.
4. The review of this matter on appeal shall be the final review of the organization of the matter and no further appeals exist.