

# Nondiscrimination Procedures

Idaho Division of Career Technical Education (IDCTE) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or service that it provides. IDCTE will not tolerate intimidation, threats, coercion, or discrimination against any individual or group. This policy establishes a framework for taking reasonable steps to ensure access to all services provided by IDCTE for all Idaho recipients and establishes procedures whereby IDCTE will receive and investigate allegations of discrimination.

IDCTE complies with federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on **race, color, or national origin** (including limited English proficiency).
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which forbids discrimination based on an individual's **disability**.
- Title IX of the Educations Amendments Act of 1972 (Title IX), which prohibits discrimination based on **sex** in any education programs or training activities.
- Age Discrimination Act of 1975, which prohibits discrimination in federally supported activities based on **age**.
- U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on **religion** in social service programs.

IDCTE is actively engaged in Title VI activities as a recipient of federal funding from the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V). <https://cte.ed.gov/legislation/perkins-v>

## What does this mean?

IDCTE will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under any of its programs, regardless of the funding source for the program. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin.

IDCTE will not tolerate intimidation, threats, coercion, or discrimination against any individual or group for the purpose of interfering with any right or privilege guaranteed under law or regulations, or because the individual has filed a complaint or has testified, assisted, or participated in any way in an investigation, proceeding, or hearing or has opposed any IDCTE action or decision.

IDCTE will take reasonable measures to provide access to IDCTE services to individuals with limited ability to speak, write, or understand English and/or to those with disabilities.

IDCTE's Nondiscrimination Program Plan and Policy may be found here:

IDCTE Nondiscrimination Program Plan  
Nondiscrimination Program Policy; Grievance Procedures

## **Filing a Complaint**

If someone believes they have suffered from discrimination under an IDCTE program, they may contact the IDCTE Federal and Related Programs Coordinator to seek informal resolution. If the matter cannot be resolved informally, the following steps will be followed:

- Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Federal and Related Programs Coordinator. Complaints must include the complainant's name, the nature of the complaint, the dates of the complaint, requested action, and contact information. Complaint forms are available in English and Spanish.
- The Federal and Related Programs Coordinator will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.
- If the complaint is outside the jurisdiction of IDCTE, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.

## **Complaint Process**

If the complaint is within the jurisdiction of IDCTE, or informal resolution was not possible, it will be promptly and impartially investigated. IDCTE's goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.

### *Preliminary Inquiry:*

IDCTE will conduct a preliminary inquiry to determine the need for further investigation.

- IDCTE will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.
- If the preliminary inquiry by IDCTE indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.
- If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.

### *Complaint Investigation:*

- Complaints warranting further investigation will be promptly and impartially processed by the IDCTE Federal and Related Programs Coordinator. The results of the investigation will be provided to the IDCTE Director of Program Services for review.
- The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response and a timeline to request review.

## **Access to Persons with Limited English Proficiency (LEP) or Disability**

IDCTE will take reasonable steps ensure access to all people, and that accommodation is available to facilitate the participation of those persons with English language proficiency and/or disability.

IDCTE provides at no cost appropriate auxiliary aids and services to disabled persons who are deaf or hard of hearing, and other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the decision-making process. IDCTE provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.

IDCTE is also able to accommodate the needs of other LEP (non-Spanish speaking) persons by providing free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov), 208-429-5500

### **For questions, please contact us:**

Federal and Related Programs Coordinator, [civilrights@cte.idaho.gov](mailto:civilrights@cte.idaho.gov)

**Phone:** 208-429-5500

**U.S. Mail:**

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