

THE VOCATIONAL NURSING INSTITUTE, INC.

Policy and Procedure Manual

Title: REQUEST FOR SPECIAL ASSISTANCE

PURPOSE:

To ensure the school meets compliance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80, 84, and 91.

POLICY:

In accordance with Title VI of the Civil Rights Act of 1964 and its implementing regulation, the school will directly or through contractual or other arrangements, employ persons without regard to race, color, religion, sex, national origin, or disease in its provision of services. Additionally, non-discrimination regarding employment, compensation and benefits or employee relations matters shall exist in regard to the above conditions.

In accordance with Title VI of the Civil Rights Act of 1964 and its implementing regulation, the school will admit qualified applicants to the program without regard to race, color, religion, sex, national origin, or disease in its provision of services.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulation, the agency will not, directly or through contractual or other arrangements, discriminate on the basis of handicap or disability in employment, compensation and benefits, or employee relations matters. It is the policy of the school to investigate and resolve all complaints in a timely manner.

In accordance with the Age Discrimination Act of 1975 and its implementing regulation, the school will not, directly or through contractual or other arrangements, discriminate on the basis of age in the provision of services or employment, compensation and benefits, or employee relations matters, unless age is a factor necessary to the normal operation or the achievement of any statutory objective.

The school will ensure arrangements will be made to provide for an effective exchange of information between the school staff and the student. The school will provide communication needs (at no cost to the person being served) to Limited English Proficient (LEP) persons, including current and prospective students and employees, have a meaningful opportunity to apply for, receive or participate in, or benefit from the services offered. The school will reasonably ensure information about services, benefits, financial obligations, etc., are communicated to LEP persons in a language which they understand. Also, the school will provide for an effective exchange of information between staff/employees and students.

The school will make reasonable accommodations for the disabled per the regulations and will train its staff upon hire and annually regarding special disabilities and compliance with all applicable Federal, State, and other regulatory agencies, acts.

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These statements are in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80, 84, and 91. The agency will comply with all applicable federal and state labor laws and, for that reason, any changes in these laws will automatically supersede any stated agency policy.

PROCEDURE:

1. The School Director will coordinate the implementation of this policy.
2. The school's disciplinary action procedure will be followed if non-compliance is identified and such occurrences will be documented on the school's incident form.
3. The school will post a notice regarding its position on non-discrimination for disabled parties and will provide a copy of this in the school catalogue and school employee application package.
4. Employee or student request for special assistance will be forwarded to the School Director
5. The school will utilize their community resource list for disabilities in assisting students and employees with adaptive aids.
6. The school will maintain a list of all bilingual staff members.
7. The school communicates its non-discrimination policy to its community through brochures.
8. The School Director will investigate all complaints and obtain resolution.
9. The School Director will ensure the complaint is in writing, contains the name and address of the person filing it, and describe the discriminatory act.
10. The investigation will be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to the complaint.
11. The School Director will provide a written decision determining the validity of the complaint and will use the school complaint form.
12. The School Director will maintain these files and records for a period of 2 years, and is available to assist persons with preparation and filing of these complaints and will participate in the investigation.

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13. A person with a complaint will also be advised they may also file their complaint with: The Office for Civil Rights, U. S. Department of Health and Human Services Region Office VI, 1301 Young Street, Suite 1169, Dallas, Texas 75202-5433.
14. In case of questions concerning this policy, or in the event of a desire to file a complaint alleging a civil right violation the employee and/or student will be directed to contact the School Director or Texas TDD Relay#1-800-835-2989
15. The School Director will implement the following methods of effective communication with LEP persons:
 - a. Assess the communicative ability of the employee or student during interviews and admission process.
 1. Patient has sensory impairment
 2. Patient has speech impairment
 3. Patient is non-English speaking
 - b. Select the communication aid necessary to provide information to the employee or student.
 - c. Evaluate the resources available and assist in obtaining resources to meet the needs of the employee or student.
 - d. For employees or students with hearing impairment, school staff will, as appropriate:
 1. Provide information in writing
 2. Obtain the services of a sign language interpreter
 3. Assist the employee or student in efforts to obtain access to telephone amplification devices, and provide telephone number for Texas Relay (1-800-735-2989).
 - e. For employees or students who are non-English speaking or have limited English proficiency skills, school staff will:
 1. Utilize bilingual staff if available
 2. Obtain the services of a translator (utilize community resources available on the resource list)
16. Upon hire the School Director will ensure newly hired staff is oriented to the disability policies and procedures.
17. Annually, the School Director will ensure existing staff is trained and educated and this is documented on the in-service sign-in log and accompanied by an outline or agenda.