



The Department of Health Care Services’ (DHCS) requires Local Educational Agencies (LEAs), Local Educational Consortiums (LECs), and school-based Local Governmental Agencies (LGAs) to provide alternative format. The Alternative Format Request plan follows the guidance set forth by DHCS and is outlined below. Connotation to “School” means the Nevada City School of the Arts.

<p>Purpose and Background</p>	<p>The purpose of this Alternative Format Plan is to meet the needs of students and families as outlined under federal and state law, including the Americans with Disabilities Act (42 U.S.C. § 12101, et. seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)), discrimination against qualified members of the public participating in public programs based on disability is prohibited.</p> <p>Under federal and state law, which includes the Americans with Disabilities Act (42 U.S.C. § 12101, et. seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)), 20 USC Section 1474(e)(3)(B), discrimination against qualified members of the public participating in public programs based on disability is prohibited.</p> <p>Under Board Policy, the School prohibits unlawful discrimination, harassment, intimidation, and bullying of any student based on actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, gender non-conformance, or gender stereotyping; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.</p> <p>Under Board Policy, the School is committed to equal opportunity for all individuals in education. The School’s programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.</p> <p>The school’s programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing School’s facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the School Director or designee shall develop a transition plan that sets forth the steps for completing the changes.</p> <p>The School Director or designee shall ensure the School provides appropriate auxiliary aids and services when necessary to afford individuals with</p>
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disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies, or other modifications to increase accessibility to the school website, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the school Director or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the school's response to complaints and for complying with state and federal civil rights laws is hereby designated as the School's ADA coordinator. They shall receive and address requests for accommodation submitted by individuals with disabilities and shall investigate and resolve complaints regarding their access to the school's programs, services, activities, or facilities.

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- 1312.3 Uniform Complaint Procedure
- 4030 Nondiscrimination in Employment
- 4031 Complaints Concerning Discrimination in Employment
- 4032 Reasonable Accommodations
- 4112.9/4212.9/4312.9 Employee Notifications
- 4119.11/4219.11/4319.11 Sexual Harassment
- 5124 Reporting to Parents/Guardians
- 5131.2 Bullying
- 5145.3 Nondiscrimination
- 5145.6 Notification to Parents and Students
- 5145.7 Sexual Harassment
- 5146 Married/Pregnant/Parenting Students
- 6164.4 Identification of Individuals with Exceptional Needs
- 6178 Career Technical Education 6200 Adult Education
- 9320 Meetings
- 9322 Agenda/Meeting Materials

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48980 Parental notifications
48985 Notices to parents in language other than English
51007 Legislative intent: state policy



	<p>GOVERNMENT CODE 8310.3 California Religious Freedom Act 11000 Definitions 11135 Nondiscrimination in programs or activities funded by state 12900-12996 Fair Employment and Housing Act 54953.2 Brown Act compliance with Americans with Disabilities Act</p> <p>PENAL CODE 422.55 Definition of hate crime 422.6 Interface with constitutional right or privilege</p> <p>CODE OF REGULATIONS, TITLE 5 4600-70 Uniform complaint procedures 4900-4965 Nondiscrimination in elementary and secondary education programs</p> <p>UNITED STATES CODE, TITLE 20 1400-1482 Individuals with Disabilities in Education Act 1681-1688 Discrimination based on sex or blindness, Title IX 2301-2415 Carl D. Perkins Vocational and Applied Technology Act 6311 State plans 6312 Local education agency plans</p> <p>UNITED STATES CODE, TITLE 29 794 Section 504 of the Rehabilitation Act of 1973</p> <p>UNITED STATES CODE, TITLE 42 2000d-2000d-7 Title VI, Civil Rights Act of 1964 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended 2000h-2000h-6 Title IX 12101-12213 Americans with Disabilities Act</p> <p>CODE OF FEDERAL REGULATIONS, TITLE 28 35.101-35.190 Americans with Disabilities Act 36.303 Auxiliary aids and services</p> <p>CODE OF FEDERAL REGULATIONS, TITLE 34 100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI 104.1-104.39 Section 504 of the Rehabilitation Act of 1973 106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially: 106.9 Dissemination of policy.</p>
<p>Alternative Formats Available</p>	<p>Alternative Format Materials that may be requested free of charge may include, but are not limited to:</p> <ul style="list-style-type: none"> ● Written material <p>Resources for converting these documents include:</p> <ul style="list-style-type: none"> ● written materials in large font ● Braille or large-print materials.



	<p>Alternative Formats that are available</p> <ul style="list-style-type: none"> ● Braille ● Large print <p>Turnaround times for the alternative material is dependent on the amount (volume) of material needed. Small volumes of information, which may include less than two pages or less than one hour of presentation may have up to a 48-hour turnaround process. Materials two to five pages and one to two hours or greater may take up to one week for turnaround. Anything greater than the above amounts will again depend on the amount of volume submitted.</p> <p>If the alternative format provided does not meet the needs of the individual, the individual must communicate with the:</p> <p>Holly Pettitt School Director Nevada City School of the Arts 13032 Bitney Springs Rd. Nevada City, CA 95959 530-273-7736 x 1007 director@ncsota.org</p>
<p>Processing Alternative Format Requests</p>	<p>When a request for alternative format is received, it will be forwarded to the school's:</p> <p>Toni Holman Administrative Secretary Nevada City School of the Arts 13032 Bitney Springs Rd. Nevada City, CA 95959 530-273-7736 x 1010 secretary@ncsota.org</p> <p>This individual will notify the program of the content to be placed in Alternative Formatting. This individual will also contact the necessary entities needed for conversion of the material into the Alternative Format that may be identified within or external to the school's resources.</p> <p>The identified above person will communicate with the respective school District sites who and where the Alternative Formatting Request needs support.</p>
<p>Alternative Format Section Application (AFSA) System</p>	<p>Alternative format requests must be reported to the school by the beneficiary, or the parent or authorized representative. The AFSA system stores the alternative format preference, and the alternative format can be requested either via website: afs.dhcs.ca.gov Or phone: 1-833-284-0040 by providing the following information:</p>



	<ul style="list-style-type: none"> ● First Name ● Last Name, ● Date of Birth ● Primary Language ● Site or address of the recipient ● Contact information
<p>Alternative Format Communication List</p>	<ol style="list-style-type: none"> 1. Describe the process for how to check for alternative format requests from the data match output file. <ol style="list-style-type: none"> a. Identify who will provide the alternative format information from the data match output file to the LEA and the logistics of how it will be sent to the LEA. <ol style="list-style-type: none"> i. Billing Vendor-SEIS Billing submits claims on behalf of the San Joaquin County Office of Education. Upon request, a list of individuals needing alternative format will be sent to the School from SEIS Billing. b. Provide instructions on how to locate the alternative format information from the data match output file. <ol style="list-style-type: none"> i. For LEA BOP, alternative format information can be located on spaces 263-303. c. Identify next steps after receiving the request from the data match output file. Once information is received on individuals needing alternative format, SEIS Billing will notify the respective School. d. Will the information be shared with the student and/or the authorized representative? Yes, The School and or provider will reach out to the individual and their family to identify alternative methods needed. 2. Describe how to track/store the alternative format selection so that the appropriate alternative format can be subsequently provided for all future communication. <ol style="list-style-type: none"> a. Identify who will maintain and update the list. SEIS Billing assigns a staff person to “case manage” the School. Within the School’s information, SEIS Billing will be in communication with the School noting any edits. b. Describe how and where the list will be stored. SEIS Billing and the School will maintain the list within the SEIS Billing System. Individuals will have notification on their “file” that alternative methods are needed; similar to what DHCS does. c. Describe how schools can access the plan and the alternative format information. The School may access the plan by requesting the information from Maryann Morrison, LEA Medi-Cal Compliance Director, SJCOE, Comprehensive Health and Medi-Caid Programs, P.O. Box 213030, Stockton, CA 95213. d. Describe how the list will be checked prior to future communication with the beneficiary and/or their parents, guardian, or authorized representative.



	<p>i. LEAs should know to continue providing documents in alternative format after a one-time request or if there is already a previous request. There will be ongoing dialogue between the School and SEIS Billing to ensure the individual needs alternative formatting. Further the School can check in with the individual needing the service to see if anything has changed. This is similar to the steps a PCP would take when conducting a follow-up visit with a client.</p>
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