

NEW JERSEY STATE DEPARTMENT OF EDUCATION
CIVIL RIGHTS COMPLIANCE REVIEW
Sussex County Technical School

NOTE: All deficiencies cited in the Letter of Findings (LOF) must be addressed for correction in a Voluntary Compliance Plan (VCP) due to the Department of Education by July 30, 2014.

PROGRAM NAME: Sussex County Technical School

COUNTY: Sussex

DATE OF REVIEW: March 11 & 13, 2014

REVIEWERS: David McNair (Team Leader/MOA Coordinator),
Charlotte Gray, Kate Diffenderfer, and Glenn
Ferguson (Office of School Facilities)

DEMOGRAPHIC INFORMATION

Sussex County Technical School is a school of choice located in Sparta, NJ. The campus consists of a comprehensive technical high school, adult evening career center, School Based Youth Services Program, and the 1500-seat McNeice Auditorium. The student population is 789 (as of April 17, 2014), and comprise the following student subgroups: 88.08% White, 6.09% Hispanic, 3.29% Black, 1.77% Asian, 0.76% American Indian/Alaskan; 54.81% Female, and 45.18% Male. The school offers 25 Career and Technical Education (CTE) programs from an array of career clusters including Health Science; Arts, Audio-Video Technology & Communications; Information Technology; Business Management and Administration; and Architecture and Construction. Visual and Performing Arts is the newest CTE program, accepting students for the first time in the September 2013 term. The 4-year graduation rate for the class of 2013 was 97%.

The original building construction dates, renovation/expansions and standards used are depicted in the following information.

<u>Name of Building</u>	<u>Date Built</u>	<u>Renovations/Expansion</u>	<u>Standards Used</u>
High School	1968	1968 (Shop Wing Expansion)	Readily Accessible (34 C.F.R. Part 104, Subpart C, 104.22) (High School and Shop Wing)
Agriculture Building	1968	1977 (New Wing Added)	Readily Accessible (34 C.F.R. Part 104, Subpart C, 104.22) (Agriculture Building and New Wing)

<u>Name of Building</u>	<u>Date Built</u>	<u>Renovations/Expansion</u>	<u>Standards Used</u>
McNeice Auditorium	1977	---	Readily Accessible (34 C.F.R. Part 104, Subpart C, 104.22)

<u>Parking Lot</u>	<u>Date Built</u>	<u>Restriped and Repaved</u>	<u>Standards Used</u>
General Parking	1968-1977	Restriped annually (70% of existing parking will be resurfaced and restriped in May 2014)	ADA Standards for Accessible Design (ADAAG)

**NEW JERSEY DEPARTMENT OF EDUCATION
Career and Technical Education Civil Rights Compliance Review
LETTER OF FINDINGS/VOLUNTARY COMPLIANCE PLAN (VCP)**

NJDOE USE ONLY	
NJDOE Approval Date: _____	Initial: _____
District Updates Received: _____	Initial: _____
District Update Received: _____	
Date Completed: _____	Initial: _____

The Voluntary Compliance Plan requires the LEA to address the areas found to be deficient and, at a minimum, to perform the required remedial action. Directions: (1) Provide Specific Actions taken to Effect Remediation; (2) Identify the Individual(s) Responsible; and (3) Project a targeted completion date for each item listed.

Name of School: Sussex County Technical School

Location: Sparta, NJ

Date(s) of Review: March 11 & 13, 2014

1 Citation, Findings and Required Action(s) (NJ Department of Education)	2 Actions Taken to Remedy Deficiency (District/College)	3 Person(s) Responsible (District/ College)	4 Targeted completion date (District/ College)	(NJ DOE use only) Documentati on received to verify remediation	VCP Status (DOE)
<p>I. ADMINISTRATION</p> <p><u>Citation 1.1</u> Title IX: 34 CFR § 106.8(b); Section 504: 34 CFR § 104.7(a); Title II: 28 CFR § 35.107(a); and the Guidelines IV-O state that prior to the beginning of each school year, recipients must advise students, parents, employees and general public that all vocational opportunities will be offered regardless of race, color, national origin, sex or disability. It also states that the notice must include a brief summary of program offerings and admission criteria and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504. If a recipient's service area contains a</p>	<p>The following notice will be posted on all publications including use as a footer on official district letterhead, the district website, all job postings, social media sites etc.:</p> <p>“The Sussex County Technical School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status,</p>	<p>All district staff issuing publications</p>	<p>July 2014</p>		

<p>community of national origin minority persons with limited English language skills, public notification materials must be disseminated to that community in its language and must state that recipients will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.</p> <p><u>Finding 1.1</u> The district did not produce evidence of an annual notice as required.</p> <p><u>Required Action: 1.1</u> The district will:</p> <ul style="list-style-type: none"> A. Develop an annual notice that is published at the beginning of each school year in accordance with requirements. B. Develop a written procedure or board approved policy to ensure the notice is disseminated to advise students, parents, employees and the general public as required. <p>Forward a copy of the annual notice and the written procedure or board approved policy to the Office of Career and Technical Education at the NJ Department of Education.</p>	<p>physical disability, learning disability, or sexual orientation.”</p> <p>Instructions for the use of this statement was and will continue to be disseminated in writing to all staff members by the superintendent.</p> <p>Translations into recipients’ native language(s) will be accommodated when appropriate.</p>				
<p><u>Citation 1.2</u> Title IX: 34 CFR § 106.9 and Section 504: 34 CFR § 104.8 state that recipients shall take continuing steps to notify participants, beneficiaries, applicants, elementary and secondary school parents, employees (including those with vision or</p>	<p>The following notice will be posted on all publications including use as a footer on official district letterhead, the district website, all job</p>	<p>All district staff issuing publications</p>	<p>July 2014</p>		

<p>hearing impairments) and unions or professional organizations holding collective bargaining or professional agreements with the recipient that it does not discriminate on the basis of race, color, national origin, sex or disability.</p> <p><u>Finding 1.2</u> The district did not produce evidence of a continuous notice of nondiscrimination that is published or printed in publications which are disseminated to the public as required.</p> <p><u>Required Action: 1.2</u> The district will:</p> <ul style="list-style-type: none"> A. Create a continuous notice of nondiscrimination in accordance with requirements. B. Develop a written procedure or board approved policy to identify how this continuous notice of nondiscrimination will be disseminated to advise all stakeholders. <p>Forward a copy of the continuous notice of nondiscrimination and written procedure or board approved policy to the Office of Career and Technical Education at the NJ Department of Education.</p>	<p>postings, social media sites etc.:</p> <p>“The Sussex County Technical School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status, physical disability, learning disability, or sexual orientation.”</p> <p>Instructions for the use of this statement was and will continue to be disseminated in writing to all staff members by the superintendent.</p>				
<p><u>Citation 1.3</u> 34 CFR §104.7(b); 34 CFR §106.8(b); and 28 CFR §35.107(b) states that a recipient shall adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any discrimination based on sex or disability.</p> <p><u>Finding 1.3</u></p>	<p>The language stating the grievance procedure will be updated in the student handbook as well as the teacher’s manual. A designated grievance officer will be named in the student handbook and teacher’s manual. A</p>	<p>District Administration</p> <p>Grievance Officer</p>	<p>September 2014</p>		

<p>A grievance procedure was available for students; however, it did not contain timelines to ensure a prompt resolution of complaints as required.</p> <p><u>Required Action 1.3</u> The district shall revise their student grievance procedures and include timelines to ensure a prompt resolution of complaints based on sex or disability.</p> <p>Provide evidence of compliance to the Office of Career and Technical Education at the NJ Department of Education.</p>	<p>definition for grievances and their applications along with a timeline will also be clearly outlined in said publications.</p>				
<p><u>Recommendation</u> Multicultural events and activities should be held at the high school throughout the academic year. It was not evident that these events/activities occur at the school. In addition, the school should consider introducing related terms to students such as affirmative action and affirmative action officer.</p>	<p>The following will be among the activities that will address a deficiency in multicultural events and activities:</p> <ul style="list-style-type: none"> - February designated as “Black History Month” on the school calendar. Multiple curricular and co-curricular activities will be planned - The week of February 9, 2015 will be designated as multi-cultural week. Multiple curricular and co-curricular activities will be planned 	<p>District Administration Teaching staff</p>	<p>2014-2015 School Year</p>		

	- Multiple “Days of Recognition” will be designated and recognized by the school. Skills and standards regarding these days will be infused throughout lessons in Social Studies and other classes				
II. EMPLOYMENT <i>No findings or recommendations</i>					
III. COUNSELING AND PRE-CAREER AND TECHNICAL PROGRAMS <i>No findings or recommendations</i>					
IV. RECRUITMENT <i>No findings or recommendations</i>					
V. ACCESS AND ADMISSIONS <i>No findings or recommendations</i>					
VI. SERVICES FOR STUDENTS WITH DISABILITIES <i>No findings or recommendations</i>					
VII. FACILITIES		District			

<p><u>Citation 7.1</u> 34 C.F.R. Part 104, Subpart C, 104.22 states that a recipient shall operate its program or activity so that when each part is viewed in its entirety, it is readily accessible to handicapped persons. This paragraph does not require a recipient to make each of its existing facilities or every part of a facility accessible to and usable by handicapped persons. A recipient shall comply with the requirements within sixty days of the effective date of this part except that where structural changes in facilities are necessary; such changes shall be made within three years of the effective date of this part, but in any event as expeditiously as possible.</p> <p><u>Finding 7.1(a)</u> The high school building does not contain any handicapped accessible toilet rooms.</p> <p><u>Required Action 7.1(a)</u> Retrofit the existing toilet rooms in the high school building for handicapped accessibility in compliance with the <i>2010 ADA Standards for Accessible Design</i> (consisting of the Title II regulations at 28 CFR 35.151, and the 2004 Americans with Disabilities Act Accessibility Guidelines at 36 CFR part 1191, Appendices B and D). In addition, the International Symbol of Accessibility should be mounted on the outside doors or walls denoting accessibility.</p> <p><u>Finding 7.1(b)</u> The Agriculture Building does not contain any handicapped accessible toilet rooms.</p>	Measures for the planning and budgeting of the construction of handicap toilet facilities in question (the high school building, the agricultural building, and McNeice Auditorium) will take place during the 2014-2015 school year. Completion of the actual construction of these facilities that will address compliance will be completed for the 2015-2016 school year. Inclusion of the International Symbol of Accountability will be part of this process.	administration Facilities coordinator(s)	Planning: 2014-2015 School Year Measures completed for the 2015-2016 school year		
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<p><u>Required Action 7.1(b)</u> Retrofit the existing toilet rooms in the Agriculture Building for handicapped accessibility in compliance with the <i>2010 ADA Standards for Accessible Design</i> (consisting of the Title II regulations at 28 CFR 35.151, and the 2004 Americans with Disabilities Act Accessibility Guidelines at 36 CFR part 1191, Appendices B and D). In addition, the International Symbol of Accessibility should be mounted on the outside doors or walls denoting accessibility.</p> <p><u>Finding 7.1(c)</u> The McNeice Auditorium does not contain any handicapped accessible toilet rooms.</p> <p><u>Required Action 7.1(c)</u> Retrofit the existing toilet rooms in the McNeice Auditorium for handicapped accessibility in compliance with the <i>2010 ADA Standards for Accessible Design</i> (consisting of the Title II regulations at 28 CFR 35.151, and the 2004 Americans with Disabilities Act Accessibility Guidelines at 36 CFR part 1191, Appendices B and D). In addition, the International Symbol of Accessibility should be mounted on the outside doors or walls denoting accessibility.</p> <p>Provide evidence of compliance to the Office of Career and Technical Education at the NJ Department of Education.</p>					
<p><u>Citation 7.2</u> 34 C.F.R. Part 104, Subpart C, 104.22 states that a recipient shall operate its program or activity so that when each part is viewed in its entirety, it is readily accessible to handicapped persons. This</p>	<p>Alternate locations that include handicap accessibility will continue to be assigned in order to accommodate individuals</p>	<p>District administration All staff district members</p>	<p>Already occurs and will remain ongoing</p>		

<p>paragraph does not require a recipient to make each of its existing facilities or every part of a facility accessible to and usable by handicapped persons. A recipient shall comply with the requirements within sixty days of the effective date of this part except that where structural changes in facilities are necessary; such changes shall be made within three years of the effective date of this part, but in any event as expeditiously as possible.</p> <p><u>Finding 7.2</u> The second floor of the high school building is not accessible to individuals who are physically handicapped.</p> <p><u>Required Action 7.2</u> Construct an accessible elevator in the high school building to ensure handicapped accessibility to the second floor, in accordance with the <i>2010 ADA Standards for Accessible Design</i> (consisting of the Title II regulations at 28 CFR 35.151, and the 2004 Americans with Disabilities Act Accessibility Guidelines at 36 CFR part 1191, Appendices B and D). In addition, the International Symbol of Accessibility should be mounted on the wall next to the elevator denoting accessibility. An alternative to constructing an elevator is moving the program(s) to a location that is handicapped accessible, as needed.</p> <p>Provide evidence of compliance to the Office of Career and Technical Education in the NJ Department of Education.</p>	<p>with disabilities and remain in compliance with this citation.</p>				
<p>VIII. COMPARABLE FACILITIES</p> <p><i>No findings or recommendations</i></p>					

IX. STUDENT FINANCIAL ASSISTANCE <i>No findings or recommendations</i>					
X. WORK STUDY, COOPERATIVE EDUCATION, JOB PLACEMENT, APPRENTICE TRAINING <i>No findings or recommendations</i>					
XI. SITE LOCATION <i>No findings or recommendations</i>					

Site Review Findings Compiled by: David McNair, Office of Career and Technical Education, NJDOE and Glenn Ferguson, Office of School Facilities, NJDOE
VCP Edited by: David McNair, Office of Career and Technical Education, NJDOE