

PART III
TREATMENT OF STUDENTS: POLICIES AND PRACTICES

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III: TREATMENT OF STUDENTS – POLICIES AND PRACTICES

Guidance, Counseling, Promotional Efforts, Recruitment

All guidance, counseling, financial assistance, academic, career and vocational programs, services and activities are offered without regard to race, national origin, gender, marital status or disability. Recreational, athletic, co-curricular or extracurricular activities are offered without discrimination. (Rule 6A-19.002, FAC; Voc: V-A; Title IX: 106.36; Title VI: 100.3; Section 504: 104.4; Age: Section 34, Part 110; ADA: 35.130)

- 24.A. Guidance and counseling PRACTICES are free of discrimination on the basis of race, gender, national origin, marital status, age or disability. (Rule 6A-19.002(1), FAC; Title IX: 106.36; Section 504: 104.37(b) and 104.47(b); Voc: V-A, B)

Possible Data Sources:

- Student handbook
- Guidance/counseling materials
- Guidance/counseling records
- Interviews
- Equity Act Updates, reports, documentation file

- 24.B. Factors of race, national origin, gender, marital status, age or disability are not used to ENCOURAGE OR DISCOURAGE a student's enrollment in a particular program or participation in a particular activity or to measure or predict prospects for success in any career, occupation, program, course or activity. (Rule 6A-19.002(1), FAC; Section 504: 104.10, 104.37(b) and 104.47(b); Voc: V-B)

Possible Data Sources:

- Brochures
- Counseling materials
- Counseling data/reports/records
- Interviews
- Description of pre-enrollment and preadmission counseling
- Interviews

- 24.C. Qualified STUDENTS WITH A DISABILITY are not counseled toward more RESTRICTIVE career objectives than nondisabled students with similar abilities and interests. (Rule 6A-19.002(1)(b), FAC; Voc: V-B; Section 504: 104.10, 104.37(b) and 104.47(b))

Possible Data Sources:

- Counseling materials
- Counseling data/records/reports
- Interviews

- 24.D. Counselors can COMMUNICATE with national origin minority students with limited-English-language skills and with students who have hearing impairments. Interpreters are available when needed. (Rule 6A-19.002(1)(c), FAC; Voc: V-D; ADA: 35.160(9) and 35.161)

Possible Data Sources:

- Number of hearing impaired students
- Number of LEP students identified by primary languages
- List of support programs for LEP students
- Number of bilingual and multilingual counselors
- Number of counselors who sign
- Number of interpreters for LEP and hearing impaired students; how utilized
- Interviews
- Complaint records

- 24.E Counseling materials and other PUBLICATIONS do not state or imply, through text or illustration, that applicants or students are treated differently on the basis of race, national origin, gender, marital status or disability. (Rule 6A-19.002(11)(d), FAC; Voc: V-E; Title IX: 106.9(b)(2); Section 504: 104.37(b), 104.47(b))

Possible Data Sources:

- Student handbooks
- Counseling handbooks/brochures
- Occupational brochures
- Descriptions of courses, programs, services and activities
- Bulletin boards

- 24.F. Counseling TESTS and appraisal instruments utilized by the institution do not discriminate on the basis of race, national origin, gender, or disability. (Rule 6A-19.002(1)(e)(f), FAC; Voc: V-A; Title IX: 106.36(b)(c); Section 504: 104.35(b)(1), 104.42(b)(2))

Possible Data Sources:

- List of tests and appraisal instruments used
- Are any different tests used, or different treatment provided as a result of the test, on the basis of gender?
- Test data - provisions made to ensure test measures what it purports to measure rather than disabling condition
- Accommodations made for disabling condition or LEP students
- Procedures for test administration - where and when given, how and which students notified
- Interviews

- 24.G. APPRAISAL INSTRUMENTS which result in disproportionate enrollment in programs have been examined by the institution for discrimination in the instrument, its application, or its administration. (Rule 6A-19.002(1)(e), FAC; Title IX: 106.36(c); Section 504: 104.42(b)(2); Voc: V-B)

Possible Data Sources:

- Description and results of institution's review
- Interviews

- 24.H. PROMOTIONAL EFFORTS are undertaken in a manner that does not create or perpetuate stereotypes or limitations based on race, national origin, gender, marital status or disability. (Rule 6A-19.002(1)(h), FAC; Voc: V-E)

Possible Data Sources:

- Content and tenor of materials
- Announcements of events and promotional efforts
- Descriptions of individual events and activities (career days, parent's night, shop demonstrations, visitation by prospective students and representatives from business)
- Yearbook
- Interviews

- 24.I. Promotional efforts and related MATERIALS do not create or perpetuate stereotypes; they do not state or imply, through text or illustration, that access to programs, services or activities is restricted on the basis of race, national origin, gender, marital status or disability; and, to the extent possible, they portray males or females, minorities or disabled persons in programs and occupations in which they traditionally have not been represented. (Rule 6A-19.002(1)(h), FAC; Title IX: 106.9(b)(2); Voc: V-E)

Possible Data Sources:

- Brochures
- Content and tenor of promotional materials
- Announcements of events and promotional efforts
- Multimedia presentations
- Documentation of promotional activities
- Student handbooks
- Promotional flyers, posters, displays
- News clippings

- 24.J. Promotional and RECRUITMENT EFFORTS for students are conducted so as not to exclude or limit opportunities and do not discriminate on the basis of race, national origin, gender, marital status or disability. (Rule 6A-19.002(1)(i), FAC; Voc: V-A, C and E) Title IX: 106.23; Title VI: 100.5)

Possible Data Sources:

- Interviews

- Description of promotional and recruitment events conducted
- How people are notified of events, what groups of people are notified
- Description of recruiting procedures and of promotional efforts
- Copies of promotional and recruitment literature
- Provisions made for meeting the needs of persons with disabilities
- Provisions made for communicating with language minorities and hearing impaired

24.K. To the extent possible, teams RECRUITING students include persons of different races, national origins, genders and disabilities. (Voc: .V-C)

Possible Data Sources:

- Description of the composition of recruiting teams and roles of members
- Description of recruitment activities

24.L. In service areas which contain a community of national origin minority persons with limited-English-language skills, PROMOTIONAL LITERATURE is distributed to that community in its language. (Voc: V-E) All written and oral communication between a school district's personnel and parents of current or former limited-English-proficient students shall be in the parent's primary language or other mode of communication used by the parents unless clearly not feasible. (Rule 6A-6.0908(2), FAC)

Possible Data Sources:

- Number or percent of LEP students in feeder schools or community
- Copies of literature sent to students' homes
- Description procedures to communicate with national origin minority communities
- Interviews

Disproportionate Enrollment

25.A. The following programs DISPROPORTIONATELY enroll students on the basis of race, gender, LEP, or disability. (Rule 6A-19.002(1)(a), FAC; Title IX: 106.36(c); Section 504: 104.42(b)(2); Voc: V-B)

As a result of the program analysis of programs designated by the Commissioner, the following programs were found to be disproportionate. (Rule 6A-19.010, FAC)

Disproportionate Data

	Male	Female	Hispanic	Black	Disability	LEP
Program						

- 25.B. The implementation of METHODS AND STRATEGIES to overcome underrepresentation is proceeding according to timelines established in the Annual Update. (Compare to Annual Update)

Possible Data Sources:

- Interview with staff
- Interview with equity coordinator
- Student data base
- Reports submitted
- Equity Act Updates, reports, documentation file

- 25.C. Methods and strategies implemented have INCREASED PARTICIPATION of students in the identified groups.

Possible Data Sources:

- Interview with equity coordinator
- Interview with staff
- Student data base
- Reports/evaluation submitted
- District and school Report Cards

Admissions

Institutions shall not base admission decisions on race, national origin, gender, marital status or disability. Special selection criteria for admission within the institution for participation in programs or courses shall be related to program standards or requirements. (Rule 6A-19.002(2), FAC; Title VI: 100.3(b); Title IX: 106.21; Section 504: 104.35(b), 104.42(a)(b); Voc: IV; ADA: 35.130(b)(8))

Institutions may not directly or through contractual, licensing, or other arrangements, use age distinctions to exclude individuals from, deny them the benefits of, or subject them to discrimination, deny or limit in their opportunity to participate in any program or activity.

Admission to Courses, Programs and Activities

- 26.A. Candidates for ADMISSION to education programs are not judged on the basis of CRITERIA that have the effect of disproportionately excluding persons of a particular race, national origin, gender, marital status or disability. (Rule 6A-19.002(2), FAC; ADA: 35.130(b)(8); Voc: IV-K)

Possible Data Sources:

- Past academic performance
- Record of disciplinary infractions
- Counselors' approval/recommendations
- Teachers' recommendations
- Interest inventories
- High school diploma
- Entry tests

- Equity Act Updates, reports, documentation file

- 26.B. Special SELECTION CRITERIA for admission within the institution for participation in programs or courses are related to program standards or requirements. (Rule 6A-19.002(2), FAC; Title IX: 106.21(a)(b); Section 504: 104.35(b); Voc: IV-A & R)

Possible Data Sources:

- Student handbook
- Course descriptions
- Enrollment data
- Counseling materials
- Interviews
- Procedures for selecting from a waiting list
- Procedures for concurrent enrollment in remediation or IMTS or SAIL

- 26.C. Selection criteria having an adverse impact have been demonstrated to be PREDICTIVE OF SUCCESS in the program, course or activity and there has been a reasonable search for equally valid criteria which do not have an adverse impact. (Rule 6A-19.002(2), FAC; Title IX: 106.21(b)(2); Section 504: 104.42(b)(2); Voc: IV-K)

Possible Data Sources:

- Procedures for selection of admission requirements
- Procedures for determining adverse impact

Admissions: Race, National Origin

- 27.A. No person, on the basis of race, national origin, limited-English-proficiency, or refugee status is excluded from participation in, denied benefits of, or subjected to discrimination in any course, program, service or activity. (Rule 6A-19.002(2)(a), FAC; Rule 6A-6.0908(1), FAC; Title VI: 100.3(a); Voc: IV-A)

- 27.B. An applicant's admission to vocational, career or academic programs is not unnecessarily RESTRICTED because the applicant, as a member of a national origin minority with limited-English-language skills, cannot participate in, and benefit from, instruction to the same extent as a student whose primary language is English. (Rule 6A-19.002(2)(a), FAC; Rule 6A-6.0904(1), FAC; Voc: IV-L)

Possible Data Sources:

- Board policy
- Number of national origin minority students admitted to education programs
- Number of national origin minority students who applied but were not admitted
- Identification procedures
- Diagnostic procedures
- Support services available
- Policies regarding proficiency in English

- 27.C. Educational programs, services or activities do not have a CONCENTRATION of students with limited English-language skills. (Rule 6A-19.002(2)2, FAC; Voc: IV-L)

Possible Data Sources:

- Number of students identified as having limited English-language skills
 - Titles & descriptions of programs, services and activities which have concentration of LEP students:
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- Reasons for concentration (e.g., designed to improve language skills, bilingual instruction, ESOL)

- 27.D. For those programs, services and activities having a concentration of students with limited-English-language skills, it has been demonstrated that this CONCENTRATION is not the result of discriminatory limitations upon the opportunities available to these students. (Rule 6A-19.002(2)2, FAC; Voc: IV-L)

Possible Data Sources:

- Records of policy and procedure reviews
- List of modifications of policies or procedures
- Counseling records
- Interviews

Admissions: Gender, Marital Status

- 28.A. No person, on the basis of gender or marital status is EXCLUDED from participation in, denied benefits of, or subjected to discrimination under any course, program, service or activity. (Rule 6A-19.002(2)(b), FAC; Title IX: 106.21, 106.31, 106.34)

Possible Data Sources:

- Board policy
- Student handbooks
- Membership lists in clubs and activities
- Procedures for selection into clubs and activities
- Criteria for admission into courses, programs, services, and activities
- Yearbook
- Displays

- 28.B. Participation in, and benefits of, any course, program, service or activity is not based on establishing NUMERICAL LIMITATIONS on the number or proportion of persons of either gender. (Exemptions: YMCA, YWCA, YMHA, YWHA, Girl Scouts, Boy Scouts, social fraternities and sororities at institutions of higher

education and voluntary youth service organizations whose membership is limited to persons of one gender and principally persons less than 19 years of age.) (Rule 6A-19.002(2)(b)1, FAC; Title IX: 106.14, 106.21)

Possible Data Sources:

- Board policy
- Student handbooks
- Interview club/activity advisors
- Bylaws of clubs, activity groups, service groups
- Yearbook
- Membership lists for clubs, activity/service groups

- 28.C. Pregnancy, PARENTAL, family or marital status is not the basis for exclusion from participation in, or denial of benefits of any course, program, service or activity. (Rule 6A-19.002(2)(b)2, 3, FAC; Title IX: 106.21, 106.40)

Possible Data Sources:

- Board policy
- Policy regarding any separate programs for pregnant or parenting students (Rule 6A-19.002(2)(b)3, FAC; Title IX: 106.40(b)(3))
- Student handbook
- Staff handbook
- Guidance/counseling procedures
- Interviews
- Policies regarding participation in clubs, intramurals, athletics
- Policies regarding participation in special programs

- 28.D. PREGNANCY and childbirth are treated in the same manner as disabilities. (Rule 6A-19.002(2)(b)4, FAC; Title IX: 106.40(b)(4)(5))

Possible Data Sources:

- Board policy
- Policy regarding requirements for physician's certificate
- Policy regarding medical and hospital benefits
- Student handbook
- Procedures manual
- Interviews
- Health services

- 28.E. No PREADMISSION INQUIRY as to the marital or family status of an applicant for admission is made. (Rule 6A-19.002(2)(b)5, FAC; Title IX: 106.21(c)(4))

Possible Data Sources:

- Admission forms (number of dependents, maiden name, Miss, Mrs.)
- Preadmission interview records
- Counseling records
- Interviews

- 28.F. No rules concerning a student's or applicant's actual, or potential, family or MARITAL STATUS are applied when deciding admission. (Rule 6A-19.002(2)(b)6, FAC; Title IX: 106.21(c)(1))

Possible Data Sources:

- Board policy
- Student handbook
- Activities handbook
- Student rules of conduct
- Admission packet
- Interviews

Admissions - Disability

- 29.A. No qualified person with a disability is excluded from, denied benefits of, or subjected to discrimination in any course, program, service or activity solely on the basis of disability. (Rule 6A-19.002(2)(c), FAC; Section 504: 104.4(a), 104.22(a); ADA: 35.130(a))

Possible Data Sources:

- Board policy
- Student handbooks
- Membership lists in clubs and activities
- Procedures for selection into clubs, activities, programs
- Criteria for admission into courses, programs, services and activities
- Interviews

- 29.B. Students with disabilities are not barred from ACCESS to vocational, career or academic programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. The institution does not impose ADDITIONAL RULES on students with disabilities which have the effect of limiting participation. (Rule 6A-19.002(2)(c)1 and 5, FAC; Section 504: 104.33, 104.44(b)(d); Voc: IV-N; ADA: 35.130(b)(8) and 35.160(b)(1))

Possible Data Sources:

- Example of equipment adapted
- Description of policy for providing aids and services
- Description of aids and services available/provided/denied
- List of materials/resources available for seeing or hearing impaired
- Enrollment data/number of students with disabilities denied admission
- Description of transportation services; including activity buses
- Interviews
- Student handbook
- Rules governing use of guide dogs, tape recorders, note takers

- 29.C. Access to vocational and academic programs or courses are not denied to students with disabilities on the basis that EMPLOYMENT OPPORTUNITIES in any occupation or

profession may be more limited for persons with disabilities than for persons without disabilities. (Rule 6A-19.002(2)(c)2, FAC; Section 504: 104.10, 104.43(c) and comment #30; Voc: IV-N)

Possible Data Sources:

- Documentation of counseling
- Counseling materials
- Enrollment data
- Number of students with disabilities referred to different programs/ courses
- Interviews
- Placement/follow-up data

29.D. ACADEMIC REQUIREMENTS have been adjusted to the needs of individual students with disabilities. (Rule 6A-19.002(2)(c)4, FAC; Section 504: 104.44(a))

Possible Data Sources:

- Number of students with disabilities in various courses and programs
- List of programs where particular students with disabilities have been denied access
- Programs where essential requirements or licensing requirements prevented access
- List of modifications which have been made
- Interviews

29.E. Postsecondary institutions have provided REASONABLE SUBSTITUTION for eligible students whose hearing impairment, visual impairment or learning disabilities can reasonably be expected to prevent the individual from meeting requirements for admission to the institutions, admission to the program of study, entry to upper division or graduation. (Rule 6A-19.002(2)(c)4, FAC; Section 1007.264, F.S.)

Possible Data Sources:

- Interviews
- Mechanism to identify eligible persons
- Mechanism for identifying substitutions
- Mechanism for publishing substitutions
- Mechanism for making substitution decisions on an individual basis
- Mechanism for appeal

29F. Admission and TESTING policies or other procedures for evaluating students' academic achievements are administered in such a way that the aptitudes or achievements of students with disabilities or other relevant factors are measured and not the disability. (Rule 6A-19.002(2)(c)6, FAC; Section 504: 104.44(c))

Possible Data Sources:

- Evidence of modifications to tests or test administration
- Location of testing; facility accessible, auditory/lighting adequate
- Procedures for determining need
- Interviews
- Transportation schedule

- Complaint records
- 29.G. Postsecondary institutions do not make PREADMISSION INQUIRIES regarding disabling conditions except when taking remedial steps to increase participation when underrepresentation is identified. (Rule 6A-19.002(2)(c)7, FAC; Section 504: 104.42(b)(4) and (c))
- Possible Data Sources:
- Student handbook
 - Application forms
 - Guidance/counseling forms and procedures
 - Recruitment materials
 - Admissions packets
 - Interviews
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- 29.H. Students with disabilities are placed in the REGULAR EDUCATIONAL ENVIRONMENT of any vocational education, academic, physical education, athletic, or other school program or activity to the maximum extent appropriate to the needs of the student unless it can be demonstrated that the education of the person with a disability in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. (Rule 6A-19.002(2)(c) 10, 11, FAC; Section 504: 104.34(a)(b), 104.47; Voc: VI-A; ADA: 35.130(d))
- Possible Data Sources:
- Student data
 - List of separate classes, services, activities
 - Selection/admission criteria and procedures
 - Interviews
 - Complaint records
- 29.I. In providing or arranging for the provision of NONACADEMIC and extracurricular services and activities, including meals and recess periods, persons with disabilities participate with persons without disabilities in such activities and services to the maximum extent appropriate to their needs. (Rule 6A-19.002(2)(c) 11, FAC; Section 504: 104.34(b); 104.43(d); Voc: VI-A)
- Possible Data Sources:
- Description of procedures
 - Interviews
 - Data on disabled students
- 29.J. Persons with disabilities are provided ACCESS TO INFORMATION regarding admission to programs, courses and activities. (Rule 6A-19.002(2)(c) 13, FAC; ADA: 35.160(a))
- Possible Data Sources:
- List of equivalent programs and activities (internships, OJT programs, child care)
 - Criteria for participation

- Catalog or brochure descriptions of programs and activities
- Interviews

29.K. Any activity or program, not operated by the institution but considered a part of, or EQUIVALENT to an institution's program, is operated in a manner which provides equal opportunities to qualified persons with a disabilities. (Rule 6A-19.002(2)(c) 14, FAC; ADA: 35.130(b)(1); Section 504: 104.4(b))

Possible Data Sources:

- List of equivalent programs and activities (internships OJT programs, child care, special programs in cooperation with business or industry, pre-K programs, after-school programs)
- Criteria for participation
- Catalog or brochure descriptions of programs and activities
- Interviews

29.L. Where identification of disabling conditions is appropriate, provisions are made to ensure that persons will not be adversely affected by such identification. (Rule 6A-19.002(2)(c)7; Section 504: 106.42(c))

Possible Data Sources:

- Interviews
- Applicant files

Admissions: Age

30.A. Institutions are permitted to take an action otherwise prohibited that is based on a factor other than age, even though that action may have a disproportionate effect on persons of different ages. An action may be based on a factor other than age only if the factor bears a direct and substantial relationship to the normal operation of the program or activity or to the achievement of a statutory objective. (Age: 110.13)

30.B. Institutions are permitted to take an action otherwise prohibited if the action reasonably takes into account age as a factor necessary to the normal operation or the achievement of any statutory objective of a program or activity under the following circumstances:

- (a) Age is used as a measure or approximation of one or more other characteristics.
- (b) The other characteristics must be measured or approximated in order for the normal operation of the program or activity to continue, or to achieve any statutory objective of the program or activity.
- (c) The other characteristics can be reasonably measured or approximated by the use of age; and
- (d) The other characteristic or characteristics are impractical to measure directly on an individual basis.

(Age: 110.12)

Physical Education

All public education classes shall be available to all students without regard to race, national origin, gender, marital status or disability. (Section 1000.05 (2)(c), F.S.)

- 31.A. The TITLES AND DESCRIPTIONS of physical education courses are free of bias. (Title IX: 106.34)

Possible Data Sources:

- Course descriptions
- Student handbooks
- Curriculum guides
- Interviews
- Equity Act Updates, reports, documentation file

- 31.B. Factors of race, national origin, gender, marital status or disability are not used to ENCOURAGE OR DISCOURAGE a student's enrollment in a particular physical education course or activity. (Rule 6A-19.002(1), FAC)

Possible Data Sources:

- Interviews
- Course/activity descriptions
- Teacher plan books
- Enrollment data
- Equity Act Updates, reports, documentation file

- 31.C. Standards for PLACEMENT AND GROUPING students in physical education are objective standards of ability and without regard to gender. (Section 1000.05(3)(c), F.S.; Rule 6A-19.002(2), FAC; Title IX: 106.34(b))

Possible Data Sources:

- Procedures for grouping students
- Class enrollment
- Board policy
- Student handbook
- Description of courses
- Yearbook

- 31.D. Provision of LOCKER ROOMS and facilities provide equal opportunity. (Section 1000.05(3)(e), F.S.; Title IX: 106.3(3))

Possible Data Sources:

- Availability of locker rooms (separate and equal; shared)
- Interviews

- 31.E. DRESS STANDARDS are equivalent for both males and female students in physical education classes. (Section 1000.05, F.S.; Title IX: 106.34)

Possible Data Sources:

- Observations
- Interviews
- Student handbooks

- 31.F. Physical education courses and activities are provided in such a way as to afford STUDENTS WITH DISABILITIES an equal opportunity for participation in such courses and activities. (Rule 6A-19.002(2)(c)8, FAC; Section 504: 104.37(c)(1)(2), 104.471a)(1)(2); ADA: 35.130(b)(2))

Possible Data Sources:

- Student handbook
- School catalog
- Student data
- Student yearbook, news items
- Guidance procedures
- Interviews

- 31.G. QUALIFIED STUDENTS WITH DISABILITIES are provided equal opportunity to participate in physical education. (Rule 6A-19.002(2)(c)9, FAC; Section 504: 104.37(c), 104.47(a); ADA: 35.130(b)(2))

Possible Data Sources:

- Student handbook
- Criteria for participation
- List of activities and memberships
- Interviews
- Procedures for selection

- 31.H. Students with disabilities are placed in the REGULAR educational environment of any PHYSICAL EDUCATION program or activity to the maximum extent appropriate to the needs of the student unless it can be demonstrated that the education of the person with a disability in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. (Rule 6A-19.002(2)(c) 10, 11, FAC; Section 504: 104.37(a), 104.47(a)(2))

Possible Data Sources:

- Student data
- List of separate classes, services, activities
- Selection/admission criteria and procedures
- Interviews

Housing for Students

- 32.A . HOUSING OPPORTUNITIES are extended to students without discrimination on the basis of race, national origin, gender, marital status, age and disability. (Rule

6A-19.006, FAC; Title IX: 106.32; Section 504: 104.45 and comment #32; Voc: VI-C)

Possible Data Sources:

- Board policy
- Student handbook
- Material packet sent to prospective students
- Housing information documents
- Lists of on-campus and off-campus housing with designated student population
- Interviews

32.B. STUDENTS WITH DISABILITIES are provided comparable, convenient and accessible on-campus and off-campus housing, at the same cost and under the same conditions, as that provided students without disabilities. (Rule 6A-19.006(1), FAC; Section 504:104.45(a)(b) and comment #32; Voc: VI-C)

Possible Data Sources:

- Description of all housing and housing assistance offered to students
- Number of students with disabilities and students without disabilities placed in housing
- Costs to students with disabilities and students without disabilities.
- Description of services and accommodations provided within the housing facility
- Interviews

32.C. Housing provided to students of either gender is proportionate in quantity to the number of students of that GENDER applying and is comparable in quality and cost. (Rule 6A-19.006(2), FAC; Title IX: 106.32(b)(2) and (c))

Possible Data Sources:

- Number of students using student housing by gender
- Description of services provided within housing facility
- Cost to students
- Materials describing available housing
- Interviews

Health Services Provided Students

When health services or other related services are provided for students, services are provided in a manner that does not discriminate on the basis of race, national origin, gender, marital status, age or disability. (Rule 6A-19.003, FAC; Section 504: 104.43, comment #33; Title IX: 106.39; Age: Section 34, Part 110)

33.A. Health services provided for students are provided for students with disabilities at no greater COST than to students without disabilities. (Rule 6A-19.003(1), FAC; Section 504: 104.43, Comment #33)

Possible Data Sources:

- Board policy
- Student handbook
- Health records and forms
- Insurance forms and contracts
- Interviews

- 33.B. When comprehensive health services are available, the services are available for maternity and pregnancy related reasons and to students with disabilities in the same manner and at the same COST. (Rule 6A-19.003(2), FAC; Section 504: 104.43, comment #33; Title IX: 106.39)

Possible Data Sources:

- Board policy
- Student handbook
- Procedural handbook
- Insurance contract or forms
- Health record
- Clinic admissions records
- Interviews

Student Financial Assistance

Student financial assistance administered in whole, or in part, by the institution is awarded in a manner which does not discriminate on the basis of race, national origin, gender, marital status or disability. (Rule 6A-19.005, FAC; Title VI: 100.3(b)(2); Title IX: 106.37; Section 504: 104.46; Voc: VI-B)

(NOTE: Items specific to athletics are included in Athletics Section of this manual.)

- 34.A. Student loans, GRANTS, SCHOLARSHIPS, fellowships, special funds, services, benefits, waivers of fees, subsidies, compensation for work, or prizes to students are awarded in a manner that does not discriminate. This does not preclude awards made to overcome effects of past discrimination. (Rule 6A-19.005, FAC; Title VI: 100.3(b)(2); Title IX: 106.37; Section 504: 104.46; Voc: VI-B)

Possible Data Sources:

- Student handbook
- Financial aid brochures and other sources of information terminal, telephone
- Student data by race and gender of those receiving assistance by source of assistance
- Student records of those applying but denied various forms of assistance
- Place where applications are accepted is accessible to students with disabilities
- Criteria used to award financial assistance
- Procedure for providing information to LEP students, seeing impaired students and hearing impaired students
- Interviews

- 34.B. Any RESTRICTED FINANCIAL ASSISTANCE established by statute, gift, will, trust, bequest or similar legal instrument is administered in a manner which assures that the overall effect of all financial assistance does not discriminate on the basis of race, national origin, gender, marital status or disability. (Rule 6A-19.005(1), FAC; Title IX: 106.37; Title VI: 100.3(b)(2); Section 504: 104.46(a)(2); Voc: VI-B)

Possible Data Sources:

- List of restricted financial assistance and legal restriction for each
- Procedures for assuring that overall effect is not discriminatory
- Number of students receiving financial aid by type of assistance by race, national origin, gender, disability

- 34.C. Materials and INFORMATION used to notify students of opportunities for financial assistance do not contain language or examples that would lead applicants to believe that assistance is provided on a discriminatory basis. (Voc: VI-B)

Possible Data Sources:

- Materials used and other sources of information to notify students
- Student handbook
- Recruitment materials
- Counseling materials

- 34.D. In any service area containing a community of national origin minority persons with LIMITED-ENGLISH-LANGUAGE skills, information on financial aid is disseminated to that community in its language. (Voc: VI-B)

Possible Data Sources:

- Copies of materials and information disseminated in each different language and to whom disseminated (See Student Employment for work-study, Co-op, job placement)

ATHLETICS, INTRAMURALS, EXTRACURRICULAR ACTIVITIES

No person is, on the basis of gender, excluded from participating in, denied the benefits of, or treated differently from, another person or discriminated against in any interscholastic, intercollegiate, club or intramural athletics. (Section 1000.05(3), F.S.; Title IX: 106.41; Rule 6A-19.002, FAC; Rule 6A-19.004, FAC)

Athletics and Intramurals

- 35.A. Sports and levels of competition effectively accommodate the INTERESTS AND ABILITIES of members of both sexes. (Section 1000.05(3)(d)1, F.S.; Rule 6A-19.004(2), FAC; Title IX: 106.41(c)1)

Factors:

- equal opportunities to compete – participation opportunities for males and females are substantially proportionate to their enrollment in the school
- levels of competition

35.B. EQUIPMENT AND SUPPLIES are provided equitably to female and male teams. (Section 1000.05(3)(d), F.S.; Rule 6A-19.004(4), FAC; Title IX: 106.41(c)2)

Factors:

- quality
- suitability
- amount
- maintenance
- replacement
- availability

35.C. SCHEDULING of games and practice times provide for equal opportunities. (Section 1000.05(3)(d)3, F.S.; Rule 6A-19.004(5), FAC; Title IX: 106.41(c)3)

Factors: For each sport,

- number of competitive events by sport
- number/length of practice opportunities
- time competitive events are scheduled
- time practices are scheduled
- opportunities for pre- & post-season competition

35.D. TRAVEL AND PER DIEM allowances are provided for athletes in an equitable manner. (Section 1000.05(3)(d)4; Rule 6A-19.004(6), FAC; Title IX: 106(c)4)

Factors: For each sport,

- type of transportation
- housing
- length of stay before and after games
- per diem
- dining

35.E. Opportunities to receive COACHING are provided in an equitable manner. (Section 1000.05(3)(d)5, F.S.; Rule 6A-19.004(7), FAC; Title IX: 106.41(c)5))

Factors:

- availability
- assignment
- compensation

- 35.F . Locker rooms, practice facilities and competitive FACILITIES are of comparable quality for male and female teams. (Section 1000.05(3)(d)7, F.S.; Rule 6A-19.004(8), FAC; Title IX: 106.41(c)7)

Factors:

- quality and availability
- exclusive use
- maintenance
- preparation

- 35.G. Medical and training FACILITIES AND SERVICES, including insurance, are provided in an equitable manner. (Section 1000.05(3)(d)8, F.S.; Rule 6A-19.004(9), FAC; Title IX: 106.41(c)8)

Factors:

- availability of medical personnel and assistance
- health accident and insurance coverage
- availability of and quality of
 - ...weight and training facilities
 - ...conditioning facilities
 - ...athletic trainers

- 35.H. PUBLICITY AND PROMOTION of male and female teams supports equal opportunity. (Section 1000.05(3)(d)10, F.S.; Rule 6A-19.004(10), FAC; Title IX: 106.41(c)10)

Factors:

- availability and quality of sports information personnel
- access to other publicity resources
- quantity and quality of publications and other promotional devices

- 35.I. SUPPORT SERVICES are equitable for male and female teams. (Rule 6A-19.004(11), FAC; Title IX: 106.41(a))

Factors:

- amount of administrative assistance
- amount of clerical assistance

- 35.J. Provision of housing, dining FACILITIES, AND SERVICES provide equal opportunity. (Section 1000.05(3)(d)9, F.S.; Rule 6A-19.004(12), FAC; Title IX: 106.41(c)9)

Factors:

- Housing
- Special services as part of housing arrangement (laundry facilities or services, parking space, house cleaning services)
- Meal plans

35.K. RECRUITMENT is conducted in a manner which provides equal opportunity. (Rule 6A-19.004(13), FAC; Title IX: 106.41(a))

Factors:

- equal opportunities to recruit
- equivalent and adequate financial aid resources

35.L. FINANCIAL AID is awarded to athletes in a manner which provides equal opportunity. (Rule 6A-19.005, FAC; Title IX: 106.37(c))

Factors:

- substantially proportionate amounts

35.M. CLUB AND INTRAMURAL sports opportunities, funding and facilities is substantially proportionate to the respective enrollments of males and females. (Section 1000.05(3)(d), F. S.; Rule 6A-19.004(15), FAC; Title IX: 106.41(a))

Factors:

- substantially proportionate participation
- substantially proportionate amounts

Extracurricular Activities

36.A. Modes of TRANSPORTATION, and TRAVEL AND PER DIEM allowances are provided in an equitable manner. (Section 1000.05(2)(a), F.S.)

Possible Data Sources:

- Board policy
- Procedures for scheduling out-of-town competition
- Transportation provisions for extracurricular activities
- Travel and per diem records
- Interviews

36.B. Titles and DESCRIPTIONS of extracurricular activities are free of bias. (Section 1000.05, F.S.; Title IX: 106.9(b))

Possible Data Sources:

- Activities descriptions
- Student handbooks
- College catalogs
- Promotional materials

36.C. EQUIPMENT AND SUPPLIES are adequate for the needs and suitable for the services of all extracurricular activities. (Section 1000.05, F.S.)

Possible Data Sources:

- Board policy

- Budget
- List of equipment and supplies by activity
- Gifts of support
- Interviews

36.D. CRITERIA for participation in extracurricular activities are free of bias. (Section 1000.05, F.S.)

Possible Data Sources:

- Board policy
- Student handbooks
- College catalogs
- Activity descriptions
- Bulletin boards
- Extracurricular school procedures

36.E. Extracurricular meetings and practices are SCHEDULED at times when all students can participate. (Section 1000.05(3)(c)3, F.S.)

Possible Data Sources:

- Board policy
- Team schedules for games (season, day, time, location)
- Practice schedules for teams (season, day, time, location)
- Interviews
- Activity bus schedules
- Student handbooks
- Activities schedule

Student Employment

All decisions concerning employment and job placement are made in a manner which ensures that discrimination does not occur based on race, national origin, gender, marital status, age or disability, except where gender, age or national origin constitute a bona fide occupational qualification. (Rule 6A-19.007, FAC; Title VI: 100.3(c)(ii)(iii); Title IX: 106.38(a)(b); Section 504: 104.46; Voc: VII; Age Discrimination in Employment Act; Age: Section 34, Part 110)

37.A. All DECISIONS concerning student employment and job placement are made without discrimination. (Rule 6A-19.007, FAC; Title VI: 100.3(c)(ii)(iii); Title IX: 106.38(a)(b); Section 504: 104.46; Voc: VII; Age: Section 34, Part 110)

Possible Data Sources:

- Board policy
- Application procedures and records
- Application forms
- Student employment data

- Bulletin boards
- Interview
- Placement/follow-up reports

37.B. REASONABLE ACCOMMODATION is provided for qualified student employees with disabilities. (Rule 6A-19.007, FAC; Section 504: 104.12, 104.46(c); Voc: VIII-E)

Possible Data Sources:

- Board policy
- Application forms, procedures and records
- Examples of accommodations made
- Interviews
- Notification
- Placement/Follow-up data

37.C. Each WRITTEN AGREEMENT with an employer for referral or assignment of students contains an assurance from the employer that students will be accepted and assigned to jobs, and otherwise treated, without regard to race, national origin, gender, marital status or disability. (See also #110) (Rule 6A-19.007(1), FAC; Voc: VII-A & B)

Possible Data Sources:

- Board policy
- Copy of each written agreement and dates in operation
- List of employers of students
- Interviews

37.D. An EMPLOYER'S REQUEST for students who are free of disabling conditions or for students of a particular race, national origin or gender is not honored. (Rule 6A-19.007(2), FAC; Voc: VII-A; Title IX: 106.38(a); Section 504: 104.46(b))

Possible Data Sources:

- Copies of written requests from employers
- Information on the procedures utilized for unwritten requests
- Records of referrals
- Interviews

37.E. Each written agreement with a LABOR UNION or other sponsor (who provides apprentice training) contains an assurance from the union or other sponsor that:

- it does not engage in discrimination against its membership or applicants for membership; and
- apprentice training will be offered and conducted for its membership free of discrimination (Rule 6A-19.007(3), FAC; Voc: VII-B)

Possible Data Sources:

- Copy of written agreement from each union or sponsor utilizing students
- Apprentice training application forms
- Interviews

37.F. Opportunities in COOPERATIVE EDUCATION, work study, and job placement programs do not discriminate against students on the basis of race, national origin, gender, marital status, age or disability. (Rule 6A-19.005(2) and 6A-19.007(4), FAC; Title VI: 100.3(c); Title IX: 106.38; Section 504: 104.46(b)(c); Voc: VII-A)

Possible Data Sources:

- Number of students in vocational education programs; work study, cooperative education, and job placement, by race, national origin, gender, and disability
- Admissions forms
- Catalog descriptions
- Brochures
- Interviews

37.G. Students participating in cooperative education, work study, job placement, and apprentice training programs are not discriminated against by EMPLOYERS or prospective employers on the basis of race, national origin, gender, marital status, age or disability. (Rule 6A-19.007(4), FAC; Title VI: 100.3(c); Title IX: 106.38; Section 504: 104.46(b)(c); Voc: VII-A)

Possible Data Sources:

- Recruitment material, data
- Hiring data
- Placement data including work assignment, hours, levels of responsibility, areas of training
- Entry salary and salary after six months
- Interviews

37.H. Students seeking to participate in any STUDENT EMPLOYMENT opportunity are not discriminated against by employers, prospective employers, instructors or staff. Examples of employment include: teacher assistant or aide, library assistant or aide, trainer, tutor, interpreter, service worker, student assistant. (Rule 6A-19.007(4), FAC; Title VI: 100.3(c); Title IX: 106.38; Section 504: 104.46(b)(c); Voc: VII-A)

Possible Data Sources:

- Procedures for hiring, including how prospective employers are identified
- Application forms and employment information
- Hiring data
- Employment data
- Work assignments, hours, levels of responsibility, areas of training
- Entry salary and salary after 1 year
- Interviews