



Board Procedure 500.5: Educational Equity and ADA Compliance

Students

To effectively communicate and implement the District's policy to all levels of the administration, and to all other employees, community and educational agencies, and the public in general, the following will be undertaken:

Annual Notice Requirements

Section IV of the *1979 Guidelines for Eliminating Discrimination in Vocational Education Programs* requires recipients of federal funding that operate vocational education programs to provide an annual notice of nondiscrimination prior to the beginning of each school year to:

- Students
- Parents
- Employees
- General public

The annual notice of non-discrimination must include a brief summary of the recipient's program offerings and admission criteria. It shall also include the name, address and telephone number of person(s) designated to coordinate Title IX and Section 504 compliance. The notice must be published in forums that will allow the entire public to view it, such as:

- College website
- Newsletters
- Local newspapers
- Staff, student, parent, and coaches' handbooks
- Registration materials

If the recipient's service area contains a community of national origin minority persons with limited English language skills, the annual notice must be disseminated to the community in its language and assure that the lack of English language skills will not be a barrier to admission and participation in the recipient's Career and Technical Education (CTE) programs.

Continuous Notice Requirements

Title IX, Section 504, and Title II regulations require that notices of non-discrimination be made on a continuing basis. All recipients of federal funding must implement specific and continuing steps to notify:

- Students and parents
- Employees
- Applicants for admission and employment
- Sources of referral of such applicants
- Unions with collective bargaining agreements
- Participants, beneficiaries, and applicants, including persons with impaired vision and/or hearing

Continuous Notice requirements may be met by prominently publishing the nondiscrimination statement in:

- Newsletters
- College website and electronic publications
- Written materials distributed to students and prospective students
- Notices posted on campus
- Local newspapers
- Announcement
- Bulletin
- College catalog
- Application form
- Recruitment materials

- Publications containing general information
- School calendar/planner

Request for Accommodations

Students with a disability should plan ahead for requesting accommodations. Reasonable accommodations can be made in a timely manner, but it may involve faculty, family members, counselors, other support personnel, and the student. Careful planning can assure that all involved will have time to respond to identified needs.

The student will contact the Academic Support Specialist at ECC – (641) 648-8524 or Learning Services Specialist at MCC/IVG - (641) 844-5769 or Iowa Valley Business and Community Solutions Director of Student Support Services (641) 844-5780 and schedule an appointment to discuss and begin completion of the Application for Students with Disabilities Request Form along with documentation of disability.

After completing the application, the student meets with one of the above-mentioned individuals to submit documentation of disability if deemed necessary and review the information. Then an appropriate support/action plan will be developed with assistance of other IVCCD personnel or vocational rehabilitation counselors. If documentation is requested and not received, release forms may be signed to authorize IVCCD to request such documentation prior to developing a support/action plan.

A letter documenting eligibility to receive services will be sent to the student, who may use it to visit with instructors each semester. Students are encouraged to meet with all instructors, and it is the student's responsibility to keep instructors informed of continuing/updated needs.

IVCCD recognizes that students' accommodation needs may change during the time they are attending classes, and the accommodation support/action plan may change accordingly.

A student who feels their accommodation needs have not been met should contact the District Equity Coordinator, 3702 S. Center Street, Marshalltown, IA 50158, 641-844-5523, Equity@iavalley.edu.

Complaints may be filed with the Iowa Civil Rights Commission at 400 East 14th Street, Des Moines, Iowa 50319, 800-457-4416, and/or the U.S. Department of Education, Office for Civil Rights, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310,

Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD: 800-877-8339, or email OCR.Denver@ed.gov.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.

Further information for filing a complaint is available in the Student Handbook and at the Iowa Valley Business & Community Solutions administrative offices.

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Legal Reference

Section IV of the 1979 Guidelines for Eliminating Discrimination in Vocational Education Programs; Title IX, Section 504 compliance; Title II

Related Administrative Rules and Regulations

IVCCD Student Handbook

Revision History

June 14, 2023; October 12, 2022; May 8, 2019; December 12, 2018; October 12, 2016

Formerly Board Procedure 516