

# **NUESTRO ELEMENTARY SCHOOL DISTRICT**

3934 Broadway Road  
Live Oak, Ca 95953  
(530) 822-5100  
(530) 822-5178

*Bal Dhillon, Superintendent/Principal*

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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 "District" means the **Nuestro Elementary School District**.

<b>Purpose and Background</b>	<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 5145.3, the school district 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 0410, the district is committed to equal opportunity for all individuals in education. The district'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>
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The District'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 District's facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The County Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with 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 districts and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or designee if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the District-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the districts 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 District's programs, services, activities, or facilities.

**Dr. Bal Dhillon**  
**Nuestro Elementary School District**  
**3934 Broadway Rd Live Oak, CA 95953**  
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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

	<p>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  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  PENAL CODE  422.55 Definition of hate crime  422.6 Interface with constitutional right or privilege  CODE OF REGULATIONS, TITLE 5  4600-70 Uniform complaint procedures  4900-4965 Nondiscrimination in elementary and secondary education programs  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  UNITED STATES CODE, TITLE 29  794 Section 504 of the Rehabilitation Act of 1973  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  CODE OF FEDERAL REGULATIONS, TITLE 28  35.101-35.190 Americans with Disabilities Act  36.303 Auxiliary aids and services  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</p>
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	<p>106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:  106.9 Dissemination of policy</p>
<p><b>Alternative Formats Available</b></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"> <li>○ Written material</li> <li>○ Web-based information</li> <li>○ Presentations</li> <li>○ Information shared on phone calls, zoom, webinar or other media sharing mediums</li> </ul> <p>Resources for converting these documents include:</p> <ul style="list-style-type: none"> <li>○ qualified interpreters or readers</li> <li>○ assistive listening devices, assistive technologies, or other modifications to increase accessibility to the districts and school web sites</li> <li>○ notetakers</li> <li>○ written materials in large font</li> <li>○ taped text or text that is videoed.</li> <li>○ video recording on zoom meetings</li> <li>○ Braille or large-print materials.</li> </ul> <p>Alternative Formats that are available</p> <ul style="list-style-type: none"> <li>○ Sign language</li> <li>○ Braille</li> <li>○ Large print</li> <li>○ Recordings, Audio, Video presentations</li> <li>○ Electronic File</li> </ul> <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 turn around 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  <b>Dr. Bal Dhillon</b>  <b>Nuestro Elementary School District</b>  <b>3934 Broadway Rd Live Oak, CA 95953</b>  <b>(530)822-5100</b></p>

<p><b>Processing Alternative Format Requests</b></p>	<p>When a request for alternative format is received, it will be forwarded to the District's:</p> <p><b>Dr. Bal Dhillon</b>  <b>Nuestro Elementary School District</b>  <b>3934 Broadway Rd Live Oak, CA 95953</b>  <b>(530)822-5100</b></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 district'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><b>Alternative Format Selection Application (AFSA) System</b></p>	<p>Alternative format requests must be reported to the district by: the beneficiary, or the parent or authorized representative. The Alternative Format Request must include information that is needed:</p> <p><a href="http://afs.dhcs.ca.gov">afs.dhcs.ca.gov</a> 1-833-284-0040</p> <ul style="list-style-type: none"> <li>○ First Name,</li> <li>○ Last Name,</li> <li>○ Date of Birth</li> <li>○ ID Number</li> <li>○ Primary Language</li> <li>○ Site or address of the recipient</li> <li>○ Contact information</li> <li>○ Site/location where the Alternative Formatting needs to be provided</li> </ul>
<p><b>Alternative Format Communication List</b></p>	<ol style="list-style-type: none"> <li>1. Describe the process for how to check for alternative format requests from the data match output file. <ol style="list-style-type: none"> <li>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"> <li>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 District from SEIS Billing.</li> </ol> </li> <li>b. Provide instructions on how to locate the alternative format information from the data match output file. <ol style="list-style-type: none"> <li>i. For LEA BOP, alternative format information can be located on spaces 263-303.</li> </ol> </li> <li>c. Identify next steps after receiving the request from the data match output file.</li> </ol> </li> </ol>

Once information is received on individuals needing alternative format, SEIS Billing will notify the respective District. The District and or provider will reach out to the individual and their family to identify alternative methods needed.

- d. Will the information be shared with the student and/or the authorized representative?

Yes, The District 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.

- a. Identify who will maintain and update the list.

SEIS Billing assigns a staff person to “case manage” the District. Within the District’s information, SEIS Billing will be in communication with the district noting any edits.

- b. Describe how and where the list will be stored.

SEIS Billing and the District 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 District 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.

- 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 District and SEIS Billing to ensure the individual needs alternative formatting. Further the District 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.
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