EXPLANATION OF STANDARDS AND REQUIRED DOCUMENTATION

STANDARD I – The regulations under Title IX and Section 504 require that a person at each district/institution be designated by the governing board or other appropriate authority as the coordinator of Title IX and/or section 504 activities.

DOCUMENTATION REQUIRED:

1. Document(s) which designate the Title IX and Section 504 Coordinator(s) that includes name (or position), business address and telephone number.
2. The district's job description for the Title IX and Section 504 Coordinator(s) which outlines the duties and responsibilities for the position.
3. A copy of the last notification of faculty, staff, students and the public of the name (or position), business address and telephone number of the Title IX and Section 504 Coordinator(s).

STANDARD II – Title VI, Title IX and Section 504 require a signed statement of assurance. The reviewer should determine if this assurance is on file. If no assurance is evident, the reviewer can provide the district with the example "Combined Statement" included in the review guide, which should be completed, signed and appropriately filed by the district/institution.

DOCUMENTATION REQUIRED:

1. A copy of the signed Title VI, Title IX, Section 504 or a combined assurance document.
2. A copy of the governing body minutes authorizing the assurance.

STANDARD III – Civil rights regulations and the Vocational Education Program Guidelines require the districts/institutions to have policies and procedures which ensure that participants' vocational programs and employees will not be discriminated against in their program admissions or hiring practices. The district/institution must assure that students, employees, applicants for admission and potential employees are given equal opportunity and notify students, staff and the public of these policies and procedures. This notification should be made on an annual basis through student publications, faculty/employee handbooks and notices made in the local newspapers in the geographic area served by the district/institution. Title IX and Section 504 require the district/institution to have a written grievance policy and procedure approved by the governing body (school board, board of curators, etc.). This policy/procedure should be disseminated to all students, faculty and other employees on a continuing basis (at least annually). This grievance policy/procedure should assure due process to all grievants. The Review Guide has examples of the application, a model of a grievance policy/procedure and a sample of the forms that may be used.

DOCUMENTATION REQUIRED:

1. Copy of district/institution policy of nondiscrimination which contains grievance procedures.
2. Copy of nondiscrimination policy dissemination plan.
3. Copy of annual notice to faculty, staff, and students.

STANDARD IV – Under Title VI and Title IX, no individual may be discriminated against on the basis of sex or race in any federally funded educational program. A racially hostile environment and/or acts of sexual harassment are in violation of this act. This standard addresses the policies and procedures regarding harassment that a district/institution has in place.

DOCUMENTATION REQUIRED:

1. Copy of board-approved harassment policy.
2. Plan for dissemination of policy to students, staff, and the public.

STANDARD V – Title VI, Title IX and Section 504 prohibit excluding participation in vocational programs based on race, color, national origin, gender, or disability. The standard determines whether there are policies, procedures or practices that would indicate the district/institution discriminates against any person by excluding them from certain courses or programs. Should course or program enrollment indicate a disproportionate percent of enrollment of race, gender, or individuals with a disability, the selection process for enrollment should be reviewed in more detail and the reason for the disproportion ascertained. Civil rights legislation requires that districts/institutions shall not use any promotional literature, recruitment activities or admission practices that discriminate based on race, color, national origin, gender or disability. This applies to minorities, both genders, individuals which disabilities and limited English proficiency students. A review of the policies, procedures and promotional materials (books, pamphlets, brochures, posters, etc.) is necessary to ensure that all groups, especially protected populations, are represented and the course descriptions, syllabi, and resource guides are free of biased language.

DOCUMENTATION REQUIRED:

1. Enrollment demographics.
2. Written selection criteria for textbooks and other materials.
3. Copy of promotional activities and materials.
4. Copy of ESOL policy.
5. Copy of recruitment, selection and admission procedures.

STANDARD VI – Training, referral or employment agreements should not contain any stipulations or conditions which would discriminate against a student based on race, color, national origin, gender or disability. These regulations apply to job placement, Cooperative Education/Workstudy/Internship or other agreements with employers. There should be assurances from the employers of Coop/Workstudy/Internship students that the company or business does not discriminate against any of the other employees.

DOCUMENTATION REQUIRED:

1. Copy of written agreements with organized labor entities that provide apprenticeship programs.
2. Copy of training agreements with employers.
3. Copy of placement procedures that ensure nondiscrimination.
4. Copy of district nondiscrimination policy given to employers.

STANDARD VII – The personnel policies of the district/institution should include provisions that employees and potential employees will not be discriminated against because of race, color, national origin, gender or disability. There are specific lines of inquiry (questions) employers may not ask on applications for employment, and these are included as an attachment to the standard. This standard also clarifies the recruiting methods, hiring practices, salaries and other

benefits of employment. The employee information (race, gender and disability) should be provided by the district/institution and compared to policies and procedures to ensure compliance with civil rights regulations.

DOCUMENTATION REQUIRED:

1. Copy of certified and non-certified job applications.
2. Copy of job descriptions for all positions.

STANDARD VIII – The guidance program should stem from a written plan for guidance services. The types of tests selected and the interpretation of results should be standardized and have objective application procedures. This standard also addresses services that are provided to students with disabilities. A classroom that has a disproportionate number of minorities, gender or students with disabilities might indicate some students are being advised to take these classes based on discriminatory criteria. Individual counseling assignments should be examined to assure students are not referred to a particular counselor because of their race, color, national origin, gender or disability.

DOCUMENTATION REQUIRED:

1. Copy of the Plan for the delivery of guidance services.
2. Copy of the district/institution assessment plan.
3. Copy of the procedures for the development of IEPs for students with disabilities.

STANDARD IX – Section 504 and the Vocational Education Programs Guidelines require that all services, activities and facilities be accessible to and usable by individuals which disabilities. These requirements pertain to all buildings, grounds and equipment that may be used by an individual with disabilities. The Americans with Disabilities Accessibility Guidelines (ADAAG) are the primary source for compliance with these requirements. Included as an attachment to the standard is a checklist to assist the reviewer in assuring compliance.

This standard also addresses the requirement that districts/institutions notify the public at least once each year of the services, activities and facilities that are available for individuals with disabilities. A copy of this public notice should be on file and a policy or procedure in place to assure continuing notification.

DOCUMENTATION REQUIRED:

1. District/institution copy of the ADA self-study.
2. District/institution copy of ADA transition plan.
3. Notice of location of services, activities, and facilities that are accessible to and usable by individuals with disabilities.