*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  A1D2. Revise the district’s

 [ ]  policy and/or [ ]  procedures

 protecting STUDENTS to ensure if they are clear, effective, understood, and available to all.

[ ]  A1D4. Revise the district’s policy and/or procedures protecting EMPLOYEES to ensure that the policy is clear, effective, understood, and available to all.

[ ]  A1D5. In district nondiscrimination policy or notice, include citation to federal laws, as well as, state statutes.

[ ]  A1D6. Add the following protected groups to the district’s nondiscrimination

 [ ]  policy [ ]  notice, and/or [ ]  short statement

For [ ]  Students [ ]  Employees

 [ ]  Race

 [ ]  Color

 [ ]  National Origin

 [ ]  Sex

 [ ]  Disability

[ ]  A1D7. Revise multiple district nondiscrimination policies and/or procedures to remove inconsistency.

[ ]  A1D9a. Revise the district’s procedures to ensure that a nondiscrimination notice includes all of the protected groups and appropriate federal citations is included in

[ ]  staff handbooks

[ ]  student and parent handbooks

[ ]  course description book

[ ]  student activity brochures or books

[ ]  newsletters/magazines

[ ]  application forms

[ ]  written correspondence to all students

[ ]  district and school web sites, etc.

[ ]  A1D11. Revise the district’s procedures to ensure that it takes continuing steps to notify:

 [ ]  participants

 [ ]  beneficiaries

 [ ]  applicants

 [ ]  elementary and secondary school parents

 [ ]  employees (including those with impaired vision or hearing), and

 [ ]  unions or

 [ ]  all appropriate professional organizations

 that it does not discriminate in the educational program, employment or activity that it operates on the basis of race, color, national origin, sex, or disability.

[ ]  A1D12. Add a specific notice to the course description book or website that all courses, including Career and Technical Education courses are available without discrimination based on sex, race, color, national origin or disability.

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
| --- | --- | --- | --- | --- |
| A1D2,A1D4 | Revise, update, adopt policies and procedures for students and employees. |  |  | Provide updated procedures to DPI. |
| A1D5,A1D6,A1D7,A1D9, A1D11,A1D12 | Revise and adopt short and long nondiscrimination statements that can be used for all stakeholders for consistency and use in policies, notices, and other documents (be sure to review for necessary protected groups and include federal [and state] citations). |  |  | Provide updated statements to DPI; as well as, examples of documents showing use of the updated statements. |
| A1D9,A1D11, A1D12 | Develop a procedure to add the non-discrimination statement to multiple documents throughout the year for all stakeholder groups (brochures, handbooks, job postings, community publications, etc.) |  |  | Provide procedure documentation and examples of current documents for multiple stakeholders to DPI. |
| A1D12 | Add a specific notice to the course descriptionbook and website that all courses, includingCareer and Technical Education courses areavailable without discrimination based on sex,race, color, national origin or disability. |  |  | Provide copies of the course description book and website where these notices are found. |
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*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  A2D2. Designate at least one employee to coordinate district efforts to comply with and carryout district responsibilities under:

[ ]  Title IX

[ ]  Section 504

[ ]  Title II of the ADA

[ ]  A2D4, 5. Revise or correct designated employee information, publish and/or post in all documents and locations necessary to be in compliance with federal regulations.

[ ]  A3D2. Provide the annual notice to parents, students, employees, and the general public prior to the start of each school year.

[ ]  A3D3. Develop and implement a plan for advising parents, students, employees and the general public that all career and technical education classes and programs are offered regardless of race, color, national origin, sex or disability prior to the beginning of each school year.

[ ]  A3D6. Revise the annual notice to include all required information:

[ ]  A brief summary of program offerings,

[ ]  Admission criteria, or

[ ]  The name (position or title), office address, and phone number of persons designated to coordinate compliance under:

[ ]  Title IX

[ ]  Section 504

[ ]  Title II of the ADA

[ ]  A3D7. Add the following protected groups to the district’s annual notice statements:

[ ]  Race

[ ]  Color

[ ]  National origin

[ ]  Sex

[ ]  Disability

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
| --- | --- | --- | --- | --- |
| A2D2,A2D4, 5 | Redefine the role of Title IX, Title II, and 504 coordinators and assign appropriate staff members to these roles. |  |  | Provide updated long statements to include appropriate contacts, etc. |
| A2D4, 5 | Provide updated contacts in multiple locations: all agreements/handbooks for employees, students, and community (may include website) |  |  | Provide documentation showing these notices. |
| A3D2, A3D3 | Develop and publish an annual notice to all stakeholders to provide a brief summary of program offerings (including CTE), admission criteria, and those persons (and their contact info) coordinating Title IX, Title II, and 504, being sure to include all protected groups. |  |  | Provide documentation of this notice to DPI. |
| A3D6,A3D7 | Revise the annual notice to include missing groups and/or information as noted above. |  |  | Provide the updated annual notice to DPI. |
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*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  A4D2. Develop and publish a board-approved grievance procedure that provides for prompt and equitable resolution of complaints alleging any discrimination based on race, color, national origin sex or disability for:

[ ]  Students

[ ]  Employees/ applicants

[ ]  A4D3. Revise or modify the current grievance procedure to ensure prompt and equitable resolution of complaints alleging any discrimination based on race, color, national origin sex or disability for:

[ ]  Students

[ ]  Employees/ applicants

[ ]  A4D5. Implement procedures to provide access to and notification of its board-approved grievance procedures for:

[ ]  Students

[ ]  Employees/ applicants

[ ]  A4D6. Add the following protected groups to the district’s published grievance procedure (s)

[ ]  Race

[ ]  Color

[ ]  National origin

[ ]  Sex

[ ]  Disability

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
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| A4D2, A4D3, A4D5, A4D6 | Revise/modify and implement a consistent grievance procedure for all stakeholders and provide access to this procedure through continuous notification; being sure to add all protected groups. |  |  | Provide documentation of adopted procedure and example documents where it is published for stakeholders. |
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*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  B1D2. Revise eligibility criteria for student admission to the district or school to ensure that such criteria do not discriminate on the basis of race, color, national origin, sex or disability.

[ ]  B2D2. Revise site selection policies and procedures to ensure that any school site does not have the purpose or effect of excluding, segregating, or otherwise discriminating on the basis of race, color national origin, sex or disability.

[ ]  B2D3. Develop policies and procedures to ensure that career and technical education facilities are readily available to and represent both minority and non-minority communities.

[ ]  B2D5. Revise policies, procedures and a system to collect outcome data to ensure that school facilities do not create, maintain, or increase segregation on the basis of race, color, national origin, sex, or disability.

[ ]  B2D7. Take steps to identify all career and technical education facilities and programs as being designed for all students.

[ ]  B3D2. Revise criteria for establishing residency or geographic boundaries so as to prevent exclusion of students on the basis of race, color, national origin, sex or disability.

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
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| B1D2 | Revise eligibility criteria/policy for student admission so that discrimination cannot occur. |  |  | Provide updated criteria/policy to DPI. |
| B2D2, B2D3 | Develop or revise site selection criteria/procedures to ensure that the school site and/or CTE facilities are readily available to all |  |  | Provide updated criteria and procedures to DPI. |
| B2D5 | Revise policies, procedures, and system to collect data to ensure that facilities do not create or increase segregation. |  |  | Provide updated criteria and procedures to DPI. |
| B2D7 | Designate/identify that CTE facilities are designated for all students. |  |  | Provide plan, pictures, etc. to DPI. |
| B3D2 | Revise/update policy establishing residency or geographic boundaries to prevent exclusion. |  |  | Provide updated policy to DPI. |

*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  C1D2. Revise recruitment and course scheduling policies, procedures and practices to not exclude or limit student opportunities on the basis of race, color, national origin, sex, or disability.

[ ]  C2D2. Revise district policies, procedures and/or practices for selecting and using recruitment and selection materials to ensure that career and occupational opportunities are not limited on the basis of race, color, national origin, sex, or disability.

[ ]  C2D4. Revise district recruitment materials to ensure that career and occupational opportunities are not limited on the basis of race, color, national origin, sex, or disability.

[ ]  C2D6. Revise district policies, procedures and/or practices to ensure that the student, teacher, or counselor teams who provide information on opportunities and courses are representative of the diversity of the student and community populations.

[ ]  C3D2. Develop or revise district policies, procedures and outcomes to ensure that counselors can effectively communicate with students who are:

[ ]  Limited English proficient (ELL)

[ ]  Sensory impaired

[ ]  C4D2. Modify and improve district, counselor or teacher-developed promotional materials and efforts to eliminate stereotypes, bias, or limitations based on race, color, national origin, sex, or disability.

[ ]  C4D4. Identify a procedure, tools, and/or assign a staff responsibility to regularly evaluate whether district, counselor or teacher-developed PROMOTIONAL MATERIALS AND EFFORTS create or perpetuate stereotypes or limitations based on race, color, national origin, sex, or disability.

[ ]  C5D3. Devise methods to provide understandable information to parents and students and community members with LEP (ELL) to ensure that all students have EQUAL ACCESS to school.

[ ]  C5D5. Devise methods to provide understandable information to parents and students and community members with LEP (ELL) to ensure that all students have SUPPORT to be successful in school.

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
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| C1D2. C2D6 | Revise policies and procedures for recruitment and course selection to not limit opportunities for students and are representative of diversity. |  |  | Provide updated policy and its impact on the most recent recruitment/selection cycle to DPI. |
| C3D2 | Develop/revise policies that ensure counselors can communicate with ELL or sensory impaired individuals. |  |  | Provide updated policy and practice to DPI. |
| C2D4,C4D4 | Revise recruitment materials to include the non-discrimination policy (short statement will suffice) |  |  | Provide sample documents to DPI. |
| C2D2, C4D4 | Develop a procedure to review recruiting and/or promotional materials, update materials based on this procedure, and utilize procedure regularly to review new materials. |  |  | Provide procedure documentation and updated materials to DPI. |
| C5D3, C5D5 | Develop methods to provide understandable information to stakeholders with LEP to ensure equal access and support in school. |  |  | Provide updated methods in practice to DPI. |

*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  D1D2. Develop or revise program or activity admission criteria to ensure that it does not disproportionately exclude persons of a particular race, color, national origin, sex, or disability from participating in school classes, programs, or activities.

[ ]  D1D5. Develop or revise the CTE program area admission criteria to ensure that it does not disproportionately exclude persons of a particular race, color, national origin, sex, or disability from participating in CTE program area classes, programs, or activities.

[ ]  AGNR (Agriculture and Natural Resources)

[ ]  BIT (Business and Information Technology)

[ ]  FACS (Family and Consumer Sciences)

[ ]  HSO (Health Science Occupations)

[ ]  MME (Marketing, Management and Entrepreneurship)

[ ]  TE (Technology and Engineering)

[ ]  Other:

[ ]  D2D2. Eliminate references to and/or exclusion or different treatment on the basis of marital, parental, LEP, or disability status in:

[ ]  policies

[ ]  course and/or program eligibility and admission criteria

[ ]  application forms

[ ]  pre-admission inquiries

[ ]  student transcripts

[ ]  D3D2. Revise admission criteria, procedures and practices so that the district and its staff do not deny students with a disability access to programs or courses based on the perceptions that employment or licensing opportunities may be more limited for disabled persons.

[ ]  D4D4. Implement an approved and appropriate method to identify students with limited English language proficiency.

[ ]  D4D6. Revise admission criteria, practices, procedures and evaluation methods so that students with limited English proficiency can participate in and benefit from career and technical education to the same extent as students whose primary language is English.

[ ]  D4D8. Implement a nondiscriminatory method to assess the ability of students with LEP to participate in career and technical education.

[ ]  D4D10. Develop and adopt policies, procedures and practices to provide accommodations necessary for students with LEP to be able to participate in and benefit from career and technical education.

[ ]  D4D12. Develop and adopt policies, procedures and practices to provide educational support necessary for students with LEP to be able to participate in and benefit from career and technical education.

[ ]  D5D2. Develop or revise district policies, procedures, and practices to ensure that the district and its staff, partners or volunteers do not treat students differently based on race, color, national origin, sex, or disability.

[ ]  D5D4. Develop or revise district policies, procedures, and practices to ensure that the district, its staff, partners, volunteers, and students do not harass students based on race, color, national origin, sex, or disability.

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
| --- | --- | --- | --- | --- |
| D1D2, D1D5 | Develop/revise policies or criteria as to not exclude student participation in classes, programs, and activities, including CTE. |  |  | Provide updated policies and/or criteria to DPI. |
| D2D2 | Update materials that include references to exclusion or differential treatment. |  |  | Provide updated materials to DPI. |
| D3D2 | Develop a program that educates and provides the basis for criteria and procedures that eliminate perceptions that students with disabilities cannot or should not participate in programs or courses. |  |  | Provide program information and updated criteria to DPI. |
| D4D4 | Adopt and utilize and appropriate method to identify students with LEP. |  |  | Provide updated methodology to DPI. |
| D4D6, D4D8,D4D10, D4D12 | Revise/develop admission criteria, methods for identification, procedures, etc. so that students with LEP can participate in and benefit from CTE, including providing accommodations and educational support. |  |  | Provide updated criteria, methods, and procedures to DPI. |
| D5D2, D5D4 | Develop policies/procedures that ensure that district staff, volunteers, etc. do not treat students differently or harass students based on their race, color, national origin, sex, or disability. |  |  | Provide updated policies and procedures to DPI. |

*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  E1D2. Revise the current procedures for providing information about and awarding financial assistance to ensure that it is available to all students regardless of sex, race, color, national origin, or disability.

[ ]  E1D3. Develop formal procedures for providing information about and awarding financial assistance that ensures it is available to all students regardless of sex, race, color, national origin, or disability.

[ ]  E1D4. Review and apply the district procedures for providing information about and awarding financial assistance uniformly to ensure that it is available to all students regardless of sex, race, color, national origin, or disability.

[ ]  E1D6 Develop or improve the formal procedures to regularly review award data to ensure that the overall effect of the awards program does not discriminate on the basis of sex, race, color, national origin, or disability.

[ ]  E1D7. Evaluate awards that are in violation and revise the procedures to be compliant with federal law.

[ ]  E2D3. Develop policies, procedures and outcome data to ensure that sex-restricted awards are made only when established by will, trust bequest, or other legal instrument.

[ ]  E3D2. Review, revise or eliminate information that contains descriptions, qualifiers, graphics, and/or language that could lead students to believe financial assistance is awarded on a discriminatory basis.

[ ]  E4D4 Provide information about financial assistance to national origin minority persons in their native language.

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
| --- | --- | --- | --- | --- |
| E1D2, E1D3, E1D4 | Develop/revise policies and procedures and apply these procedures for providing information about and awarding financial assistance to all students. |  |  | Provide updated policies and/or procedures to providing information and its documented effect on student notification to DPI. |
| E1D6 | Develop a procedure to regularly review award data to ensure that the overall effect of the awards program does not discriminate. |  |  | Provide documentation of procedure and at least one year’s award analysis to DPI. |
| E1D7 | Evaluate awards that are in violation and revise the procedures. |  |  | Provide evaluation of awards in violation and updated procedures to DPI. |
| E2D3 | Develop policies and data to ensure that sex-restricted awards are made only when established by will, trust bequest, or other legal instrument. |  |  | Provide policies and data to DPI. |
| E3D2 | Revise information provided that contains discriminatory language. |  |  | Provide updated documents to DPI. |
| E4D4 | Provide financial assistance information in multiple languages and/or provide process to request this information to stakeholders. |  |  | Provide translated documentation or process and notification to DPI. |
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*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  F1D2. Develop and implement a plan to regularly evaluate counseling materials and activities (including student course and/or program selection and career/employment goals), promotional, and recruitment efforts to ensure that they are not discriminatory on the basis of race, color, national origin, sex, or disability.

[ ]  F1D3. Modify the district’s counseling materials or activities that have the purpose or effect of creating or perpetuating stereotypes or bias based on race, color, national origin, sex or disability.

[ ]  F2D2. Revise the course and/or program selection process to ensure that students’ course and/or program enrollment choices are not based on race, color, national origin, sex, or disability.

[ ]  F2D4. Improve the process and schedule through which school counselors evaluate the course and/or program selection process and their counseling practices to ensure that enrollment choices are not based on the student’s race, color, national origin, sex, or disability.

[ ]  F3D2. Develop a procedure (s) to:

[ ]  identify courses with disproportionate enrollments,

[ ]  identify the reason for the disproportion,

[ ]  implement strategies to balance the enrollment in future years.

[ ]  F3D4. Develop a procedure (s) through which school counselors routinely evaluate their own counseling practices, programs and activities to ensure that they do not contribute to any disproportion in enrollment patterns.

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
| --- | --- | --- | --- | --- |
| F1D2, F1D3,F2D4 | Develop a procedure and implementation plan to annually evaluate counseling materials and activities. |  |  | Provide procedure and at least one year’s analysis of materials and activities. |
| F2D2,F2D4 | Revise the course and/or program selection evaluation process to ensure that students’ course and/or program enrollment choices are not based on race, color, national origin, sex, or disability. |  |  | Provide analysis and update of the process. |
| F3D2, F3D4 | Develop a procedure to identify areas of disproportionate enrollment, reasons for disproportion, and strategies to balance enrollment; as well as, a procedure to evaluate materials and activities to ensure they do not contribute to enrollment patterns. |  |  | Provide analysis of at least one year’s enrollment patterns, and procedure. |
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*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  G1D2. Revise or develop district policies and procedures to ensure that no qualified person with a disability is excluded from, denied the benefits of, or subjected to discrimination in any course, program, service, or activity solely on the basis of disability.

[ ]  G1D4. Revise or develop district policies and procedures to ensure that students with disabilities are not excluded from academic, or career and technical education programs, courses, services, or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available.

[ ]  G2D2. Revise the district policies, procedures, and outcomes to ensure that a free, appropriate public education (FAPE) is available to each qualified disabled person in its jurisdiction.

[ ]  G2D4. Revise and implement the district system for:

[ ]  the identification of disabled persons,

[ ]  the evaluation of disabled persons,

[ ]  the educational placement of disabled persons.

[ ]  G2D6. Ensure that all placement decisions are made by a group of persons knowledgeable about the child, the meaning of evaluation and data, and placement options.

[ ]  G2D8. Develop, distribute, implement and evaluate a set of procedural safeguards through which parents or guardians can obtain an impartial review of the evaluation and placement actions for each qualified disabled person.

[ ]  G2D9, 10. Find appropriate means to provide information on the procedural safeguards in:

 [ ]  languages other than English, or

 [ ]  alternative formats for the sensory impaired.

[ ]  G3D2. Revise or develop policies and procedures to ensure that secondary students with disabilities are placed in a career and technical education program only when the 504 FAPE requirements for evaluation, placement, and procedural safeguards have been satisfied.

[ ]  G4D2. Revise or develop policies and procedures to ensure that disabled secondary students are placed, with the use of supplementary aids and services, in the regular educational environment of any:

[ ]  career and technical education

[ ]  academic

[ ]  physical education

[ ]  athletic

[ ]  other school program or activity: (add notes)

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
| --- | --- | --- | --- | --- |
| G1D2, G1D4 | Revise/develop district policies and procedures to ensure that students with disabilities are not excluded from academic, or CTE programs, courses, services, or activities due to equipment barriers or related aids or services are not available. |  |  | Provide updated policies and procedures. |
| G1D2, G2D2 | Revise the district policies, procedures, and outcomes to ensure that a free, appropriate public education (FAPE) is available to each qualified disabled person in its jurisdiction. |  |  | Provide updated policies and procedures. |
| G2D4, G2D6 | Revise and implement the district system for identifying, evaluating, and placing persons with disabilities appropriately and without discrimination by a group of persons knowledgeable about the child. |  |  | Provide updated system. |
| G2D8 | Develop and implement safeguards through which parents or guardians can obtain an impartial review of the evaluation or placement. |  |  | Provide updated documented system. |
| G2D9,10 | Develop a way to provide information regardingsafeguards for LEP or sensory impairedindividuals. |  |  | Provide updated documents. |
| G3D2, G4D2 | Revise/develop policies and procedures to ensure that disabled students are placed, with the use of supplementary aids and services, in the regular educational environment. |  |  | Provide updated policies and procedures. |

*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  H1D3. The district must develop or improve a plan to make all program(s) accessible immediately upon the enrollment of a student or to meet the needs of an employee. **Readily Accessible/Existing facilities/Section 504 (34 CFR, 104.22) -** construction or alteration initiated before 6/4/77

[ ]  H2D3. The district must take actions to comply with the UFAS or ADAAG standards of accessibility within a reasonable time frame. **New construction/Section 504 (34 CFR 104.23) -** construction or alteration initiated **between 6/4/77 and 1/17/91** – ANSI A117.1-1961 (R1971)

[ ]  H3D4. The district must take actions to comply with the UFAS or ADAAG standards of accessibility within a reasonable time frame. **New construction/Section 504 (34 CFR 104.23 and Title II: 28 CFR 35.151) -** construction or alteration **initiated on or after 1/18/91**

[ ]  H4D4. The district must take actions to comply with the ADA standards of accessibility within a reasonable time frame. **New construction/ADA (28 CFR 35.151) -** construction or alteration **initiated on or after 1/27/92**

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
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| H1D3 |  |  |  | Share plan with DPI. |
| H2D3 |  |  |  | Share plan and pictures of new spaces to DPI (be sure to include the photo verification form) |
| H3D4 |  |  |  | Share plan and pictures of new spaces to DPI (be sure to include the photo verification form) |
| H4D4 |  |  |  | Share plan and pictures of new spaces to DPI (be sure to include the photo verification form) |
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*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  I1D3, 6, 10, and 14a

Provide comparable programs or facilities for:

 [ ]  Students of one sex

[ ]  Students with disabilities

[ ]  ELL/LEP students

[ ]  Students from a minority race or ethnicity/students of color

[ ]  I1D3, 6, 10, and 14b

Redesign admission requirements, course description or separate courses, program(s) or facilities for:

 [ ]  Students of one sex

[ ]  Students with disabilities

[ ]  ELL/LEP students

[ ]  Students from a minority race or ethnicity/students of color

[ ]  I2D2, 4. Provide comparable changing rooms, showers, and other facilities for:

[ ]  Students with disabilities

[ ]  Students of both sexes

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
| --- | --- | --- | --- | --- |
| I1D3, 6, 10, 14a | Provide comparable facilities or programs for… |  |  | Share plan and pictures of completed new spaces to DPI (be sure to include the photo verification form) |
| I1D3, 6, 10, 14b | Redesign admission requirements, course description or separate courses, program(s) or facilities for… |  |  | Provide updated documentation showing revisions to DPI. |
| I2D2, 4 | SHORT TERM: Develop a plan to discontinue inequitability until long-term solution can be found. |  |  | Share plan. |
| I2D2, 4 | LONG TERM: Eliminate inequitable facilities for … |  |  | Share plan and pictures of completed new spaces to DPI (be sure to include the photo verification form) |
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*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  J1D3,4. Develop, revise, and apply criteria for selecting and placing students in work study, cooperative education, and work-based learning programs to ensure that opportunities are available to all students regardless of race, color, national origin, sex, or disability.

[ ]  J2D2. Establish or revise PROCEDURES AND PRACTICES to ensure that partnering employers and prospective employers do not discriminate on the basis of race, color, national origin, sex, or disability in recruitment, hiring/firing, placement, assignment of work tasks, hours of employment, levels of responsibility, pay, or other condition of employment.

[ ]  J2D4. Develop procedures and timelines for MONITORING, REVIEWING, AND MAINTAINING RECORDS of the employment practices of partnering employers and prospective employers to ensure that they do not discriminate against students on the basis of race, color, national origin, sex, or disability in recruitment, hiring/firing, placement, assignment of work tasks, hours of employment, levels of responsibility, pay, or other condition of employment.

[ ]  J2D6. Establish or revise a written agreement. If a written agreement is used by the district to manage school, student and employer responsibilities for work-based learning, such an agreement must include a nondiscrimination statement.

[ ]  J2 D7. Obtain and use the state-required written agreement for youth apprenticeship placements. (<http://dwd.wisconsin.gov/dwd/forms/dws/ya/oei_9471.htm> )

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
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| J1D3,4 | Develop a policy and/or criteria for selecting and placing students in work study. Include non-discrimination statement on applications, agreements, etc. |  |  | Provide policy/criteria documentation to DPI. |
| J2D2, J2D4 | Develop a procedure (including a timeline) for monitoring, reviewing and maintaining records of employment practices of employers to ensure that they do not discriminate. |  |  | Provide procedure and at least one year’s analysis, documentation, and monitoring actions to DPI. |
| J2D6,J2D7 | Revise the written agreement used between district and employers for work based learning. This agreement must include a non-discrimination statement and procedures for students to identify or report discrimination or other issues.  |  |  | Provide updated agreement to DPI. |
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*School District* Civil Rights Compliance

Corrective Action Plan

Directive(s):

[ ]  K1D2,5. Revise negotiated agreement(s) with staff to include a nondiscrimination statement **OR** describe the continuing steps to notify staff that a grievance procedure to resolve discrimination issues on the basis of race, color, national origin, sex, or disability is available.

[ ]  K1D7,8. Develop a continuing process through which all current and prospective faculty and staff are notified that the district does not discriminate on the basis of race, color, national origin, sex, or disability.

[ ]  K2D2. Revise salary scales and other benefits of employment to ensure that they are provided without regard to race, color, national origin, sex or disability.

[ ]  K3D2. Implement policies and procedures that provide notice of and specifically address the ways in which equal employment opportunities are provided for disabled persons.

[ ]  K3D4. Develop, improve and implement procedures to provide information on how to access reasonable accommodations for qualified disabled applicants and employees.

| **Directive****#** | **Corrective Activities**Identify the sequence of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.  | **Timeline**Determine when the corrective steps, tasks and activities will be conducted and/or completed. | **Person(s) Responsible**Name those responsible for implementing the corrective steps, tasks and/or activities.  | **Outcome Documentation**Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected. |
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| K1D2,5, K1D7,8 | Revise and/or develop agreements and process through which all current and prospective faculty and staff are notified that the district does not discriminate and has grievance procedures in place and are accessible, if needed. |  |  | Provide documented agreements for current and future staff that included non-discrimination and grievance procedures and where these can be found by stakeholders to DPI. |
| K2D2 | Revise salary scales, etc. to ensure equitability.  |  |  | Provide updated documentation to DPI. |
| K3D2, K3D4 | Revise and/or develop a process through which all current and prospective faculty and staff are notified that the districts provided equal employment opportunities and reasonable accommodations for current and/or prospective employees |  |  | Provide documented evidence of process and/or policy, including updated or current documents showing evidence to DPI. |
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