

**CIVIL RIGHTS REVIEW SELF-ASSESSMENT:
A TOOL FOR KANSAS SECONDARY INSTITUTIONS**

Administration			
Public Notification Standard: <i>The institution met the regulatory requirements for public notification for career and technical education and employment opportunities.</i>			
1. Does the institution have an annual notice of nondiscrimination which:			
a.	States that the institution does not discriminate on the basis of race, color, national origin, sex or disability	Yes	No
b.	States that nondiscrimination applies to all areas of the institution	Yes	No
c.	Lists the areas of the institution to which nondiscrimination applies, at least the following:		
	Employment	Yes	No
	Admissions	Yes	No
	Placement	Yes	No
	Recruitment	Yes	No
	Educational services	Yes	No
d.	Name(s) of the Title IX and/or Section 504 Coordinator have been included and/or are available upon request	Yes	No
e.	The address and telephone number of the Title IX/Section 504 Coordinator is stated in documents provided	Yes	No
f.	Statement directs person(s) with concerns about nondiscrimination to contact the Title IX/504 Coordinator	Yes	No
g.	States that lack of English language skill will not be a barrier to admission and participation in educational programs	Yes	No
h.	Has brief description of program offerings and admission criteria	Yes	No
2. Title IX and Section 504 Coordinator(s):			
a.	Are the Title IX and Section 504 Coordinator(s) informed of their duties?	Yes	No
b.	Are the Title IX and Section 504 Coordinator(s) adequately trained to coordinate the responsibilities on behalf of the institution?	Yes	No
3. The institution should disseminate the notice of nondiscrimination annually to students, parents, employees and the general public.			
a.	Does the institution disseminate the notice on an annual basis, prior to the beginning of each school year, to students, parents, employees, and the general public?	Yes	No
4. The institution should determine the primary language(s) of the community, translate the annual notice of nondiscrimination into the language(s) and disseminate it widely.			
a.	Does the institution have a process for determining the primary language(s) of the community?	Yes	No
b.	Does the institution consider data beyond the institution demographics to determine the primary language(s) spoken in the community?	Yes	No
c.	Is the annual notice of nondiscrimination translated into the primary	Yes	No

**CIVIL RIGHTS REVIEW SELF-ASSESSMENT:
A TOOL FOR KANSAS SECONDARY INSTITUTIONS**

	language(s) and disseminated?		
5.	The institution should develop the annual notice of nondiscrimination in multiple formats that are accessible to persons with disabilities, such as persons with auditory or visual disabilities.		
a.	Does the institution produce materials such as applications forms, bulletins, brochures, catalogs, and promotional materials in multiple formats?	Yes	No
b.	Are the materials available in places students, employees and the general public can obtain other general information or publications from the institution?	Yes	No
c.	Are the materials available to students with disabilities with or without a special request?	Yes	No
<i>Grievance Standard: The institution has adopted and disseminated grievance policies and procedures for employed personnel and students that meet the requirements of Title IX, Section 504 and the ADA.</i>			
1.	Does the institution notify all employed personnel and students of the grievance procedures for persons who feel they have been discriminated against based on gender or disability?		
a.	Do the grievance policies contain the following elements:		
	Provision for equitable resolution of student and employee complaints?	Yes	No
	Establishment of prompt resolution which includes a timetable?	Yes	No
	Responsiveness to a complaint about harassment?	Yes	No
	Language which would allow a complaint about student to student harassment to be resolved?	Yes	No
	Contact information for the 504 Coordinator?	Yes	No
2.	Does the institution keep a record of complaints and the action taken as a result of those complaints?	Yes	No
Access and Admissions			
<i>Program Access Standard: The institution provides career and technical education courses and program offerings in such a manner that does not discriminate on the basis of race, color, national origin, gender, age, or disability.</i>			
1.	The institution should establish eligibility criteria for admission to career and technical education courses and programs which is nondiscriminatory.		
a.	Do the institution's admissions eligibility criteria result in proportionate enrollments by race, color, national origin, gender, age, and disability in CTE courses and programs?	Yes	No
b.	If disproportionate enrollments exist, des the college have the admission criteria or standards validated as essential to participation in CTE courses and programs?	Yes	No
c.	Do institution policies prohibit preadmission inquiries about martial, parental or disability status?	Yes	No

**CIVIL RIGHTS REVIEW SELF-ASSESSMENT:
A TOOL FOR KANSAS SECONDARY INSTITUTIONS**

2.	The institution should establish criteria for admission from waiting lists which are nondiscriminatory.			
a.	Does the institution provide equal access to waiting lists for admissions to CTE courses and programs?	Yes	No	
3.	The institution should ensure equal access for English language learners.			
a.	Does the institution ensure that CTE programs are open to students with limited English proficiency?	Yes	No	
b.	Does the institution have a procedure in place to identify and assess applicants with limited English proficiency?	Yes	No	
c.	Is the LEP enrollment in CTE programs proportional to LEP demographics in the county?	Yes	No	
d.	Is LEP enrollment in specific CTE programs proportional to LEP enrollment in overall CTE programs?	Yes	No	
4.	The institution should ensure equal access for disabled and nondisabled students to CTE programs.			
a.	Are admissions tests selected and administered in a way which reflects the aptitude/achievement of individuals with disabilities rather than measuring the disability?	Yes	No	
b.	Does the institution ensure that perceived limitations for employment opportunities do not impact access to CTE programs for students with and without disabilities?	Yes	No	
<i>Program Recruitment Standard: The institution uses promotional, recruitment, selection, and admissions procedures for career and technical education course and program offerings that do not discriminate, exclude, or limit opportunities on the basis of race, color, national origin, gender, age, or disability.</i>				
1.	Does the institution make special efforts to reach persons in underrepresented groups in CTE programs?		Yes	No
2.	To the extent possible, are institution recruitment representative composed of differing races, both genders, persons with disabilities, and diverse national origin?		Yes	No
3.	Recruitment materials and promotional activities should be accessible for all individuals regardless of race, color, national origin, gender, age, or disability.			
a.	Does the institution provide recruitment activities and materials which do not exclude or limit opportunities on the basis of race, color, national origin, gender, age, or disability?	Yes	No	
b.	Are the recruitment materials and promotional activities accessible by speakers in the primary languages of the community?	Yes	No	
c.	Are the recruitment materials and promotional activities accessible by persons with disabilities?	Yes	No	
d.	Has the institution eliminated bias and stereotypes from recruitment materials and promotional activities?	Yes	No	

**CIVIL RIGHTS REVIEW SELF-ASSESSMENT:
A TOOL FOR KANSAS SECONDARY INSTITUTIONS**

<i>Accessibility of Programs and Facilities Standard: The institution has made all facilities that house career and technical education courses and programs accessible to and useable by all individuals, including individuals with disabilities.</i>			
1.	The institution facilities are accessible for all students, including students with disabilities.		
a.	Do the institution facilities adhere to the accessibility standards for the dates when the facilities were constructed or last renovated?	Yes	No
b.	Do the institution's facilities provide equal access to all students, including students with disabilities?	Yes	No
c.	If separate programs or facilities exist for students with disabilities, are they comparable to those for student without disabilities?	Yes	No
d.	When there are facilities that are inaccessible, does the institution develop and enact a transitional plan to make the facilities accessible?	Yes	No
e.	When facilities are modified or renovated, are the facilities made accessible for students with disabilities?	Yes	No
f.	Do programs or activities not operated by the institution, but considered part of or equivalent to; adhere to the same standards for equal access?	Yes	No
g.	Do persons with disabilities have convenient access to changing facilities and shower facilities?	Yes	No
2.	Institution facilities are accessible for all students, including students of both genders.		
a.	Do the institution's facilities provide equal access to all students, including students of both genders?	Yes	No
b.	Does the institution provide comparable changing rooms, showers, and other facilities for students of both genders?	Yes	No
c.	If there is a disparity, does the institution provide a legitimate, nondiscriminatory rational?	Yes	No
d.	When facilities are modified or renovated, are the facilities made accessible to students of both genders in CTE courses or programs?	Yes	No
3.	Institution facilities are accessible to all students, including minority and nonminority students?		
a.	Does the institution have a process for determining the locations and accessibility of CTE programs for persons from national origin minority communities?	Yes	No
b.	When facilities are modified or renovated, are they readily accessible to minority and nonminority communities and free from segregate effects?	Yes	No
c.	Are the programs offered in a manner which does not tend to identify the facility or program as intended for minority or nonminority students?	Yes	No
4.	The institution must ensure that equipment, software, and technology are accessible to student with disabilities.		

**CIVIL RIGHTS REVIEW SELF-ASSESSMENT:
A TOOL FOR KANSAS SECONDARY INSTITUTIONS**

	a.	Are equipment, software, and technology used in CTE programs accessible to students with disabilities?	Yes	No
	b.	If equipment, software, and technology are not accessible to students with disabilities, does the institution mitigate the effects of the barriers and ensure equal access for students' disabilities in CTE courses and programs?	Yes	No
5. The institution should provide accessible programs, services, and activities for students with disabilities.				
	a.	Does the institution have a policy regarding exclusion from, denial of benefits of, or discrimination in any course, program, service, or activity solely on the basis of disability?	Yes	No
	b.	Does the institution provide aides and services to assist students with disabilities in participating in CTE courses and programs?	Yes	No
	c.	Does the institution faculty receive training and information on providing accommodations for students with disabilities?	Yes	No
6. The institution should provide reasonable accommodations for students with disabilities.				
	a.	Does the institution provide academic adjustments, including names of providers, where necessary to prevent discrimination?	Yes	No
	b.	Are course examinations offered in such a way that disabled students' achievement levels or other factors are measured and not their disability?	Yes	No
	c.	Does the institution adjust academic requirements to meet the needs of individual students with a disability?	Yes	No
	d.	Does the institution routinely provide auxiliary aids to students with disabilities in CTE programs?	Yes	No
<i>Apprenticeship Standard:</i> <i>The institution enters into agreements for apprenticeship programs that ensure nondiscrimination on the basis of race, color, national origin, gender, age, or disability.</i>				
	a.	Are the apprenticeship program participants recruited without regard to race, color, national origin, gender, age, or disability?	Yes	No
	b.	Does the institution have agreements with apprenticeship partners which contain an assurance of nondiscrimination?	Yes	No
	c.	Does the institution refrain from agreements with apprenticeship entity which discriminates on the basis of race, color, national origin, gender, age, or disability?	Yes	No
	d.	Does the institution refuse to honor any employer request for apprenticeship students who are free of disability, or for students of a particular race, color, national origin, age, or gender?	Yes	No

**CIVIL RIGHTS REVIEW SELF-ASSESSMENT:
A TOOL FOR KANSAS SECONDARY INSTITUTIONS**

Guidance and Counseling			
<i>Guidance Standard: The institution provides guidance services, such as admission to career and technical education courses and programs and career guidance information that does not discriminate on the basis of race, color, national origin, gender, age, or disability.</i>			
1. The institution should offer counseling and assessment activities in a nondiscriminatory manner.			
	a.	Does the institution ensure that students with disabilities are not counseled toward more restrictive career objectives than nondisabled students with similar abilities and interests?	Yes No
	b.	Do the guidance plan, policy and procedures ensure nondiscrimination?	Yes No
	c.	If separate programs or facilities exist for students with disabilities, are they comparable to those for students without disabilities?	Yes No
	d.	Does the assessment plan ensure nondiscrimination?	Yes No
	e.	Does the institution ensure that counselors do not measure or predict a student's prospects for success in any career or program, based upon the student's race, color, national origin, gender, age, or disability?	Yes No
2. The institution should ensure that counseling and assessment material are accessible to all students.			
	a.	Does the institution ensure that counseling materials and activities do not discriminate on the basis of race, color, national origin, gender, age, or disability?	Yes No
	b.	Does the institution ensure that counselors can effectively communicate with students who have hearing impairments?	Yes No
	c.	Are counseling activities and materials modified to address disproportionate enrollments among underrepresented groups?	Yes No
3. Counseling practices should address disproportionate enrollment in CTE courses and programs.			
	a.	Are CTE enrollments by gender, race, national origin, and disability proportionate to enrollments of these groups in the general student population?	Yes No
	b.	If enrollments in CTE course or programs are not proportional, can the institution furnish a legitimate, nondiscriminatory rationale?	Yes No
<i>Cooperative Work Experience Standard: The institution provides cooperative work experience and services for students programs that do discriminate on the basis of race, color, national origin, gender, age, or disability.</i>			
1. The institution should ensure that employers involved in cooperative work experiences provide opportunities in a nondiscriminatory manner.			
	a.	Does the institution have a policy which makes cooperative work experiences available to all students without regard to race, color, national origin, gender, age, or disability?	Yes No

**CIVIL RIGHTS REVIEW SELF-ASSESSMENT:
A TOOL FOR KANSAS SECONDARY INSTITUTIONS**

	b.	Does the institution have agreements with work experience employers which contain an assurance of nondiscrimination?	Yes	No
	c.	Does the institution require employers to provide cooperative work experiences without regard to race, color, national origin, gender, age, or disability?	Yes	No
	d.	Does the institution refuse to honor any employer request for cooperative work experience students who are free of disability, or for students of a particular race, color, national origin, gender, or age?	Yes	No
2.	The institution should ensure that work-study, cooperative work experience, and job placement programs are nondiscriminatory.			
	a.	Are the students in work-study, cooperative work experience and job placement programs representative of the demographics of the institution or CTE program?	Yes	No
	b.	If there is a disparity between the demographics of the institution or CTE program and the students in work-study, cooperative work experience and job placement programs, does the institution provide a legitimate, nondiscriminatory rationale?	Yes	No
<i>Placement Standard: The institution provides placement activities or services for students programs that do not discriminate on the basis of race, color, national origin, gender, age, or disability.</i>				
1.	The institution should ensure that employer placements are made in a nondiscriminatory manner.			
	a.	Does the institution provide placement services for all students without regard to race, color, national origin, gender, age, or disability?	Yes	No
	b.	Does the institution have a policy that prohibits employers from requesting prospective employees with regard to race, color, national origin, gender, age, or disability?	Yes	No
	c.	Do signed agreements between the institution and an employer contain an assurance of nondiscrimination?	Yes	No
Equal Opportunity				
<i>Employment Standard: The personnel policies of the institution do not discriminate on the basis of race color, national origin, gender, age, or disability.</i>				
1.	The institution does not discriminate on the basis of race, color, national origin, gender, age, or disability with regard to pre-employment policies and procedures.			
	a.	Are sources of prospective employees regularly notified of the institution policy on nondiscrimination?	Yes	No
	b.	Does the institution prohibit pre-employment questions about disability, marital or parental status?	Yes	No

**CIVIL RIGHTS REVIEW SELF-ASSESSMENT:
A TOOL FOR KANSAS SECONDARY INSTITUTIONS**

2.	The institution does not discriminate on the basis of race, color, national origin, gender, age, or disability with regard to employment policies and procedures.	
a.	Does the institution hire personnel based on condition of employment without regard to race, color, national origin, gender, age, or disability? Does the institution promote personnel without regard to race, color, national origin, gender, age or disability?	Yes No
b.	Does the institution transfer personnel without regard to race, color, national origin, gender, age, or disability?	Yes No
c.	Does the institution provide salary schedule and benefits for personnel without regard to race, color, national origin, gender, age, or disability?	Yes No
d.	Does the institution grant tenure for personnel without regard to race, color, national origin, gender, age, or disability?	Yes No
e.	Are institution faculty assignment patterns made without regard to race, color, national origin, gender, age, or disability?	Yes No