

DEVELOPING A VOLUNTARY COMPLIANCE PLAN

DEFINITION

A Voluntary Compliance Plan (VCP) is a written plan developed by the district/institution outlining the exact procedures and actions it will take to correct items or issues identified during the on-site monitoring visit. All corrective items to be addressed are included in a Letter of Finding sent by the Kansas State Department of Education (KSDE).

TIMELINESS FOR SUBMISSION

Districts/Institutions have a maximum of 60 calendar days following the date on the cover letter for the Letter of Findings, to submit a VCP. Technical assistance for the development and implementation of the Voluntary Compliance Plan will be provided by KSDE staff and will be available upon request.

PROCEDURE FOR DEVELOPMENT

An individual or a team representing the district/institution will develop the VCP. If the team approach is used suggested members include, administrators, counselors, CTE/Academic teachers and institutions providing special services to the district/institution. Approval by the local board of education is recommended.

COMPONENTS OF A COMPLIANCE PLAN

The following information must be included in the VCP:

1. Name of the district/institution.
2. Date of submission of the plan.
3. Identification of each non-compliance item identified in the Letter of Findings as needing corrective action.
4. Statement of KSDE's recommendation(s) for compliance.
5. Statement of planned action to be taken in order to comply.
 - a. Identification of activities/steps, such as specific tasks that must be accomplished in order to complete the planned corrective action.
 - b. Timeline(s) including the date(s) each activity/step will begin and be completed.
 - c. Person/position responsible, i.e. the specific personnel designated to initiate and monitor the implementation of the tasks/activities.
6. Monitoring and Evaluation -- identification of tangible examples, products or outcomes which can be examined and assessed by KSDE staff to determine whether the district/institution has made changes or provisions necessary for complying.
7. Signature of Superintendent.
8. Signature of Local Board of Education President (optional).

NOTE:

- **Plans should be completed as soon as possible, with no plan taking more than two years to complete.**
- Every VCP must include all items listed above.
- A separate page should be used for each non-compliance item.
- Appendix A is a recommended VCP format.
- Appendix B is a Sample VCP.

PROCEDURES FOR SUBMISSION AND REVIEW

Within the required time response (60 calendar days), a draft of the VCP should be submitted to:

Beverly Smith, Sr. Administrative Assistant
KSDE
Career, Standards and Assessment Services
120 SE 10th Avenue
Topeka, KS 66612

When the draft is received, KSDE staff will review the document. KSDE staff may recommend modifications to the plan. The district/institution will be consulted regarding modifications, if needed. KSDE staff will issue a letter of acceptance of the VCP within 30 days of receipt.

Appendix A

**Kansas State Department of Education
CIVIL RIGHTS VOLUNTARY COMPLIANCE PLAN**

NAME OF DISTRICT/INSTITUTION:				DATE OF SUBMISSION:
NON-COMPLIANCE GUIDELINE/STANDARD:				
KSDE RECOMMENDED CORRECTIVE ACTION:				
DISTRICT/INSTITUTION PLANNED CORRECTIVE ACTION:				
Corrective Action Plan				MONITORING & EVALUATION
Activity/Steps	Beginning Date	Completion Date	Person(s) Responsible for Implementation and Completion	Tangible Outcome(s)/Product(s)

(Duplicate as needed.)

Appendix B

**Kansas State Department of Education
CIVIL RIGHTS VOLUNTARY COMPLIANCE PLAN**

NAME OF DISTRICT/INSTITUTION: USD 000 Kansas School			DATE OF SUBMISSION: December 15, 2011	
NON-COMPLIANCE GUIDELINE/STANDARD: Annual non-discrimination statement was not published and/or made available to the public.				
KSDE RECOMMENDED CORRECTIVE ACTION: The annual non-discrimination statement will be published in the local newspaper and included on the district/institution website.				
DISTRICT/INSTITUTION PLANNED CORRECTIVE ACTION: USD 000 Kansas School will contact the local newspaper, The Herald, to identify the proper procedure for publishing the annual non-discrimination statement. USD 000 Kansas School webmaster will add the annual non-discrimination statement to the district/institution website, www.ksschool.net .				
Corrective Action Plan			MONITORING & EVALUATION	
Activity/Steps	Beginning Date	Completion Date	Person(s) Responsible for Implementation and Completion	Tangible Outcome(s)/Product(s)
<ol style="list-style-type: none"> 1. Contact The Herald to determine proper procedures for submitting the non-discrimination statement. 2. Provide the non-discrimination statement to The Herald 3. Statement published 	February 1, 2012 June 1, 2012	July 1, 2012	Administrative Assistant	<ol style="list-style-type: none"> 1. Copy of The Herald 2. www.ksschools.net
<ol style="list-style-type: none"> 1. Add annual non-discrimination statement to USD 000 Kansas Schools website 	January 15, 2012	January 15, 2012	Webmaster	

(Duplicate as needed.)