

Appendix F

SUGGESTED CIVIL RIGHTS ON-SITE DOCUMENTATION

Please have one copy of each item below, if applicable and available for the Civil Rights On-Site Review. If listed items have been translated, provide a copy of the translated document as well.

Item	Translated		Developed or Not Developed	
	Yes	No	Yes	No
1. School Catalog	Yes	No	Yes	No
2. School Calendar	Yes	No	Yes	No
3. Current Student Enrollment Summary by Pathway/Program inclusive of Grade, Ethnicity, Sex and Disability	Yes	No	Yes	No
4. Map of Facilities Layout	Yes	No	Yes	No
5. Current Listing of District High School Staff and Job Descriptions	Yes	No	Yes	No
6. Local Board of Education Policy Handbook	Yes	No	Yes	No
7. District Negotiation Policy and Procedures	Yes	No	Yes	No
8. Parent Handbook	Yes	No	Yes	No
9. Student Handbook	Yes	No	Yes	No
10. Employee Handbook	Yes	No	Yes	No
11. Counseling Handbook	Yes	No	Yes	No
12. District Hiring Practices Inclusive of Employment Forms and Recruitment Practices	Yes	No	Yes	No
13. Annual Non-Discrimination Notice	Yes	No	Yes	No
14. Continuous Non-Discrimination Notice	Yes	No	Yes	No
15. Student Enrollment Forms	Yes	No	Yes	No
16. Employee Grievance Policy	Yes	No	Yes	No
17. Student Grievance Policy	Yes	No	Yes	No
18. Student Enrollment and/or Admissions Materials	Yes	No	Yes	No
19. Marketing Materials for Pathways/Programs to Students, Parents and the Community	Yes	No	Yes	No
20. School Districts Website	Yes	No	Yes	No
21. Professional and Staff Development Relevant to Discrimination Issues/Policies	Yes	No	Yes	No
22. Verification of Limited English Proficiency Community	Yes	No	Yes	No
23. ESL, Visual and Hearing Impaired Compliance Plan for Providing Services	Yes	No	Yes	No
24. Districts 504/ADA Policies and Procedures	Yes	No	Yes	No
25. Identified Person at District Level to Coordinate Title IX, Title VI, Section 504 and Title II of ADA	Yes	No	Yes	No
26. District Policies and Procedures for Title IX, Title VI, Section 504 and Title II of ADA	Yes	No	Yes	No
27. Work-based/ Experienced-based Documents and Documentation	Yes	No	Yes	No
28. District Short and Long Range Plans Related to Civil Rights (Optional)	Yes	No	Yes	No