

Secondary Civil Rights Exhibit List

Illinois State Board of Education Civil Rights Review 20__ - 20__

Please submit from each High school in your district, separated by building, the following materials along with a copy of this list with the items not available marked NV, the items not applicable marked NA. Each document should have the sending school's name clearly identified on the front or first page of the item. Referencing the Item number on the document will assist us in expediting the review. If you have any questions, please call Cheryl Bradley, Principal Education Consultant, at (217) 782-2948. Websites supporting documentation may be emailed, clearly identifying the sender and exhibit item number to: cbradley@isbe.net. Verification of successful transmission will be confirmed. Unconfirmed documents will need to be re-submitted by mail. The district can send 1 copy for all Secondary Schools so identified if common to each school. Example: District teacher application is the same for all identified secondary schools. Submit Exhibits to ISBE by June 15, 20__

District Name:

Building Name:

Contact Person:

Contact Phone:

Regional System Name:

Submitted NV NA

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. The student handbook and other descriptive catalogs, brochures and publications provided to students or parents. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Brochures or information showing the system/district recruitment procedures and activities. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Copies of student application/registration forms and other admission criteria to vocational education programs and courses. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. A copy of the student grievance procedure on July 1, 2004. If the procedure has been amended or replaced after July 1, 2004, send both the previous and amended procedure. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Copies of any cooperative training plans and agreements and other written agreements with outside businesses or other agencies (i.e., cosmetology school, aviation, auto mechanics contracts). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Descriptions of any special courses, programs, schools or other services provided by the district for pregnant students. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. A description of the arrangements that have been made or changes that are needed to make vocational programs accessible to individuals with disabilities. Please submit a timeline for completion of needs to be addressed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. A copy of the district's collective bargaining, or other bargaining agreement for faculty. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. A copy of the grievance procedure, which meets Civil Rights requirements and method of dissemination, - must cover 504 and Title IX. How is this disseminated? |

- | Submitted | NV | NA | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. A copy of the application form for employment, a sample vacancy announcement, and a sample of recruitment materials is used. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Please submit the name(s) of the coordinator(s) for sex equity, (Title IX) and persons with disabilities (Section 504). Please submit a copy of the results of the districts last sex equity study as required by 23 Administrative Code Section 200.40 (e). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. A copy of the annual notice to parents, students, employees, and the general public which states that vocational education programs/courses are offered without regard to race, color, national origin, sex, age, or disability, plus title, name address and phone number of the Title IX and Section 504 coordinators. This item is usually published in a newspaper of local distribution. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Please identify each secondary school building in the district, the original date of construction and indicate if the building has undergone any renovations. For each renovation , indicate a timeline of renovation, include a brief description of the renovation, the architect, the Federal Accessibility Guidelines applied, and date of occupancy or use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. For each addition to the original building not included above, indicate a timeline of construction, include a brief description of the renovation, the architect, the Federal Accessibility Guidelines applied, and date of occupancy or use. Additions require the use of additional land. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. For each secondary school please indicate for three (3) vocational staff members; the name, teaching assignment and contact phone numbers, as well as a time they may be available for a phone interview. The interview will consist of references to Title IX, and grievance procedures as well as their specific job descriptions. As least 2 of the 3 employees will be contacted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. For each secondary school please indicate for 3 students enrolled in vocational educational programs, the student's name, parent's name, program enrollment and contact phone numbers, as well as a time they may be available for a phone interview. Please notify the parents that an ISBE staff member will be calling their student. Parents are invited to be present during the interview. The interview will inquire on accessibility to programs and a review of enrollment procedures and notifications. Students selected for interview will be notified by ISBE via US Mail approximately when the interview will take place. Students selected may also choose to complete written response in lieu of a phone or in-person interview. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. The district must submit the dates received, synopsis, and status of any Civil Rights violations, Accessibility violations, and/or Title IX violations reported to the district in the last 10 years. If this matter received a case number please indicate the number and disposition. You do not have to send in additional supporting evidence at this time. Further information will be requested only if needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. For each secondary school please submit the name, title, address and school and summer contact phone numbers of the individual administrator to be contacted regarding these materials or subsequent visit. The default contact person is the building principal. |