NEBRASKA
DEPARTMENT OF EDUCATION

Civil Rights Onsite Review Postsecondary Materials Checklist

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Please number or label each document with the numbering system listed below or use the **bold** part of the title. Some items may not be applicable for your school.

Available at onsite review (S) or Online (W)	Items to be included Please also include TRANSLATED documents where relevant.	Not yet developed (✔)
	1. **CTE Course Catalog** or campus catalog <u>highlighting</u> CTE courses	
	2. Last years and current years **student enrollment summary** demographics -- race, ethnicity, sex, and disabilities – by CTE class preferably (by program minimally)	
	3. **Critical** (a) Physical facilities layout (**Map**) of the CTE & college facilities, (b) years when each section was built & remodeled, and (c) what building regulations (i.e: ADA) were used for each construction or retrofit. (*Please complete page 3 and email to Lilly Blase prior to visit*)	
	4. Current listing by name, title, office, and phone numbers of all counselors, WBL, **Internship and Coop Coordinator**(s), and CTE teachers. *(Highlighting in existing staff catalog is sufficient if phone and office numbers are available)*	
	5. Most recent **student handbook** (*and parent handbook, if relevant*)	
	6. Most recent **faculty handbook**	
	7. Student and faculty **grievance policies and procedures**, including the appeal process, if any, for Title IX (sex discrimination) and §504 (discrimination based on disability)	
	8. A copy of two **discrimination complaints** (based on race, color, national origin, sex, or disability) including the complaint and how it was resolved. Mark out or use initials or other designations for those involved. If there are several, include the two most recent.	
	9. **Registration information** and related materials for students (hard copy and URL on website)	
	10. **Marketing materials** college used to advertise CTE programs and classes to students or parents, such as program brochures, pamphlets, handouts, and videos (most recent only)	
	11. **College application information**, restrictions, and requirements including those for ESL and disabled students	
	12. **College admissions information**, restrictions, and requirements related to CTE courses and/or programs used by the college – including those for ESL and disabled students	
	13. **College web site** URL(s)	
	14. Samples of **college newsletters and newspapers**	
	15. Provide sample list of **CTE Program Advisory Committee members** by name, businesses, and phone number for each CTE program/department	

16. A brief list of college-sponsored **staff development** <u>**activities**</u> (within the last two years) listing any professional development at the college level that have assisted instructors, counselors, and/or administration to be sensitive to issues of discrimination based on *race, color, national origin, sex (gender), age, and disabilities*. What, when, and who was trained?	
17. Similarly, the college's **professional development** <u>**plan**</u> for CTE staff particularly listing any recent professional development at the college level that will assist teachers, counselors, and/or administration to be sensitive to issues of discrimination based on *race, color, national origin, sex (gender), age, and disabilities*. What, when, and who to be trained?	
18. Enrollment data by CTE course including minorities, sex, and disability (complete page 4 of this document or provide a printout of enrollment data)	
19. College's English Speakers of Other Languages **Coordinator (ELL)** (names, addresses, phone numbers, and e-mails)	
20. a) College's section **504/ADA policies** and procedures b) Two samples of college section 504 plans *(We recognize the privacy of this information. What is needed is the ability to communicate with students who have various obvious and less obvious disabilities and to do so in a randomly selected manner.)*	
21. College's **Title IX policies** & procedures – discrimination based on sex (including but not limited to sexual harassment)	
22. Most Responsible Persons (**MRP's**) with phone number, etc. at college level for **Title IX, Title VI, Section 504, and Title II** of ADA ("ADA accessibility coordinator")	
23. **Date of training** of "ADA accessibility coordinator" **in 2010 ADA** regulations	
24. **Disabled students' names** and phone #'s who have attended for at least one year and have requested accommodations. *(Again, we recognize the privacy of this information but those selected for interviews should come from this list.)*	
25. **College's Co-op and Internship materials** – for students, college, and businesses. Co-op and Internship Coordinator(s)' name(s), etc. if not listed in staff listing (#4 above) and interview availability	
26. Date of **last known ADA review** of facilities by college -- or – please attach the summary of findings.	
27. **Facilities Transition Plan** (useful, but not required)	
28. Written plan for **seeing and hearing impaired students** as well as LEP Policy.	
29. Sample materials provided in other languages.	
30. Written procedures for **evaluation and placement of disabled students**.	
31. **Institution's hiring policies and procedures** to include faculty salary schedules and application forms for both certified and noncredentialed staff.	
32. **Employment application and announcement** for a recent CTE instructor position (hard copy and URL on web)	

Accessibility Analysis for _____ Community College

#	Facility Constructed and/or Altered (list each building on campus)	Accessibility Standard Used – Existing Facility, ANSI, UFAS, 1991 ADA, or 2010 ADA	Date Construction or Alteration Began
	Example: Math Annex	1991 ADA	March 1997
1			
2			
3			
4			
5			
6			
7			
8			
9			

NOTES: (1) Please include a MAP of the facilities and rooms. (2) Please insert more rows here as needed.

504/ADA Accessibility Issues—Recipient may not exclude students with disabilities from enjoying the benefits of its program or service because its facilities are inaccessible to or unusable by persons with disabilities.

A visual inspection of facilities will be conducted by onsite reviewer. Applicable accessibility standards are determined by the date the facility was constructed or last renovated by the institution.

- Existing facilities/Section 504 (34 CFR, 104.22) - construction or alteration initiated before 6/4/77 - **"readily accessible"**
- 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)
- New construction/Section 504 (34 CFR 104.23 - construction or alteration initiated on or after 1/18/91 - **UFAS**
- New construction/ ADA (28 CFR 35.151) - construction or alteration initiated on or after 1/27/92 – **1991 ADA Standards** or **UFAS**
- Construction or alteration of a facility initiated between 9/15/2010 and 3/14/2012 – **UFAS, 1991 ADA Standards** or **2010 ADA Standards**
- Construction or alteration of a facility initiated 3/15/2012 or after – **2010 ADA Standards**

Populations

Using the <u>most recent statistics</u>, please complete the following total institutional enrollment and local county residential numbers.

Ethnicity	School Enrollment	County Population
Two or more races *(If a student is counted here, s/he cannot be counted in another race.)*		
Hispanic/Latino		
American Indian/Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
Unspecified		
Male/Female Enrollment	/	/