



HLC Accreditation Evidence

- **Kansas Guide for Civil Rights Review**

URL:

Office of Origin: Kansas Department of Education

- Vice President of Administration

Contact(s):

- Vice President of Administration

Career Standards and Assessment Services (CSAS) Menu

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Kansas Civil Rights

The Kansas State Department of Education is responsible for selecting and conducting annual Civil Rights on-site reviews for civil rights compliance in career and technical education programs. The Unified School Districts (USDs) are identified as the Kansas Secondary Universe. The large secondary universe of USDs are divided into universes with each having representation of combined 6A/5A, 4A, 3A, 2A, 1A districts.

As USDs transition through the process, the analysis of career and technical education enrollment data in relation to total institution enrollment data is used as a basis with primary focus on the following:

- Underrepresented gender by enrollment;
- Disproportionate enrollment by race/ethnicity/national origin;
- Disproportionate enrollment by disability, limited English proficiency, and economic disadvantaged; and
- Date of the last on-site review;

Six (6) secondary sub-recipients are selected annually for comprehensive on-site reviews. Secondary site selection procedures are as follows:

- The secondary sub-recipients will be ranked in the four categories as described above within the five subsets.
- The USDs with the highest score within each of the five (5) subsets will be selected for an on-site review.
- A sixth secondary sub-recipient is selected based on the highest score among all secondary sub-recipients not previously selected.
- Should two USDs within a single subset have equal scores, the USD with the highest Special Populations score will be the determining factor for the on-site review of that subset.
- If a sub-recipient, which has been selected for a comprehensive on-site review, cannot be visited in the year for which it has been selected it will be added to the list for the following year.
- The secondary sub-recipient with the next highest score within the subset will be visited as an alternative.

The information provided has been developed as a targeting plan for Kansas and approved in cooperation with the federal Office of Civil Rights. A Bi-ennial Report is submitted to the federal Office of Civil Rights to demonstrate compliance in addressing all federal requirements in regards to Civil Rights by and through our education system in Kansas.

Required Documents for Civil Rights On-Site Visit

Below documents are relevant to on-site visits in Career Technical Education Programs. Click on the title to download the document.

Title	Category
Appendix A: Form to Determine Applicable Accessibility Standards for District Facilities	DOC
Appendix B: Interview Questions for Administrators	DOC
Appendix C: Interview Questions for Parents and Students	DOC
Appendix D: Interview Questions for Counselors and CTE/Academic Instructional Staff	DOC
Appendix E: Questions for Title IX, Section 504 and ADA Coordinators	DOC
Appendix F: Electronic Notebook (Checklist)	DOC

Voluntary Compliance Plan

Below are documents relevant to developing a voluntary compliance plan. Click on the title to download the document.

Title	Category
Developing the VCP	PDF
Example VCP	DOC

Resources

Below are resource documents relevant to Kansas Civil Rights in Career Technical Education Programs. Click on the title to download the document.

Title	Category
Civil Rights Federal Regulations for Accessibility	PDF
Guidelines for Vocational Education Programs	LINK
Kansas Civil Rights Overview	PPT
Kansas MOA Plan Approval and Kansas MOA Rubric	PDF
Methods of Administration (MOA) Access to Career and Technical Education (CTE) Program Guide	PDF
OCR Methods of Administration Program at a Glance	PDF