

Equity Related Documents: Document Review Checklist 2013-2014

Additional Documents for the Document Review Checklist required for School Improvement Visits with a Focus on Equity

Documents for Desk Audit

The following additional equity related documents are a continuation of the Document Review Checklist and are numbered as such. As with the School Improvement Document Review Checklist, several equity documents previously reviewed on-site during the site visit are now included within the “Desk Audit” sections of this checklist. **Items included within the “Desk Audit: Items for Electronic Submission” section are to be submitted by the district in electronic format to the equity site visit team leader for review at the Department, preferably via the same system as the School Improvement documents (flash drive, Google site, link to a district website, etc.) The due date for submission of the Equity Desk Audit materials is no later than two weeks prior to the beginning of the equity visit.**

- It is expected the documentation be organized by using folders, or other means coded by the item numbers listed (e.g. 47, 48) in a way that is efficient for the district and easy to follow by team members.

Documents On-Site

- Item 56 should be made available in the site visit team’s designated workroom (as applicable) for review during the site visit.

Equity Desk Audit: Items for Electronic Submission

47. Completed 2013-2014 Educational Equity Review Data Table

Guidance:

An Excel spreadsheet will be provided at the Equity Orientation and will be available on the DE website under “Equity Education.” The district will complete the information and submit the completed spreadsheet to the DE at least two weeks prior to the start of the visit. The spreadsheet contains data not available through other sources at the DE, including the “Physical Accessibility of Facilities” chart which needs to be completed to determine compliance with Section 504/ADA Standards.

48. Equity Coordinator job description

Evidence:

Job description(s) of individual(s) identified to conduct equity coordinator functions

49. Employee evaluation process and application forms for classified personnel and coaches

Evidence:

Sample evaluation and application forms for classified personnel and coaches

50. Job descriptions, employment application forms, and sample job opening announcements

Evidence:

Provide current job descriptions for all major job categories if available. Provide employment application forms in hard copy or on the website. Provide job opening announcements and advertisement for vacancies as they appear in newspapers or on the district's website.

51. Physical education policy, curriculum and practices

Guidance:

Under Title IX, all physical education classes are to be gender-integrated (unless the district has applied for and received a waiver) and the curriculum offerings are to be the same for both males and females.

52. Workplace based education programs and the contracts related to them

Guidance:

A district not only has the responsibility to provide its services in a nondiscriminatory manner, but it also has the responsibility to help ensure that unions and private businesses with which they place students do not discriminate.

53. Results of Senior Exit Survey and One Year Follow-up Survey of Graduates

Evidence:

Results of the surveys and a description of how follow-up data is reviewed and used to improve the educational program.

54. Number of head coaches at the high school level disaggregated by gender and race

55. Desegregation/Diversity Plan adopted by the School Board (if the district maintains racially isolated attendance center) and board policy outlining criteria for open enrollment denial based on Diversity Plan (if applicable.)

Equity Items for Review On-Site
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56. Documentation of processed civil rights grievances

Evidence:

Confidential information provided to team leader on site.

