

# On-Site Compliance Audit Checklist

## OCR - Non-discrimination Notices

District/Charter: \_\_\_\_\_ Reviewer: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

### Legislation/Regulation Authority:

1. [Title VI of the Civil Rights Act of 1964 \(Title VI\), 34 CFR Part 100](#) which prohibits discrimination on the basis of race, color, and national origin by recipients of federal financial assistance.
2. [Title IX of the Education Amendments of 1972 \(Title IX\), 34 CFR Part 106](#) which prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance.
3. [Section 504 of the Act of 1973 \(Section 504\), 34 CFR Part 104](#) which prohibits discrimination on the basis of disability by recipients of federal financial assistance.
4. [Title II of the Americans with Disabilities Act of 1990 \(Title II\), 28 CFR Part 35](#) which prohibits discrimination on the basis of disability by public entities.
5. [Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs \(34 CFR Part 100, Appendix B\)](#)

### Intent of the Legislation/Regulation:

The Delaware Department of Education (DOE) is responsible for ensuring that sub-recipients of Federal financial assistance that offer Career and Technical Education (CTE) programs do not discriminate against students, employees and other potential beneficiaries on the basis of race, color, national origin, sex or disability status.

Non-discrimination notification: [Title IX: 34 CFR 106.9; Section 504: 34 CFR 104.8; Guidelines IV-O]

A recipient must take continuing steps to notify participants, beneficiaries, applicants, elementary and secondary school parents, employees (including those with impaired vision or hearing), and unions or professional organizations holding collective bargaining or professional agreements with the recipient that it does not discriminate on the basis of race, color, national origin, sex, or disability.

**Focus of Review:** Verification that LEAs are providing adequate notification of non-discrimination as required by federal regulation.

### Method of Assessment: (Check all that apply)

- Document Review
- Observation
- Interview

### Location of Audit: (Check all that apply)

- LEA Office.....  Excludes Charters
- Elementary School.....  Excludes Charters
- Middle School .....  Excludes Charters
- High School.....  Excludes Charters
- Other Agency

**Over the past three years, what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?**

Annual workshop offered specifically for LEAs identified for on-site compliance reviews.

Required District and Charter School Compliance Items of OCR - Non-discrimination Notices	Evidence	Compliance			Comments
		Yes	No	N/A	
1.1. <u>Annual Notice of Non-discrimination</u> with list of CTE pathway offerings is published in media that reach all potential beneficiaries in the service area.					
1.2 <u>Continual Notice of Non-discrimination</u> published prominently in student and employee publications, websites, notices and letterheads					
2.1 <u>Title IX Coordinator</u> is formally designated and contact information is publicly notified.					
2.2 <u>Section 504 Coordinat</u> or is formally designated and contact information is publicly notified.					
2.1 Title IX Grievance Procedures are adopted and published for prompt and equitable resolution of complaints.					
2.2 <u>Section 504 Grievance Procedures</u> are adopted and published for prompt and equitable resolution of complaints.					