

District Name: _____ Interviewer Name: _____ Date: _____

Chief Administrator Questions

Standard 1

1. How were the Title IX/Section 504 position(s) designated?
2. How do you inform the public of the name(s) of the Title IX/Section 504 Coordinators?

Standard III, IV

1. Who is designated to handle claims of harassment and/or discrimination?
2. How do you notify staff, students, and the public regarding the policies and the grievance procedures?

Standard V

1. How does the district ensure equal access to vocational programs for all students?
2. What are district policies regarding students with disabilities and LEP students?

Standard VI

1. How does the district work with business and labor to assure equitable environments for work-based activities?

Standard VII

1. What safeguards have been instituted to ensure that the district does not discriminate in employment practices?

Standard IX

1. How do you make the public aware of accessible facilities? How often?

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Career Education Teachers

Standard I

1. Who would you contact in the event you believed you had been discriminated against?

Standard III, IV

1. Where are the district's nondiscrimination and harassment policies located?
2. How and when are you informed about these policies?
3. How would you file a grievance?

Standard V

1. How do students find out about your courses?
2. How do you recruit nontraditional, minorities, and disabled students?
3. How do you ensure success for LEP students?

Standard VII

1. How does the district ensure that its employment practices are nondiscriminatory?

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Counselor/Placement Director Questions

Standard I

1. Who would you contact in the event you believed you had been discriminated against?

Standard III, IV

1. Where are the district's nondiscrimination and harassment policies located?
2. How and when are you informed about these policies?
3. How would you file a grievance?

Standard V

1. What materials do you use for recruiting students into vocational programs?
2. How do you work with instructors to recruit students?
3. How do you ensure that selection and recruitment are nondiscriminatory?

Standard VIII

1. How do you ensure that guidance services are nondiscriminatory?
2. What career inventories or aptitude tests do you administer?
3. How are results shared with students?
4. What is your role in creating an IEP or a Section 504 plan?

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Students Questions

1. Tell me what classes you are taking now
2. How do you pick classes? Who helps? How do they help?
3. Have you ever been discouraged from taking a class? Why?
4. Are there any classes kids wont take because of the teacher, other kids, if so which and why?
5. What kinds of groups are at your school and do any kids or groups get picked on at this school? What happens?
6. Do teachers (or principals) treat kids differently? How?

Standard I

1. Who would you contact if you felt you had been discriminated against?

Standard III, IV

1. Where are the district's nondiscrimination and harassment policies located?
2. How are you informed about these policies?
3. How would you file a grievance?

Standard V

1. How do you receive information about vocational courses available?
2. How is your gender/race represented in informational materials?

Standard VIII

1. What kind of career interest tests have you taken?
2. What kind of career information have you received?
3. Tell me what a nontraditional occupation is.

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Career Education Administrator/Principal Questions

Standard I

1. Who is the district's designated Title IX/Section 504 Coordinator?

Standard III, IV

1. Where are the district's nondiscrimination and harassment policies located?
2. How are your faculty and students informed about the policies?
3. How would you advise someone to file a grievance?

Standard V

1. How are students informed about opportunities in vocational education?
2. What steps are taken to recruit minorities, students with disabilities and nontraditional students?
3. How are textbooks and other materials screened to ensure they are gender-fair and promote multicultural concepts?
4. How does the district promote vocational education?

Standard VII

1. How does the district ensure that its employment practices, including pay and promotion, are nondiscriminatory?
2. What are steps you have taken to ensure that your staff represents the cultural and racial composition of your student population?

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SPECIAL EDUCATION DIRECTOR/TITLE IX AND/OR SECTION 504 COORDINATOR(S)

Standard I

1. Who would you contact in the event you believed you had been discriminated against? (all)

Standard III, IV

1. Where are the district's nondiscrimination and harassment policies located? (all)
2. How and when are you informed about these policies? (special ed)
3. How do you inform the public, staff, and students about these policies? (Title IX)
4. How would you file a grievance? (special ed)
5. How do you inform the public, staff, and students about the grievance procedures? (Title IX, 504)

Standard

1. How is it determined if a special education student will be enrolled in a vocational course? (special ed)
2. Who is invited to the students IEP meeting when vocational program or area career center placement is being considered? (special ed)
3. How and when is information (accommodations) about students with IEP's communicated to staff outside of your department? (special ed)

Standard

1. What types of discrimination does federal law prohibit in public schools? (Title IX/504)
2. Where could a student with a disability or parent locate your district's grievance policy? (Title IX/504)

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3. Who in your district is responsible for investigating complaints related to civil rights issues? (Title IX/504)
4. Has your district experienced a civil rights complaint that involved a student with a disability within the last 5 years? If yes, what was the basis and outcome? (504)
5. How is it determined if a student with a disability will be enrolled in a Career Education course? (504)
6. How and when is information about students with 504 accommodations and IEP's communicated to staff outside your department? (504)
7. What kinds of accommodations do you expect classroom teachers to make for students with disabilities? (504)