**Civil Rights Compliance Review**

**Format for Schedule**

1. Please create a schedule using the format below. Note that this schedule accommodates some variation for the length of interviews. This is important since interviews often extend beyond the scheduled block of time allotted.
2. We will begin Day 1 of the on-site visit at approximately 8:30 a.m., or another mutually agreed upon time, with an entrance interview (15 minutes) and then begin the review of documents and facilities tour (after lunch).
3. The order of all persons to be interviewed may be determined by the district. The order listed below is intended only as an example.
4. Because faculty and student interviews will be conducted separately and simultaneously by the DPI reviewers, it will be necessary to have three rooms available for interviews.
5. As illustrated below, schedule a block of time over lunch on Day 2 is held before the exit interview with the district administrator (or designee) for us to complete paperwork, review any additional documents, and prepare for the exit interview. Any staff who will be involved in corrective actions should be present, if possible, at the exit interview. Who is invited to the exit meeting is determined by the district.

**Thank you for your attention to these details. Your effort is very much appreciated.**

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| --- | --- | --- | --- | --- | --- |
| **Time** | | **Location: TBD** | | | |
| **Day 1**  8:30 – 4:00 | | Entrance Interview (15 minutes)  AM-Document Review  PM-Facilities Tour (after lunch) | | | |
| **Day 2** | **Person to be Interviewed** | **DPI Staff 1**  **Location 1** | | **DPI Staff 2**  **Location 2** | **DPI Staff 3**  **Location 3** |
| 8:15-8:40 | CTE Coordinator | Interview | |  | CAP Development  Exit Materials |
| Director of Instruction |  | | Interview |
| 8:40-9:10 | Director of Pupil Services | Interview | |  |
| MS & HS Counselors |  | | Interview |
| 9:10-9:30 | Student- Color | Interview | |  |
| CTE Student- Female |  | | Interview |
| 9:40-10:00 | CTE Student- Male | Interview | |  |
| Special Education Faculty |  | | Interview |
| 10:00-10:20 | CTE Faculty | Interview | |  |
| CTE Faculty |  | | Interview |
| 10:30-11:00 | Debriefing  Complete paperwork, prepare for exit interview | | | | |
| 11:00-12:00 | Exit Interview | | All Interviewers & District Staff | | |

***- Additional information regarding student and staff interview information is listed on page 2 -***

**Administrative**Staff Interviews:

* Director (s) of Special Education, and English Language Learner, and Pupil Services Programs
* Director of Instruction
* Career and Technical Education/E4E/STW/Coordinator/Local CTE Coordinator

**Faculty**Interviews\* (schedule 20 minutes per person):

* Middle School Counselor
* High School Counselor
* **Two**instructors from Career & Technical Education Department (Select no more than 1 staff person per discipline area.  Those teaching in a program where there is disproportionate enrollment numbers should be selected for interview, if possible.)
* **One**Instructor from Special Education Department

**Student**\*\* Interviews (Schedule 20 minutes per person) Please ensure that both male and female students are selected for interview.  Select **three**of the following:  (please do not select students for whom this will be an intimidating or fearful experience)

* A student of color who are enrolled in or have completed a career and technical education course or work-based learning program
* A female who is enrolled in or has completed a nontraditional course or program (i.e., Technology Education, Agriculture)
* A male who is enrolled in or has completed a nontraditional course or program (i.e., Family and Consumer Education, Health Sciences Occupations)
* A student from Business and Information Technology or Marketing, Management, and Entrepreneurship Education