



Civil Rights Corrective Action Plan

District: Shiocton

Date of Visit: 1/15-1/16/20

Team Leader: Jeff Hicken



Civil Rights Corrective Action Plan

Corrective Activities Identify the <u>sequence</u> of steps, tasks and/or activities that will be completed to correct the finding of noncompliance.	Timeline Determine when the corrective steps, tasks and activities will be conducted and/or completed. Must indicate MONTH and YEAR that corrective action will be completed.	Person(s) Responsible Name those responsible for implementing the corrective steps, tasks and/or activities. Must include full name	Outcome Documentation Identify the evidence that will be provided to the DPI to document that the finding of noncompliance has been addressed and corrected.
E4. Financial Assistance for National Origin Minority Persons (LEP/ELL) (Title VI; 34 CFR 100.3 (b) (v), Guidelines VI-B)			
E4D4 Provide information about financial assistance to national origin minority persons in their native language.			Provide translated documentation or process and notification to DPI.

ACTION (2/1/20 – 6/30/20)	WHO	DETAILS
Scholarship announcements	Sandee, EL Dept	Translate the main information in Spanish
Scholarship website	Sandee, EL Dept	Translate the main information in Spanish for: Financial Assistance Local Scholarships Other Scholarships
Scholarship/Award Night	Sandee, EL Dept	Translate the invitation
Chief Chats (11 th gr)	Sandee, EL Dept	Translate the invitation; provide an interpreter during meeting with parent and student as post-secondary plans are discussed which could include discussion involving financial needs
Social Media, <u>The Link</u> , letters home	Sandee, EL Dept, Mr. Ortlieb, Mrs. Schweitzer	The main information in the communications that directly or indirectly relate to financial assistance will be translated
ACTION (7/1/20 – 6/30/21)	WHO	DETAILS
Continue all of the above	(same)	(same)
FAFSA Night	Sandee, EL Dept	Translate the invitation and subsequent communication in Spanish; provide an interpreter during the parent meeting
Broaden communications that are translated	Sandee, EL Dept, Mr. Ortlieb, and Ms. Martinson	Provide translation for communications not necessarily related to financial assistance including: Registration, Back-to-School, Youth Apprenticeship/Options, and general information from the counselors and high school office



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F1. Counseling Materials and Activities - Overall (Title VI; 34 CFR 100.3 (b), Title IX: 34 CFR 106.21 (a)(b), Title IX: 34 CFR 106.36 (a), Title IX: 34 CFR 106.34, Section 504: 34 CFR 104.4 (a), and 104.34 (a) and (c), Title II: 28 CFR 35.130, Guidelines V-A)			
F1D2 Develop and implement a plan to regularly evaluate counseling materials and activities (including student course and/or program selection and career/employment goals), promotional, and recruitment efforts to ensure that they are not discriminatory on the basis of race, color, national origin, sex, or disability.			Develop and implement a plan to regularly evaluate counseling materials and activities (including student course and/or program selection and career/employment goals), promotional, and recruitment efforts to ensure that they are not discriminatory on the basis of race, color, national origin, sex, or disability.



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ACTION	WHO	DETAILS
Counseling Materials reviewed to ensure not discriminatory	Sandee, Danielle, Mrs. Schweitzer	Add counseling materials to Curriculum Rotation, which includes a review of the materials, resources, lessons, and state standards
Career/Employment Goals reviewed to ensure not discriminatory	Sandee, Mr. Ortlieb, and ACP/CTE team	Monthly discussion of ACP/CTE efforts; formal review in spring, including the following: Xello, Career Days, Course Showcase, Employer Rubric, SR interviews, job shadows, and related efforts/activities
Promotional Efforts reviewed to ensure not discriminatory	Sandee, Mr. Ortlieb, and Mrs. Schweitzer	Annual review of courses offered in Course Description Guide (Nov); annual review of courses selected during course registration (Jan). Review of promotional efforts regarding Youth Apprenticeship (Dec & Jan for Feb parent/student meeting); college courses and telepresence offerings (Oct – Jan); review all events and offerings to ensure start times are conducive to parents/students attendance given common work/shift work schedules
Chief Chats (summer, fall)	Sandee, Mr. Ortlieb	Provide multiple meeting times in AMs and PMs to accommodate shift work, child care needs
Recruitment Efforts reviewed to ensure not discriminatory	Sandee, Mr. Ortlieb	Chief Chats/conversations regarding classes to enroll in are based on ACP data w/o discrimination regarding non-traditional courses



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F3. Disproportionate Enrollments (Title IX: 34 CFR 106.36, Title II: 28 CFR 35.130 97), Guidelines V-B)			
F3D4 Develop a procedure (s) through which school counselors routinely evaluate their own counseling practices, programs and activities to ensure that they do not contribute to any disproportion in enrollment patterns.			Provide analysis of at least one year's enrollment patterns, and procedure. (see separate page)

ACTION	WHO	DETAILS
Complete the School Counselor Performance Appraisal	Sandee, Danielle, Mr. Ortlieb, Mrs. Griesbach, and Mrs. Schweitzer	Between April 1 and May 15 each year, both counselors will meet to evaluate their program utilizing the SCPA rubric. The results, including recommendations for growth, will be communicated to the building principals and district administrator
WI School Counselor Standards Training	Sandee, Danielle	Beginning with the 20-21 school year, both counselors will begin participation in the WSCST, which is a 3-year, 3 days/year training centered on the new state standards for school counselors (based on the American School Counselors Association standards)
Review of data	Sandee, Mr. Ortlieb, and Mrs. Schweitzer	Annual review of courses requested specifically for members of protected class; where a disproportionality may occur, discussions will be had to determine if this is a reflection of the current student population, culture, and ACP plans.
Chief Chats and Gr 8 – 11 course selection meetings	Sandee, Mr. Ortlieb	Chief Chats/conversations regarding classes to enroll in are based on ACP data; an agenda will be used for Chats and course selection meetings; notes from Chats will be kept for each students



SCHOOL DISTRICT OF SHIOCTON

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Nichole J. Schweitzer
District Administrator
Extension 761

Nicholas M. Ortlieb
Grades 7-12 Principal
Extension 751

Kim M. Griesbach
Grades PK-6 Principal
Extension 747

Kelly J. Thiel
Special Education Director
Extension 773

ANALYSIS OF TRENDS AND PATTERNS IN ENROLLMENT

Course Enrollment and Sections Meeting with School Counselor

1. Analyze class numbers to decide which classes will run
 - a. Section by section
 - b. Algebra at 8th grade
 - c. Full Schedules for Greider, Peterson, Spaulding, Schwaller, Taylor
 - d. Change in US History to effect next year
2. Discussion on Senior English Elective
 - a. IOP and Creative Writing offered opposite Written Comm.
3. Discussion on CTE Schedule
4. Discuss any disproportionate class enrollments
 - a. Gender
 - b. Race
 - c. Change in ACP
5. Begin crafting Master Schedule
6. Enrollment Patterns – 2020 – 2021 data
 - Gender remains consistent and fairly equal in Art classes, Band and Choir
 - Number of males in Advanced Health class is down for 2020-21 by four students
 - Number of minority students in Foods & Nutrition remains consistent for 2020-21 from previous years
 - Gender remains balanced in Foods & Nutrition with equal males/females registered for 2020-21
 - 19% of the population in Welding 1 are female students, an increase from the current school year
 - The number of females enrolled in Intro to Technology Education remains consistent at 3 students from 2019-20 to 2020-21

"Where Excellence is Expected"

The Shiocton School District does not discriminate on the basis of race, sex, color, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.



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K1. Notification to Faculty and Staff (Title VI; 34 CFR 100.3 (c) (D) (3), Title IX; 34 CFR 106.51-61, Section 504; 34 CFR 104.8 and 11, Title II: 28 CFR 35.140, Guidelines VIII-A and B)			
K1D5 Develop a continuing process through which all current and prospective faculty and staff are notified that the district does not discriminate on the basis of race, color, national origin, sex, or disability.			Provide documented agreements for current and future staff that included non-discrimination and grievance procedures and where these can be found by stakeholders to DPI.
K1D6 Develop a continuing process through which all current and prospective faculty and staff are notified that the district does not discriminate on the basis of race, color, national origin, sex, or disability.			Provide documented agreements for current and future staff that included non-discrimination and grievance procedures and where these can be found by stakeholders to DPI.

ACTION	WHO	DETAILS
Documented agreements	Mrs. Schweitzer, Mrs. Buser, and Mr. Sippert	A page will be added to the support and professional staff handbooks that specifically note the non-discrimination and grievance procedures, as well as a link to the Board Policies of the same. The handbook is signed by all staff members annually. (See next page)

School District of Shiocton
Non-Discrimination and Grievance
2020 - 2021

Non Discrimination

The Board does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment.

Consult Board Policy #3122 to read the full policy language.

Grievance Procedure

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust. A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety.

Consult Board Policy #3340 to read the full policy language, including the procedure available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

School Board Policies

District Policies are accessible through the School District of Shiocton's website at www.shiocton.k12.wi.us. Click on the DISTRICT tab and then School Board link.