

**Ohio Department of Education
Office of Career-Technical Education**

Voluntary Compliance Plan (VCP) for Remedial Action to Comply with Civil Rights Requirements

District/College/Institution _____ Local Contact Name and Telephone Number _____

Area(s) from Letter of Findings to be addressed.	Specific step (s) to be taken including person assigned to complete the task and date of completion.	Evidence to be submitted as support for completed action step including date for submission of evidence.	Describe steps to insure ongoing compliance and person assigned to monitor.
<p>I. Administration</p> <p>Finding 1. The district has not identified a Title IX or Section 504 Coordinator.</p> <div data-bbox="121 654 485 911" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Use wording and Item number from the Letter of Findings (LOF).</p> </div> <div data-bbox="155 1024 579 1263" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Include typed or printed name, signature and date. VCPs will not be accepted without this information.</p> </div>	<p>Action Step, Finding 1:</p> <p>A district level administrator will be designated and approved by Board resolution to serve as the Title IX and Section 504 Coordinator. The superintendent will be responsible for this action step. The board will act on this by vote at the April 9, 20__ board meeting.</p> <div data-bbox="611 818 1068 1248" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action step must be detailed to include the exact specific actions(s) and who, by name and title, will be the person responsible for carrying out the action step and the date the action will be completed.</p> </div>	<p>Evidence, Finding 1:</p> <p>Minutes of the board meeting along with a board resolution will be submitted as evidence that the Title IX and section 504 Coordinator has been approved by the board. This will be accomplished at the April 9, 20__ board meeting and evidence will be submitted by May 1, 20__.</p> <div data-bbox="1129 818 1570 1198" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Evidence must be provided to assure action step was completed as stated. The type of evidence needs to be listed as well as the date that it will be forwarded to ODE.</p> </div>	<p>Ongoing monitoring of Finding 1:</p> <p>The superintendent will annually, at each April board meeting, review the assignment of staff to the Title IX and Section 504 Coordinator positions and re-assign as necessary. Immediate action will be taken in situations where the position becomes vacated by the unplanned departure of the assigned staff.</p> <div data-bbox="1640 907 2039 1235" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Provide detail as to how the district plans to insure that OCR compliance will be an ongoing effort with respect to the action step.</p> </div>

Superintendent/President: _____ Date: _____

MOA/OCR Coordinator Approval _____ Date: _____

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Document Revised 08/2020

Please account for all pages of the VCP

After review by the MOA/OCR Coordinator, the VCP will be signed, dated and returned to the district along with an approval letter.