

MAINE DEPARTMENT OF EDUCATION

DOCUMENTATION REQUIRED FOR METHODS OF ADMINISTRATION

ON-SITE REVIEW FOR SECONDARY SCHOOLS

(To be made available at technical school on the date of review)

Career and Technical Centers / Regions

___ ___ Affirmative Action Plan.

___ ___ Documentation of training for Affirmative Action Officer.

___ ___ Handbooks and catalogs. for students, parents and faculty.

___ ___ Grievance procedures for students and instructors.

___ ___ Copy of annual notification of non-discrimination and how it is distributed.

Also include copies of notice of non-discrimination in other languages if applicable).

___ ___ Lau Plan (a plan for language minority-limited English proficient students).

___ ___ Agendas for career days or parents' night.

___ ___ List of scholarships, prizes, and specified (gender) recipients.

___ ___ Agreements for work study or cooperative work programs.

___ ___ Employment application forms for all part-time and full time positions.

___ ___ List of persons/titles on hiring screening committees for the last three hires.

___ ___ List of students suspended or expelled-indicating gender, disabling condition,
national origin.

___ ___ Copies of school communications in a language other than English. (if applicable).

___ ___ Audio-visual materials used in recruitment.

___ ___ A random sample of Individual Education Plans and IEP meeting minutes.

___ ___ List of program advisory committee members.