



## Civil Rights and Bullying Compliance Report 2016-17 School Year

Federal law mandates that recipients of federal financial assistance—such as the Tennessee Department of Education—ensure their sub recipients' compliance with federal civil rights laws.

State law (T.C.A. § 49-6-4503) requires all local education agencies (LEAs) to implement bullying and harassment policies and report bullying statistics to the department.

The department created the annual Civil Rights and Bullying Compliance Report to collect select pieces of Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), and bullying and harassment compliance information, in order to comply with obligations under federal and state law. (Note that this report is not an exhaustive checklist for compliance and should not be used as a substitute for careful reading of the applicable statutes or regulations.)

**Please email the completed form (and accompanying documentation) by August 1, to the department's Office for Civil Rights at [CivilRights.BullyingReport@tn.gov](mailto:CivilRights.BullyingReport@tn.gov).** Submit the information and data requested for the 2016-17 school year, unless otherwise noted.

Answers to FAQs about the Civil Rights & Bullying Report are available on the department's website ([here](#)). If you have a question or concern not clearly addressed in the FAQs, please contact Rachel Suppé, the department's director of the Office of Civil Rights and staff attorney, at (615) 253-4596.

Local Education Agency (LEA) Information	
LEA	
Address	
Telephone	
Fax	
Website	
Director of Schools	

## Civil Rights – General Compliance

1. Please identify the employees responsible for the LEA's compliance with the indicated civil rights laws for the 2016-17 school year:

	Name	Phone Number	Email Address
<b>Title VI</b>			
<b>Title IX</b>			
<b>Section 504</b>			

2. Have all students and employees have been notified of the name(s) and contact information of the above listed coordinator(s)?  **YES**  **NO**

3. Have the above listed Title VI and Title IX coordinator reviewed the department's Title VI and Title IX training?  **YES**  **NO**

4. Has the LEA adopted non-discrimination policies?  **YES**  **NO**

5. Are all staff and students annually trained on civil rights compliance?  **YES**  **NO**

6. Whom has the LEA notified of the district's nondiscrimination policy and grievance procedures?

- Students and parents of students
- Employees
- Applicants for admission and employment
- Sources of referral of applicants
- Vendors/contractors

7. Where has the LEA placed notification of nondiscrimination policies?

- Local newspapers
- School newspapers and magazines
- Memorandums or other written communications distributed annually to students and employees
- Announcements, bulletins, catalogs, student and faculty handbooks
- Application forms
- Web site
- Other: \_\_\_\_\_

8. Are nondiscrimination policies and grievance procedures available in other languages and/or formats?

- YES**  **NO**

9. Are parents advised of school activities, policies, and requirements in other languages and/or formats?

- YES**  **NO** If so, please describe: \_\_\_\_\_

10.

Civil Rights Complaint Data (2016 - 2017 school year)	
List the total number of complaints alleging mistreatment or discrimination based on	
Race, Color, or National Origin	
Sex	
Disability	

## Title VI

### English as a Second Language and Limited English Proficiency Services

1. Did your LEA use the approved home language survey to screen all incoming students?  YES  NO
2. Did your LEA use either the Tennessee Language Placement Test (TELPA) or the WIDA-ACCESS Placement Test (W-APT) for screening?  YES  NO

If not, please describe the screening you used and provide the reason for not using the state approved screeners (i.e., TELPA or W-APT).

3. Was the Occupational Survey given to all incoming students?  YES  NO
4. Were results that could indicate possible migrant status shared with the Tennessee Department of Education (TDOE)?  YES  NO
5. How many certified and endorsed English as a second language (ESL) teachers were employed by your LEA? \_\_\_\_\_
6. How many ESL teachers were on an alternative license? \_\_\_\_\_
7. How many ESL teachers were teaching without certification? \_\_\_\_\_
8. How many ESL teachers were teaching without a certification or waiver? \_\_\_\_\_
9. If parents waived services for the English learners, were they served for ESL through regular classroom?  
 YES  NO

### Desegregation Orders

10. Is your LEA currently under a desegregation order?  YES  NO  
If so, please provide the court and case number: \_\_\_\_\_

### Discipline

11. Has the LEA adopted any initiatives or programs recommended in the [January 2014 Dear Colleague Letter](#) for the 2016-2017 school year?  YES  NO

## Title IX

### Single Sex Classes

1. Does your LEA offer single sex classes?  YES  NO

Generally, an LEA may not carry out education programs or activities separately on the basis of race. The Title IX implementing regulations contain exceptions for specific types of classes or portions of classes that may be segregated by sex. 34 CFR §106.34. Those exceptions are: (1) physical education classes during participation in sports the purpose or major activity of which involves bodily contact; (2) portions of classes in elementary and secondary schools which deal exclusively with human sexuality; (3) choruses; (4) *in limited circumstances*, classes meeting an LEA's tailored objectives; and (5) certain ability grouping in physical education classes. In addition, separation of students by sex is permitted if it constitutes remedial or affirmative action to overcome the effects of discrimination. 34 CFR §106.3.

If your LEA offers single sex classes, please complete the following:

School	Class Title	Class Description	Exception

2. For any single-sex classes, are comparable co-ed options available?  YES  NO  N/A
3. Are the single-sex classes reviewed, monitored, and evaluated at least every two years?  
 YES  NO

#### Athletic Data

4.

Total Number of students in the LEA's athletic program			
	Elementary (K-5)	Middle (6-8)	High School (9-12)
Male			
Female			

5. Does your LEA provide both male and female athletes with similar competitive opportunities?  
 YES  NO

6. Does your LEA provide equal treatment and/or benefits in the following areas?

Equipment and supplies

YES  NO

Practice and competitive facilities

YES  NO

Scheduling of games and practice

YES  NO

Travel and related expenses

YES  NO

Medical and training facilities

YES  NO

Coaches

YES  NO

Locker rooms

YES  NO

Publicity

YES  NO

Access to tutor

YES  NO

## Bullying and Harassment

1.

Individual responsible for state bullying and harassment compliance for the 2016 - 2017 school year			
Name	Title	Phone Number	Email Address

2. Has an LEA employee attended a policy-to-practice training provided by the department of education's office of safe and supportive schools during the 2015-16 or 2016-17 school year?  
 YES  NO

3. Does the LEA have a policy on bullying and harassment in compliance with T.C.A. § 49-6-4503?  
 YES  NO  
 (If so, please submit a copy of the policy for the 2016-2017 school year with this form.)

4. Did the following receive a copy of your LEA's bullying and harassment policy and grievance procedure?  
 Students and parents/guardians  
 Teachers  
 School Counselors  
 Other school staff (including cafeteria, janitorial, and transportation staff)

5. Did teachers and school counselors receive information on bullying prevention and strategies to address bullying and harassment when it happens?  YES  NO

6. Was information relative to bullying prevention programs made available to students and parents and was discussion permitted with respect to prevention policies and strategies?  YES  NO

7.

Bullying Complaint Data	
Total number of harassment, intimidation, bullying, or cyber-bullying cases brought to the attention of school officials in the 2016-2017 school year	
Total number of harassment, intimidation, bullying, or cyber-bullying cases where investigation indicated bullying occurred	
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving race, color, or national origin	
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving sex or gender-based discrimination	
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving disability	
Total number of confirmed harassment, intimidation, bullying, or cyber-bullying cases involving the use of electronic technology	
Total number of harassment, intimidation, bullying, or cyber-bullying cases where investigation was not initiated within forty-eight (48) hours and attach a document disclosing the reasons they were not initiated within 48 hours	
Total number of harassment, intimidation, bullying, or cyber-bullying cases where appropriate intervention was not initiated within twenty (20) calendar days and attach a document disclosing the reasons intervention took longer than 20 days	
Total number of harassment, intimidation, bullying, or cyber-bullying cases still pending	
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in any disciplinary action other than out of school suspension, including but not limited to student/parent conference, in-school suspension, safety plans, etc.	
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension less than 10 days	
Total number of harassment, intimidation, bullying, or cyber-bullying cases resulting in out of school suspension of 10 days or more	

## Guidance and Resource Documents

### Title VI

1. Has the LEA's Title VI Coordinator (identified on page 2) and ESL Coordinator read the department's English Learner "Legal Obligations and Best Practices" guidance?  YES  NO
2. Has the Title VI Coordinator (identified on page 2) read the January 2015 Dear Colleague Letter and fact sheet by the Department of Justice and Department of Education on meaningful and equal participation by English Learner students and communication with limited English proficient parents?  YES  NO
3. Has the Title VI Coordinator (identified on page 2) read the October 2014 Dear Colleague letter by the Department of Education on ensuring students have equal access to educational resources without regard to race, color, or national origin?  YES  NO
4. Has the Title VI Coordinator (identified on page 2) and ESL Coordinator read the May 2014 Dear Colleague Letter, FAQs, and fact sheet by the Department of Justice and Department of Education on enrollment practices regarding perceived or actual immigrants?  YES  NO
5. Has the Title VI Coordinator (identified on page 2) read the January 2014 Dear Colleague Letter by the Department of Justice and Department of Education on discriminatory discipline?  YES  NO

### Title IX

6. Has the LEA's Title IX Coordinator (identified on page 2) read the U.S. Department of Education Office for Civil Rights' April 2014 Dear Colleague Letter and FAQs pertaining to sexual violence?  YES  NO
7. Has the LEA's Title IX Coordinator (identified on page 2) read the U.S. Department of Education Office for Civil Rights' January 2011 Revised Sexual Harassment Guidance in the last twelve months?  YES  NO

### Bullying and Harassment

8. Has the individual responsible for bullying and harassment compliance (identified on page 5) read the October 2010 Dear Colleague Letter on the overlap of bullying and civil rights compliance in the last twelve months?  YES  NO

### Charter Schools

9. If authorized charter schools operate within the LEA, has the LEA's Title VI coordinator, Title IX coordinator, and charter school coordinator all read the U.S. Department of Education Office for Civil Rights' May 2014 Dear Colleague Letter on charter schools' responsibility to follow federal civil rights laws?  YES  NO  N/A
10. If authorized charter schools operate within the LEA, has the LEA distributed the U.S. Department of Education Office for Civil Rights' May 2014 Dear Colleague Letter on charter schools to a point-of-contact in all authorized charter schools in the LEA?  YES  NO  N/A