



Title VI Compliance Foundations – Level Two

Best Practices for Title VI Coordinators in Educational Settings

Certification Course Agenda

Description:

Title VI Compliance Foundations – Level 2: Best Practices for Title IV Coordinators, is a one-day certification course that, in combination with Title VI Compliance Foundations – Level 1, prepares leaders in K-12 schools and higher education institutions with the knowledge and skills to effectively implement and manage an exemplary Title VI Compliance program.

Participants will gain a deep understanding of reporting and intake procedures, resolution processes, prevention education, and compliance assessment, to effectively address race, color, and national origin discrimination.

Through interactive discussions and case studies, participants will explore response options for Title VI complaints, including applying supportive measures and remedies and navigating formal and informal resolution processes while upholding parties' sometimes-competing rights. This training also explores the intersection of Title VI and free speech, to address the necessary, complex balancing of compliance and First Amendment protections.

Further, this course highlights proactive prevention strategies, including engaging students and employees in anti-discrimination education and assessing school/institutional compliance through climate surveys, audits, and action planning. Finally, participants will learn best practices for maintaining accurate documentation and ensuring school/institutional accountability.

This course prepares Title VI Coordinators to effectively fulfill their roles and stand-up institutional programs that reflect best practices to promote learning and work environments free from discrimination. It is suitable for Civil Rights and Title VI Compliance coordinators and practitioners, educational administrators, school/district and institutional leaders, policymakers, and legal professionals.

Learning Outcomes:

After completing this training, participants will be able to...

- Describe Title VI reporting and intake processes
- Explore common supportive measures and appropriate remedies to address the impact of discrimination based on race, color, and national origin
- Explain Title VI Resolution Process options, including both formal and informal processes and parties' rights

- Evaluate incidents involving the intersection of Title VI and free speech/expression protections
- Identify Title VI prevention strategies that engage students and employees
- Examine strategies to assess Title VI compliance, including climate surveys, audits, assessment reports, and action plans to strengthen anti-discrimination efforts at the school/institution

Course Topics

Review: Title VI Statute, Definitions, and Applicability

- Title VI Statute
- Definitions
- Title VI Applicability
- Essential Compliance Elements

Title VI Intake and Response

- Actual Notice vs. Constructive Notice
- Reports and Complaints
- Outreach and Intake

Title VI Intake and Response

- Initial Assessment
- Title VI Jurisdiction
- Title VI Prohibited Behaviors
- Incident Response Options
- Supportive Measures Best Practices
- Implementing Remedies
- Interim Suspension/Action
- Administrative Leave
- Working with Parents/Guardians and Advisors

Title VI Resolution Process

- Fair and Prompt Resolution Process
- Resolution Process Options
- OCR Resolution Enforcement Metrics for Title VI Resolution Processes
- Informal Resolution Process Overview
- Informal Resolution Process Considerations and Best Practices
- Formal Resolution Process Overview
- Recommended Formal Resolution Process

- Parties' Rights
- Investigation Process Overview
- Investigation Scope
- Investigation Strategy
- Types of Discrimination
- Title VI Hostile Environment Definition
- Title VI Disparate Treatment Definition
- Retaliation Definition
- Program Equity/Fairness
- Understanding Evidence
- Law Enforcement Investigations
- Making a Finding and Final Determination
- Sanctions and Remedies
- Appeals

Title VI and Free Speech

- First Amendment Overview
- Free Speech and Expression
- Time, Place, and Manner
- Student Discipline
- Concepts to Consider
- Case Study

Title VI Prevention Education

- Prevention Education Elements
- Student Training Topics for K-12
- Student Training Topics for Higher Education
- Employee Training Topics

Title VI Assessment

- Assessing Title VI Compliance Efforts
- Compliance Audits
- Climate Survey Development and Implementation Strategies
- Consent and Confidentiality
- Climate Survey Report
- Annual Compliance Report Elements
- Leveraging Data to Inform Changes

Recordkeeping

Note: The training day will include one morning and one afternoon break (approximately 15 minutes each) and a one-hour lunch break. Training start and end times for in-person events are determined by the host site. All virtual training sessions take place from 10 AM – 5 PM ET unless otherwise specified.