Logo

Description automatically generated

Kentucky Department of Education

Consolidated Compliance Plan

For

Non-Discrimination under

The Age Discrimination Act of 1975,

Title II of the ADA, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and Title IX of the Education Amendments of 1972

**July 1, 2024, for fiscal year ending June 30, 2025**

**Table of Contents**

**I. Glossary of Terms 4**

**II. Overview of the Department 4**

1. Purpose or Mission Statement

**III. Scope of Applicability to Programs and Activities 5,6**

**IV. Responsible Official 7**

**V. Statement of Assurances 7,8**

**VI. Programs or Activities 8**

1. ESSA Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies
2. ESSA, Title I, Part B, Grants for State Assessments
3. ESSA Title I, Part C, Education of Migratory Children
4. ESSA Title I, Part D, Prevention and Intervention Programs for Children and Youth who are Neglected/Delinquent or At-Risk
5. ESSA Title II, Part A Supporting Effective Instruction
6. Carl D Perkins Career and Technical Education as amended by the Strengthening Career and Technical Education Act for the 21st Century
7. ESSA Title III, Language Instruction for English Learners and Immigrant Students
8. ESSA Title IV, Part A, Student Support and Academic Enrichment Grants
9. ESSA Title IV, Part B, 21st Century Community Learning Centers
10. ESSA Title V, Part B, Rural Education Initiative
11. ESSA Title VII, Part B, McKinney-Vento Homeless Education Assistance
12. ESSA, Migrant Education Program Consortium Incentive Grants
13. Elementary and Secondary School Emergency Relief Fund (ESSER I, II, and ESSER III Funds)
14. IDEA, Part B, Special Education - Grants to States
15. IDEA, Part B, Special Education - Preschool Grants
16. Child Nutrition Programs
17. IDEA, Special Education - State Personnel Development
18. Cooperative Agreements to Promote Adolescent Health Through School Based HIV/STD Prevention and School-Based Surveillance
19. Substance Abuse and Mental Health Services Administration (SAMHSA), Now is the Time Project AWARE (Advancing Wellness and Resilience in Education) State Educational Agency Program
20. Kentucky Comprehensive Literacy (KyCL) Federal Grant
21. Vocational Education National Programs
22. Improving Student Health and Academic Achievement through Nutrition, Physical Activity and the Management of Chronic Conditions in Schools
23. IDEA, Special Education-Personnel Development to Improve Services and Results for Children with Disabilities-KY LEADS
24. Federal Program Chart
25. Competitive Grants for State Assessments
26. Stronger Connections Grant (SCG) Program
27. Disability Innovation Fund (DIF)
28. Federal Program Chart

**VII. Complaint Procedures 19**

1. Filing of Complaints
2. Complaint Process
3. Withdrawal of Complaint
4. Appeals

**VIII. Compliance/Noncompliance Reporting 21**

**IX. Agency Training Plan 22**

**X. Goals and Evaluation Procedures 22**

A. Goals

B. Evaluation – Plan Deficiencies, Updates, and Corrective Procedures

**XI. Public Notice and Outreach 24**

**XII. Recordkeeping and Reporting 24**

**XIII. Representation on Agency Board 25**

1. KDE Staff Chart

**XIV. Appendix 27**

Policy Statement on Diversity

Policy Statement on Harassment Prevention

Discrimination/Harassment Complaint Form

1. **Glossary of Terms**

**Compliance Coordinator**: KDE employee designated to coordinate compliance with all requirements of the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act, Titles IV, VI, and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and Title IX of the Education Amendments of 1972, for activities of KDE.

**Consolidated Compliance Plan**: Plan developed and maintained by KDE to ensure compliance with the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act, Titles IV, VI, and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, Title IX of the Education Amendments of 1972, and KRS 344.015.

**Discrimination**: Treatment taken toward or against a person of a certain group in consideration of or based solely on class or category.

**Recipient**: Individual or organization for whom federal funds are intended.

1. **Overview of the Kentucky Department of Education**

The Kentucky Department of Education (KDE) is a public service agency of the Commonwealth of Kentucky. The KDE provides resources and guidance to Kentucky's public schools and districts as they implement the state's P-12 education requirements. The KDE also serves as the state liaison for federal education requirements and funding opportunities.

The KDE is an agency of the state Education and Workforce Development Cabinet. The KDE is led by an appointed Commissioner of Education, who answers to the Kentucky Board of Education which is comprised of 11 voting members and four non-voting members. Offices are administered by associate commissioners, and divisions within those offices are administered by division directors.

The Kentucky Board of Education does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, gender identity, genetic information, political affiliation, veteran status, or disability in employment or the provision of services.

**Purpose or Mission Statement**

The Kentucky Department of Education’s mission is to create broad partnerships to provide leadership and support so that every student is equipped for the future.

No person in Kentucky shall, on the grounds of age, disability, race, color, national origin, sexual orientation, gender identity, genetic information, political affiliation, or veteran status, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

All recipients of federal assistance through the KDE will certify that they will comply with all federal statutes relating to the Age Discrimination Act of 1975; Title II of the Americans with Disabilities Act (ADA) prohibiting discrimination by public entities on the basis of disability, regardless of whether they receive Federal financial assistance; Title IV of the Civil Rights Act of 1964 prohibiting discrimination in public education on the basis of race, color, sex, or national origin, including national origin discrimination affecting Limited English Proficiency (LEP) persons; Title VI of the Civil Rights Act of 1964 prohibiting discrimination in federally assisted programs on the basis of race, color, or national origin, including national origin discrimination affecting Limited English Proficiency (LEP) persons; Title VII of the Civil Rights Act of 1964 prohibiting discrimination in employment on the basis of race, color, religion, sex, or national origin and prohibiting discrimination in employment based on pregnancy, age, and disability discrimination; Section 504 of the Rehabilitation Act prohibiting discrimination on the basis of disability by recipients of Federal financial assistance; and Title IX of the Education Amendments of 1972 prohibiting discrimination in public education on the basis of sex. Furthermore, the KDE certifies that all staff will comply with all federal and state statutes relating to Kentucky Executive Order 2008-473 and KRS 18A.138 and KRS 156.838 and Presidential Executive Order 11246 as amended.

1. **Scope of Applicability to Programs and Activities**

The KDE affords all individuals the opportunity to benefit from programs administered by the agency.

The Age Discrimination Act of 1975 and its implementing regulations prohibit discrimination on the basis of age in programs and activities receiving federal financial assistance. This law does not permit the use of certain age distinctions and factors other than age that meet the law’s requirements.

Title II of the Americans with Disabilities Act and its implementing regulations provide that no person shall be subjected to discrimination on the basis of disability.

Title IV of the Civil Rights Act of 1964 and its implementing regulations provide that no person shall be subjected to discrimination in public education on the basis of race, color, sex, or national origin.

Title VI of the Civil Rights Act of 1964 and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance. The 1994 General Assembly of the Commonwealth of Kentucky enacted Senate Bill 248 requiring state agencies to develop Title VI implementation plans by January 1, 1995. Presidential Executive Order 13166 implemented on August 11, 2000, required agencies and programs to ensure that federally funded activities be accessible to all persons, who as a result of national origin, are not proficient or are limited in their ability to communicate in the English language. Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. The KDE provides that its programs and activities are available for all beneficiaries, including those with limited English proficiency.

Title VII of the Civil Rights Act of 1964 and its implementing regulations provide that no person shall be subjected to discrimination by covered employers on the basis of race, color, religion, sex, or national origin. Title VII has also been supplemented to prohibit discrimination based on pregnancy, age, and disability.

Section 504 of the Rehabilitation Act and its implementing regulations prohibits discrimination on the basis of disability by recipients of Federal financial assistance.

Title IX of the Education Amendments of 1972 and its implementing regulations provide that no person shall be subjected to discrimination based on sex in any education program or activity that receives federal financial assistance.

Recipients of federal funding are prohibited from discriminating on the basis of age, disability, race, color, national origin, sex, sexual orientation or gender identity by:

* denying a person any service, financial aid or benefit extended under a program;
* providing any service, aid, or benefit to a person that is different in kind or manner from that provided to others under the program;
* subjecting a person to segregation or other discriminatory treatment in any manner related to the receipt or non-receipt of the service, aid, or benefits;
* restricting a person in any way from enjoying services, facilities, or any other advantage, privilege, property, or benefit provided to others under the program;
* treating a person differently from others in determining whether he or she satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition that people must meet to receive any service, aid, or benefit;
* denying or affording a person an opportunity to participate in a program (including the opportunity to participate as a recipient or contractor) in a way that is different from that afforded to others in the program; or
* denying a person the opportunity to participate as a member of a planning or advisory body that is an integral part of the program.

The KDE’s Consolidated Compliance Plan complies with the provisions of Presidential Executive Order 13166, August 11, 2000, Improving Access to Services for Persons with Limited English Proficiency.

1. **Responsible Official (Compliance Coordinator)**

The Commissioner of the KDE has overall responsibility for compliance with the provisions of the Age Discrimination Act of 1975; Title II of the American Disabilities Act; Titles IV, VI, and VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act; and Title IX of the Education Amendments of 1972. The day-to-day responsibilities to oversee, implement, monitor, and enforce the KDE Consolidated Compliance Plan is assigned to the Division of Resource Management. Inquiries related to compliance activities should be directed to:

Compliance Coordinator

Anitra Williams, Human Resource Administrator

Division of Resource Management

Kentucky Department of Education

300 Building, 4 Floor NW 25, Sower Boulevard[[1]](#endnote-1)

Frankfort, Kentucky 40601

Phone: 502/564-3716 Ext. 4314

[Anitra.Williams@education.ky.gov](mailto:Anitra.Williams@education.ky.gov)

1. **Statement of Assurances**

The KDE complies with all applicable provisions of the Age Discrimination Act of 1975.

The KDE complies with all applicable provisions of Title II of the Americans with Disabilities Act.

The KDE complies with all applicable provisions of Title IV of the Civil Rights Action of 1964.

The KDE complies with all applicable provisions of Title VI of the Civil Rights Action of 1964, the requirements of KRS 344.015 regarding federal programs, and Executive Order 13166 of August 11, 2000, Improving Access to Services for Persons with Limited English Proficiency.

The KDE complies with all applicable provisions of Title VII of the Civil Rights Act of 1964, Kentucky Executive Order 2013-841 and KRS 18A.138 and KRS 156.838.

The KDE complies with Section 504 of the Rehabilitation Act.

The KDE complies with Title IX of the Education Amendments of 1972.

The KDE complies with Presidential Executive Order 11246, effective April 8, 2015, prohibiting any federal contractor and any subcontractor from engaging in employment discrimination based on sexual orientation or gender identity.

All recipients of federal funding through KDE must sign a non-discrimination clause prior to receiving any federal loan, contract, or grant. In signing this clause, the recipient certifies that it will comply with all federal statutes relating to non-discrimination. These include, but are not limited to the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability; Title IV of the Civil Rights Act of 1964, which prohibits discrimination in public education on the basis of race, color, sex or national origin; Title VI of the Civil Rights Act of 1964, which prohibits discrimination by federal funding recipients on the basis of race, color or national origin; Title VII of the Civil Rights Act of 1964 which prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin and discrimination based on pregnancy, age, and disability; Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability by recipients of Federal financial assistance; and Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex in education programs and activities. A copy of the assurance required to be signed by all Kentucky Public School Districts can be located on KDE’s website at:

[Comprehensive District Improvement Plan Funding and Finance - Kentucky Department of Education](https://www.education.ky.gov/districts/fin/Pages/Comprehensive-District-Improvement-Plan-Funding-and-Finance.aspx)

1. **Programs or Activities Subject to Compliance Plan**

The KDE receives federal funds from the United States Department of Education and United States Department of Agriculture, including: the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act of 2015 (ESSA)[[2]](#footnote-1); the Carl D. Perkins Career and Technical Education Act as amended by the Strengthening Career and Technical Education for the 21st Century Act; the Individuals with Disabilities Education Act (IDEA); Child Nutrition Programs; the Substance Abuse and Mental Health Services Administration (SAMHSA); and the Elementary and Secondary School Emergency Relief Fund. The programs have various subcategories, which specify funds for particular purposes. The KDE sub-grants federal funds to recipients for the operation of the specific programs.

All recipients of federal funds are required to comply with the guidelines under the Age Discrimination Act of 1975; Title II of the ADA; Titles IV (education), VI, and VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act; and Title IX of the Educational Amendments of 1972 (education). Where authorized by federal law, all private schools wishing to participate in these programs are allowed on an equitable basis.

1. **ESSA Title I, Part A, Improving Basic Programs Operated by State and Local Educational Agencies**

This is one of the largest federal programs providing funds to local districts through the state department of education. The purpose of this program is to ensure all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. The funds may be used for a variety of purposes such as intervention strategies for students not meeting State standards, instructional materials, parent involvement activities, and professional development. This program awards funds to all public-school districts in Kentucky and this program’s beneficiaries include the at-risk students in the districts.

Section 1003 of ESEA, as amended by the ESSA, requires a state to reserve a portion of its Title I allocation for subgrants to eligible LEAs for school improvement activities.

1. **ESSA, Title I, Part B, Grants for State Assessments**

The purpose of the grant is to support the development of the additional state assessments and standards required by Sec. 1111(b) of the Elementary and Secondary Education Act (ESEA), as amended. If a state has developed the assessments and standards required by Sec. 1111(b), funds support the administration of those assessments or other activities related to ensuring that the state's schools and local education agencies (LEAs) are held accountable for results.

1. **ESSA Title I, Part C, Education of Migratory Children**

The purpose of the program is to support high quality and comprehensive educational programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves. It serves children of families meeting the statutory definition of migrant and provides supplemental services such as tutoring and health care, which remove barriers to success in school.

1. **ESSA Title I, Part D, Prevention and Intervention Programs for Children and Youth who are** **Neglected/Delinquent or At-Risk**

**The purpose of the program is to improve educational services for children and youth in local, tribal, and state institutions for neglected, delinquent, or at-risk children and youth, so that such children and youth have the opportunity to meet challenging state academic standards.** These funds may be used for a variety of purposes such as providing students with the knowledge and skills needed to make a successful transition to secondary school, vocational or technical training, further education, and employment. This program covers eligible facilities, and the beneficiaries include all eligible students in these facilities.

1. **ESSA Title II, Part A Supporting Effective Instruction**

The KDE assists districts and schools with securing the talents and skills of highly effective professionals for every classroom, school, and district in Kentucky. The allocations to local districts are designed to:

(1) increase student achievement consistent with challenging State academic standards;

(2) improve the quality and effectiveness of teachers, principals, and other school leaders;

(3) increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and

(4) provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

1. **Carl D Perkins Career and Technical Education Act as amended by the Strengthening Career and Technical Education Act for the 21st Century**

The Perkins Act is designed to improve and expand services for students that elect to enroll in career and technical education programs. The Perkins Act defines career and technical education programs as organized educational activities that offer a sequence of progressive courses composed of both academic and technical content that align secondary and postsecondary education.

Perkins funds are available to all school districts, state operated technical centers, eligible post-secondary institutions, and other eligible entities that offer at least one program of study based upon a formula outlined in the law. The sole fiscal agent for Carl D. Perkins funding is the Kentucky Board of Education.

1. **ESSA Title III, Language Instruction for English Learners and Immigrant Students**

This program provides formula grants to help ensure that children who are English learners, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging state academic content and achievement standards as all children are expected to meet. The subgrantees include districts and consortia that meet the eligibility requirements.

1. ESSA Title IV, Part A, Student Support and Academic Enrichment Grants

Under ESSA, grants under Title IV Part A are distributed to states based on Title I Part A allocations. Grants must be at least $10,000 unless sufficient funds do not exist to allocate such an amount to all school districts, in which case all grants are proportionately reduced. School districts must submit an application to receive funds and may apply as a consortia. For school districts receiving an allocation of $30,000 or more, recipients must distribute their allocation among three content areas according to specific proportions: well-rounded education (at least 20%); safe and healthy students (at least 20%); some of the remainder on effective use of education technology with no more than 15% of that portion, specifically for technology infrastructure. School districts receiving less than $30,000 are required to provide a plan to use their allocation for at least one of the three content areas.

1. ESSA Title IV, Part B, 21st Century Community Learning Centers

Competitive grants are awarded to local school districts, community, and faith-based organizations as well as other qualifying private and governmental organizations, to support community learning centers that provideacademic, artistic and cultural enrichment opportunities for children, particularly students who attend high poverty and low-performing schools.  Programs are required to meet state and local standards in core academic subjects, such as reading, math and science.  Programs must offer literacy and other educational services to the families of participating children and ensure the academic services provided are aligned with the school’s curriculum in the core subject areas.

1. **ESSA Title V, Part B, Rural Education Initiative**

The purpose of the programs is to address the unique needs of rural school districts that frequently lack the personnel and resources needed to compete effectively for federal competitive grants and receive formula grant allocations in amounts too small to be effective in meeting their intended purposes. There are two subparts under this program.

* Subpart 1 - Small, Rural School Achievement Program-The U. S. Department of Education awards these funds directly to public school districts that qualify. Districts may use the funds for the same purposes found in ESSA Title I, Part A; Title II, Part A; Title III; and Title IV, Parts A or B. The beneficiaries include all students in eligible districts.
* Subpart 2 - Rural and Low-Income School Program- These funds are a flow-through to qualifying public school districts. Funds may be used for activities authorized under Title I, Part A; Title II, Part A; Title III; and Title IV, Part A

1. **ESSA Title VII, Part B, McKinney-Vento Homeless Education Assistance**

The purpose of the program is to ensure that homeless children and youths including unaccompanied homeless youths are afforded the same free, appropriate public education as provided to other children and youths. Competitive grants to address the needs of homeless students are issued every 3 years. The beneficiaries include homeless students in districts that receive grants.

1. **ESSA, Migrant Education Program Consortium Incentive Grants**

The purpose of the grant is to provide financial incentives to State Educational Agencies (SEAs) to participate in high quality consortia that improve the interstate or intrastate coordination of migrant education programs by addressing key needs of migratory children who have their education interrupted.

1. **Elementary and Secondary School Emergency Relief Fund (ESSER I, II, and III Funds)**

The purpose of these grants is to provide state educational agencies (SEAs) with emergency relief funds to address the impact that Novel Coronavirus Disease 2019 (COVID-19) has had, and continues to have, on elementary and secondary schools across the nation.

1. **IDEA, Part B, Special Education - Grants to States**

The purpose of this program is to assist the state and local education agencies in providing special education and related services to all children with disabilities. Funds are used by the state and local educational agencies (LEAs), in accordance with the IDEA, to help provide the special education and related services needed to make a free appropriate public education (FAPE) available to all eligible children and, in some cases, to provide early intervening services. LEAs receive these funds to pay the excess cost of providing special education and related services that are needed to ensure FAPE is made available to each student with a disability. The State uses these funds to administer the special education program including general supervision responsibilities, addressing personnel shortages, providing alternative programming, assessments and professional development through academic and behavioral guidance and support to local education agencies to improve the results for students with disabilities.

1. **IDEA, Part B, Special Education - Preschool Grants**

Funds are provided to assist state and local education agencies in providing early intervention services for children eligible for special education and related services ages 3 through 5 years. These funds are utilized for an educational component that promotes school readiness and incorporates preliteracy, language and numeracy skills to children with disabilities who are eligible for services under the IDEA Preschool Grant program.

1. **Child Nutrition Programs**

Child Nutrition Programs are federally assisted meal programs administered by the United States Department of Agriculture’s Food and Nutrition Service. These programs include the [National School Lunch Program](https://www.fns.usda.gov/nslp/national-school-lunch-program-nslp), [School Breakfast Program](https://www.fns.usda.gov/sbp/school-breakfast-program-sbp), [Child and Adult Care Food Program](https://www.fns.usda.gov/cacfp/child-and-adult-care-food-program), [Summer Food Service Program](https://www.fns.usda.gov/sfsp/summer-food-service-program), [Fresh Fruit and Vegetable Program](https://www.fns.usda.gov/ffvp/fresh-fruit-and-vegetable-program), and [Special Milk Program](https://www.fns.usda.gov/smp/special-milk-program). Administered by state agencies, each of these programs helps fight hunger and obesity by reimbursing organizations such as schools, childcare centers, and after-school programs for providing healthy meals and snacks to children.

1. **IDEA, Special Education - State Personnel Development**

The purpose of this program is to assist state educational agencies in reforming and improving their systems for personnel preparation and professional development of individuals providing early intervention, educational and transition services and to improve results for children with disabilities. As used in this program, personnel mean special education teachers, regular education teachers, principals, administrators, related services providers, paraprofessionals, and early intervention personnel serving infants, toddlers, preschoolers, or children with disabilities, except where a particular category of personnel, such as related services personnel, is identified.

1. **Cooperative Agreements to Promote Adolescent Health Through School Based HIV/STD Prevention and School-Based Surveillance**

The purpose of this program is to provide funding to build the capacity of state, territorial, and local (STL) agencies and support the efforts of national, non-governmental organizations (NGO) to help school districts and schools develop and implement sustainable program activities to:

1. Reduce HIV infection and other STD among adolescents; and
2. Reduce disparities in HIV infection and other STD experienced by specific adolescent sub-populations.

It is also expected that applicants’ activities will reinforce efforts to reduce teen pregnancy rates.

States will also conduct the Youth Risk Behavior Survey (YRBS) and the School Health Profiles (Profiles) and will aim to improve the sexual health of high school students within their jurisdiction by delaying the onset of sexual activity; reducing the number of sexual partners; promoting the dual use of condoms and a highly effective contraceptive method among adolescents who are sexually active; increasing STD and HIV testing, counseling, and treatment; and addressing key social determinants of health to ensure we are reaching youth at most disproportionate risk for HIV infection and other STD.

1. **Substance Abuse and Mental Health Services Administration (SAMHSA), Project AWARE (Advancing Wellness and Resilience in Education)**

The purpose of the grant is to build and expand the capacity of state educational agencies to increase awareness of mental health issues among school-aged youth, provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues in children and young adults, and connect children, youth, and families who may have behavioral health issues with appropriate services. The intent of Project AWARE-SEA is to develop a comprehensive, coordinated, and integrated program for advancing wellness and resilience in educational settings for school-aged youth.

**V. Kentucky Comprehensive Literacy (KyCL) Federal Grant**

The purpose of the grant is to provide a comprehensive approach to advance literacy in children, including those with limited-English-proficiency and those with disabilities, from birth to grade 12. KDE will assist schools and agencies to develop and implement comprehensive literacy plans that include professional learning focused on reading and writing for 100% of teachers in all participating schools. Objectives focus on gains in oral language skills for 4-year-olds, Kindergarten readiness, increased reading proficiency and disciplinary literacy.

1. **Improving Student Health and Academic Achievement through Nutrition, Physical Activity and the Management of Chronic Conditions in Schools**

The purpose of the grant is for the Centers for Disease Control to provide Healthy Schools funds for state education agencies, providing them with technical assistance and developing specialized tools, recommendations, and resources to help in the work they do for school health. State grantees support the implementation and evaluation of evidenced-based strategies and activities to:

* Prevent obesity and reduce the risk of children and adolescents developing chronic disease in adulthood.
* Manage chronic health conditions prevalent in student populations including poor health, asthma, food allergies, seizure disorders, diabetes, other diseases, and disabilities or conditions.

1. **IDEA, Special Education-Personnel Development to Improve Services and Results for Children with Disabilities-KY LEADS**

Funds are provided to States to implement leadership development programs that recruit, increase the capacity of, and retain State, regional, and local leaders to promote high expectations and improve early childhood and educational outcomes for children with disabilities and their families by improving the systems that serve them.

1. **Grants for Enhanced Assessment Instruments**

The purpose of the Competitive Grants for State Assessments (CGSA program is to enhance the quality of assessment instruments and assessment systems used by States for measuring the academic achievement of elementary and secondary school students.

1. **Stronger Connections Grant (SCG) Program**

The Stronger Connections Grant (SCG) Program is intended to support evidence-based school safety and climate plans, along with other evidence-based strategies for creating safe, healthy, and supportive schools. Safe and welcoming schools depend on meaningful engagement between school and LEA leaders and students, parents, families, and community members, and strong relationships between students and adults.

1. **Disability Innovation Fund (DIF)**

The purpose of the Disability Innovation Fund (DIF) Program, as provided by the Consolidated Appropriations Act, 2015 (Pub. L. 113-235), is to support innovative activities aimed at improving the outcomes of "individuals with disabilities," as defined in section 7(20)(A) of the Rehabilitation Act of 1973, as amended by title IV of the Workforce Innovation and Opportunity Act (WIOA).

1. **Federal Program Chart**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Federal Program** | **ALN#** | **Type of Assistance** | **Manner of Deliver** | **Coverage/Potential Beneficiaries** |
| ESSA Title I, Part A, Improving Basic Programs Operated by Local Educational Agencies | 84.010 | Formula Grant | Reimbursement | Local education agencies |
| ESSA, Title I, Part B, Grants for State Assessments | 84.369 | Formula Grant | Reimbursement | Local education agencies |
| ESSA Title I, Part C, Education of Migratory Children | 84.011 | Formula Grant | Reimbursement | Local education agencies |
| ESSA Title I, Part D, Prevention and Intervention Programs for Children and Youth who are Neglected/Delinquent or At-Risk | 84.013 | Formula Grant | Reimbursement | Local education agencies |
| ESSA Title II, Part A Supporting Effective Instruction | 84.367 | Formula Grant | Reimbursement | Local education agencies |
| Carl Perkins Career and Technical Education Act as amended by the Strengthening Career and Technical Education Act for the 21st  Century | 84.048 | Formula Grant | Reimbursement | Local education agencies, state operated technical centers, eligible postsecondary institutions, and other eligible entities |
| ESSA Title III, Language Instruction for English Learners and Immigrant Students | 84.365 | Formula Grant | Reimbursement | Local education agencies |
| ESSA, Title IV, Part A, Student Support and Academic Enrichment Grants | 84.424 | Formula Grant | Reimbursement | Local education agencies |
| ESSA, Title IV, Part B, 21st  Century Community Learning Centers | 84.287 | Competitive Grant | Reimbursement | Local education agencies/universities/ non-profit entities |
| ESSA Title V, Part B, Rural Education Initiative | 84.358 | Formula Grant | Reimbursement | Local education agencies |
| ESSA Title VII, Part B, McKinney-Vento Homeless Education Assistance | 84.196 | Competitive Grant | Reimbursement | Local education agencies |
| ESSA, Migrant Education Program Consortium Incentive Grants | 81.144 | Formula Grant | Reimbursement | Local education agencies |
| Elementary and Secondary School Emergency Relief Fund (ESSER I, II and III Funds) | 84.425/84.25D | Formula Grant | Reimbursement | Local education  agencies |
| IDEA, Part B, Special Education - Preschool Grants | 84.173 | Formula Grant | Reimbursement | Local education agencies and universities |
| IDEA, Part B, Special Education -Grants to States | 84.027 | Formula Grant | Reimbursement | Local education agencies, educational cooperatives and universities |
| 1. Child Nutrition Programs | 10.553 10.555 10.559 10.560 10.579 10.582 | Formula Grant | Reimbursement | Local education agencies, childcare centers and adult care centers |
| IDEA, Special Education - State Personnel Development | 84.323 | Project Grant | Reimbursement | Universities and educational cooperatives |
| Cooperative Agreements to Promote Adolescent Health through School-Based HIV/STD Prevention and School-Based Surveillance | 93.079 | Cooperative Agreement | Reimbursement | Local education agencies |
| Substance Abuse and Mental Health Services Administration (SAMHSA), Project AWARE (Advancing Wellness and Resilience in Education) State Educational Agency Program | 93.243 | Project Grant | Reimbursement | Local education agencies and state agency partners |
| Kentucky Comprehensive Literacy (KyCL) Federal Grant | 84.371C | Project Grant | Reimbursement | Local education agencies |
| Improving Student Health and Academic Achievement through Nutrition, Physical Activity and the Management of Chronic Conditions in Schools | 93.981 | Project Grant | Reimbursement | Local education agencies and state agency partners |
| IDEA, Special Education-Personnel Development to Improve  Services and Results for Children with Disabilities-KY LEADS | 84.325L | Discretionary | Reimbursement | Universities and educational cooperatives |
| Grants for Enhanced Assessment Instruments | 84.368A | Discretionary | Reimbursement | Educational cooperatives and state agency partners |
| Stronger Connections Program Grant | 84.424F | Formula | Reimbursement | Local education agencies |
| Disability Innovation Fund (DIF) | 84.421 | Project Grant | Reimbursement | Educational partners |

1. **Complaint Procedures**

Any person alleging discrimination based on age, disability, race, color, sex, national origin, sexual orientation, gender identity, genetic information, political affiliation, or veteran status by the KDE, its staff, its students, or third parties, has a right to submit a complaint with KDE. The KDE is a conduit for federal funds to the local school districts and ensures the local school districts’ compliance with federal financial grants; however complaints alleging discrimination based on age, disability, race, color, sex, national origin, sexual orientation, gender identity, genetic information, political affiliation, or veteran status by the local school districts or its staff should be directed to the local school district level and handled pursuant to required local board policy.

1. **Filing of Complaints**

Complaints alleging discrimination under the Age Discrimination Act of 1975, Title II of the American Disabilities Act, Title IV of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, or Title IX of the Education Amendments of 1972 by the KDE, its staff, students, or third parties, may be submitted to:

Compliance Coordinator

Anitra Williams, Human Resource Administrator

Division of Resource Management

Kentucky Department of Education

300 Building, 4th Floor NW 25, Sower Boulevard

Frankfort, Kentucky 40601

Phone: 502-564-3716 Ext. 4314

[Anitra.Williams@education.ky.gov](mailto:Anitra.Williams@education.ky.gov)

Complaints must be submitted within one hundred eighty (180) calendar days of the alleged discrimination and should contain the following information:

* Name, address, and telephone number of the complainant;
* The location and name of the entity delivering the service;
* The nature of the incident that led the complainant to believe discrimination was a factor;
* The basis of the complaint, i.e. race, color, or national origin;
* Names, addresses, and phone numbers of people who may have knowledge of the event;
* The date or dates on which the alleged discriminatory event or events occurred.

1. **Complaint Process**

Upon receipt of the complaint by an individual or at the time the compliance coordinator becomes independently aware of the actions that may constitute a violation of the Age Discrimination of 1975, Title II of the ADA, Title IV, VI, or VII of the Civil Rights Act, Section 504 of the Rehabilitation Act, or IX of the Education Amendments of 1972, the compliance coordinator shall send an acknowledgement of the complaint to any identified complainant and shall investigate the claim unless dismissal is required pursuant to Title IX. In instances involving allegations of violations of Title IX, KDE will contact the complainant to discuss the availability of supportive measures. The KDE assures that the investigation shall be adequate, reliable, and impartial, and include the opportunity for the parties to present witnesses and other evidence. The compliance coordinator shall initiate procedures to conduct an investigation upon receipt of a complaint or the time the compliance coordinator becomes independently aware of the actions that may constitute a violation of the above laws. In most instances, the decision-maker shall render a determination and recommend specific actions to resolve the complaint within ninety (90) calendar days of receipt. The compliance coordinator shall file a report to the KDE’s General Counsel. In instances involving claims made pursuant to Title IX, the investigation shall be concluded within forty (40) calendar days from the date of the notice to the parties following a formal complaint, but this timeline may be reasonably extended for good cause. Thereafter, in Title IX matters, a Determination of Responsibility shall be issued by a decision maker.

Any complaints received by the compliance coordinator shall be maintained in a log including date of receipt, determination, and action taken. The complaint log shall be retained for a period of seven (7) years. Within thirty (30) calendar days of the completion of the investigation, the complainant and any specific individual accused in the complaint of violating the above described laws shall be notified in writing of the results of the investigation and any actions taken. When required by law, the KDE will maintain the confidentiality of the complaint and the name of the complainant.

1. **Withdrawal of Complaint**

The complainant may withdrawal his/her complaint at any time during the process by notifying the compliance coordinator in writing.

1. **Appeals**

In most instances, the complainant may file a written appeal of the compliance coordinator’s resolution of the complaint within thirty (30) calendar days of the receipt of the written notice of resolution. Appeals shall be filed with the KDE’s General Counsel, 300 Building, Sower Boulevard 5th Floor, Frankfort, Kentucky 40601[[3]](#footnote-2). The complainant shall be notified of the final resolution of the appeal within sixty (60) calendar days of the receipt of the appeal. This appeal opportunity constitutes the second and final level in the agency’s complaint process.

Under Title IX, an appeal must be submitted within five (5) calendar days of the receipt of the determination decision. A written response to an appeal must be submitted within 5 calendar days upon receipt of notification by the appellate decision maker of a party’s appeal.

1. **Compliance/Noncompliance Reporting**

The KDE shall make every effort to regulate, monitor, review, and report on the federal programs to assure compliance. Upon receipt of a complaint by an individual or at the time the compliance coordinator becomes independently aware of the actions that may indicate non-compliance, an investigation shall be initiated and completed within a reasonably prompt timeframe. The KDE assures that the investigation shall be adequate, reliable, and impartial, and include the opportunity for the parties to present witnesses and other evidence. The investigation shall include a review of the pertinent practices and policies of the recipient, the circumstances under which the possible non-compliance occurred, and other factors relevant to determining whether the recipient is non-compliant. If there is no basis for the complaint, the individual and/or program area shall be notified of the fact in writing. If there is a basis for the complaint, the compliance coordinator shall notify in writing the complainant and the individual and/or program area accused of discrimination of the following: the violation, the corrective action to be taken, and the timetable for the corrective actions to be implemented. Corrective actions shall be completed within sixty (60) calendar days of receipt of notice. Employees refusing to voluntarily comply with the Age Discrimination Act of 1975, Title II of the ADA, Title IV, VI, or VII of the Civil Rights Act, Section 504 of the Rehabilitation Act, or Title IX of the Educational Amendments of 1972, or to comply with the directed corrective actions, may face disciplinary action up to and including suspension or termination.

Annually, the compliance coordinator shall accumulate all complaints (pursuant to the Age Discrimination Act of 1975, Title II of the ADA, Titles IV, VI, and Title VII of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title IX of the Educational Amendments of 1972) filed during the year for each federal program and shall report those to the KDE, Office of Legal Services. The report shall include a summary of the complaint, a description of the process used to evaluate the complaint, the findings, and actions implemented to correct deficiencies.

1. **Agency Training Plan**

This Compliance Plan and complaint procedures are disseminated to all employees. The KDE informs new employees and contractors of the Department’s compliance with all federal and state laws barring discrimination. All new employees and contractors in the agency receive orientation material regarding discrimination and must certify they will comply with all federal statutes relating to the Age Discrimination Act of 1975, Title II of the American Disabilities Act, Title IV of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and Title IX of the Education Amendments of 1972.

The compliance coordinator is available to answer any questions and to ensure adequate training and understanding.

To improve staff knowledge, capability, and effectiveness, the KDE provides diversity and sexual harassment training. Training may be conducted by a trainer selected by the agency, or completed via an on-line course or within a classroom at the Office of Diversity, Equality & Training (**ODE&T**). Completion of these trainings is mandatory for all employees, including full-time, part-time, interim, and contractors.

1. **Goals and Evaluation Procedures**

The KDE is an equal opportunity employer. Employment goals are established in compliance with the Kentucky Board of Education minority employment goal and the state affirmative action plan.

1. **GOALS**

The Department establishes the following goals:

1. No applicant and/or eligible individual shall be excluded from participation in any covered program or activity on the basis of disability, race, color, national origin, sex, sexual orientation, age, gender identity, genetic information, political affiliation, or veteran status;
2. No applicant and/or eligible individual shall be denied the benefits of any covered program or activity on the basis of disability, race, color, national origin, sex, sexual orientation, age, gender identity, genetic information, political affiliation, or veteran status;
3. No applicant and/or eligible individual shall be otherwise subjected to discrimination under any covered program or activity on the basis of disability, race, color, national origin, sex, sexual orientation, age, gender identity, genetic information, political affiliation, or veteran status; and
4. That substantiated complaints, if any, shall continuously decrease and be resolved to the satisfaction of all parties.

The KDE’s internal process to meet the above goals and for ensuring a diverse workforce includes the following:

* Interview panels must contain a minimum of three (3) people, one (1) of whom must be a minority;
* A minimum of four (4) candidates must be interviewed (provided there are four or more qualified applicants), two (2) of whom must be a minority if qualified and identified.

This process is monitored and enforced by the Division of Resource Management. At least annually, the compliance coordinator provides written progress reports containing statistical data on employment at the agency to the Kentucky Board of Education.

In an effort to provide corrective procedures, the KDE attempts to update personnel and contractors on the continual importance of equitable practices that provide equal opportunities and fair and agreeable work environments. Training for staff is arranged by the Division of Resource Management.

1. **EVALUATION – Plan Deficiencies, Updates, and Corrective Procedures**

The KDE shall evaluate and measure its goals in the following manner:

* The compliance coordinator shall annually review the Compliance Plan to identify deficiencies and existing needs; and shall provide updates, corrections, or changes to the Auditor of Public Accounts and the Kentucky Human Rights Commission by July 1 of each year;
* The compliance coordinator shall submit a report annually to the KDE General Counsel on all complaints filed under the Age Discrimination Act of 1975, Title II of the ADA, Titles IV, VI, and VII of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title IX of the Education Improvements of 1972, investigated, substantiated, and resolved by the KDE;
* The compliance coordinator shall submit quarterly reports to the Personnel Cabinet’s Office of Diversity, Equality & Training;
* The KDE’s Compliance Plan shall be available to all staff;
* The Division of Resource Management shall provide information to all staff regarding discrimination and will incorporate this information in the new employee orientation training.

The federal grants awarded to the KDE identify covered program evaluation standards and indicators to be included within the state plans to assess service delivery and consumer satisfaction. Customer satisfaction surveys, on-site monitoring and program evaluations provide tools to assess service delivery consistent with the Age Discrimination Act of 1975, Title II of the ADA, Titles IV, VI, and VII of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title IX of the Education Amendments of 1972 goals.

1. **Public Notice and Outreach**

Information regarding the KDE’s programs, resources, services, and positions are available to all without regard to age, disability, race, color, sex, national origin, sexual orientation, age, gender identity, genetic information, political affiliation, or veteran status at [www.education.ky.gov](http://www.education.ky.gov). The KDE’s Compliance Plan is also available to all on this site.

Additionally, the Office of Career and Technical Education area technology centers must publish a classified advertisement in a well-circulated newspaper in the service area of the institution or post on the center website. It must affirm their nondiscrimination policy statement and identify their Equal Employment Opportunity Coordinator’s name, address and telephone number. A brief summary of career and technical education programs and admission criteria should be included in the announcement.

1. **Recordkeeping and Reporting**

Complaints received by the KDE shall be handled by the compliance coordinator. Any complaints received by the coordinator shall be maintained in a log including date of receipt, determination, and action taken. The complaint log shall be retained for a period of no less than four (4) years.

Changes in the Compliance Plan shall be provided to all employees including contractors and will be forwarded to the State Auditor. The Compliance Coordinator shall ensure that updates are disseminated to all staff, including federal grant coordinators, and the coordinators shall ensure that all grant recipients have been notified of the Compliance Plan and compliance process.

Requisite programmatic and statistical records for compilation and reporting under this section shall be maintained by the office/division in the KDE for the time periods required by law or until resolution of a pending complaint or audit initiated during that time period consistent with the provisions of Titles 29 & 34 of the Code of Federal Regulations.

1. **Representation on Agency Board**

​​​​ The Kentucky Board of Education has 15 members. The governor appoints 11 voting members, seven representing the Supreme Court districts and four representing the state at large. The additional members, the president of the Council on Postsecondary Education (CPE), the Secretary of the Education and Labor​ Cabinet and a high school student and active elementary or secondary school teacher, serve as non-voting members.

1-African American Male

2-African American Females

5-White Males

7-White Females

Department officials follow board guidelines and the department's strategic plan in the fulfillment of the board's vision and the Kentucky Department of Education's mission to create broad partnerships to provide leadership and support so that every student is equipped for the future. The Kentucky Board of Education also serves as the board for the Kentucky School for the Blind and Kentucky School for the Deaf, and Department of Education staff also serve as resources for those schools.

1. **KDE Staff (as 6/30/2023)**

|  |  |  |
| --- | --- | --- |
| **Race** | **Number** | **Percentage** |
| White | 1243 | 92.27% |
| Black/African American | 73 | 5.41% |
| Hispanic/Latino | 6 | .44% |
| American Indian/Alaskan Native | 1 | .18% |
| Asian | 13 | .96% |
| Native Hawaiian/Other Pacific Islander | 0 | 0% |
| Two or More Races | 7 | .51% |
| Unknown | 4 | .29% |
|  |  |  |
|  |  |  |
| Total | 1347 | 100% |
| Total White | 1243 | 92.27% |
| Total Minority | 104 | 7.72% |

**APPENDIX**

**Policy Statement on Diversity**

The Kentucky Department of Education (KDE) recognizes that continued success in meeting the needs of our customers, both internal and external, requires the full and active participation of talented and committed individuals regardless of their race, color, national origin, sex, age, religion, sexual orientation, gender identity, genetic information, veteran status, or disability. By fostering an atmosphere of acceptance and support, we can begin to value and appreciate the strengths afforded by the differences, styles, ideas, and organizational contributions of each and every person.

The ultimate goal of workplace diversity will be achieved when the KDE has further enhanced its ability to recruit, retain, tap the full potential of employees at all levels, and is diverse enough to:

1. Allow all offices and area technology centers within KDE to compete for qualified employees from an increasingly diverse applicant pool;
2. Be more reflective of the population and socioeconomic circumstances of Kentucky’s citizens and the areas in which KDE has employment opportunities; and
3. Eliminate biases that may exist in the state government workforce.

Diversity complements the other organizational values of teamwork, leadership, empowerment, and service quality and encompasses the way we work, the work environment, and respect for people and ideas. Diversity includes everyone and everything. While its major focus may often revolve around issues of previous discrimination based on race and gender, it is not something that is defined, or limited solely by those two factors. Diversity also extends to age, personal and work history, education, function, and personality – including lifestyle, sexual orientation, gender identity, tenure with the organization, merit and non-merit status, and management or non-management position. It also encompasses varying management styles and ways of thinking, leadership abilities, skill levels, experiences, viewpoints, expressions of thoughts, and differing ways of delivering services, provided there is consistency in the values we share.

Success in diversity requires inclusion. It stresses equal opportunity and recognizes and respects the multitude of differences that employees bring to the workplace as well as acknowledges the changing “face” of the community we service. The full cooperation and affirmation of diversity by all state employees, including management, is expected.

**Policy Statement on Harassment Prevention**

The Kentucky Department of Education (KDE) does not tolerate harassment of any kind. All employees must avoid offensive or inappropriate behavior at work and are responsible for ensuring that the workplace is free from harassment at all times. Types of prohibited conduct include but are not necessarily limited to harassment because of one’s race, color, national origin, sex, age, religion, sexual orientation, gender identity, genetic information, veteran status, disability, or political affiliation.

Examples of prohibited conduct include, but are not limited to threatening, offensive or unwelcome conduct including abusive written or verbal language directed toward an individual because of sex, race, color, age, religion, national origin, sexual orientation, gender identity, or disability; lewd or obscene comments about an individual’s body, attire, or gender, including abusive comments or terminology addressed to a specific employee; vulgar or indecent gestures, language, or jokes; bringing or displaying a lewd or obscene object, book, magazine, photograph, cartoon, calendar, picture, or similar item into the workplace; or use of computers to transmit, solicit, display, or download lewd or obscene messages or materials.

Complaints of harassments shall be promptly and carefully investigated. Agencies shall ensure that employees will be free from any and all reprisal or retaliation from filing such complaints. Further, all employees are assured that they will be free from any and all reprisal and retaliation for participating in an investigation of harassment.

Any employee who has a complaint of harassment at work by anyone, including supervisors, co-workers, visitors, clients, or customers, has a duty to immediately bring the problem to the attention of his or her supervisor. If the employee’s supervisor is the subject of the problem, the employee has a duty to immediately notify his or her second-line supervisor of the problem. Employees may also bring the complaint to the attention of the agency EEO Coordinator. Any supervisor receiving a complaint of harassment shall report the complaint to the agency EEO Coordinator or the State EEO Coordinator. Failure to do so shall be grounds for disciplinary action. For guidance on the complaint filing process, employees may contact the agency EEO Coordinator at (502) 564-3716 or the State EEO Coordinator at (502) 564-8000.

Any supervisor receiving a complaint of harassment shall report the complaint to the agency human resources office, agency EEO coordinator, or the state EEO coordinator. Failure to do so may be grounds for disciplinary action.

The investigation shall include, but shall not be limited to, interviews with all relevant people including the complainant, the accused, and other potential witnesses. Employees are assured that the privacy of the complainant and the person accused of harassment shall be protected to the fullest extent permitted by the circumstances.

The appropriate host agency will review its findings with the complainant at the conclusion of the investigation. If the investigation reveals that the complaint appears to be valid, immediate, and appropriate corrective action, up to and including discharge will be taken to stop harassment and prevent its recurrence.

**Policy Statement on the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments (ADAA)**

The Kentucky Department of Education (KDE) is committed to the full implementation of the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments (ADAA). It is the policy of the KDE to maximize the full inclusion and integration of people with disabilities in all aspects of employment and all programs, services, and activities.

All employees must comply with the following policies regarding the ADA & ADAA:

* Discrimination Prohibited: Employees with disabilities who are otherwise qualified shall not be discriminated against in any areas of employment including, but not limited to, job application and compensation procedures, fringe benefits available by virtue of employment, and activities sponsored by the state.
* Limiting, Segregating, and Classifying: Employees with disabilities shall not be limited, segregated, or classified in a way that adversely affects their employment opportunities or status.
* Contractual or Other Arrangements: The KDE shall not participate in contractual or other arrangements or relationships that would subject qualified employees with disabilities to the discrimination prohibited by the ADA and ADAA.
* Reasonable Accommodations: The KDE shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee with a disability, unless it can be shown that the accommodation would impose an undue hardship on the agency. After a qualified employee requests reasonable accommodation, all agencies shall make every reasonable effort to find out what is needed and provide the appropriate accommodation. This is to be an interactive process with the agency consulting with the employee with a disability.
* Retaliation and Coercion: The KDE shall not coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under the ADA or because that individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA. Employees who believe they have been adversely impacted in violation of this policy may file a complaint as set forth in the KDE Consolidated Compliance Plan or as outlined in the Employee Grievances and Complaints section of the Personnel Cabinet employee handbook.

Logo

Description automatically generated

**Title VI Notice to the Public Notifying the Public of Rights Under Title VI the Kentucky Department of Education operates without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint.**

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

**You do not have to use this form to file a complaint with the Kentucky Department of Education (KDE). You may send KDE a letter or e-mail instead of this form, but the letter or e-mail must include all information. If you decide to use this form, please type or print all information and use additional pages if more space is needed.**

1. Name of person filing this complaint:

**Last Name: First Name: Middle Name:**

**Address:**

**City: State: Zip Code:**

**Home Telephone: Work Telephone:**

**E-mail Address:**

1. Name of person discriminated against (if other than person filing). If person discriminated against is age 18 or older, we will need that person’s signature on this complaint form and the consent/release form before we can proceed with this complaint. If the person is a minor, and you do not have the legal authority to file a complaint on the student’s behalf, the signature of the child’s parent or legal guardian is required.

**Last Name: First Name: Middle Name:**

**Address:**

1. KDE investigates discrimination complaints against KDE staff, students, or third parties, and KDE program areas receiving and/or administering funds from the U.S. Department of Education or that are otherwise subject to the provisions of with the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act, Titles IV, VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and Title IX of the Education Amendments of 1972. Please identify the staff member, student, third party, or KDE program area that engaged in the alleged discrimination. If we cannot accept your complaint, we will attempt to refer it to the appropriate agency and will notify you of that fact.

**Name of Individual:**

**Address:**

**City: State: Zip Code:**

**Program Area (if known)**

1. The regulations KDE enforces prohibit discrimination/harassment on the basis of race, color, national origin, sex, sexual orientation, religion, age, gender identity, genetic information, political affiliation, veteran status, disability, or retaliation. Please indicate the basis of your complaint:

Discrimination/Harassment based on:

      Race       Color       National Origin       Sex       Sexual Orientation

      Religion       Age       Gender Identity       Genetic Information

      Political Affiliation       Veteran Status       Disability       Retaliation

Specify:

1. Please describe each alleged discriminatory act. For each action, please include the date(s) the discriminatory act occurred, the name(s) of each person(s) involved and, why you believe the discrimination was because of race, disability, age, sex, etc. Also please provide the names of any person(s) who was present and witnessed the act(s) of discrimination.

1. What is the most recent date you were discriminated against?

1. If the allegations contained in this complaint have been filed with any other federal, state, or local civil rights agency, or any federal or state court, please give details and dates. We will determine whether it is appropriate to investigate your claim based upon the specific allegations of your complaint and the actions taken by the other agency or court.

**Agency or Court:**

**Date File:**

**Case Number or Reference:**

**Results of Investigation/Findings by Agency or Court:**

1. If we cannot reach you at your home or work, we would like to have the name and telephone number of another person (relative or friend) who knows where and when we can reach you. This information is not required, but it will be helpful to us.

**Last Name: First Name: Middle Name:**

**Home Telephone: Work Telephone:**

**E-mail Address:**

What would you like the KDE to do as a result of your complaint – what remedy are you seeking?

1. We cannot accept your complaint if it has not been signed. Please print your name, sign and date your complaint below.

Printed Name

Signature Date

Printed Name (Individual in Item 2)

Signature Date

Please mail the completed and signed Discrimination Complaint Form, your signed consent form, and copies of any written material or other documents you believe will help KDE understand your complaint to the Compliance Coordinator.

Compliance Coordinator

Anitra Williams, Human Resource Administrator

Division of Resource Management

Kentucky Department of Education

300 Building, 4th Floor NW 25, Sower Boulevard

Frankfort, KY 40601[[4]](#footnote-3)

Phone: 502/564-3716 Ext. 4314

[Anitra.Williams@education.ky.gov](mailto:Anitra.Williams@education.ky.gov)

Logo

Description automatically generated

**CONSENT FORM FOR USE OF PERSONAL INFORMATION**

**Complainant’s Name (print or type):**

**KDE Staff Member, Student, Third Party, and/or KDE Program Area Against Whom Complaint is Filed:**

Please sign and date section A, section B, or section C and return to the address below:

1. I give KDE my consent to reveal my identity (and/or that of minor child/ward on whose behalf the complaint is filed) to the KDE staff member, students, third parties, and/or KDE program area alleged to have discriminated, as well as other persons or entities, if KDE, in the course of its investigation or for enforcement activities, finds it necessary to do so.

Printed Name

Signature Date

**OR**

1. I **DO NOT** give KDE my consent to reveal my identity (and/or that of minor child/ward on whose behalf the complaint is filed). I understand that KDE may have to close this complaint if KDE is unable to proceed with an investigation without releasing my identity (and/or that of minor child/ward on whose behalf the complaint is filed).

Printed Name

\_

Signature Date

**OR**

1. Alternatively, if you are not filing this complaint on your own behalf or on behalf of your own minor child/ward, you are responsible for obtaining written consent from the person on whose behalf the complaint is filed or, if he or she is a minor, that person’s parent/guardian.

I have read this document, and I agree with the person who filed this complaint. I wish you to proceed with KDE’s investigation and resolution process. I give my consent for KDE to reveal my identity (and/or that of my minor child/ward on whose behalf the complaint is filed) to other persons to the extent necessary for the purpose of resolution or investigation of this complaint.

Printed Name

Signature Date

1. [↑](#endnote-ref-1)
2. On December 10, 2015, President Obama signed into law Every Student Succeeds Act (ESSA), an amendment to the Elementary and Secondary Education Act of 1965 (ESEA). A full copy of the ESEA with the ESSA amendments is available at <http://legcounsel.house.gov/Comps/Elementary%20And%20Secondary%20Education%20Act%20Of%201965.pdf>. The ESSA reauthorizes the 50-year-old ESEA, the nation’s national education law and longstanding commitment to equal opportunity for all students. More information about ESSA can be found on the U.S. Department of Education’s website at <http://www.ed.gov/essa?src=ft> and <http://www2.ed.gov/policy/elsec/leg/essa/index.html>. [↑](#footnote-ref-1)
3. [↑](#footnote-ref-2)
4. [↑](#footnote-ref-3)