

## Notice of Non-discrimination

The following sample notice of non-discrimination meets the minimum requirements of the regulations enforced by OCR [Title IX: 34 CFR 106.9; Section 504:34 CFR 104.8; Title IX: 34 CFR 106.8; Section 504:34 CFR 104.7(a)].

The (Name of Recipient/LEA) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Name and Title (i.e. 504 Coordinator or Title IX Coordinator)

Address

Telephone Number

E-mail Address

Name and Title (i.e. 504 Coordinator or Title IX Coordinator)

Address

Telephone Number

E-mail Address

## Annual Public Notice of Career and Technical Education Opportunities

OCR Guideline IV (O) requires recipients to **annually issue public notification** that all career and technical education opportunities will be offered without regard to race, color, religion, national origin, sex, age, or disability. Several requirements encompass an acceptable notice.

The notification must:

- Be made prior to the beginning of **each** school year.
- Advise students, parents/guardians, employees, and the general public of the policy of nondiscrimination.
- Contain an assurance that the lack of English language skills will not be a barrier to admission and participation in career and technical education programs.
- Be disseminated to communities of national origin minority persons with limited English language skills in their native language.
- Provide a brief summary of program offerings.
- Provide a brief summary of admissions criteria.
- Provide the name and title, office address and telephone number of the person(s) designated to coordinate Title IX, Section 504, and Age compliance.

Local newspapers, school newsletters, bulletins, memoranda, other publications, and other media are ways for providing this notification, as shown in the following examples.

# SAMPLE 1

The (Everyday County/City School System) offers career and technical education programs at (Ironworks High School, Peterman Career Technical Center, Moosehead Middle School). These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers. The following is a list of programs being offered this year and the criteria for admission.

<u>Program</u>	<u>Criteria for Admission</u>	Students Must:
Health Science		
Cosmetology		Be able to work in environment with various chemicals and hair care products.
Automotive Service Technology		Be able to reach, bend, and lift 10 pounds
Horticulture		Be able to work in environment with various pollens and allergens

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact:

Name  
Career and Technical Administrator  
Address  
Telephone Number  
E-Mail Address

Inquiries regarding nondiscrimination policies should be directed to:

Name and Title  
Address  
Telephone Number  
E-mail Address

Name and Title  
Address  
Telephone Number  
E-mail Address

## **SAMPLE 2**

### **Public Notice**

Concrete County Board of Education

The Concrete County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

Horticulture  
Cosmetology  
Culinary Arts  
Law and Public Safety  
Welding  
Automotive Service Technology  
Business/Marketing

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Mr. Ray Thornton  
Career Technical Administrator  
333 Concrete Drive  
Tomahawk, AL 00033  
000-343-0000  
E-mail Address

Inquiries regarding nondiscrimination policies should be directed to:

Name and Title  
Address  
Telephone Number  
E-mail Address

Name and Title  
Address  
Telephone Number  
E-mail Address