

Methods of Administration & Civil Rights Nondiscrimination Notification Guidance

Notification Requirements

In Washington state, school districts, tribal schools, and skill centers must take steps to ensure students, families, and employees know about their rights. This helps students, parents, staff, and community members know how to resolve concerns that may arise at the local level, as well as being required by law.



Figure 1 Washington State

Annual Nondiscrimination Notification

This requirement is applicable to all schools receiving federal funds. The guidelines¹ require all schools receiving federal assistance to disseminate a notice **prior** to the beginning of each school year to the general public, notifying the community that all career and technical education (CTE) opportunities will be offered without regard to race, color, national origin, sex, age, or disability. Additional protected categories may be included in the notification based on state law and local guidelines.

The notice must include a brief summary of CTE program offerings and admission criteria, and the name, office address, and phone number of persons designated to coordinate compliance under Title IX and Section 504.

If your service area contains a community of national origin minority persons with limited English language skills, that reasonably may be expected to not have access to the internet, public notification materials must be disseminated to that community in its language and must take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs.

Evidence that the notification was made, and that the method of distribution was sufficient to reach students, parents, employees, and members of the public should be maintained and will be required for a review.

¹ [Guidelines for Vocational Education Programs IV-O](#), [Title IX: 34 CFR 106.8\(b\)](#), [Section 504: 34 CFR 104.7\(a\)](#), and [Title II: 28 CFR 35.107\(a\)](#)



Sample Annual Nondiscrimination Statement

ABC School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. ABC School District offers classes in many career and technical education program areas (provide a brief summary of program offerings) under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact:

CTE Director♦

Name and/or Title*

Address:

Telephone Number:

Email:

♦ If the admissions person is different than the CTE Director, include that individual.

Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Name and/or Title*

Address:

Telephone Number:

Email:

Name and/or Title*

Address:

Telephone Number:

Email:

* OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district, tribal school, or skill center to identify its coordinator only through a position title.

Examples of Where the Annual Nondiscrimination Statement Should Be Published

- District, high school, middle school, tribal compact school, and skill center main page websites.
- A notice in the local newspaper, district newsletters, course catalogs, or other publications mailed to all the members of the community.
- A copy of the notice describing program offerings.
- A description of how the notice reaches students, parents, employees, and the community.
- A description of the method used to make this notice available to the visually impaired.

- If there are national origin minority students with limited English skills in the community, a description of the method used to make this notice available to students, parents, employees, and community members.

Nondiscrimination Notification

Every school district must provide continuous notice that it does not discriminate. This notice is called a *nondiscrimination statement*. As state and federal civil rights laws contain minor differences in the required content of these notices and the methods used to publish them, school districts are encouraged to publish a combined nondiscrimination statement that covers all of the requirements of state and federal laws. The combined notice must include the following parts:

1. A statement that specifies the basis (protected class) for nondiscrimination, including sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal;
2. A statement that the school district provides equal access to the Boy Scouts of America and other designated youth groups; and
3. The name or title, address, and telephone number of the Title IX Officer, Section 504 Coordinator, and Civil Rights Compliance Coordinator.

Sample Comprehensive Nondiscrimination Statement

ABC School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Name and/or Title*:

Address:

Telephone Number:

Email:

Section 504/ADA Coordinator

Name and/or Title*:

Address:

Telephone Number:

Email:

Civil Rights Compliance Coordinator

Name and/or Title*:

Address:

Telephone Number:

Email:

* OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title.

Examples of Where the Nondiscrimination Notification Should Be Published

School districts must include a nondiscrimination statement in any publication that is disseminated on an annual or periodic basis to all students, parents, participants, applicants, employees, or stakeholders. This includes district publications as well as building publications.

Some examples include:

- Announcements
- Brochures
- Bulletins
- Course catalogs
- District and high schools' websites
- Employment application forms
- Employee handbooks
- Flyers
- Posters advertising CTE programs
- Recruitment materials
- School calendars
- School newsletters
- Student handbooks

Routine letters or daily announcements do not need to include the statement, although a school may choose to include the statement on these publications.

Contact Information

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