



# TENNESSEE DEPARTMENT OF EDUCATION

## Annual Notice of Nondiscrimination Guidelines:

- Section IV-O of the [Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap](#) requires an annual notice prior to the beginning of each school year.
- Prior to the beginning of each school year, recipients that operate vocational education programs must advise the following groups that all vocational opportunities will be offered without regard to race, color, national origin, sex, or disability.
  - Students,
  - Parents,
  - Employees,
  - The general public
- The annual notice of nondiscrimination must include:
  - A brief summary of your program offerings and admission criteria,
  - The name, address and telephone number of person(s) designated to coordinate Title IX and Section 504 compliance.
- The notice must be published in forums that will allow the public to view it.
- If your service area contains a community of national origin minority persons with limited English language skills, the annual notice must:
  - Be disseminated to that community in its language and
  - State that recipients will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in the recipient's CTE programs.

## Sample Annual Notice of Nondiscrimination:

The (Name of Recipient) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities. The (Name of Recipient) offers classes in many career and technical education program areas under its open admissions policy. Specifically, the (Name of Recipient) offers admissions based on selective criteria in (programs like XXX, XXX, etc.) through a separate application process that is nondiscriminatory. For more information about the application process and particular course offerings, contact the admissions office at (XXX) XXX-XXXX. \*[LEP: 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 No., Email Address

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\*LEP= Limited English Proficiency- If the recipient's service area contains a community of national origin minority persons with limited English language skills, the annual notice must include the bracketed sentence above **and** be disseminated to that community in its language.

\*\*The name/title, address and telephone number of person(s) designated to coordinate Title IX and Section 504 compliance. You can list the coordinator's name **or** title **or** both.

## Continuous Notice of Non-Discrimination Guidelines

- The Title IX, Section 504, and Title II regulations require that notices of nondiscrimination be made on a continuing basis. The notice must provide notification of nondiscrimination on the basis of race, color, and national origin available to beneficiaries, participants, and other interested persons.
- The district/school must implement specific and continuing steps to notify the following groups that you do not discriminate on the basis of sex in the educational programs or activities you operate, including with respect to employment and admissions.
  - Students
  - Parents
  - Employees
  - Applicants for admission and employment
  - Sources of referral of such applicants, and
  - Unions with collective bargaining agreements
- The notice must identify the Title IX coordinator.
- It should be included in each announcement, bulletin, catalog, or application form; and must be made available to any of those persons or otherwise used in connection with the recruitment of students or employees.
- **If you employ 15 or more people:** The notice must include a statement that you do not discriminate on the basis of disability, including in admission or access to, or treatment or employment in, their programs or activities. The notice must also include the identity of the Section 504 coordinator; and be made available in recruitment materials or publications containing general information that are made available to participants, beneficiaries, applicants, or employees.

### Sample Continuous Notice of Nondiscrimination:

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

Title IX Coordinator: Name and/or Title, Address, Telephone No., Email Address

504 Coordinator (If applicable): Name and/or Title, Address, Telephone No., Email Address