

## 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.

This notification is to:

- ◆ 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 or title, office address and telephone number of the person(s) designated to coordinate Title IX, Section 504, and Age compliance.

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

**EXAMPLE**

NEWSPAPER/NEWSLETTER/WEB\* ANNOUNCEMENT

Each year, the Cherwell School District offers career and technical education programs at Hubble High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers, counselors, and cooperative education coordinators. The following is a list of programs being offered this year and criteria for admission.

<u>Program</u>	<u>Criteria for Admission</u>	<u>Students must:</u>
Health Occupations	Prerequisite – 1 year Biology	Pass a background check, drug & TB tests
Retailing	Prerequisite – 1 year Algebra	Be able to lift & carry 20 pounds
Auto Technician	Prerequisite – 1 year Geometry	Be able to reach, bend, & lift 50 pounds
Agriscience & Natural Resources	Prerequisite – 1 year Biology	Be able to work in environment with various pollens & allergens (hay)

All career and technical education programs follow the district’s policies of nondiscrimination on the basis of race, color, national origin, sex 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:

Carl D. Perkins, Career and Technical Education Director  
Central Administration Office  
XYZ City School District  
146 Central Avenue  
XYZ, OH 51321  
(614) 937-1234

Inquiries regarding nondiscrimination policies should be directed to:

Dr. T. S. Smith, Assistant Superintendent  
XYZ City School District  
Central Administration Office  
146 Central Avenue  
XYZ, OH 51321  
(614) 937-1234

To obtain this information in [Another Language, i.e., Spanish], call (614) 937-8824.