

## ADVERTISEMENT OF POLICIES (OAC 3301-39-03 SECTION A [8]) INSTRUCTIONS

Upon approval of the school's racial nondiscriminatory policies and proposed advertisement form by the Quality School Choice and Funding, Nonpublic Educational Options Program, the nonpublic school will be authorized to advertise a notice of their approved policies. The following procedure **MUST BE USED** when advertising racial nondiscriminatory policies.

1. Send a copy of the proposed advertisement form to the Nonpublic Educational Options for approval before publication.
2. The advertisement must be published within ninety (90) days prior to the annual acceptance of any application for enrollment or the enrollment of any pupils.
3. The advertisement shall meet the following standards:
  - a) Newspapers – placed once a week for a four-week period in a minimum of two newspaper outlets of general circulation in those school districts from which pupils are enrolled or sought to be enrolled. (Any other print media circulated free of charge within a community or municipality shall not qualify.)
  - b) Other media – the nonpublic school shall seek approval from the department of its intent to advertise by way of other media such as television, magazine, internet, etc. The department shall make its determination based on whether the plan to use other media can potentially reach the same numbers within those school districts as newspapers.
  - c) Proof of publication or broadcast of such advertisement shall be submitted to the department as required.

**NOTE:** Use required language for advertisement provided on the second page of this document.

After the policies have been advertised in the approved media outlets, send proof of publication/advertisement to:

Ohio Department of Education  
Nonpublic Educational Options  
25 South Front Street, Mail Stop 309  
Columbus, Ohio 43215-4183

**NOTE:** If a determination is made that the nonpublic school has not adopted and advertised racial nondiscriminatory policies, the nonpublic school will be notified in writing, and all technical assistance from the Ohio Department of Education shall cease. (OAC 3301-39-03 SECTION A [8]).



### RACIAL NONDISCRIMINATORY POLICIES (OAC 3301-39-03 SECTION A [8])

The governing board of the non-public school shall adopt and implement policies of non-discrimination on the basis of race, color, national and ethnic origin. After the policies are adopted, copies of adopted policies must be sent to the ODE, Quality School Choice and Funding, Nonpublic Educational Options for approval. The policies must be sent to ODE at the same time as the Affidavit of Intent Not to Discriminate.

#### Required Language for Governing Board and Advertisements

"The governing board of the \_\_\_\_\_ School located at \_\_\_\_\_  
(name of school)  
\_\_\_\_\_ in \_\_\_\_\_ Ohio \_\_\_\_\_ has  
(street address) (city) (zip)  
adopted the following racial nondiscriminatory policies."

"The \_\_\_\_\_ school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

"The \_\_\_\_\_ school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

#### To Demonstrate Compliance

The adopted racial nondiscriminatory statement must appear in the school's advertisement, policies, handbooks and manuals, etc. ODE will verify that the statements are included in handbooks, manuals, and posted at the school during site visits.