

## Guidelines: Continuous Notice of Non-Discrimination in Career-Technical Education Opportunities

The Office of Civil Rights requires recipients of federal funds to publish a continuous notice of non-discrimination. The regulations implementing Title VI, Title IX, Section 504, the Age Discrimination Act and the Boy Scouts Act contain requirements for recipients to issue notices of non-discrimination. (See 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25 and 108.9, respectively.) The Title II regulation also contains a notice requirement that applies to all entities of state or local government (See 28 C.F.R. Section 35.106.)

These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups. However, these regulations contain minor differences relating to the required content of recipient notices of non-discrimination and the methods used to publish them.

Schools may wish to use one statement to comply with all requirements of the regulations implementing Title VI, Title IX, Section 504 and the Age Discrimination Act. Public institutions also may wish to include Title II of the ADA in their statement. The Office of Civil Rights encourages one combined notice for the regulations. A recipient is not required to identify the pertinent regulations by title.

This notification shall contain two elements:

1. A statement on non-discrimination that specifies the basis for non-discrimination; and
2. Identification by name or title, email address and telephone number of the employee or employees responsible for coordinating the compliance efforts.

This continuous notice may be located in employee/faculty handbooks, student & family handbooks, school board minutes and policies. For further information on the notice of non-discrimination, visit: [Office for Civil Rights \(OCR\) | U.S. Department of Education](#)

## Example Continuous Notice of Non-Discrimination

(Name of School or School District) does not discriminate on the basis of race, color, national origin, sex, disability and age in all programs, services, activities and employment. The following person (people) has (have) been designated to handle all inquiries regarding the non-discrimination policies:

Inquiries regarding non-discrimination policies should be directed to:

*(Name and/or Title  
Email address  
Telephone Number*

*Name and/or Title  
Email address  
Telephone Number)*

*(Additional “suggested” information to add to the continuous nondiscrimination notice:)*  
This notice is available in large print, on audio tape, and in Braille.