

August 31, 2006

**ACTION
REQUIRED**

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Notice of Required Annual Public Notification of Nondiscrimination in
Career and Technology Education Programs

The Office for Civil Rights (OCR) of the U. S. Department of Education requires that each local education agency (LEA) provide vocational (otherwise known and referred to as career and technology education, or CTE) programs, services, and activities in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Requirements for LEAs are found in the document, *Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs*, a link to the full text of which can be found at the Program Monitoring and Interventions (PMI) Division website at: <http://www.tea.state.tx.us/pmi/cco/>.

The Texas Education Agency (TEA) has regulatory responsibilities for CTE programs in Texas public secondary schools and is required to adopt a civil rights compliance program to identify, remedy, and/or prevent discrimination in the CTE programs operated by LEAs.

One important requirement of the OCR Guidelines, found in Section IV.O, under *Public Notification*, is that every LEA providing CTE programs must advise students, parents, employees, and the general public that all career and technology education opportunities will be offered without regard to race, color, national origin, sex, or disability. Local newspapers or other media that reach the general public must be utilized to disseminate the required notification. Enclosed for your assistance are sample public notification forms that include all required elements for complying with civil rights laws as they

relate to CTE programs. Electronic copies of these documents may be downloaded at: <http://www.tea.state.tx.us/pmi/cco/catecr.html>. Please note, however, that the guidelines state that if the LEA “contains a community of national origin minority persons with limited English language skills, public notification materials must be disseminated to that community in its language and must 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 vocational education programs.” If your LEA contains communities of persons who speak languages other than English or Spanish, it will be necessary for the LEA to prepare and disseminate the required notice in those languages also.

TEA staff will provide support to LEAs in complying with the requirement to eliminate discrimination in CTE programs. If additional information is needed, please contact Don Enos or Ted Kerr in the Division of Program Monitoring and Interventions, Texas Education Agency, 1701 North Congress Avenue, Austin, Texas 78701-1494, or call (512) 463-9414.

Sincerely,

Gene Lenz, Deputy Associate Commissioner
for Special Programs, Monitoring, and Interventions

Enclosures

Texas Education Agency

SAMPLE FORM

(Public Notification of Nondiscrimination in
Career and Technology Education* Programs)

1. (LEA) offers career and technology education programs in _____, _____, _____, and _____. Admission to these programs is based on _____, _____, _____, _____, and _____.
2. It is the policy of (LEA) not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. It is the policy of (LEA) not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
4. (LEA) will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.
5. For information about your rights or grievance procedures, contact the Title IX Coordinator, (Name) , at (Address) , (Phone Number) , and/or the Section 504 Coordinator, (Name) , at (Address) , (Phone Number) .

IMPORTANT NOTES

*These programs are called "Career and Technology Education" in Texas, but the applicable civil rights laws use the term "vocational."

Paragraph 1 should include any general local criteria for admission to the program (example: interest and aptitude, age appropriateness, and class space available).

Paragraphs 1, 2, and 5 should be included in materials announcing career and technology education programs.

Paragraphs 3 and 5 should be included in materials that do not announce career and technology education programs, such as employment applications, sources of referral of applicants for employment, contracts with employers, unions, or professional organizations, etc.

Paragraph 4 should be included if your service area contains a community of persons with limited English language skills. The entire notification must be disseminated to that community in its language. For convenience, a notification in Spanish is attached.

FORMA DE MUESTRA

1. _____ (LEA) _____ ofrece programas vocacionales en _____ y _____ . La admisión a estos programas se basa en _____, y _____.
2. Es norma de _____ (LEA) _____ no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
3. Es norma de _____ (LEA) _____ no discriminar por motivos de raza, color, origen nacional, sexo, impedimento o edad, en sus procedimientos de empleo, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
4. _____ (LEA) _____ tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.
5. Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, _____ (nombre) _____, en _____ (dirección), _____ (número de teléfono) _____, y/o el Coordinador de la Sección 504, _____ (nombre) _____, en _____ (dirección) _____, _____ (número de teléfono) _____.