



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

Combined Nondiscrimination Notice Guidance

A resource for notice of nondiscrimination compliance for
Arkansas school systems

Equity Assistance Center
Division of Legal Services

2021

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The Arkansas Division of Elementary and Secondary Education (DESE), Equity Assistance Center (EAC), has developed this document to provide technical assistance to school systems and parents. The intention of this resource is to provide general information. This document does not constitute legal advice nor is it a substitute for consulting with a licensed attorney. The information should not be relied upon as a comprehensive or definitive response to a specific legal situation. This document may not include a complete interpretation of federal law.

Combined Nondiscrimination Notice Guidance

Federal civil rights laws require school districts and charter schools to publish nondiscrimination notices. These laws contain minor differences in the required content of these notices and the methods used to publish them. School districts and charter schools are encouraged by the US Department of Education [Office for Civil Rights \(OCR\)](#) and the DESE Equity Assistance Center (EAC) to publish a combined nondiscrimination notice that covers all of the regulatory requirements. This guidance developed by the Equity Assistance Center (EAC) identifies the differences between the regulations concerning notice of nondiscrimination requirements and clarifies what should be included in a combined notice. Ensuring equity through the publication of a notice of nondiscrimination.

A combined nondiscrimination notice must include the following parts:

- **AGE DISCRIMINATION ACT COMPLIANCE** - State information regarding the provisions and regulations of the Age Discrimination Act – meaning state it does not discriminate, exclude from participation, or deny the benefits of any programs or activity on the basis of age pursuant to the Age Discrimination ACT. Identify the name or title, address, and telephone number of the employee designated to coordinate compliance;
- **BOY SCOUTS OF AMERICA EQUAL ACCESS ACT COMPLIANCE** - State that it provides equal access to the Boy Scouts of America and other designated youth groups;
- **SECTION 504 COMPLIANCE** - State it does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its program or activity on the basis of disability in violation of Section 504 and its local Section 504 policy. State the duty to identify and locate every qualified student with a disability residing in your jurisdiction. State information as to the existence and location of services, activities, and facilities that are accessible to and useable by individuals with disabilities. Identify the employee designated to coordinate compliance;
- **TITLE II OF AMERICANS WITH DISABILITIES ACT COMPLIANCE** - State information regarding the provisions of Title II and how it applies to the services, programs, or activities of the institution - meaning state it does not discriminate, exclude from participation, or deny the benefits of any programs or activity on the basis of disability pursuant to Title II. Identify the name, office address, and telephone number of the designated employee or employees;
- **TITLE VI COMPLIANCE** - State information regarding the provisions of the Title VI regulation and how it applies to your institution – meaning state it does not discriminate, exclude from participation, or deny the benefits of any program on the basis of race, color, or national origin pursuant to Title VI. State that all vocational opportunities will be offered without regard to race, color, national origin, sex, or disability (as applicable to your institution). Briefly summarize vocational program offerings and admission criteria (as applicable to your institution). 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. Identify the name, address and telephone number of the person designated to coordinate Title IX and Section 504 compliance activity;
- **TITLE IX COMPLIANCE** - State that the recipient does not discriminate on the basis of sex in the education program or activity that it operates and that it is required by Title IX not to discriminate in such a manner. State that the requirement not to discriminate in the education program or activity extends to admission and employment (as applicable to your institution). State that any person may

report sexual harassment by using the Title IX Coordinator's listed contact information, and that a report may be made at any time (including during non-business hours) by using the listed telephone number or email address (or by mail to the listed office address). State inquiries about Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary, or both. Identify the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.

Methods of notification:

- AGE DISCRIMINATION ACT COMPLIANCE - Notify its beneficiaries including students and applicants in a continuing manner.
 - SECTION 504 COMPLIANCE – Initially and continually notify participants, beneficiaries, applicants, employees, and interested persons, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements by posting notices, publishing in newspapers, magazines and recruitment materials, placing in its publications, and distributing memoranda or other written communications. Also by inserting in existing materials and publications or by revising and reprinting the materials and publications. Notice should not be denied to qualified individuals with disabilities because of their disability for example brail messages, radio spots, and tactical devices on cards or envelopes.
 - TITLE II OF AMERICANS WITH DISABILITIES ACT COMPLIANCE - Notify applicants, participants, beneficiaries, and other interested persons in such manner as the head of the entity finds necessary.
 - TITLE VI COMPLIANCE - Notify students, parents, employees, participants, beneficiaries, other interested persons and the general public prior to the beginning of each school year for example, in local newspapers, recipient publications and/or other media that reach the general public, program beneficiaries, minorities (including national origin minorities with limited English language skills), women, and individuals with disabilities. If a service area contains a community of persons with limited English language skills, disseminated in its language.
 - TITLE IX COMPLIANCE - Notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements by prominently displaying the Title IX contact information and the Title IX policy on its website (if available) and in each handbook or catalog.
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Note: If a school district or charter school offers a Career and Technical Education (CTE) program, there may be additional requirements for the notice of nondiscrimination. For more information, visit the Arkansas Department of Education [Division of Career and Technical Education](#). There may be additional requirements for notices in compliance with the United States Department of Agriculture (USDA) Food and Nutrition Service. For more information, visit the [USDA Food and Nutrition Service](#).



Age Discrimination Act

State it does not on the basis of age discriminate in any program or activity. Identify the name or title, address, & telephone number of the employee designated to coordinate compliance.

Boy Scouts of America Equal Access Act

State it provides equal access to the Boy Scouts of America & other designated youth groups.

Section 504

State it does not on the basis of disability discriminate in its program or activity. State the duty to identify & locate every qualified student with a disability residing in your jurisdiction. State the existence and location of services, activities, and facilities that are accessible to & useable by individuals with disabilities. Identify the employee designated to coordinate compliance.

Title II of the ADA

State it does not on the basis of disability discriminate in its programs or activity. Identify the name, office address, & telephone number of the designated employee(s).

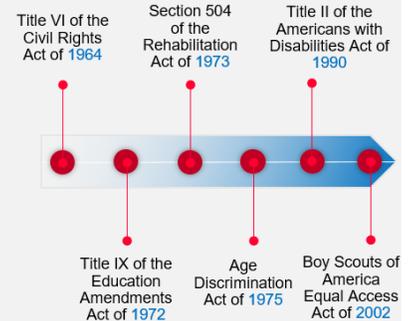
Title VI

State it does not on the basis of race, color, or national origin discriminate in any program. State that all vocational opportunities will be offered without regard to race, color, national origin, sex, or disability & briefly summarize vocational programs and admission criteria (if applicable). State it will take steps to assure that the lack of English language skills will not be a barrier in vocational programs criteria (if applicable). Identify the name, address & telephone number of the person designated to coordinate Title IX & Section 504 compliance.

Title IX

State it does not on the basis of sex discriminate in its program or activity. State that any person may report sexual harassment by using the listed contact information & that a report may be made at any time. State inquiries about may be referred to the Title IX Coordinator, to the Assistant Secretary, or both. Identify the name or title, office address, electronic mail address, & telephone number of the Title IX Coordinator.

PASSAGE TIMELINE



NOTIFICATION AUDIENCE

- Students
- Interested Persons
- Individuals with Disabilities
- Parents & Legal Guardians
- Employees & Applicants
- Unions & Organizations
- General Public
- Minorities
- Women

NOTIFICATION METHODS

- Wall Posting 
- Website Homepage 
- Publication Reprint 
- Existing Material Insert 
- Service Area Language 
- Student/Parent Bulletin 
- Enrollment Material 
- Student Handbook 
- Course Catalog 
- Newspaper 
- Magazine 
- Recruitment Info. 
- Application 

Example Combined Nondiscrimination Statement

The Equity Assistance Center suggests the statement of nondiscrimination include the prohibition of discrimination on the basis of religion, sexual orientation, and gender expression or identity. The contact information of the Title VI Coordinator and the Equity Assistance Coordinator (A.C.A. 6-17-1902) are also encouraged to be included within the combined nondiscrimination statement. Language may be added to include planned child-find activities for the Individuals with Disabilities Education Act (IDEA).

The following is an example combined statement of non-discrimination. It meets the minimum requirements of the Age Discrimination Act, Boy Scouts of America Equal Access Act, Section 504, Title II of the Americans with Disabilities Act, Title VI, and Title IX. District and school teams should use this sample as a guide in their development and/or review of their notice of nondiscrimination. The example should be made applicable to each institution.

_____ School District does not discriminate on the basis of age, disability, race, color, national origin, or sex in any service, program or activity (including in admission, access, treatment, employment, or vocational opportunities) and provides equal access to the Boy Scouts of America and other designated youth groups pursuant to the Age Discrimination Act, Section 504, Title II of Americans with Disabilities Act, Title VI, Title IX, and the Boy Scout of America Equal Access Act respectively.

_____ School District has a duty to identify and locate every qualified student with a disability residing in our area pursuant to our local Section 504 policy.

_____ School District offers classes in many career and technical education program areas under its open admissions policy. The _____ School District offers admissions based on selective criteria in (programs like _____, _____, etc.) through a separate application process that is nondiscriminatory. For detailed information on our programs and prerequisites visit _____. The _____ School District takes steps to assure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The following employees have been designated to handle questions, allegations, and grievances of discrimination:

- Age Discrimination – (name or title, address, and telephone number)
- Section 504* – (name, address and telephone number)
- Title II of Americans with Disabilities – (name[s], office address, and telephone number)
- Title IX** – (name or title, office address, electronic mail address, and telephone number)

*For information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities, contact the Section 504 Coordinator.

** Any person may report sexual harassment at any time (including during non-business hours) by using the Title IX Coordinator's listed contact information such as the listed telephone number, email address, or office address. Inquiries about Title IX may also be referred to the [US Department of Education Assistant Secretary of the Office for Civil Rights](#).

Nondiscrimination Notice Statutory Requirements

Below details where the notice of nondiscrimination requirements can be found within each of the federal statutes (Age Discrimination Act, Boy Scouts of America Equal Access Act, Section 504, Title II of the Americans with Disabilities Act, Title VI, Title IX) or other resources. The charts describe the:

- Institutions required to comply with the notice requirement,
- Intended audience for the notice,
- Necessary contact information to be included in the notice,
- Essential information or phrasing to be included in the notice, and
- Methods to produce and share the notice.

	Age Discrimination Act of 1975 (CFR , OCR)
Applicability (Who must Comply)	Recipients of federal funds
Notice Audience	Beneficiaries (<i>i.e.</i> students, applicants) (110.25)
Contact Information	Notification must also identify the responsible employee by name or title, address, and telephone number (110.25) (Employee to coordinate its efforts to comply with and carry out its responsibilities under the Act and these regulations, including investigation of any complaints that the recipient receives alleging any actions that are prohibited by the Act and these regulations [110.25])
Notification Statement	State information regarding the provisions of the Act and these regulations (110.25)
Publication Location or Method	State in a <i>continuing</i> manner (110.25)

	Boy Scouts of America Equal Access Act of 2002 (CFR)
Applicability (Who must Comply)	The procedural provisions (such as the nondiscrimination notice requirement) of Title VI of the Civil Rights Act of 1964 apply to this part (108.9) (108.9) Any public elementary school, public secondary school, local educational agency, or State educational agency that has a designated open forum or limited public forum and that receives funds made available through the United States Department of Education (USDOE) (108.2) Entities other than public elementary and secondary schools and local/state educational agencies that receive funds made available through ED need not provide this notice, as the Boy Scouts Act does not apply to them (OCR)
Notification Statement	State that the school district provides equal access to the Boy Scouts of America and other designated youth groups (108.6)
Publication Location or Method	Make available information regarding the provisions of the Boy Scouts Act (OCR)
Other	Does not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) (Title 36 youth group) that wishes to conduct a meeting within the covered entity's designated open forum or limited public forum (Rule)

	Section 504 of the Rehabilitation Act of 1973 (CFR , OCR)
Applicability	Recipients of federal funds
Notice Audience	Participants, beneficiaries, applicants, and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements (104.8) Interested persons, including persons with impaired vision or hearing (104.22)
Contact Information	Identification of the responsible employee designated - at least 1 person to coordinate efforts to comply (104.8)
Notification Statement	State it does not discriminate on the basis of handicap in violation of section 504 (104.8) State it does not discriminate in admission or access to, or treatment or employment in, its program or activity (104.8) Take appropriate steps to notify handicapped persons and their parents or guardians of the recipient's duty under this subpart (duty to annually undertake to identify and locate every qualified handicapped person residing in the recipient's jurisdiction who is not receiving a public education) (104.32) Information as to the existence and location of services, activities, and facilities that are accessible to and useable by handicapped persons (104.22)
Publication Location or Method	Initial and <i>continuing</i> notification may include the posting of notices, publication in newspapers and magazines, placement in recipients' publication, and distribution of memoranda or other written communications (104.8) If a recipient publishes or uses recruitment materials or publications containing general information that it makes available to participants, beneficiaries, applicants, or employees, it shall include in those materials or publications a statement of the policy. A recipient may meet the requirement of this paragraph either by including appropriate inserts in existing materials and publications or by revising and reprinting the materials and publications. (104.8) Include a notification of their policy of nondiscrimination in recruitment and other general information materials (Appendix 13) Health, welfare & other services - A recipient that provides notice concerning benefits or services or written material concerning waivers of rights or consent to treatment shall take such steps as are necessary to ensure that qualified handicapped persons, including those with impaired sensory or speaking skills, are not denied effective notice because of their handicap. (104.52) Ensure that qualified handicapped persons are not denied effective notice because of their handicap. For example, recipients could use several different types of notice in order to reach persons with impaired vision or hearing, such as brailled messages, radio spots, and tactical devices on cards or envelopes to inform blind persons of the need to call the recipient for further information (Appendix 36) Without dictating the precise way in which this notice must be given (Appendix 13) Commenters suggested that notification on separate forms be allowed until present stocks of publications and forms are depleted. The final regulation explicitly allows this method of compliance. The separate form should, however, be included with each significant publication or form that is distributed. (Appendix 13) The United States Department of Education encourages recipients to include in their recruitment and other general information materials photographs of handicapped persons and ramps and other features of accessible buildings. (Appendix 13)
Combined Notice	Commenters asked whether compliance with the grievance section or the notice requirements of §104.8 could be coordinated with comparable action required by the Title IX regulation. The United States Department of Education encourages such effort. (Appendix A, 12)

	Title II of the Americans with Disabilities Act (ADA) of 1990 (CFR , OCR)
Applicability (Who must Comply)	Public entities with 50 or more employees (whether or not receipt of federal funds) (35.107)
Notice Audience	Applicants, participants, beneficiaries, and other interested persons (35.106)
Contact Information	Make available to all interested individuals the name, office address, and telephone number of the employee or employees designated (35.106)
Notification Statement	State information regarding the provisions of this part and its applicability to the services, programs, or activities of the public entity (35.106) Inform them of the rights and protections afforded by the Americans with Disabilities Act (Appendix B)
Publication Location or Method	Information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination (35.106) Publication of information in handbooks, manuals, and pamphlets that are distributed to the public to describe a public entity's programs and activities; the display of informative posters in service centers and other public places; or the broadcast of information by television or radio (Appendix B)

	Title IX of the Education Amendments of 1972 (CFR , Rule , OCR)
Applicability (Who must Comply)	Recipients of federal funds
Notice Audience	Applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements (106.8)
Contact Information	Name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator (106.8)
Notification Statement	State that the recipient does not discriminate on the basis of sex in the education program or activity that it operates and that it is required by Title IX not to discriminate in such a manner (106.8) State that the requirement not to discriminate in the education program or activity extends to admission and employment (as applicable to your institution) (106.8) State inquiries about the application of Title IX and this part to such recipient may be referred to the recipient's Title IX Coordinator, to the Assistant Secretary, or both (106.8) Specify that any person may report sexual harassment in person, by mail, telephone, or email using the Title IX Coordinator's contact information (or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report), to state that reports may be made at any time (including during non-business hours) by using the listed telephone number or email address, and to require a recipient to post the Title IX Coordinator's contact information on the recipient's website (Rule Discussion 298)
Publication Location or Method	Prominently display the contact information required to be listed for the Title IX Coordinator under paragraph (a) of this section and the policy described in paragraph (b)(1) of this section on its <i>website</i> , if any, and in each handbook or catalog that it makes available to persons entitled to a notification under paragraph (a) of this section. A recipient must not use or distribute a publication stating that the recipient treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by Title IX or this part. (106.8)

	Title VI of the Civil Rights Act of 1964 (CFR , OCR)
Applicability (Who must Comply)	Recipients of federal funds
Notice Audience	Students, parents, employees and the general public (Section II, O) Participants, beneficiaries, and other interested persons (100.6[d])
Contact Information	Name, address and telephone number of the person designated to coordinate Title IX and Section 504 compliance activity (Section II, O)
Notification Statement	Make available such information regarding the provisions of this regulation and its applicability to the program for which the recipient receives Federal financial assistance (100.6[d]) State that all vocational opportunities will be offered without regard to race, color, national origin, sex, or handicap (as applicable to your institution) (Section II, O) Briefly summarize vocational program offerings and admission criteria in the announcement (as applicable to your institution) (Section II, O)
Publication Location or Method	Advise prior to the beginning of each school year (Section II, O) Announcement of this policy of non-discrimination may be made, for example, in local newspapers, recipient publications and/or other media that reach the general public, program beneficiaries, minorities (including national origin minorities with limited English language skills), women, and handicapped persons. (Section II, O) If a recipient's service area 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. (Section II, O) Every source of faculty must be notified that the recipient does not discriminate in employment on the basis of race, color, national origin, sex, or handicap. (Section VIII, B) Information available to them in such manner, as the responsible Department official finds necessary to apprise such persons of the protections against discrimination. (100.6[d])

Nondiscrimination Notice Self-Review

School district and charter school periodic examination of the notice of nondiscrimination and its dispersal can be beneficial as civil rights requirements and guidance change. District and school teams should consider this Nondiscrimination Notice Self-Review as a resource in their development and/or review of the notice of nondiscrimination.

Apply the full review to a combined notice of nondiscrimination or utilize related portions of the review for individualized notices of nondiscrimination for a specific federal statute.

Apply the Quality Spectrum to capture the degree to which the institution has conveyed within the notice their **personalized commitment** to prohibiting discrimination and ensuring equitable access.

Quality Spectrum

Notice met all compliance requirements

Notice reflects institution's personalized commitment

Nondiscrimination Notice Self-Review			
School Year:	LEA:	Review Date:	
NOTICE TYPE - <input type="checkbox"/> Annual Notice <input type="checkbox"/> Continual Notice		In Compliance	Comments
AGE DISCRIMINATION ACT	<p>AGE DISCRIMINATION ACT –</p> <p><input type="checkbox"/> State information regarding the provisions and regulations of the Age Discrimination Act (<i>i.e.</i> it does not discriminate, exclude from participation, or deny the benefits of any programs or activity on the basis of age pursuant to the Age Discrimination ACT)</p> <p><input type="checkbox"/> Identify the name or title, address, and telephone number of the employee designated to coordinate compliance.</p>	<input type="checkbox"/>	
ACCESS ACT	<p>BOY SCOUTS OF AMERICA EQUAL ACCESS ACT –</p> <p><input type="checkbox"/> State that it provides equal access to the Boy Scouts of America and other designated youth groups.</p>	<input type="checkbox"/>	

	SECTION 504 –	In Compliance	Comments
SECTION 504	<p><input type="checkbox"/> State it does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its program or activity on the basis of disability in violation of Section 504 and its local Section 504 policy.</p> <p><input type="checkbox"/> State the duty to identify and locate every qualified student with a disability residing in your jurisdiction.</p> <p><input type="checkbox"/> State information as to the existence and location of services, activities, and facilities that are accessible to and useable by individuals with disabilities.</p> <p><input type="checkbox"/> Identify the employee designated to coordinate compliance.</p> <p><input type="checkbox"/> Initially and continually notify participants, beneficiaries, applicants, employees, and interested persons, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements –</p> <ul style="list-style-type: none"> <input type="checkbox"/> By posting notices, publishing in newspapers, magazines and recruitment materials, placing in its publications, and distributing memoranda or other written communications. <input type="checkbox"/> Also by inserting in existing materials and publications or by revising and reprinting the materials and publications. <input type="checkbox"/> For example brailed messages, radio spots, and tactical devices on cards or envelopes. 	<input type="checkbox"/>	
TITLE II OF AMERICANS WITH DISABILITIES	<p>TITLE II OF AMERICANS WITH DISABILITIES ACT –</p> <p><input type="checkbox"/> State information regarding the provisions of Title II and how it applies to the services, programs, or activities of the institution (<i>i.e.</i> it does not discriminate, exclude from participation, or deny the benefits of any programs or activity on the basis of disability pursuant to Title II).</p> <p><input type="checkbox"/> Identify the name, office address, and telephone number of the designated employee or employees.</p> <p><input type="checkbox"/> Notify applicants, participants, beneficiaries, and other interested persons in such manner as the head of the entity finds necessary.</p>	<input type="checkbox"/>	

		In Compliance	Comments
TITLE VI	<p>TITLE VI –</p> <ul style="list-style-type: none"> <input type="checkbox"/> State information regarding the provisions of the Title VI regulation and how it applies to your institution (<i>i.e.</i> it does not discriminate, exclude from participation, or deny the benefits of any program on the basis of race, color, or national origin pursuant to Title VI). <input type="checkbox"/> State that all vocational opportunities will be offered without regard to race, color, national origin, sex, or disability (as applicable to your institution). <input type="checkbox"/> Briefly summarize vocational <ul style="list-style-type: none"> <input type="checkbox"/> program offerings and <input type="checkbox"/> admission criteria (as applicable to your institution). <input type="checkbox"/> 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. <input type="checkbox"/> Identify the <input type="checkbox"/> name, <input type="checkbox"/> address and <input type="checkbox"/> telephone number of the person designated to coordinate Title IX and Section 504 compliance activity. <input type="checkbox"/> Notify students, parents, employees, participants, beneficiaries, other interested persons & the general public prior to the beginning of each school year for example – <ul style="list-style-type: none"> <input type="checkbox"/> local newspapers, <input type="checkbox"/> recipient publications and/or <input type="checkbox"/> other media that reach the general public, program beneficiaries, minorities (including national origin minorities with limited English language skills), women, and individuals with disabilities. <input type="checkbox"/> If a service area contains a community of persons with limited English language skills, disseminated in its language. 	<input type="checkbox"/>	
TITLE IX	<p>TITLE IX –</p> <ul style="list-style-type: none"> <input type="checkbox"/> State that the recipient does not discriminate on the basis of sex in the education program or activity that it operates and that it is required by Title IX not to discriminate in such a manner. <input type="checkbox"/> State that the requirement not to discriminate in the education program or activity extends to admission and employment (as applicable to your institution). <input type="checkbox"/> State that any person may report sexual harassment by using the Title IX Coordinator's listed contact information, and that a report may be made at any time (including during non-business hours) by using the listed telephone number or email address (or by mail to the listed office address). <input type="checkbox"/> State inquiries about Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary, or both. <input type="checkbox"/> Identify the <input type="checkbox"/> name or title, <input type="checkbox"/> office address, <input type="checkbox"/> electronic mail address, & <input type="checkbox"/> phone number of the employee or employees designated as the Title IX Coordinator. <input type="checkbox"/> Notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements – <ul style="list-style-type: none"> <input type="checkbox"/> By prominently displaying the Title IX contact information and the Title IX policy on its <input type="checkbox"/> website (if available) and in each <input type="checkbox"/> handbook or catalog. 	<input type="checkbox"/>	

Commonly Used Terms

The term descriptions below are not explicitly included in the statutes reviewed in this guidance. The descriptions are commonly used interpretations in relation to the notice of nondiscrimination.

ANNUAL NOTICE OF NONDISCRIMINATION

Temporary statement that is published once a year educating the appropriate audience such as the general public or interested persons of the institution's nondiscrimination statement and highlighting their commitment to nondiscrimination and equity. A temporary annual notice might be printed in the local newspaper or prominently posted on the homepage of the school website in the same size and font type as the standard text. Temporary annual notices may remain posted for a period of time such as 1 week or 1 month and removed.

CONTINUAL NOTICE OF NONDISCRIMINATION

Ongoing statement throughout the year educating the appropriate audience such as students, parents or beneficiaries of the institution's nondiscrimination statement and highlighting their commitment to nondiscrimination and equitable access. An ongoing continual notice might be found on official institutional communications and documents such as the student handbook or job announcements. Ongoing continual notices typically have consistent language across publications.

Note: There may be additional interpretations of these terms by the Arkansas Department of Education (ADE) Division of Career and Technical Education or the United States Department of Agriculture (USDA) Food and Nutrition Service. For more information, visit the [ADE Division of Career and Technical Education](#) or the [USDA Food and Nutrition Service](#).