



Methods of
Administration
(MOA): Notices of
Nondiscrimination

Why does my district need a notice of nondiscrimination?

- The regulations implementing several pieces of federal legislation have a requirement to provide a notice of nondiscrimination including:
 - Title VI
 - Title IX
 - Section 504
 - the *Age Discrimination Act*
 - *Boy Scouts Act*

Methods of
Administration
(MOA): Notices of
Nondiscrimination

What are the required components of the Continuous Notices of Nondiscrimination?

- The regulations implementing several pieces of federal legislation have a requirement to provide a notice of nondiscrimination including:
 - Title VI
 - Title IX
 - Section 504
 - the *Age Discrimination Act*
 - *Boy Scouts Act*
- *The MOA process only reviews compliance of Title VI, Title IX, and Section 504 for the purposes of Notices of Nondiscrimination*

Methods of Administration (MOA): Notices of Nondiscrimination

How many types are of Notices of Nondiscrimination are there?

- For the purposes of MOA reviews, ISBE looks for two separate types of Notices of Nondiscrimination
 - Continuous Notices of Nondiscrimination;
 - Annual Notices of Nondiscrimination
- Annual Notices of Nondiscrimination are distinct notices required of any subrecipient that offers Career and Technical Education programs and that is federally funded

Methods of
Administration
(MOA): Notices of
Nondiscrimination

What are the requirements of the Continuous Notice of Nondiscrimination?

- Continuous Notices of Nondiscrimination must include *two basic elements*:
 1. Statement specifying the bases for nondiscrimination (specifically must include race, color, national origin, sex, and disability); and
 2. Names or titles, addresses, telephone numbers, and email addresses of the Title IX and Section 504 coordinators

Methods of
Administration
(MOA): Notices of
Nondiscrimination

SAMPLE CONTINUOUS NOTICE

*“[Recipient] does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities [ESE only: and provides equal access to the Boy Scouts and other designated youth groups]. The following person has been designated to handle inquiries regarding the nondiscrimination policies: name/title, office address, telephone number, and **email**.”*

Methods of
Administration
(MOA): Notices of
Nondiscrimination

**Who must have access to my district's
Continuous Notice of Nondiscrimination?**

- Students
- Parents or legal guardians
- Participants
- Beneficiaries
- Applicants for admission, enrollment, and employment
- Employees (including persons with impaired vision or hearing)
- Unions or professional organizations with collective bargaining or professional agreements with subrecipients

Methods of
Administration
(MOA): Notices of
Nondiscrimination

Where should I publish my district's Continuous Notice of Nondiscrimination?

- Application forms
- Enrollment Forms
- Handbooks
- Catalogs
- Orientation materials
- Marketing materials
- Newsletters or Magazines
- Written materials distributed to students
- Website and electronic publications
- Any student contracts or agreements including cooperative education or work placement agreements

Methods of
Administration
(MOA): Notices of
Nondiscrimination

What are the requirements of an Annual Notice of Nondiscrimination?

- Annual Notices of Nondiscrimination are a specific requirement of the MOA guidelines that are unique to subrecipients offering Career and Technical Education. Annual Notices must include *three basic elements*:
 1. Statement specifying the bases for nondiscrimination (specifically must include race, color, national origin, sex, and disability);
 2. Brief Summary of program offerings & admissions criteria; and
 3. Names or titles, addresses, telephone numbers, and email addresses of the Title IX and Section 504 coordinators

Methods of Administration (MOA): Notices of Nondiscrimination

Requirements to publish my district's Annual Notice of Nondiscrimination?

1. Annual Notices of Nondiscrimination must be published prior to the beginning of each school year
2. Must reach students, parents, employees, and **the general public.**

*It is generally acceptable to publish the annual notice only on the recipient's website as long as it is easily identifiable and accessible.

Methods of
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(MOA): Notices of
Nondiscrimination

Does a district need to provide the Annual Notice of Nondiscrimination in other languages?

1. If the service area contains a community of national origin minority persons with limited English language skills, the school must
 - publish the notice to that community in the appropriate language(s).
 - State that subrecipients will take steps to assure that the lack of English language skills will not be a barrier to admission and participation.

Methods of
Administration
(MOA): Notices of
Nondiscrimination

Questions?

Please email us at moa@isbe.net or call (217) 524-4832 for any additional questions or clarification.

Methods of
Administration
(MOA): Notices of
Nondiscrimination
