



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

**Action Required  
Annual Memo**

May 17, 2017

TO: Complex Area Superintendents, High School Principals, Career and Technical Education (CTE) District Resource Teachers, CTE Coordinators, Workplace Readiness Coordinators and Teachers

FROM:   
Kathryn S. Matayoshi  
Superintendent

SUBJECT: **Career and Technical Education Program Requirement**

This memo is written to inform all high school principals that offer CTE programs of the compliance requirements pertaining to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title II of the Americans with Disabilities Act of 1990.

**Annual Notice**

Prior to the beginning of each school year, each high school which offers a career and technical education program must advise students, parents, employees and the general public that all vocational opportunities will be offered without regard to race, color, national origin, sex, disability, or age. Announcement of this non-discrimination policy 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. In addition to a brief summary of program offerings and admission criteria, the name, address, and telephone number of the person designated to coordinate Title IX and Section 504 compliance activity should be included in the announcement. 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 schools 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. Attached to this memo as Attachment 1, is a copy of the Annual Notice, which was created to fulfill the above requirements. The Annual Notice has also been translated into fourteen different languages. A copy of the Annual Notice and its translations should be posted on your school's website. A link to the Annual Notice should be placed on your school's homepage. In addition, you will also need to post a copy of the Annual Notice (and its translations as applicable to your school) in your school's office, and include it in your school's publications, website, and/or other media for the general public to see.

If your school does not have a website, then a copy of the Annual Notice should be distributed to all students, parents/legal guardians, and employees, prior to the end of this school year (May 26, 2017). If your school will be distributing the Annual Notice, then parents/legal guardians, and employees who have limited English language skills, need to be provided with a translated copy of the Annual Notice in their language.

### **Continuous Notice**

The regulations implementing Title VI, Title IX, Section 504 and the Age Discrimination Act, 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. Attached to this memo as Attachment 2, is a copy of the Continuous Notice, which was created to fulfill the above requirements. A copy of the Continuous Notice should be included in your school's publications (student handbook/registration packet, student planners, newsletters, bulletins, course catalogs, etc.), and should also be posted at various locations throughout the school and on your school's website. This should be done on a continuous basis throughout the year.

### **Need for Language Assistance**

Title VI provides that recipients may not on the basis of race, color, or national origin, exclude persons from participation in its programs, deny them any service or the benefits of its programs, or subject them to separate treatment. Therefore, language assistance must be provided to parents, students, and other parties not proficient in English.

Attached to this memo as Attachment 3, is a copy of the Language Assistance Request Form, which was created to fulfill the above requirement. Copies of this form should be available at your school's front desk for parents, students, and other parties not proficient in English.

The following statement should also be included in your student handbook/registration packet:

“If you have difficulty understanding English, you have the right to receive language assistance at no cost to you. Please contact your school's principal for more information.”

If there are any questions regarding the CTE Notification or the instructions, please contact Civil Rights Compliance Specialist Rhonda Wong at 586-3327 or via Lotus Notes.

KSM:AMP:rw

### **Attachments**

c: Assistant Superintendents  
Superintendent's Office Directors  
Charter School Administrative Office  
Office of Curriculum, Instruction and Student Support  
Civil Rights Compliance Office