



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



SERIES: 2009-2010

CIRCULAR LETTER: C-11

TO: Superintendents of Schools
Executive Directors of State-Approved Nonpublic Special Education Programs
Executive Directors of Regional Educational Service Centers (RES-C)
State Education Resource Center (SERC)

FROM: Mark K. McQuillan
Commissioner of Education

DATE: June 1, 2010

SUBJECT: Survey of Title IX Coordinators

Title IX remains a critical federal civil rights law that prohibits sex discrimination in our schools. It protects male and female students and employees in any educational entity that receives federal funds. The preamble to Title IX of the Education Amendments of 1972 states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX requires that each public school district, as well as state-approved nonpublic special education programs, have at least one person designated as the Title IX Coordinator. The Title IX Coordinator coordinates compliance with the law. Many school districts now have a Title IX Coordinator in each school building. The ED 607 - Title IX Coordinator Survey collects the contact information for Title IX Coordinators and posts a directory on the Connecticut State Department of Education's (CSDE) Web site. The Title IX Web pages can be found by going to:

- <http://www.sde.ct.gov/sde/>
- Under "Quick Links" click on "More>"
- Click on "[Accountability and Improvement](#)"
- Click on "Title IX"

To complete the requirements for the ED 607 - Title IX Coordinator Survey, please follow the directions on the form attached and return it by e-mail or fax to Angela Berry (fax: 860-713-7023, e-mail address: angela.berry@ct.gov) by September 1, 2010.

Survey of Title IX Coordinators

June 1, 2010

Page 2

For technical support on accessing the CSDE secure Applications Web page to complete the electronic component of the ED 607, please contact Kevin Graham by e-mail at kevin.graham@ct.gov.

Training for Title IX Coordinators will once again be offered this year. Announcements about these workshops will be e-mailed to all registered Title IX Coordinators.

Attached is a summary of the Title IX legislation, along with the basic requirements. Compliance with Title IX is essential in efforts to ensure equity in education.

If you have any questions, please contact Dr. William A. Howe, State Title IX Coordinator, at 860-713-6752 or by e-mail at william.howe@ct.gov.

MKM:wah

Attachments

Connecticut State Department of Education
TITLE IX COORDINATOR SURVEY
2010-2011

Basic Checklist for Title IX Compliance

The following checklist was prepared to assist you in meeting some minimum requirements of Title IX of the Education Amendments of 1972. It is not an exhaustive checklist, and therefore, should not be used as a substitute for careful reading of the regulation itself.

§ 106.8 Designation of responsible employee and adoption of grievance procedures:

1. At least one Title IX coordinator has been designated to coordinate efforts to comply with Title IX, including investigations of any complaints.
2. All students and employees have been notified of the name(s), office address(es), and telephone number(s) of the coordinator(s).
3. Grievance procedures for students have been adopted and published.
4. Grievance procedures for employees have been adopted and published.

(Authority: Secs. 901, 902, Education Amendments of 1972, 86 Stat. 373, 374; 20 U.S.C. 1681, 1682)

§ 106.9 Dissemination of policy.

5. The following have been notified of a policy of nondiscrimination on the basis of sex:
 - applicants for admission and employment
 - students and parents of students
 - employees
 - sources of referral of applicants
 - unions, professional organizations
6. Notification of a policy of nondiscrimination on the basis of sex has been placed in the following:
 - local newspapers
 - school newspapers and magazines
 - memorandums or other written communications distributed annually to each student and employee
 - announcements, bulletins, catalogs, student and faculty handbooks
 - application forms
7. The above-listed publications are free of text and illustrations suggesting differential treatment on the basis of sex.
8. Admission and recruitment representatives (including counselors or student advisors and personnel officers) have been advised of the nondiscrimination policy and requirements for adherence to the policy.

(Authority: Secs. 901, 902, Education Amendments of 1972, 86 Stat. 373, 374; 20 U.S.C. 1681, 1682); [45 FR 30955, May 9, 1980, as amended at 65 FR 68056, Nov. 13, 2000]

I have checked and updated the Connecticut State Department of Education's secure Applications Web page at <https://www.csde.state.ct.us/> confirmed that information listed on the site for my district is current, and that the above checklist is accurate.

Please print or type:

Email address: _____ **School District:** _____
Telephone: _____ **Date:** _____

PLEASE E-MAIL OR FAX THIS FORM by September 1, 2010 to:

Angela Berry - Connecticut State Department of Education, Bureau of Accountability and Improvement
Fax: 860-713-7023, e-mail address: angela.berry@ct.gov

What is Title IX?

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on gender. The preamble to Title IX of the Education Amendments of 1972 states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX requires that each school district have at least one person designated as the Title IX Coordinator.

From the regulations governing Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, 1682):

106.8 Designation of responsible employee and adoption of grievance procedures.

(a) *Designation of responsible employee.* Each recipient shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to such recipient alleging its noncompliance with this part or alleging any actions which would be prohibited by this part. The recipient shall notify all its students and employees of the name, office address and telephone number of the employee or employees appointed pursuant to this paragraph.

(b) *Complaint procedure of recipient.* A recipient shall adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action which would be prohibited by this part.

(Authority: 34 C.F.R. Sec 106.8)

106.9 Dissemination of policy.

(a) *Notification of policy.* (1) Each recipient shall implement specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX and this part not to discriminate in such a manner. Such notification shall contain such information and be made in such manner as the Assistant Secretary finds necessary to apprise such persons of the protections against discrimination assured them by Title IX and this part, but shall state at least that the requirement not to discriminate in the education program or activity extends to employment therein, and to admission thereto unless Subpart C does not apply to the recipient, and that inquiries concerning the application of Title IX and this part to such recipient may be referred to the employee designated pursuant to Sec. 106.8, or to the Assistant Secretary.

(2) Each recipient shall make the initial notification required by paragraph (a)(1) of this section within 90 days of the effective date of this part or of the date this part first applies to such recipient, whichever comes later, which notification shall include publication in:

(i) Local newspapers;

(ii) Newspapers and magazines operated by such recipient or by student, alumnae, or alumni groups for or in connection with such recipient; and

(iii) Memoranda or other written communications distributed to every student and employee of such recipient.

(b) *Publications.* (1) Each recipient shall prominently include a statement of the policy described in paragraph (a) of this section in each announcement, bulletin, catalog, or application form which it makes available to any person of a type, described in paragraph (a) of this section, or which is otherwise used in connection with the recruitment of students or employees.

(2) A recipient shall not use or distribute a publication of the type described in this paragraph which suggests, by text or illustration, that such recipient treats applicants, students, or employees differently on the basis of sex except as such treatment is permitted by this part.

(c) *Distribution.* Each recipient shall distribute without discrimination on the basis of sex each publication described in paragraph (b) of this section, and shall apprise each of its admission and employment recruitment representatives of the policy of nondiscrimination described in paragraph (a) of this section, and require such representatives to adhere to such policy.

(Authority: 34 C.F.R. Sec 106.8)