



# STATE OF CONNECTICUT

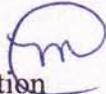
STATE DEPARTMENT OF EDUCATION



**SERIES: 2007-2008**

**CIRCULAR LETTER: C-16**

**TO:** Superintendents of Schools  
Executive Directors of State-Approved Nonpublic Special Education Programs  
Executive Directors of Regional Educational Service Centers (RESC)  
Executive Director of the State Education Resource Center (SERC)

**FROM:** Mark K. McQuillan   
Commissioner of Education

**DATE:** April 28, 2008

**SUBJECT:** Survey of Title IX Coordinators

Title IX remains a critical federal civil rights law that prohibits sex discrimination. 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, to coordinate compliance with the law. Many school districts now have a Title IX Coordinator in each school building.

The Title IX Coordinator Survey has been automated and is on the State Department of Education's web site at <http://www.csde.state.ct.us/>. You will be prompted for your User ID and password. Once you enter the site, the form is called ED-607 Title IX Coordinator Survey located under the Bureau of Choice Programs. Please complete the information indicating your Title IX Coordinator, as well as any other individuals who are designated. The survey must be completed no later than September 1, 2008.

Attached is a summary of the Title IX legislation, along with the basic requirements. If you have any questions, please contact Dr. William A. Howe, State Title IX Coordinator, at 860-807-2031 or e-mail at [william.howe@ct.gov](mailto:william.howe@ct.gov).

MKM:wah

Attachments

## **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:**

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

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