



Board Procedure 100.1: Nondiscrimination Communication Guidelines

Educational Philosophy

This procedure provides guidance on dissemination of the nondiscrimination policy through publications and communications.

Nondiscrimination Statement for Educational Purposes

Iowa Valley Community College District does not discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, actual or potential family, parental or marital status, or other protected classes.

If you have questions or complaints related to compliance with this policy, please contact the Vice President of Administration, serving as the District Equity Officer, 3702 S. Center Street, Marshalltown, IA 50158, 641-844-5530, Equity@iavalley.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: 312-730-1560 Facsimile: 312-730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.

Procedure

The Iowa Department of Education publishes guidance on where and how to publish and communicate the nondiscrimination statement. This procedure provides guidance internally to the District on when and where to use both the continuous and annual nondiscrimination statement. The nondiscrimination statement should be used in its entirety.

Continuous Nondiscrimination Statement

The following guidance for continuous nondiscrimination statement is derived from the directive published from the Iowa Department of Education, Community College Accreditation, Nondiscrimination Notices, November 2023.

Below are examples of when and where the continuous nondiscrimination statement should be present. This list is not all-inclusive and will be reviewed

annually to enhance the guidelines. If you are publishing materials and are unsure whether or not the statement should be present, contact the Director of Marketing.

- Athletic Poster
- Postcards/Mailers
- Website and every PDF document that is linked to the website
- Promotional Fliers, including event posters
- Promotional emails sent by Marketing
- Student Handbooks
- College Catalogs

It is not necessary on the following items:

- Social Media
- Videos
- Email Signatures
- Business Cards
- Acceptance Letter
- Billing Statements
- News Releases

Annual Nondiscrimination Statement

The following guidance for annual nondiscrimination statement is derived from the directive published from the Iowa Department of Education, Community College Accreditation, Nondiscrimination Notices, November 2023.

The annual nondiscrimination statement is published on the Iowa Valley Community College District website at <https://www.iavalley.edu/educational-equity>.

The annual nondiscrimination statement is part of a Right to Know email sent annually by the Dean of Students' Office to students.

The annual statement is the same statement as the continuous nondiscrimination statement except it must contain the following:

- List all Career and Technical Education (CTE) program offerings.
- Any different entrance criteria into a program which includes but not limited to prerequisite coursework; assessments; and experience required to get into the program.

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Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

None