

# Guide to 14.1

## Staff Training on Nondiscrimination

### Legal Background

LEAs are required to provide training to all administrators and certificated and classroom personnel about their responsibilities under civil rights laws. This training should raise awareness of and eliminate bias based on sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression, gender identity, disability, and the use of a trained dog guide or service animal.

#### Key Resource:

[Model Staff Training Slide Deck](#)

**Legal authority:** RCW [28A.640.010](#) and [28A.642.010](#); WAC [392-190-020](#).

## Staff Training on Nondiscrimination (14.1.A & B)

### Evidence to Provide

- A. A copy of training materials or a summary of topics included in the training on employees' responsibilities under state civil rights laws. The training materials or summary of topics include, at a minimum, the following topics:
  1. Protected classes under Washington state law,
  2. Employee responsibilities to report and respond to discrimination, and
  3. The LEA's discrimination complaint procedures.

Example of acceptable evidence: OSPI's [Model Staff Training Slide Deck](#).

- B. Sign-in sheets documenting attendance or other attestation that all administrators and certificated and classroom personnel have received the training on their responsibilities under state civil rights laws.

### Tips for Program Review

- Please ensure the evidence provided for 14.1.A & B **include enough detail** to demonstrate when training has occurred, what topics were covered, and how the LEA ensured all administrators and certificated and classroom personnel received the training.



- LEAs are encouraged, but not required, to use OSPI's [Model Staff Training Slide Deck](#), which includes training on employees' responsibilities under civil rights laws and information about the discrimination complaint process. This slide deck includes presenter notes and opportunities to personalize the training for your LEA. LEAs may also use this sample slide deck as a template or example to develop their own training materials.
- If an LEA uses **vendor or third-party trainings** to meet this requirement, the LEA should review the training to ensure it adequately addresses Washington nondiscrimination law, including (1) Protected classes under Washington state law, (2) Employee responsibilities to report and respond to discrimination, and (3) The LEA's discrimination complaint procedures. **One of the most common reasons this item is noncompliant** is because an LEA uses a vendor-prepared training that does not incorporate Washington-specific nondiscrimination laws and OSPI rules.
- While OSPI's rules do not specify **how often this training needs to occur**, OSPI recommends LEAs provide the training to all new administrators and certificated and classroom personnel, and then provide refresher training for employees annually or every two to three years.

## Learn More About Nondiscrimination Training

- OSPI [Notification Requirements, Staff Training, and Outreach Materials](#) webpage