

Item 1: Policies and Procedures

Technical assistance guide for the 2024–25 Statewide Civil Rights Review

Legal Requirements¹

The Local Educational Agency (LEA) has adopted discrimination and sex-based discrimination (formerly sexual harassment) policies and procedures that are consistent with the requirements in federal and state law.

The LEA has adopted a gender-inclusive schools (or transgender students) policy and procedure that, at a minimum, incorporate all the elements of the Washington State School Directors' Association (WSSDA) model Gender-Inclusive Schools policy and procedure and is consistent with the requirements in state law (chapter 392-190 WAC, revised December 2014) and guidelines (revised 2012).

Information to Submit

- A. The LEA's student Nondiscrimination policy and procedure (WSSDA's 3210 and 3210P or equivalents).
- B. The LEA's student Sex-Based Discrimination (formerly Sexual Harassment) policy and procedure (WSSDA's 3205 and 3205P or equivalents).
- C. The LEA's Gender-Inclusive Schools policy and procedure (WSSDA's 3211 and 3211P or equivalents).

Tips for Statewide Civil Rights Review

- **Take note of recent federally-mandated Title IX policy and procedure updates.** New Title IX rules regarding sex-based discrimination went into effect on August 1, 2024, requiring LEAs to update their sexual harassment policies and procedures.² For more information, see OSPI's Bulletin B046-24: Guidance on the New Title IX Rules and Responding to Sex-Based Discrimination in Washington K–12 Schools (7/3/2024).

¹ Legal authority: Title IX, [34 C.F.R. §106.45](#); RCW [28A.640.010](#), [28A.640.020](#), [28A.642.010](#), and [28A.642.080](#); WAC [392-190-056](#), [392-190-057](#), [392-190-058](#), [392-190-060](#), [392-190-065](#), [392-190-070](#), and [392-190-075](#).

² Some individual schools may be involved in ongoing litigation regarding the new Title IX rules (*Kansas v. U.S. Dept. of Ed., et al.*). OSPI recommends LEAs with schools that are enjoined from implementing the new Title IX rules consult with their legal counsel on their responsibilities under state and federal law. In the Statewide Civil Rights Review, OSPI will be monitoring all LEAs to ensure they have adopted a policy and procedure that aligns with both state law and the 2024 Title IX rules, including those LEAs where some individual schools may be impacted by the litigation.



- **Check your LEA’s policies and procedures to ensure they are up to date.** LEAs that use WSSDA model policies and procedures may review the table below showing when each policy and procedure was last updated.

| Model Policy & Procedure | WSSDA Number | Date of Last Update |
|--|--------------|---------------------|
| Nondiscrimination | 3210 | March 2016 |
| Procedure - Nondiscrimination | 3210P | January 2015 |
| Sex Discrimination and Sex-Based Harassment of Students Prohibited | 3205 | July 2024 |
| Procedure - Sex Discrimination and Sex-Based Harassment of Students Prohibited - Grievance | 3205P1 | July 2024 |
| Sex Discrimination and Sex-Based Harassment Prohibited - Implementation | 3205P2 | July 2024 |
| Gender-Inclusive Schools | 3211 | July 2019 |
| Procedure - Gender-Inclusive Schools | 3211P | July 2024 |

- **When submitting information for the Statewide Civil Rights Review, OSPI welcomes LEAs to provide links to policies and procedures that are publicly posted online.** Alternatively, you will have the option to upload a copy of policies and procedures into the tool. If uploading files, OSPI encourages LEAs to minimize the number of files uploaded by combining policies and procedures into a single PDF.

Learn More

- OSPI’s Equity and Civil Rights Office’s [Required Policies and Procedures](#) webpage.
- Washington State School Directors’ Association (WSSDA) [Policy Services](#) webpage, where LEAs can subscribe to a model policy library to ensure they stay current.