

Item 2: Publishing of Model Student Handbook Language

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

Legal Requirements¹

To notify the school community of its policies and complaint procedures related to discrimination, sexual harassment, and transgender students, the Local Educational Agency (LEA) includes OSPI’s model handbook language in any student, parent, employee, or volunteer handbook published either by the LEA or by any individual school, as well as on any website published either by the LEA or by any individual school.

If the LEA or an individual school does not maintain a website or publish a handbook, it must otherwise provide the model handbook language to all students, parents, employees, and volunteers at least annually.

Key Resources

OSPI’s [Model Handbook Language](#) (updated 4/5/2024). Available in 11 languages.

Information to Submit

- A. Student handbooks (or equivalent publications) with OSPI model student handbook language. Please provide evidence for a sampling of schools that includes each of the following (where applicable):
 - Elementary school
 - Middle school or junior high
 - High school
 - ALE or online school
- B. LEA webpage with OSPI’s model student handbook language.
- C. (Applicable only if the LEA **does not** publish a website or any type of handbook)
Evidence the LEA provides the OSPI model student handbook language annually to each student and parent.

Tips for Statewide Civil Rights Review

- **Review student handbooks to ensure they include OSPI’s model student handbook language.** The requirement that LEAs use the OSPI model student handbook language

¹ Legal authority: RCW [28A.300.286](#), [28A.640.020](#), and [28A.642.080](#); WAC [392-190-058](#) and [392-190-060](#).

went into effect for the 2024–25 school year, so handbook language from previous school years will not meet this requirement.

- **Ensure the model handbook language is personalized for your LEA** so that it includes the name(s) and contact information for current compliance coordinators, as well as working links to LEA-specific policies and procedures.
- **When submitting information for the Statewide Civil Rights Review, OSPI welcomes LEAs to provide links to student handbooks that are publicly posted online.** Alternatively, you will have the option to upload a copy of student handbooks into the tool. If uploading files, OSPI encourages LEAs to minimize the number of files uploaded by combining student handbooks into a single PDF. If the file size for an upload is an issue, OSPI will accept a PDF with relevant excerpts from student handbooks. However, any handbook excerpt must clearly identify the school.

Learn More

- OSPI's Equity and Civil Rights Office's [Notification Requirements, Staff Training, and Outreach Materials](#) webpage. Scroll down to "Annual Notices on Website and in Handbooks" header for a link to the model handbook language, translated into 11 different languages.
- [OSPI Bulletin No. 018-24: New Requirements for Annual Notices Regarding Discrimination, Harassment, Intimidation, and Bullying](#) (4/5/2024).