

Item 3: Staff Training on Nondiscrimination

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

Legal Requirements¹

Local Education Agencies (LEAs) are required to provide training to all administrators and certificated and classroom personnel regarding their responsibilities under state civil rights laws, chapter 392-190 WAC and to raise awareness of and eliminate bias based on race, color, national origin, religion, creed, sex, sexual orientation, gender identity, gender expression, veteran or military status, disability, and the use of a trained dog guide or service animal.

Key Resource:

[Model Staff Training Slide Deck](#)

Information to Submit

- A. A copy of the training materials used for training administrators and certificated and classroom personnel on their responsibilities under state civil rights rules. At a minimum, the training must cover the following topics:
 1. Protected classes under Washington law;
 2. Employees' responsibilities to report and respond to possible discrimination; and
 3. The LEA's discrimination complaint procedures.
- B. A short narrative explaining how the LEA ensures that all administrators and certificated and classroom personnel have completed the training.

Tips for Statewide Civil Rights Review

- **Consider meeting this requirement with OSPI's [Model Staff Training Slide Deck](#).** Using this slide deck is the most straightforward way to ensure that your training covers all required content. This slide deck was updated in October 2024, and it includes presenter talking points along with clearly marked places for LEAs to customize it with LEA-specific information, such as name/contact information for compliance coordinators and links to policies and procedures.
- **Review any vendor-provided or third-party training carefully to ensure it includes all required topics.** One of the most common issues with this item is LEAs using a vendor-prepared or third-party training that does not incorporate Washington-specific

¹ Legal authority: WAC [392-190-020](#).



civil rights laws and OSPI rules (chapter 392-190 WAC). Any training used to fulfill this requirement must, at a minimum, include: (1) protected classes under Washington state law; (2) employee responsibilities to report and respond to discrimination; and (3) the LEA's discrimination complaint procedures.

- 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 upon hire and then provide refresher training for returning employees at least once every two to three years.

Learn More

- OSPI Equity and Civil Rights Office's [Notification Requirements, Staff Training, and Outreach Materials](#) webpage. Scroll down to the "Staff Training on Nondiscrimination Requirements" header and review the information provided.