

Item 4: Compliance Coordinators

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

Legal Requirements¹

The LEA has designated at least one employee to coordinate and monitor the LEA’s compliance with its responsibilities under state nondiscrimination laws, Title IX, and Section 504. Each civil rights coordinator has obtained training regarding their responsibilities under these laws.

The Gender-Inclusive Schools Coordinator is required to attend an OSPI training on harassment, intimidation, and bullying (HIB), and gender-inclusive schools.

Information to Submit

A. Civil Rights Coordinator:

- The coordinator’s name and job title.
- A brief narrative explaining how the Civil Rights Coordinator has obtained sufficient training in their coordinator responsibilities under state law, including chapter 392-190 WAC.

B. Gender-Inclusive Schools Coordinator:

- The coordinator’s name and job title.
- A brief narrative explaining how the Gender-Inclusive Schools Coordinator has obtained sufficient training in their coordinator responsibilities under state law, including attending OSPI’s training on harassment, intimidation, and bullying (HIB) and gender-inclusive schools.

C. Title IX Officer

- The coordinator’s name and job title.
- A brief narrative explaining how the Title IX Officer has obtained sufficient training in their coordinator responsibilities under federal and state law.

Key Resources:

OSPI has the following recorded webinars available to help coordinators meet their training requirements:

- Role of the Civil Rights Coordinator
- Navigating Section 504
- Title IX Athletics
- Creating Gender-Inclusive Schools
- Responding to Discriminatory Harassment & Bias

To access, please visit OSPI’s [Compliance Coordinators \(ospi.k12.wa.us\)](https://ospi.k12.wa.us) webpage or see the links on the next page.

¹ Legal authority: Title IX, [34 C.F.R. §106.8](#) and [106.45](#); Section 504, [34 C.F.R. §104.7](#); Title II, [28 C.F.R. §35.107](#); RCW [28A.640.010](#) and [28A.642.080](#); WAC [392-190-020](#) and [392-190-060](#).



D. Section 504 Coordinator

- The coordinator's name and job title.
- A brief narrative explaining how the Section 504 Coordinator has obtained sufficient training in their coordinator responsibilities under federal and state law.

Tips for Statewide Civil Rights Review

- **OSPI has recorded webinars** that are designed to provide introductory training for each of these coordinator roles. Please refer to the chart below for more information.
- For the purposes of the Statewide Civil Rights Review, OSPI will be monitoring to ensure each designated coordinator has received at least introductory training on their role. Viewing the webinars below for each coordinator is acceptable for introductory training (See the table below for links to materials or registration):
 - **Civil Rights Coordinator:** OSPI's Role of the Civil Rights Coordinator
 - **Gender-Inclusive Schools Coordinator:** OSPI's HIB and gender-inclusive schools training
 - **Title IX Officer/Coordinator:** OSPI's 2024 Title IX Rules Module 4, Title IX Coordinator training
 - **Section 504 Coordinator:** OSPI's Navigating Section 504 training
- **Gender-Inclusive Schools Coordinator:** State law requires gender-inclusive schools coordinators receive OSPI's training on HIB and gender-inclusive schools. While OSPI does not currently have this training recorded, OSPI is offering this training on **November 12th, 2024**. Register on PDEroller [here](#) (Event #177029). Although not required by law, Gender-Inclusive Schools Coordinators are strongly encouraged to supplement their HIB training by viewing OSPI's Creating Gender Inclusive Schools' webinar. Please see chart below for more detail.
- While the focus of the Statewide Civil Rights Review is on introductory training, coordinators may need additional training to carry out their responsibilities. Training should be continual and build on existing knowledge, as well as any gaps in knowledge.
- In addition to in-person or virtual trainings (or when such trainings are not available), coordinators should consider opportunities to **self-train** by reviewing guidance and policy publications from [OSPI](#) or the [U.S. Department of Education, Office for Civil Rights \(OCR\)](#).

Learn More

- [OCR Reading Room](#)
- OSPI Equity and Civil Rights Office's [Compliance Coordinators](#) webpage, which includes links to training as well as self-training checklists and logs.

- Currently available recorded OSPI webinars:

Webinar Topic	Intended Audience	Links
Role of the Civil Rights Coordinator	Civil Rights Coordinator (although generally applicable to all compliance coordinators)	Webinar Training Handout
Responding to Discriminatory Harassment	All compliance coordinators	Webinar Training Handout
Gender-Inclusive Schools <ul style="list-style-type: none"> • HIB training (Required) • Creating Gender-Inclusive Schools (Encouraged) 	Gender-Inclusive Schools Coordinator	<ul style="list-style-type: none"> • Live HIB/GIS webinar (pdEnroller event #177029): Register here • Creating Gender Inclusive Schools Webinar Training Handout
Sex Equity in Athletics: <ul style="list-style-type: none"> • Three-Part Test • Annual Athletic Evaluation 	Title IX Coordinator	<ul style="list-style-type: none"> • Three-Part Test Webinar Training Handout • Annual Athletic Evaluation Webinar Training Handout
2024 Title IX Rules <ul style="list-style-type: none"> • Module 4: Title IX Coordinator 	Title IX Coordinator	Webinar Slide Deck
Navigating Section 504	Section 504 Coordinator	Webinar Training Handout
Section 504: Beyond the Basics	Section 504 Coordinator	Webinar Training Handout