

2024–25 Statewide Civil Rights Review Checklist

Introduction

The 2024 Legislature, through [ESSB 5950 Sec. 501\(4\)\(vv\)](#), passed a requirement for OSPI to complete a one-time review of every Washington local educational agency (LEA) to monitor LEAs' compliance with state and federal nondiscrimination laws. This Statewide Civil Rights Review (Review) must be completed during the 2024–25 school year. After the monitoring is completed, OSPI must submit a report to the Legislature that includes a summary of the review findings.

LEAs will be required to submit documents within four key areas of nondiscrimination requirements that state and federal law mandates for all LEAs:

1. Policies and procedures for nondiscrimination, sex-based discrimination (formerly sexual harassment), and gender-inclusive schools.
2. Handbook and website notices to the school community about discrimination, sexual harassment, complaint processes, and gender-inclusive schools.
3. Staff training on responsibilities under state nondiscrimination law and eliminating bias.
4. Designated coordinators and their training, including coordinators for civil rights, Title IX, Section 504, and gender-inclusive schools.

Each key area is outlined as a separate item below.

In addition to the information that LEAs will provide to OSPI, OSPI will be collecting other relevant, publicly available documents, school board resolutions, or other materials that relate to the LEA's implementation of nondiscrimination laws. This information will inform OSPI's report to the Legislature.

LEAs should be aware this is not a comprehensive review of all nondiscrimination requirements in state and federal law. Please contact [OSPI's Equity and Civil Rights Office](#) or visit our [website](#) for additional information on other nondiscrimination and civil rights requirements.

Note: OSPI welcomes LEAs to provide links to information that is publicly posted online. Specific instructions for submitting this information to OSPI via an online tool will be provided to the LEA's primary point of contact by early November 2024.



Statewide Civil Rights Review Checklist

Item Number	Description and Legal Authority	Information to Submit
<p>1</p>	<p>Policies and Procedures</p> <p>The 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.</p> <p>The LEA has adopted a gender-inclusive schools (or transgender students) policy and procedure that, at a minimum, incorporate all the elements of the WSSDA model Gender-Inclusive Schools policy and procedure (3211 and 3211P) and is consistent with the requirements in state law (chapter 392-190 WAC, revised December 2014) and guidelines (revised 2012).</p> <p>Legal authority: 34 C.F.R. Sec.106; RCW 28A.640.010, 28A.640.020, 28A.642.010, and 28A.642.080; 392-190-056, WAC 392-190-057, WAC 392-190-058, WAC 392-190-060, 392-190-065, 392-190-070, and 392-190-075.</p>	<p><input type="checkbox"/> A. The LEA’s student Nondiscrimination policy and procedure (WSSDA’s 3210 and 3210P, or equivalents).</p> <p><input type="checkbox"/> B. The LEA’s student Sex-Based Discrimination (formerly Sexual Harassment) policy and procedure (WSSDA’s 3205 and 3205P, or equivalents).</p> <p><input type="checkbox"/> C. The LEA’s Gender-Inclusive Schools policy and procedure (WSSDA’s 3211/3211P, or equivalents).</p>
<p>2</p>	<p>Publishing of Model Student Handbook Language</p> <p>The LEA publishes OSPI’s model handbook language—in any student, parent, employee, and volunteer handbook that it or one of its schools publishes and on the school district’s website, or on any school’s website—to provide the school community notice of its policies and complaint procedures related to discrimination, including sexual harassment, and addressing transgender students.</p>	<p><input type="checkbox"/> A. Student handbooks (or equivalent publication) with OSPI model student handbook language. Please provide evidence for a sampling of schools that includes each of the following (where applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elementary school <input type="checkbox"/> Middle school or junior high <input type="checkbox"/> High school <input type="checkbox"/> ALE or online school

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	<p>If an LEA neither publishes a handbook nor maintains a website, it must provide the model student handbook language to each student, parent, employee, and volunteer and least annually.</p> <p>The Model Student Handbook Language is available on OSPI's Notification Requirements, Staff Training, and Outreach Materials webpage.</p> <p>Legal Authority: RCW 28A.300.286, 28A.640.020, and 28A.642.080; WAC 392-190-058 and 392-190-060.</p>	<p><input type="checkbox"/> B. LEA webpage with OSPI model handbook language.</p> <p><input type="checkbox"/> C. (Applicable only if the LEA does not publish a website or student handbook) Evidence that the LEA provides the OSPI model student handbook language annually to each student and parent.</p>
3	<p>Staff Training on Nondiscrimination</p> <p>The LEA provides training to all administrators and certificated and classroom personnel regarding their responsibilities under state civil rights rules, chapter 392-190 WAC, and to raise awareness of and eliminate bias based on the protected classes in Washington law.</p> <p>OSPI's Sample Civil Rights Training Slide Deck is an available resource that covers these topics and requirements. See OSPI's Notification Requirements, Staff Training, and Outreach Materials webpage.</p> <p>Legal authority: WAC 392-190-020.</p>	<p><input type="checkbox"/> 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:</p> <ol style="list-style-type: none"> 1. Protected classes under Washington law; 2. Employees' responsibilities to report and respond to discrimination; and 3. The LEA's discrimination complaint procedures. <p><input type="checkbox"/> B. A short narrative explaining how the LEA ensures that all administrators and certificated and classroom personnel have completed the training.</p>

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4	<p>Compliance Coordinators</p> <p>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.</p> <p>Each civil rights coordinator has obtained training regarding their responsibilities under these laws. OSPI's Role of the Civil Rights Coordinator training, Title IX Coordinator training, and Section 504 training are available resources that cover these topics and requirements. See OSPI's Compliance Coordinators webpage.</p> <p>The Gender-Inclusive Schools Coordinator must attend an OSPI training on harassment, intimidation, and bullying (HIB) and gender-inclusive schools.</p> <p>Legal authority: 34 C.F.R. Sec.106.8; 34 C.F.R. Sec.104.7; RCW 28A.642.080 and 28A.642.090; WAC 392-190-020 and 392-190-060.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A. Civil Rights Compliance Coordinator: <ul style="list-style-type: none"> <input type="checkbox"/> Name and job title <input type="checkbox"/> Brief narrative explaining how the Civil Rights Coordinator has obtained sufficient training in their coordinator responsibilities under state law, including chapter 392-190 WAC. <input type="checkbox"/> B. Gender-Inclusive Schools Coordinator: <ul style="list-style-type: none"> <input type="checkbox"/> Name and job title <input type="checkbox"/> 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 HIB and gender-inclusive schools. <input type="checkbox"/> C. Title IX Officer: <ul style="list-style-type: none"> <input type="checkbox"/> Name and job title <input type="checkbox"/> Brief narrative explaining how the Title IX Officer has obtained sufficient training in their coordinator responsibilities under federal and state law. <input type="checkbox"/> D. Section 504 Coordinator: <ul style="list-style-type: none"> <input type="checkbox"/> Name and job title <input type="checkbox"/> Brief narrative explaining how the Section 504 Coordinator has obtained sufficient training in their coordinator responsibilities under federal and state law.