# Self-Assessment: civil rights

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| **Item** | **Description** | **Evidence** | **Determination** | **Notes** |
| **SA14.1** | **Compliance Coordinators**  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 must attend an OSPI training on harassment, intimidation, and bullying (HIB), and gender-inclusive schools.  **Resources and technical assistance** for SA14.2:  <https://www.k12.wa.us/policy-funding/equity-and-civil-rights/consolidated-program-review-civil-rights>  **Legal authority**: Title IX, 34 C.F.R. Sec.106.8 and 34. C.F.R. Sec. 106.45; Section 504, 34 C.F.R. Sec.104.7; Title II, 28 C.F.R. Sec.35.107; RCW 28A.640.010, 28A.642.010, and 28A.642.080; WAC 392-190-020 and 392-190-060. | **LEA Level**  **A.** Confirm that the LEA has assigned these roles to staff:   * Civil Rights Coordinator * Gender-Inclusive Schools Coordinator * Title IX Officer * Section 504 Coordinator   Please also confirm that the LEA’s current coordinators are listed on OSPI’s [coordinator contact webpage](https://www.k12.wa.us/policy-funding/equity-and-civil-rights/school-district-charter-school-compliance-coordinators), and update as needed.  **B.** The Civil Rights Coordinator has obtained sufficient training in their coordinator responsibilities under state law. Documentation could include a completed [self-training checklist](https://www.k12.wa.us/sites/default/files/public/equity/20191112_Coordinator%20Training%20Report_Civil%20Rights%20Coordinator_final.docx), relevant training materials, agendas, or certificates of attendance.  **C.** The Gender-Inclusive Schools Coordinator has attended (in person or online) an OSPI training on harassment, intimidation, and bullying (HIB), and gender-inclusive schools. Documentation could include training materials, agendas, or certificates of attendance.  **D.** The Title IX Coordinator has obtained sufficient training in their coordinator responsibilities under Title IX and state law. Documentation could include an [attestation of self-training](https://www.k12.wa.us/sites/default/files/public/equity/pubdocs/Title%20IX%20Coordinator%20%28self-training%20resources%29.pdf), relevant training materials, agendas, or certificates of attendance.  **E.** The Section 504 Coordinator has obtained sufficient training in their coordinator responsibilities under Section 504 and state law. Documentation could include an [attestation of self-training](https://www.k12.wa.us/sites/default/files/public/equity/pubdocs/Section%20504%20Coordinator%20%28self-training%20resources%29.pdf), relevant training materials, agendas, or certificates of attendance. | 🞏 Fully Implemented  🞏 Partially Implemented  🞏 Not Implemented  🞏 Needs/Requests Program Support |  |
| **SA14.2** | **Required Policies and Procedures**  The LEA has adopted discrimination complaint and appeal procedures and a sexual harassment policy and procedure that are consistent with the requirements in state law (chapter 392-190 WAC, revised December 2014).  The LEA has adopted a gender-inclusive schools (or transgender students) policy and procedure that, at a minimum, incorporates 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).  The LEA’s instructional materials policy and procedure includes textbook and instructional material selection criteria designed to eliminate bias based on sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal.  **Legal authority**: Title IX, 34 C.F.R. Sec.106; Section 504, 34 C.F.R. Sec.104.7; Title II, 28 C.F.R. Sec.35.107; RCW 28A.640.010. 28A.640.020, 28A.642.010, and 28A.642.080; WAC 392-190-055, 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. | **LEA Level**  **A.** The LEA has adopted a student nondiscrimination policy and procedure (WSSDA’s 3210 and 3210P, or equivalents).  **B.** The LEA has adopted an employee nondiscrimination policy and procedure (WSSDA’s 5010 and 5010P, or equivalents).  **C.** The LEA has adopted a student sexual harassment policy and procedure (WSSDA’s 3205 and 3205P, or equivalents).  **D.** The LEA has adopted an employee sexual harassment policy and procedure (WSSDA’s 5011 and 5011P, or equivalents).  **E.** The LEA has adopted a Gender-Inclusive Schools policy and procedure (WSSDA’s 3211/3211P, or equivalents).  **F.** The LEA has adopted an instructional materials policy and procedure (WSSDA’s model 2020/2020P or equivalents) that includes material selection criteria designed to eliminate bias. | 🞏 Fully Implemented  🞏 Partially Implemented  🞏 Not Implemented  🞏 Needs/Requests Program Support |  |
| **SA14.3** | **Annual Notifications**  The LEA annually notifies all students, parents, and employees about the discrimination complaint procedure and sexual harassment policy in student and employee handbooks. LEAs that do not provide student or employee handbooks otherwise provide this information—in writing—to all students, parents, and employees.  The LEA shares the Gender-Inclusive School policy and procedure with parents or guardians, students, volunteers, and school employees.  **Legal authority**: RCW 28A.642.080; WAC 392-190-058 and 392-190-060. | **School Level**  **A.** Each school’s student handbook (or similar publication) includes information about the LEA’s discrimination complaint procedure and sexual harassment policy. (E.g., [OSPI’s sample handbook language](https://www.k12.wa.us/sites/default/files/public/equity/pubdocs/samplecombinedhandbooklanguage_discriminationsexualharassment.docx))  **B.** Each school’s employee handbook (or similar publication) includes information about the LEA’s discrimination complaint procedure and sexual harassment policy. (E.g., [OSPI’s sample handbook language](https://www.k12.wa.us/sites/default/files/public/equity/pubdocs/samplecombinedhandbooklanguage_discriminationsexualharassment.docx) or copies of the LEA’s sexual harassment policy and nondiscrimination procedure)  **C.** The LEA has shared its Gender-Inclusive Schools policy and procedure with students, parents, volunteers, and employees (E.g., published in student, employee, and volunteer handbooks). | 🞏 Fully Implemented  🞏 Partially Implemented  🞏 Not Implemented  🞏 Needs/Requests Program Support |  |
| **SA14.4** | **Continuous Notifications**  The LEA provides continuous notice that it does not discriminate based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability.  The nondiscrimination statement is included in all major LEA and building publications that are widely disseminated to students, parents, or employees.  The LEA’s nondiscrimination statement includes the following:  •    Notice that the LEA does not discriminate based on race, color, national origin, sex, sexual orientation, gender identity, gender expression, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability.  •    Notice that the LEA provides equal access to the Boy Scouts and other designated youth groups  •    Contact information for each compliance coordinator (including their name or title, mailing address, email address, and phone number).  The LEA posts either the OSPI sexual harassment poster or the LEA’s sexual harassment policy in each school building in a location visible to both students and staff.  **Legal authority**: Title VI, 34 C.F.R. Sec.100.6; Title IX, 34 C.F.R. Sec.106.9; Section 504, 34 C.F.R. Sec.104.8; Title II, 28 C.F.R. Sec.35.106; Boy Scouts Act, 34 C.F.R. Sec.108.6; RCW 28A.640.010 and 28A.642.010; WAC 392-190-058 and 392-190-060. | **LEA or School Level**  **Nondiscrimination Statement**  For each of the following types of publications, the LEA includes a complete, current [nondiscrimination statement](https://www.k12.wa.us/policy-funding/equity-and-civil-rights/notification-requirements-staff-training-and-outreach-materials):  **A.** Website.  **B.** Newsletter or similar publications.  **C.** Student/parent handbook or similar publications.  **D.** Job announcements and employment applications.  **E.** CTE publications, announcements, or student recruitment materials.  **F.** Online or ALE program publications, announcements, or recruitment materials.  **Sexual Harassment Posters**  **D.** In each building, the LEA posts the OSPI [Sexual Harassment Poster](https://www.k12.wa.us/policy-funding/equity-and-civil-rights/notification-requirements-staff-training-and-outreach-materials) or the LEA’s sexual harassment policy in a location visible to both students and staff. Documentation could include photos of postings (indicating the location of posters) or a log of poster locations. | 🞏 Fully Implemented  🞏 Partially Implemented  🞏 Not Implemented  🞏 Needs/Requests Program Support |  |
| **SA14.5** | **Section 504**  Along with other requirements under Section 504, the LEA provides parents with prior written notice, including notice of procedural safeguards, when the LEA takes any action to identify, evaluate, and place students under Section 504.  The LEA identifies, evaluates, and places students with disabilities in compliance with Section 504 and has implemented the legal standards under the ADA Amendments Act of 2008 (such as changes regarding major life activities, mitigating measures, etc.).  The LEA conducts manifestation determinations before removing a student with a disability from their current placement because of a behavioral violation.  **Legal authority**: Section 504, 34 C.F.R. Part 104; RCW 28A.642.010. | **LEA or School Level**  **A.** The LEA provides notice to parents of [Section 504 rights/procedural safeguards](https://www.k12.wa.us/sites/default/files/public/equity/pubdocs/yourrightsundersection504.docx) when taking any action to identify, evaluate, and place students under Section 504.  **B.** The LEA conducts manifestation determinations for a Section 504-eligible student before removing the student from their current placement because of a behavioral violation. Documentation could include use of a [manifestation determination form](https://www.k12.wa.us/sites/default/files/public/equity/pubdocs/OSPI_sample_504_manifestation_determination.docx). | 🞏 Fully Implemented  🞏 Partially Implemented  🞏 Not Implemented  🞏 Needs/Requests Program Support |  |
| **SA14.6** | **National Origin and Immigration Status (Student Enrollment and Registration**  The LEA does not discourage or prevent a student from enrolling because they lack a birth certificate or have records indicating a foreign place of birth. The LEA accepts a variety of documents to establish a student’s age and residency.  The LEA does not inquire about a student’s or parent’s U.S. citizenship status or immigration status. If the LEA requests a student’s or parent’s social security number, the LEA (1) informs the individual that disclosure is voluntary, (2) provides the statutory or other legal basis for why the LEA is requesting the number, and (3) explains how the LEA will use the number.  **Legal authority**: Title VI, 34 C.F.R. Sec.100.3; RCW 28A.642.010; Plyler v. Doe, 457 U.S. 202 (1982). | **LEA or School Level**  **A.** The LEA has verified that any LEA or school enrollment or registration forms and packets (including cover sheets) do not inquire about a student’s or parents’ U.S. citizenship status, immigration status, or social security number.  **B.** The LEA does not require new students or parents to provide a birth certificate, passport, or other citizenship- or immigration-related documentation for enrollment or any other purpose. If the LEA requests birth certificates or similar documentation for enrollment, it clearly states it is optional and the LEA will accept a variety of documents. | 🞏 Fully Implemented  🞏 Partially Implemented  🞏 Not Implemented  🞏 Needs/Requests Program Support |  |
| **SA14.7** | **Instructional Materials**  The LEA’s instructional materials policy and procedure includes textbook and instructional material selection criteria designed to eliminate bias based on sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal. The instructional materials committee uses appropriate screening criteria to identify and eliminate such bias.  **Legal authority**: RCW 28A.640.020 and 28A.642.010; WAC 392-190-055. | **LEA or School Level**  **A.** The LEA reviews all instructional materials to identify and eliminate bias. Documentation could include use of the [Washington Model Resource: Screening for Biased Content in Instructional Materials](https://www.k12.wa.us/policy-funding/equity-and-civil-rights/resources-school-districts-civil-rights-washington-schools/reviewing-instructional-materials-bias) | 🞏 Fully Implemented  🞏 Partially Implemented  🞏 Not Implemented  🞏 Needs/Requests Program Support |  |