



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 5, 2018

ACTION REQUIRED

TO: Principals (All)

FROM: Dr. Christina M. Kishimoto
Superintendent

A handwritten signature in blue ink, appearing to be "CK", next to the name of the Superintendent.

SUBJECT: **Revised Annual Notice of Non-Discrimination Requirement**
DUE DATE: June 1, 2018

On March 19, 2018, a memo was issued in regards to two notices which have been developed by the Civil Rights Compliance Office (CRCO) in order to comply with certain Federal and State Civil Rights law, rules, regulations and/or guidelines.

The first of the two notices was entitled the "Annual Notice of Non-Discrimination and Anti-Harassment Statement", and was developed to satisfy the above compliance requirements. However, the CRCO has since revised the "Annual Notice of Non-Discrimination and Anti-Harassment Statement" (Annual Notice) to include additional language to satisfy certain civil rights laws and regulations which are required for schools that offer Career and Technical Education (CTE) programs of study. Therefore, please replace the Annual Notice issued on March 19, 2018, with the attached Annual Notice (Exhibit A). All schools should use this Annual Notice and it will replace any previous Annual Notices that have been used.

You are required to post a copy of the Annual Notice on your school's website. A link to the Annual Notice should be placed on your school's webpage (i.e., within one-click of the school's home page). If your school does not have a website, then a copy of the Annual Notice should be distributed to all students, parents/legal guardians, and employees. All schools must have a website. If you do not have a school website at this time, please contact your IT Manager for your Complex Area for technical assistance to create a website by the start of the 2018-2019 school year.

The Annual Notice must also be prominently posted in your school's office and at various locations throughout the school (i.e., on bulletin boards containing other notices).

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The Annual Notice will be included in the 2018-2019 Opening of the School Year packet that goes to all employees at the beginning of the school year. The Annual Notice will be translated into 14 languages and will be posted on the CRCO website at <http://www.hawaiipublicschools.org/ConnectWithUs/Organization/OfficesAndBranches/Pages/CRCO.aspx>

Please continue to include the "Continuous Notice of Non-Discrimination" (Continuous Notice) in any electronic or printed publications of general distribution that provide information to students, employees or applicants about the schools' services and policies, as set forth in the March 19, 2018 memo.

These notices must be posted as instructed by June 1, 2018. After that time, CRCO will monitor to assess whether schools are properly posting the notice and provide guidance and feedback as necessary.

If there are any questions regarding the instructions concerning the Annual Notice or the Continuous Notice, please contact Anne Marie Puglisi, Director for Civil Rights Compliance Office, or Rhonda Wong, Equity Specialist for Civil Rights Compliance Office, at (808) 586-3322 or via Lotus Notes.

CMK:amp
Attachment

c: Deputy Superintendent
Assistant Superintendents
Complex Area Superintendents
Superintendent Office Directors
Civil Rights Compliance Office

EXHIBIT A

Annual Notice of Non-Discrimination and Anti-Harassment Statement

The Hawaii State Department of Education (HIDOE) does not discriminate on the basis of race, sex, age, color, national origin, religion, or disability. This requirement extends to all of HIDOE's programs and activities, including employment and admissions as applicable.

For the HIDOE high schools that offer Career and Technical Education (CTE) Programs of Study in arts and communications, business, health services, industrial and engineering technology, natural resources, and public and human services, there are no admission criteria. HIDOE high schools will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs and will provide equal access to designated youth groups.

In addition, the HIDOE does not tolerate acts of harassment on the basis of race, sex, age, color, national origin, religion, or disability. Any student who believes that he or she has been subjected to harassment on the basis of race, sex, age, color, national origin, religion, or disability, is encouraged to report such harassment. Students and parents may report allegations of discrimination or harassment to the school's administrator or to the HIDOE's Civil Rights Compliance Office at the address listed below.

HIDOE is committed to conducting a prompt investigation. Support, including counseling and educational resources, will be available to students who are harassed, as well as to students found to have engaged in acts of harassment on the basis of race, sex, age, color, national origin, religion, or disability. Students found to have engaged in harassment may be disciplined, up to and including suspension or expulsion, if circumstances warrant. Students, parents, and HIDOE staff should work together to prevent harassment on the basis of race, sex, age, color, national origin, religion, or disability.

HIDOE will not tolerate retaliation for reporting discrimination and/or harassment on the basis of race, sex, age, color, national origin, religion, or disability, and will take steps to protect those who wish to report the harassment.

Please direct inquiries regarding HIDOE nondiscrimination policies to:

Section ADA/504 inquiries

Krysti Sukita, ADA/504 Specialist
Civil Rights Compliance Office
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay
crco@notes.k12.hi.us

Title VI, Title IX, and other inquiries

Anne Marie Puglisi, Director
Civil Rights Compliance Office
Hawaii State Department of Education
P.O. Box 2360
Honolulu, Hawaii 96804
(808) 586-3322 or relay
crco@notes.k12.hi.us

Inquiries concerning discrimination and/or harassment may also be referred to the Office for Civil Rights, United States Department of Education.