

Training Report: Civil Rights Compliance Coordinator

Purpose. This optional reporting form is one tool a compliance coordinator can use to ensure sufficient training and that an LEA can use to help ensure that it submits compliant responses to CPR Item 14.1.

Role of Civil Rights Compliance Coordinator

Washington requires all school districts and other local educational agencies (LEAs) to designate at least one employee to be responsible for monitoring and coordinating the LEA's compliance with state nondiscrimination laws (Chapters [28A.640](#) and [28A.642](#) RCW, and Chapter [392-190](#) WAC), and to investigate complaints alleging discrimination on the basis of sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, disability, and the use of a trained dog guide or service animal by a person with a disability. Most LEAs refer to this role as their Civil Rights Coordinator.

At a minimum, the Coordinator is responsible for:

1. Coordinating and monitoring the LEA's compliance with Washington and federal laws, regulations, and guidelines that prohibit discrimination on the basis of the protected classes listed above;
2. Overseeing prevention efforts to avoid civil rights violations from occurring;
3. Implementing the LEA's discrimination complaint procedures; and
4. Ensuring investigation of complaints alleging discrimination based on the protected classes listed above.

Note: Some of these responsibilities are concurrently held by the LEA's Title IX Officer and Section 504 Compliance Coordinator.

How to Complete This Training Report Form

The optional training report form (found on page 2) allows you to track and report trainings you have attended and resources you have reviewed to ensure sufficient training in your role as a compliance coordinator. Below are examples of how to complete the training report form:

Training Title, Provider, Location, & Date: -or- Resource Title, URL/Citation, & Date of Study:	Topics relevant to coordinator duties: <i>(e.g., Washington's protected classes, Washington's Equal Education Opportunity Law, federal nondiscrimination laws, how to conduct a discrimination investigation, preventing discrimination, gender inclusiveness, etc.)</i>
<i>Example:</i> Equity & Civil Rights Training, OSPI, ESD 114 in Bremerton, attended on 10/16/2019	Identifying and responding to discriminatory and sexual harassment; investigating and resolving complaints; preventing and addressing discrimination in student discipline; and ensuring gender-inclusive schools
<i>Example:</i> RCW 28A.642.005 – 28A.642.080 https://app.leg.wa.gov/RCW/default.aspx?cite=28A.642 Read on 10/2/2019	Washington's protected classes; prohibition on discrimination; OSPI enforcement; individual right to sue; OSPI administrative enforcement orders; transgender student policy and procedure requirement
<i>Example:</i> Preventing and Addressing Discrimination in Student Discipline https://www.k12.wa.us/sites/default/files/public/cisl/pubdocs/2019_Discipline_Equity_Guidelines_Final.pdf Read on 11/7/2019	Washington's Equal Educational Opportunity Laws: Chapters 28A.640 and 28A.642 RCW and Chapter 392-190 WAC; annual review of student discipline data; different treatment and disparate impact; root cause analysis

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<i>Example:</i> Webinar: Responding to Hate and Bias at School https://www.tolerance.org/professional-development/webinars/responding-to-hate-and-bias-at-school-0 Watched on 11/7/2019	Assessing school climate; identifying existing policies and procedures for responding to incidents of hate and bias; Learning how to draft an action plan.

Training Assurance

By completing and signing this form, I assure, to the best of my knowledge and belief, that the contents of this document are true and correct. I also assure that I am, at this time, the below-identified LEA's Civil Rights Compliance Coordinator.

LEA:
Coordinator Full Name:
Coordinator Job Title:
Coordinator Office Address:
Coordinator Phone Number:
Coordinator Email Address:
Coordinator Signature:
Date of Signature:

Have you confirmed that OSPI's [Compliance Coordinator List](#) includes the current names and contact information for your LEA's current Civil Rights Compliance Coordinator, Section 504 Coordinator, and Title IX Officer? **Yes** ☐ **No** ☐

Have you confirmed that your LEA's nondiscrimination statement accurately identifies your LEA's current Civil Rights Compliance Coordinator, Section 504 Coordinator, and Title IX Officer? **Yes** ☐ **No** ☐

Identify how you have ensured that you are prepared to execute each of the duties of your role:

Please identify in-person or online trainings in which you have participated; or other resources that you have read, watched, or listened to; that covered one or more of the topics in which a civil rights compliance coordinator must be familiar to execute the duties of the coordinator role.

OSPI lists example publications, webinars, and other resources by topic in the [Self-Guided Learning Resource List for Civil Rights Compliance Coordinators](#).

<p>In-person or online trainings: Include training title, provider, location, & date:</p> <p>-or-</p> <p>Self-training: Include resource title, URL/citation, & date of study:</p>	<p>Topics relevant to coordinator duties: <i>(e.g., Washington's protected classes, Washington's Equal Education Opportunity Law, federal nondiscrimination laws, how to conduct a discrimination investigation, preventing discrimination, gender inclusiveness, etc.)</i></p>

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NEED MORE ROWS? *You can add additional rows by clicking the plus sign to the right of the last row, by manually inserting more rows—or you can manually add additional pages to the end of this document.*

NEXT STEP FOR CONSOLIDATED PROGRAM REVIEW (CPR): *Once you have completed this form, you can upload the completed document into Program Monitor as evidence responsive to Item 14.1.B.*