Self-Guided Learning Resources: Civil Rights Compliance Coordinator

Purpose. Compliance coordinators can use this list of resources to help ensure they are sufficiently trained in the various duties of the coordinator role. This is not an exhaustive list of subjects and resources related to nondiscrimination in public schools. OSPI will periodically update this list with additional resources.

Essential Subjects	Resources
Civil Rights Laws	**Essential Resources:** ☐ OSPI Guidelines: Appendix B (Nondiscrimination Laws) ☐ Chapters 28A.640 and 28A.642 RCW ☐ Chapter 392-190 WAC ☐ Title IX of the Education Amendments of 1972 ☐ Title VI of the Civil Rights Act of 1964 ☐ Section 504 of the Rehabilitation Act of 1973 **Additional Resources:** ☐ OSPI Sample Staff Training Slide Deck (OSPI) ☐ Website for OSPI's Equity & Civil Rights Office ☐ Guidance from U.S. Dept. of Education, Office for Civil Rights (OCR)
Course and Program Enrollment Data Review	**Essential Resources:** ☐ WAC 392-190-010 ☐ CPR Guidance: Course and Program Enrollment Review (OSPI) **Additional Resources:** ☐ OCR Dear Colleague Letter on Gender Equity in Career and Technical Education
Discipline Data Review	**Essential Resources:** ☐ WAC 392-190-048 ☐ CPR Resources: Student Discipline Review (OSPI) ☐ Equity in Student Discipline (OSPI) ☐ OSPI Guidelines: Preventing and Addressing Discrimination in Student Discipline (OSPI) **Additional Resources:** ☐ Code of Conduct: A Guide to Responsive Discipline (TT) ☐ Webinar: Code of Conduct: A Guide to Responsive Discipline (2015 - TT) ☐ Dress Coded: Black Girls, Bodies, and Bias in D.C. Schools (2018, NWLC) ☐ Dress Coded II (2019, NWLC) ☐ Girlhood Interrupted: The Erasure of Black Girls' Childhood (2017 - GULC) ☐ End Adultification Bias (2019, GULC) ☐ Video: End Adultification Bias (2019, GULC) ☐ Listening to Black Women and Girls: Lived Experiences of Adultification Bias (2019, GULC)

Essential Subjects	Resources

Discrimination Complaint Procedures	**Essential Resources:**
	☐ Info Sheet: Complaints About Discrimination (OSPI)
	☐ Mandatory Complaint & Appeal Procedures:
	    1. Complaint to district │ WAC 392-190-065
	    2. Appeal to school board │ WAC 392-190-070
	    3. Complaint to OSPI │ WAC 392-190-075
	    4. Mediation │ WAC 392-190-0751
	☐ LEA Policies & Procedures:
	    o *Student* nondiscrimination policy & procedure (WSSDA's 3210 & 3210P, or equivalents)
	    o *Employee* nondiscrimination policy & procedure (WSSDA's 5010 & 5010P, or equivalents)
	    o *Student* sexual harassment policy & procedure (WSSDA's 3205 & 3205P, or equivalents)
	    o *Employee* sexual harassment policy & procedure (WSSDA's 5011 & 5011P, or equivalents)
	☐ Record Retention Requirements From Washington's Secretary of State:
	    o Local Government Common Records Retention Schedule (CORE)
	    o School Districts & ESDs Records Retention Schedule

Discriminatory & Sexual Harassment	**Essential Resources:** ☐ Discriminatory Harassment (OSPI) ☐ Sexual Harassment (OSPI) ☐ OSPI Guidelines: Discriminatory Harassment ☐ OSPI Guidelines: Sexual Harassment ☐ OSPI Guidelines: Appendix E (Investigation Tips and Techniques) ☐ OCR Dear Colleague Letter: Revised Sexual Harassment Guidance ☐ OCR Dear Colleague Letter: Q&A on Campus Sexual Misconduct ☐ OCR Dear Colleague Letter Regarding Discriminatory Harassment ☐ OCR Dear Colleague Letter Regarding Race & National Origin Discrimination (OCR) **Additional Resources:** ☐ Responding to Hate and Bias at School (2017, TT) ☐ Hate at School Report (2018, TT) ☐ Let Her Learn: A Toolkit to Stop School Pushout for Girls Who Have Experienced Sexual Harassment (2018, NWLC) ☐ Webinar: Responding to Hate and Bias at School (2017, TT/NEA)
Employment	**Essential Resources:** ☐ Affirmative Action Plans and Policies (OSPI) ☐ OSPI Guidelines: Employment Discrimination and Affirmative Action ☐ OSPI Guidelines: Appendix C (Sample Utilization Analysis and Goals for Affirmative Action Plans) **Additional Resources:** ☐ Washington State Human Rights Commission ☐ U.S. Equal Employment Opportunity Commission

Essential Subjects	Resources
Gender Inclusion	**Essential Resources:** ☐ WSSDA's gender-inclusive schools policy and procedure (3211 & 3211P) ☐ LEA's gender-inclusive schools policy and procedure (3211 & 3211P, or equivalent) ☐ Gender Identity and Expression in Schools (OSPI) **Additional Resources:** ☐ Schools in Transition: A Guide for Supporting Transgender Students in K-12 Schools (NCLR & Gender Spectrum) ☐ Pronouns: A Resource for Educators (GLSEN) ☐ Game Plans: PE Teachers, Coaches, Administrators & Parents (GLSEN) ☐ Webinar: Discussing Gender in the Classroom (2016, TT & Gender Spectrum) ☐ Video: PUSHOUT Film Learning Module 1: Trans & Non-Binary Youth (2019, GULC)
Instructional Materials	**Essential Resources:** ☐ WAC 392-190-055 ☐ Reviewing Instructional Materials for Bias (OSPI) ☐ OSPI Guidelines: Textbooks & Instructional Materials **Additional Resources:** ☐ Webinar: Identifying Bias and Perspective When Teaching About The Civil Rights Act Of 1964 (2017, TT)
Language Access	**Essential Resources:** ☐ LEA's language access plan, policy, and procedure ☐ Schools' Civil Rights Obligations to EL Students and LEP Parents (OCR) ☐ Factsheet for LEP Parents & Their Schools (OCR) ☐ Ensuring EL Students Can Participate Meaningfully & Equally (OCR) ☐ OSPI Guidelines: Students with Limited English Proficiency ☐ OSPI Guidelines: Translation and Interpretation Services ☐ Language Access, Interpretation, & Translation Resources (OSPI) **Additional Resources:** ☐ 2018 Serving ELL Students and Families (TT)
Procedural Requirements	**Essential Resources:** ☐ OSPI Guidelines: Procedural Requirements ☐ OSPI Guidelines: Appendix D (Checklist of Procedural and Reporting Requirements) ☐ OSPI Guidelines: Appendix E (Investigation Tips and Techniques) ☐ LEA's Nondiscrimination Statement ☐ Notification Requirements (OSPI)
Notice Requirements	**Essential Resources:** ☐ LEA's Nondiscrimination Statement ☐ Notification Requirements (OSPI)

Essential Subjects	Resources
Religion	**Essential Resources:** ☐ Religion In Schools (OSPI) ☐ OSPI Guidelines: Religious Discrimination

Reporting Requirements	**Essential Resources:**
	☐ Reporting to LEA Administration & OSPI:
	   o WAC 392-190-065(5)
	   o WAC 392-190-070(3)

Training	**Essential Resources:** ☐ WAC 392-190-020 ☐ WAC 392-190-057 ☐ WAC 392-190-058 ☐ OSPI Sample Staff Training Slide Deck (OSPI) **Additional Resources:** ☐ Secure Website: Trauma-Informed Schools Learning Network for Girls of Color (GULC)

Related Topics

Study Topics	Related Resources
Cultural Competency	☐ Secure Website: Trauma-Informed Schools Learning Network for Girls of Color (GULC)
Religious Diversity	☐ Webinar: Religious Diversity In The Classroom: Applications For Elementary Educators (2014 TT) ☐ Webinar: Religious Diversity In The Classroom: Applications For Middle Level Educators (2015, TT)
Responding to Discrimination in Schools	☐ Webinar: Discussing Race, Racism and Other Difficult Topics with Students (2017, TT) ☐ Webinar: Speak up at School (2017, TT) ☐ Video: Responding to Black Survivors of Sexual Violence (2019, GULC)