



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

OFFICE OF THE SUPERINTENDENT

March 19, 2018

**ACTION REQUIRED**

TO: Principals (All)

FROM: Dr. Christina M. Kishimoto  
Superintendent

A handwritten signature in blue ink, likely belonging to Dr. Christina M. Kishimoto.

SUBJECT: **Notices of Non-Discrimination Requirement**  
**DUE DATE: June 1, 2018**

This memo is written 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. Specifically, these notices satisfy the compliance requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title II of the Americans with Disabilities Act of 1990.

**Annual Notice of Non-Discrimination and Anti-Harassment Statement**

The CRCO developed the "Annual Notice of Non-Discrimination and Anti-Harassment Statement" ("Annual Notice"), in order to satisfy the above compliance requirements. (See Exhibit A). You are required to post a copy of the Annual Notice on your school's website. 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 at this time, please contact your IT Manager for the 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). This Annual Notice supersedes the prior Notice of Non-Discrimination and Anti-Harassment Statement.

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 page at

<http://www.hawaiipublicschools.org/ConnectWithUs/Organization/OfficesAndBranches/Pages/CRCO.aspx>.

**Continuous Notice of Non-Discrimination**

The CRCO also developed the “Continuous Notice of Non-Discrimination” (“Continuous Notice”), in order to satisfy the above compliance requirements. (See Exhibit B). The notice must be included in any electronic or printed publications of general distribution that provide information to students, employees or applicants about the schools’ services and policies, including, but not limited to:

- Announcements;
- Bulletins;
- Catalogs;
- Student planners;
- School handbooks;
- Registration documents; and
- Application forms (if applicable).

This should be done on a continuous basis throughout the school year. Inserts or stickers may be used pending reprinting of the above materials and publications.

**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  
Attachments (2)

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.

The HIDOE will not tolerate retaliation for reporting discrimination, and will take steps to protect those who wish to report discrimination. Any inquiries concerning discrimination may be referred to the HIDOE’s Civil Rights Compliance Office or to the Office for Civil Rights, United States Department of Education, within 180 days of the date of the alleged discriminatory conduct.

The HIDOE does not tolerate acts of harassment on the bases 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 bases of race, sex, age, color, national origin, religion, or disability, is encouraged to report such harassment.

- Students and parents may report allegations of harassment by an employee to the HIDOE’s Civil Rights Compliance Office at the address listed below, within 180 days of the date of the alleged harassment.
- Any student or parent who believes another student at their school is engaging in harassment should report allegations to the school’s administrator.

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 bases of race, sex, age, color, national origin, religion, or disability. Students found to have engaged in harassment may be disciplined, including if circumstances warrant, suspension or expulsion. Students, parents, and HIDOE staff should work together to prevent harassment on the bases of race, sex, age, color, national origin, religion, or disability.

HIDOE will not tolerate retaliation for reporting harassment on the bases 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:

### ADA/Section 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

**EXHIBIT B**

**Continuous Notice of Non-Discrimination**

The Hawaii State Department of Education (HIDOE) and its schools do not discriminate on the basis of race, sex, age, color, national origin, religion, or disability in its programs and activities. Please direct inquiries regarding HIDOE nondiscrimination policies as follows:

**ADA/Section 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**

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