



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

OFFICE OF THE SUPERINTENDENT

May 29, 2020

**ACTION REQUIRED**

TO: Principals (All)

FROM: Dr. Christina M. Kishimoto  
Superintendent

A blue ink signature of Dr. Christina M. Kishimoto.

SUBJECT: **Revised Annual Notice of Non-Discrimination Requirement**  
**DUE DATE: September 4, 2020**

This memorandum is written in regards to two notices which have been developed by the Civil Rights Compliance Branch ("CRCB") 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 CRCB developed the "Annual Notice of Non-Discrimination and Anti-Harassment Statement" (Annual Notice), in order to satisfy the above referenced compliance requirements. (See Exhibit A). The Annual Notice has also been translated into 14 languages. You are required to post a copy of the Annual Notice and its translations on your school's website.

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). Please keep a copy of the Annual Notice and its translations at your school's front desk, in case parents request a copy. The attached Annual Notice includes updated contact information and replaces the prior Annual Notice, which was issued on July 8, 2019.

The Annual Notice will be included in the 2020-2021 Opening of the School Year packet that goes to all employees at the beginning of the school year.

**Continuous Notice of Non-Discrimination**

The CRCB 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
- Application forms (if applicable)

This should be done on a continuous basis throughout the school year. The attached Continuous Notice has been updated and replaces the prior Continuous Notice, which was issued on July 8, 2019. Therefore, please include the attached Continuous Notice in any future electronic or printed publications.

**These notices must be posted as instructed by September 4, 2020. Please return the attached Publication Confirmation by September 4, 2020.** After that time, CRCB 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 Beth Schimmelfennig, Director for the Civil Rights Compliance Branch, or Rhonda Wong, Civil Rights Compliance Specialist for the Civil Rights Compliance Branch, at (808) 586-3322 or via email at [beth.schimmelfennig@k12.hi.us](mailto:beth.schimmelfennig@k12.hi.us) or [rhonda.wong@k12.hi.us](mailto:rhonda.wong@k12.hi.us).

CMK:bs  
Attachments

c: Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Civil Rights Compliance Branch