



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
KA 'OIHANA HO'ONA'AUAO  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

July 14, 2023

**ACTION REQUIRED**

TO: Principals (All)

FROM: Sean Bacon   
Sean Bacon (Jul 14, 2023 16:22 HST)  
Assistant Superintendent

SUBJECT: **Annual Notice of Non-Discrimination Requirement**  
**DUE DATE: Friday, September 8, 2023**

This memorandum is written regarding two notices developed by the Civil Rights Compliance Branch (CRCB) to comply with certain Federal and State Civil Rights laws, 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. The attached Annual Notice and its translations have been updated. (See Exhibit A).

Therefore, please post a copy of the attached Annual Notice and its translations on your school's website. It 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 Annual Notice is also included in the 2023-2024 Opening of the School Year packet that goes to all employees at the beginning of the school year.

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Continuous Notice of Non-Discrimination

The CRCB also developed the "Continuous Notice of Non-Discrimination" (Continuous Notice) to satisfy compliance requirements. The attached Continuous Notice has been updated. (See Exhibit B).

Therefore, please include the attached Continuous Notice in any electronic or printed publications of general distribution that provide information to students, employees, or applicants about the school's 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.

These notices must be posted as instructed by Friday, September 1, 2023. Please return the attached Publication Confirmation (See Exhibit C) by **Friday, September 8, 2023**. After that time, the 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 CRCB, via email at [beth.schimmelfennig@k12.hi.us](mailto:beth.schimmelfennig@k12.hi.us), or Rhonda Wong, Civil Rights Compliance Specialist for the CRCB, via email at [rhonda.wong@k12.hi.us](mailto:rhonda.wong@k12.hi.us), or via phone at (808)784-6325.

SB:bs  
Attachments (3)

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