

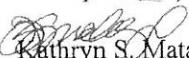


STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

**ACTION REQUIRED  
ANNUAL MEMO**

September 30, 2016

TO: Principals (All)  
FROM:   
Kathryn S. Matayoshi  
Superintendent

**SUBJECT: Notice of Non-Discrimination and Anti-Harassment Statement**

This memo is written in regards to the Notice of Non-Discrimination and Anti-Harassment Statement ("Notice"), which was developed by the Civil Rights Compliance Office ("CRCO"), in order to comply with certain Federal and State Civil Rights laws, rules, regulations and/or guidelines. The Notice needs to be disseminated to all students, parents, and employees. Therefore, please find attached a copy of the English version of the Notice, as well as, copies of the translated versions of the Notice in fourteen different languages.

Please post a copy of the Notice and its translations on your school's website. A link to the Notice should be placed on your school's homepage. We believe that the dissemination requirement can be satisfied, by placing it on your school's webpage.

If your school does not have a website, then please print and send home a copy of the Notice to all parents/guardians with each student. If one of your students has limited English language skills, or you know that the student's parent/guardian has limited English language skills, then distribute a copy of the translated Notice to the student in his/her language and/or the parent/guardian's language. Please also print and provide a copy of the Notice to each staff and faculty member. If one or your staff or faculty members has limited English language skills, then distribute a copy of the translated Notice to that staff or faculty member in his/her language.

Please also keep a hard copy of the Notice and its translated versions at your school's front desk. If you have any questions, please contact Acting Director Beth Schimmelfennig or Civil Rights Compliance Specialist Rhonda Wong at 586-3322 or via Lotus Notes.

Thank you for your assistance.

KSM:BS:rw

Attachment

c: Deputy Superintendent  
Complex Area Superintendents  
Civil Rights Compliance Office

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

### **Notice of Non-Discrimination**

The Hawaii State Department of Education (“HSDOE”) does not discriminate on the basis of race, sex, age, color, national origin, religion, or disability. This requirement extends to all of HSDOE’s programs and activities, including employment and admissions as applicable.

The HSDOE 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 HSDOE’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.

### **Anti-Harassment Statement**

The HSDOE 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 HSDOE’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.

HSDOE 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 HSDOE staff should work together to prevent harassment on the bases of race, sex, age, color, national origin, religion, or disability.

HSDOE 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.

#### Contact Information:

Director  
Civil Rights Compliance Office  
Hawaii State Department of Education  
P.O. Box 2360  
Honolulu, Hawaii 96804  
(808) 586-3322 or relay