


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

OFFICE OF TALENT MANAGEMENT

January 27, 2025

**ACTION REQUIRED**

TO: Principals (All)

FROM: Sean Bacon   
Sean Bacon (Jan 27, 2025 13:00 HST)  
Assistant Superintendent

SUBJECT: Annual Notice of Non-Discrimination Requirement  
DUE DATE: Friday, February 28, 2025

This memorandum is written regarding two (2) 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, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973.

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).

In the past, a copy of the Annual Notice and its translations needed to be posted on your school's website. However, it has come to our attention that there are older versions of the Annual Notice on various schools' websites. Therefore, in order to assure that each school has the most recent Annual Notice posted, we are asking that you please delete any and all previous versions of the Annual Notice from your school's website. In lieu of schools posting the Annual Notice on their school websites, we are requesting that schools post a hyperlink to the CRCB website where the Annual Notice will be posted. This hyperlink should be titled "Annual Notice of Non-Discrimination," and it should be posted in the header of your official school homepage. Please use the following website to hyperlink to CRCB's website:

<https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/Pages/CRCO.aspx>

We will maintain the most updated version of the Annual Notice and its translations on the CRCB website. By posting a hyperlink to the CRCB's website, we can assure that each school is providing the public with the most up to date version of the Annual Notice.

The Annual Notice must also be posted 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.

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 is a shorter notice and 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 and newsletters
- Catalogs
- Student planners
- School handbooks, including activity or program specific handbooks
- Registration documents
- Application forms (if applicable)
- Recruiting materials
- Scholarship boards, binders, or webpages

This should be done on a continuous basis throughout the school year.

These notices must be posted as instructed by Friday, February 28, 2025. Please return the attached Publication Confirmation (See Exhibit C) by Friday, March 14, 2025. After that time, the CRCB will monitor to assess whether schools are properly posting the hyperlink to the Annual Notice and provide guidance and feedback as necessary.

Should there be 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 Superintendents  
Assistant Superintendents  
Complex Area Superintendents  
Civil Rights Compliance Branch