

## NOTICE TO PARENTS REGARDING CIVIL RIGHTS SURVEY

**Dear Parent or Guardian,**

**What?** The Hawaii State Department of Education (HDOE) is planning to administer a survey (approximately 16 questions) to students, grades 5 through 12, about their experience with harassment in their school.

**Why?** The survey was developed by the U. S. Department of Education, Office for Civil Rights (OCR), to obtain information about how well the HDOE schools are doing to prevent, address, and eliminate harassment of students based on their race, color, national origin, sex/gender, and disability. OCR enforces federal laws that prohibit discrimination and that protect students from harassment under **Title VI of the Civil Rights Act of 1964** (race, color, national origin), **Title II of the Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973** (disability) and **Title IX of the Education Amendments Act of 1972** (sex/gender). The survey will provide HDOE and OCR with valuable information to help make schools safe for all students.

**When?** HDOE plans to administer the survey online during the school day, in September or October of 2014. HDOE and OCR anticipate that most students will be able to complete the survey in less than 30 minutes and that there will be minimal impact on student learning time.

**How?** The survey will be administered online electronically at the school, on school computers.

**What if my student needs help completing the survey?** Students with disabilities or with limited English language proficiency, who require assistance in completing the survey will be provided that assistance by the school. HDOE staff will be available during the survey administration to answer questions that may come up about the survey.

**What about the Privacy Rights of my student?** No personally identifying information about your student will be collected during the survey. Students will not be asked to provide their name, their parents' names, address, phone number, or any other information from which they could be personally identified.



**What if I do not want my student to participate in the survey?** Parents may "opt out" of the survey by notifying the Principal in writing, prior to administration of the survey.

**What if I have questions about the survey or about harassment?** If you have questions about the survey or about the responsibilities of your child's school regarding harassment on the basis of race, national origin, sex or disability, or if you are not sure you want your student to participate in the survey, you may contact OCR representatives at:

Paul Goodwin, phone – 206-607-1612, email – [paul.goodwin@ed.gov](mailto:paul.goodwin@ed.gov)

Tim Sell, phone – 206-607-1639, email – [timothy.sell@ed.gov](mailto:timothy.sell@ed.gov)

U.S. Department of Education  
Office for Civil Rights  
Jackson Federal Building,  
915 2<sup>nd</sup> Avenue, Room 3310  
Seattle, Washington 98174-1099