



District Advisory Council (DAC) 2022-2023

Thursday, February 9th, 2023

6:00 – 8:00 p.m.

Howell Center, 3955 W. Pensacola Street

	What	Who	Outcome
1.	Welcome and Introductions	Dr. Michelle Gayle, Deputy Superintendent	
2.	Superintendent's Welcome	Superintendent Rocky Hanna	
4.	Approval of Agenda	Jacquelyn Steele Chair	Vote
5.	Approval of Minutes (January 2023)	Jacquelyn Steele Chair	Vote
6.	SDAC Updates	Amaya Waymon Hudson Taylor	Information
7.	Academic Services Updates and Textbook Adoptions	Billy Epting Assistant Superintendent And Shane Syfrett, Director, Professional Learning & Curriculum Services	Information
8.	Best Practices: Adult & Community Education	Reginia Browning, Director, Adult & Community Education	Information
9.	Calendar Survey	Dr. Michelle Gayle, Deputy Superintendent	Information/ Vote
10.	<p>Policy 1122 Nondiscrimination and Equal Employment Opportunity Owner: Deanna McAllister</p> <p>Policy 3122 Nondiscrimination and Equal Employment Opportunity Owner: Deanna McAllister</p> <p>Policy 4122 Nondiscrimination and Equal Employment Opportunity Owner: Deanna McAllister</p> <p>Policy 2431.05 Athletic Injuries Prevention and Treatment Program Owner: Scott Hansen</p> <p>Policy 2450 Adult and Community Education Owner: Shelly Bell & Regina Browning</p>	Wallace Knight Policy Director	Information/ Vote



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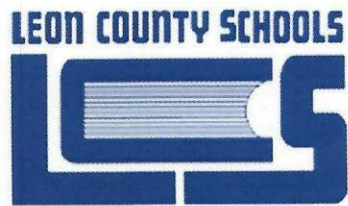
	<p>Policy 5520 Disruptions of Schools and School- Sponsored Activities Owner: Scott Hansen</p> <p>Policy 8800 Religious/Patriotic Ceremonies and Observances Owner: Scott Hansen</p>		
11.	SAC Questions	Jacquelyn Steele Chair	Information
12.	Chair Comments/ Wrap- up on Issues	Jacquelyn Steele Chair	Information
	Adjourn		

**Please note that one or more Board members may attend this meeting.*

Next Meeting: March 9th, 2023



Wishing
You a Happy
Presidents'
Day



Topics of Discussion

	Topics to be discussed
1.	Growth in Tallahassee
2.	Safety & Security
3.	Early Learning
4.	ESE / ESE Transitions
5.	School Calendars 2023-2024 2024-2025 2025-2026
6.	Title 1
7.	Textbook Adoptions
8.	Policy & Procedures (ongoing)
9.	Adult and Community Education
10.	Curriculum (ongoing)
11.	Sports
12.	Extra Curriculum
13.	Parental Engagement
14.	School Choice
15.	Mental Health (ongoing)
16.	Star Metro
17.	
18.	
19.	

Thursday, January 5, 2023

In Person Meeting 6:00 p.m. – 8:00 p.m.

- I. **Schools/Members Attending:** Jacquelyn Steele (Chair/Conley), Damaris Barrios (Vice Chair/Desoto Trail) Jennifer Hirst (Secretary/Pineview), Christine Epps (ACE), Susan Walden (Academic Services), Katerina Bradwell (Astoria Park), Brenetta Lawrence (Bond), Jamie Holloman (Buck Lake/Ft. Braden/Godby/SAIL/Swift Creek/Lincoln), Kasey Kirkland (Business Services), Mona Davis (Canopy Oaks), Richard Holmes (Chaires), Christy Worley (Chiles), Gillian Stewart Gregory (Cobb), Jamie Matthews (Deerlake), Linzee Buck (Early Childhood), Cathy Shields (ESE), Cheryl Collier-Brown (Fairview/Griffin), Erica Stelter (Ft. Braden), Desmond Cole (Godby), Jane Floyd-Bullen (Gretchen Everhart), Susan May (Griffin), Bomani Mustapha (Hartsfield), Teresa Horn (Killearn Lakes), Latanya Peterson (LCSB: Darryl Jones), Dr. Willie Williams (LCSB: Darryl Jones), Desiree Ncube (LCSB: Laurie Cox), LaShawn Gordon (LCSB: Marcus Nicolas), Melford Sims (LCTA/Lively), Rebecca Schultz (Montford), Andreka Rittman (Nims), Sandra Alber (Oak Ridge), Marcus Scott (RAA), Robert Amstutz (Rickards/Hartsfield), Johnitta Wells (Rickards), Leah Hutchins (Riley), Ivory Gabriel (Ruediger), Shannon Davis (Sabal Palm), Cara Stoutmire (Sabal Palm), Hudson Taylor (SDAC), Amaya Waymon (SDAC), Susan Jones (Springwood), Delton Chambers (Success Academy Second Chance), Michele Keltner (Superintendent Appointee), Todd Lanter (Superintendent Appointee), Joseph Burgess (Superintendent Appointee), Regina Browning (Superintendent Appointee), Amy Hartman (Swift Creek), April Knight (Title I), Margaret Anderson (WT Moore),
- II. **Visitors/District Staff:** Rocky Hanna (Superintendent), Dr. Michelle Gayle (District), Stacey Turknett (District), Marcus Nicolas (School Board), Tonya Matthews (All), Brett Shively (District), Terri Anderson (District), Alan Cox (District), Wallace Knight (District), Kaitlyn Peterson (All), Ashley Anderson (All), Karen Boebinger (Grandparents as Parents)
- III. **Excused Members:** Shayla Lightfoot-Brown (Apalachee), Kandra Bryant-Rogers (Canopy Oaks), Nathaniel Wienert (Desoto Trail), Chris Chaback (Hawks Rise/Chiles/Deer Lake), Keith Berry (Leon), Tracy Propp (LCTA/Cobb), Andrea LeBeaud (LCVS/ACE Transitions), Jennifer Peavy (Lincoln), Andrew Thomas (Rickards), Inika Williams(Roberts), Shayla Cole (Sealey/Godby), Nena Parnell (Sealey), Julie Lawson (Sullivan), Roshanna Beard (Woodville), Jessica Smith (WT Moore), Scott Whittle (TIS), Grace Holley (LCVS/ACE Transitions), Kelly O'Rourke (Chiles), Phillip Bryant (Riley)
- IV. **Words from Superintendent:** A welcome into the new year. An update from the district is that there are still some cases of Covid however, it is getting better. We are still working and trying to mitigate the effects and impacts of Covid. The district is still working on graduation rates and students catching up on courses for graduation as a result of Covid, Additionally, mental health for all is still a priority. There is a continuation to increase pay for all employees. The minimum wage has been increased from \$11 to \$15 an hour. Superintendent Hanna will be meeting with Rep. Simon to discuss education initiatives.

- V. **Words from Marcus Nicolas:** Mr. Nicolas is now District 5 Representative. He had previously been coming to DAC as a representative of Darryl Jones. Mr. Nicolas is very appreciative of all that we do for DAC. Mr. Nicholas wants to meet and collaborate with Jacquelyn Steele to share ideas.
- VI. **Approval of Minutes:** Motion made by Cheryl Collier-Brown with a second by Latanya Peterson. Motion was approved.
- VII. **Approval of Agenda:** Motion made by Cheryl Collier-Brown with a second by Latanya Peterson. Motion was approved.
- VIII. **SDAC:** The update for the Longest Table event was a great turnout. There was more people to attend than was expected. There were good connections made and it was a very diverse group that included students and adults. DAC members commended SDAC for the publicity and the resulting turnout.
- IX. **School Choice (Jamie Holleman):** School choice started on 1/4/23 and will run through 3/1/23. The advertisements have already started on social media. There will be approximately 6,000 requests will come in and families can apply online. School choice will be done on a lottery system. It is not first come first serve. Parents can apply even if students are not registered. If school choice is already in use for one child and another enters public schools they will also be granted school choice but they still have to apply. Transportation is not provided for school choice.
- X. **Mental Health (Ashley Anderson):** Every school has a Threat and Suicide Risk team and it is their duty to investigate each and every time a person communicates a threat to harm themselves or others. All staff members should report any information immediately to admin or their designee. There are 3 additional ways to report a threat or concern and they are by phone (850-922-kids or 850-922-5437), by email at 922kids@leonschools.net, or FortifyFL Tips - <https://www.getfortifyfl.com/Tip.html>. Suicide assessment is a problem solving approach to suicide prevention that involves assessment and intervention with student who have threatened suicide or harm to themselves. The multidisciplinary team consists of an administrator, mental health staff, licensed mental health professional, and law enforcement. HB142 requires that LCS and MRT adopt the same Suicide Assessment tool (MRT was already using Columbia). When responding to low or no risk assessment the parents should be notified to discuss a response plan to include services for the student. When responding to moderate or high-risk assessments the team will likely contact a mental health professional or law enforcement to complete a Baker Act Evaluation. Anyone can contact mental health professionals for any person. The mobile response team is available to anyone 24/7 and can be reached at (800) 324-0774. If an assessment results in a Baker Act then the administrator or designee should contact the parent/guardian and summarize the reason for the interview and the results. The guardian must be notified prior to the student being removed from the school, unless such notification might jeopardize the health and safety of the student. (notification can be delayed up to 24 hours) Student ID cards for grades 6-12 should include the national suicide prevention lifeline: 988, See Something, Hear Something, Say Something: 850-922-KIDS, Florida Fortify: www.getfortifyfl.com, Apalachee Mobile Response Team 24/7: (800)342-0774. LCS must have 80% of all staff trained in Youth Mental Health First Aid, the youth suicide awareness and prevention training.

adopted by FLDOE. All LCS staff are required to complete 2 hours of online self-paced Suicide Awareness and prevention training every 3 years.

- XI. Policies:** On 12/23/22 policies were approved for review by the board. The policies that were reviewed by DAC, will be placed on the agenda for the February 28th school board meeting for a public hearing and approval. **1600** – establishing job classification for HR coordinator. This was already approved and only brought up as informational purposes only. **5630.01** – Seclusion and restraint with disabilities. Seclusion rooms are not to be used at all. Restraints are only for immediate and dangerous behaviors. Motion by Johnitta Wells and seconded by Cheryl Collier-Brown. Motion approved. **2522** – Challenges to adoption or use of instructional, library, or reading list materials. Motion by Cheryl Collier-Brown and seconded by Latanya Peterson and Gillian Gregory. Motion approved. **5330** – use of medication. Administration/plan of medical marijuana distribution. Medication can only be given by a caregiver and not any school personnel. Non-smoking options only. Motion made by Cheryl Collier-Brown and seconded by Johnitta Wells. Motion was approved. **5350** – student suicide prevention, awareness, and screening. Motion made by Cheryl Collier-Brown and seconded by Dr. Marcus Scott. Motion was approved however, there were 3 Nays. **2520** – selection of and adoption of instructional materials. This includes media specialists and supplemental materials. Motion made by Cheryl Collier-Brown and seconded by Gillian Gregory. Motion was approved. **5320 and 5325** – immunization and school entry health examination. Motion was made by Johnitta Wells and seconded by Cheryl Collier-Brown. Motion was approved. **5330.03** – use of medical marijuana/low THC Cannabis by qualified students. Staff cannot administer. Motion made by Cheryl Collier-Brown and seconded by Dr. Marcus Scott. Motion was approved. **8405** – School safety and security. Motion made by Cheryl Collier-Brown and seconded by Damaris Barrios. This is for revisions and added language because of new laws. Motion was seconded. **5330.01** – Self-administered medication. This is in reference to an Epi-Pen. Motion made by Cheryl Collier-Brown and seconded by Gillian Gregory. Motion was approved. **2111** – parent and family involvement in the school program. Motion made by Dr. Marcus Scott and seconded by Damaris Barrios. Motion is approved with 1 Nay.
- XII. SAC:** please make sure we are all sharing with our SAC members.
- XIII. Wrap-up:** In regards to graduation rates there is a flyer that was given out to share with families for the ACT Prep Bootcamp.



Book	Policy Manual
Section	1000 Administration
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1122
Status	
Legal	<p>F.A.C. 6A-10.081</p> <p>38 U.S.C. 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act</p> <p>42 U.S.C. 12112, Americans with Disabilities Act of 1990</p> <p>42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act</p> <p>29 U.S.C. 701 et seq., Rehabilitation Act of 1973</p> <p>29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967</p> <p>F.S. 110.1221, 250.481, 760.01, 760.10, 1000.05</p> <p>20 U.S.C. 1681 et seq., Title IX</p> <p>42 U.S.C. 2000e, et seq., Civil Rights Act of 1964</p> <p>29 C.F.R. Part 1635</p>
Adopted	September 4, 2012

1122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

I. General Statement

~~Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. As such~~ The School Board ~~does~~ will not discriminate ~~nor tolerate harassment in its educational programs or activities~~ on the basis of race ~~(including anti-Semitism [as defined in Bylaw 0100]), ethnicity,~~ color, national origin, sex ~~(including sexual orientation, gender status, or gender identity),~~ disability ~~(including HIV, AIDS, or sickle cell trait),~~ pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "Protected Classes"). ~~In addition, the Board will not discriminate nor tolerate harassment in its educational programs or activities, including employment opportunities on the basis of sexual orientation or gender identity.~~

The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction, or other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination also occurs when any student or employee is subjected to training or instruction that is unlawful under F.S. 1000.05.

Such prohibited activities include espousing, promoting, advancing, inculcating, or compelling employees or students to believe the following:

- Members of one (1) race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.
- A person, by virtue of his/her race, color, national origin, or sex is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- A person's moral character or status as either ~~being~~ privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.
- Members of one (1) race, color, national origin, or sex cannot or should not attempt to treat others without respect to race, color, national origin, or sex.

- E. A person, by virtue of their race, color, national origin, or sex bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.
- F. A person, by virtue of their race, color, national origin, or sex should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.
- G. A person, by virtue of their race, color, national origin, or sex bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions committed in the past by other members of the same race, color, national origin, or sex, in which the person played no part.
- H. Such virtues as merit, excellence, hard work, fairness, neutrality, objectivity, and racial colorblindness are racist or sexist, or were created by members of a particular race, color, national origin, or sex to oppress members of another race, color, national origin, or sex.

These prohibited activities should not be construed to exclude discussion of the concepts listed therein as part of a larger course of training or instruction, provided such training or instruction is given in an objective manner without endorsement of the concepts.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

Further, nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

II. Definitions

Words used in this policy shall have those meanings defined herein: words not defined herein shall be construed according to their plain and ordinary meanings.

"Complainant" is the individual who alleges, or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

"Respondent" is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

"School District Community" means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

"Third Parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holiday(s)).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine fitness of the person to perform any such duty as listed above.

III. District Compliance Officer(s)

The ~~S~~superintendent shall appoint ~~a~~ compliance officer(s) whose responsibility it will be to require that Federal and State regulations are complied with and that any inquires or complaints are dealt with promptly in accordance with law. The ~~superintendent~~ ~~S/He~~ shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

A. Compliance Officer(s)

The superintendent designates the following persons to serve as the District's "Compliance Officer(s)" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs"):

The COs shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator.

Deana McAllister

Assistant Superintendent, Employee Relations~~Labor~~ and School Management
(850) 487-7193
2757 W. Pensacola Street,
Tallahassee, FL 32304
mcallisterd@leonschools.net

Tonja Fitzgerald
Director, Support Services and Mental Health
(850) 487-7309
2757 W. Pensacola Street,
Tallahassee, FL 32304
fitzgeraldt@leonschools.net

B. Section 504 Compliance Officer/ADA Coordinator

Jennifer Benton
504 Specialist
(850) 487-7317
3955 W. Pensacola Street,
Tallahassee, FL 32304
bentonj@leonschools.net

C. Title IX Coordinator

Wallace Knight
Director, Labor, Policy/~~and~~ Planning, and Compliance ~~Title IX~~
2757 W. Pensacola Street,
Tallahassee, FL 32304
(850) 487-7210

D. Publication Required

The name(s), title(s), and contact information of this/these individual(s) will be published annually.

IV. Complaint Procedures

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. Nothing contained in this policy is intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations ("FCHR"), or the Equal Employment Opportunity Commission ("EEOC").

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the OCR, FCHR, or EEOC.

Internal complaints must be in writing and identify the specific circumstances or areas of dispute that have given rise to the complaint and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below.

V. Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination that is prohibited in this policy. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR, FCHR, or EEOC.

- A. An employee with a complaint based on alleged discrimination may first discuss the problem with the compliance officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, by signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the compliance officer for good cause.
- C. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations,

affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent.

- D. The Superintendent will, within (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.
- E. The Superintendent will render their decision within ten (10) days of the hearing.
- F. The employee may be represented, at their own cost, at any of the above-described meetings/hearings.
- G. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

VI. Filing a Complaint with OCR/FCHR/EEOC

At any time, if an employee believes that they have been subjected to unlawful discrimination, the individual may file a complaint with the OCR, FCHR, or EEOC.

~~As required by the Florida Department of Education, the Superintendent shall submit the annual equity report regarding the District's employment practices.~~

Privacy

~~All matters involving grievances and complaints shall respect individual privacy and remain confidential consistent with the Federal and State law.~~

VII. Retaliation

~~This policy prohibits retaliation or reprisal by anyone~~ against a person who makes a report or ~~for~~ filing a complaint alleging unlawful discrimination/retaliation or, ~~for participating as a witness in the an investigation is prohibited. of a complaint, or for serving as a witness.~~ Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

VIII. Training

The compliance officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

IX. Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the District, and published in the District's recruitment statements or general information publications as required by Federal and State law and this policy.

X. Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting ~~on~~ investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;

- B. narratives of all verbal reports/allegations/complaints/statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- E. written witness statements;
- F. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- G. all documentary evidence;
- H. e-mails, texts, or social media posts pertaining to the investigation;
- I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- J. written disciplinary sanctions issued to students or employees and narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- K. dated written determinations to the parties;
- L. dated written descriptions of verbal notifications to the parties;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. document any supportive measures offered and/or provided to the Complainant and/or the Respondent including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- O. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and
- Q. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Effective 9/5/15

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Book	Policy Manual
Section	3000 Instructional Staff
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	
Legal	<p>F.A.C. 6A-10.081</p> <p>38 U.S.C 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act</p> <p>29 U.S.C. 701 et seq., Rehabilitation Act of 1973</p> <p>29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967</p> <p>42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act</p> <p>F.S. 110.1221, 250.481, 760.01, 760.10, 1000.05</p> <p>20 U.S.C. 1681 et seq., Title IX</p> <p>42 U.S.C., 2000e, et seq., Civil Rights Act of 1964</p> <p>42 U.S.C. 12112, Americans with Disabilities Act of 1990</p> <p>29 C.F.R. Part 1635</p>
Adopted	September 4, 2012

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

I. General Statement

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The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction, or other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination also occurs when any student or employee is subjected to training or instruction that is unlawful under F.S. 1000.05.

Such prohibited activities include espousing, promoting, advancing, inculcating, or compelling employees or students to believe the following:

- Members of one (1) race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.
- A person, by virtue of his/her race, color, national origin, or sex is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- A person's moral character or status as either being privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.
- Members of one (1) race, color, national origin, or sex cannot or should not attempt to treat others without respect to race, color, national origin, or sex.

- E. A person, by virtue of their race, color, national origin, or sex bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.
- F. A person, by virtue of their race, color, national origin, or sex should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.
- G. A person, by virtue of their race, color, national origin, or sex bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions committed in the past by other members of the same race, color, national origin, or sex, in which the person played no part.
- H. Such virtues as merit, excellence, hard work, fairness, neutrality, objectivity, and racial colorblindness are racist or sexist, or were created by members of a particular race, color, national origin, or sex to oppress members of another race, color, national origin, or sex.

These prohibited activities should not be construed to exclude discussion of the concepts listed therein as part of a larger course of training or instruction, provided such training or instruction is given in an objective manner without endorsement of the concepts.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

Further, nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

II. Definitions

Words used in this policy shall have those meanings defined herein: words not defined herein shall be construed according to their plain and ordinary meanings.

"Complainant" is the individual who alleges, or is alleged to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

"Respondent" is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

"School District Community" means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business days(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holiday(s)).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine fitness of the person to perform any such duty as listed above.

III. District Compliance Officer(s)

The ~~S~~superintendent shall appoint a compliance officer(s) whose responsibility it will be to require that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. The superintendent ~~S~~/He shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

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The superintendent designates the following persons to serve as the District's "Compliance Officer(s)" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs"):

The COs shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator.

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C. Title IX Coordinator

Wallace Knight
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D. Publication Required

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the OCR, FCHR, or EEOC.

Internal complaints must be in writing and identify the specific circumstances or areas of dispute that have given rise to the complaint and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below.

V. Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination that is prohibited in this policy. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR, FCHR, or EEOC.

- A. An employee with a complaint based on alleged discrimination may first discuss the problem with the compliance officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the compliance officer for good cause.
- C. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent.
- D. The Superintendent will, within (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.
- E. The Superintendent will render their decision within ten (10) days of the hearing.
- F. The employee may be represented, at their own cost, at any of the above-described meetings/hearings.
- G. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

VI. Filing a Complaint with OCR/FCHR/EEOC

At any time, if an employee believes that they have been subjected to unlawful discrimination, the individual may file a complaint with the OCR, FCHR, or EEOC.

~~As required by the Florida Department of Education, the Superintendent shall submit the annual equity report regarding the District's employment practices.~~

Privacy

~~All matters involving grievances and complaints shall respect individual privacy and remain confidential consistent with the Federal and State law.~~

VII. Retaliation

~~This policy prohibits retaliation or reprisal by anyone~~ against a person who makes a report or ~~for filing~~ a complaint alleging unlawful discrimination/retaliation or, ~~for participating as a witness in the an investigation is prohibited. of a complaint, or for serving as a witness.~~ Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

VIII. Training

The compliance officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Federal and State law, and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law.

IX. Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the compliance officers will be posted throughout the District, and published in the District's recruitment statements or general information publications as required by Federal and State law and this policy.

X. Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting ~~on~~ investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including, but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports/allegations/complaints/statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- E. written witness statements;
- F. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- G. all documentary evidence;
- H. e-mails, texts, or social media posts pertaining to the investigation;
- I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- J. written disciplinary sanctions issued to students or employees and narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting

- discrimination or harassment;
- K. dated written determinations to the parties;
- L. dated written descriptions of verbal notifications to the parties;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. document any supportive measures offered and/or provided to the Complainant and/or the Respondent including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- O. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and
- Q. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Effective 9/5/12

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Book	Policy Manual
Section	4000 Support Staff
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	
Legal	<p>F.A.C. 10.081</p> <p>38 U.S.C. 4301 et seq., The Uniformed Services Employment and Reemployment Rights Act</p> <p>42 U.S.C. 12112, Americans with Disabilities Act of 1990</p> <p>42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act</p> <p>29 U.S.C. 701 et seq., Rehabilitation Act of 1973</p> <p>29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967</p> <p>F.S. 110.1221, 250.481, 760.01, 760.10, 1000.05</p> <p>20 U.S.C. 1681 et seq., Title IX</p> <p>42 U.S.C. 2000e, et seq., Civil Rights Act of 1964</p> <p>29 C.F.R. Part 1635</p>
Adopted	September 4, 2012

4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

I. General Statement

~~Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self worth. As such, the School Board does not discriminate nor tolerate harassment in its educational programs or activities on the basis of race (including anti-Semitism [as defined in Bylaw 0100]), ethnicity, color, national origin, sex (including sexual orientation, gender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "Protected Classes"). In addition, the Board will not discriminate nor tolerate harassment in its educational programs or activities, including employment opportunities on the basis of sexual orientation or gender identity.~~

- I. The Board does not, as a condition of employment, membership, certification, licensing, credentialing, or passing an examination, subject individuals to training, instruction, or other required activity that is prohibited under F.S. 760.10 and F.S. 1000.05. Prohibited discrimination also occurs when any student or employee is subjected to training or instruction that is unlawful under F.S. 1000.05.

Such prohibited activities include espousing, promoting, advancing, inculcating, or compelling employees or students to believe the following:

- Members of one (1) race, color, national origin, or sex are morally superior to members of another race, color, national origin, or sex.
- A person, by virtue of his/her race, color, national origin, or sex is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- A person's moral character or status as either being privileged or oppressed is necessarily determined by his or her race, color, national origin, or sex.
- Members of one (1) race, color, national origin, or sex cannot or should not attempt to treat others without respect to race, color, national origin, or sex.

- E. A person, by virtue of their race, color, national origin, or sex bears responsibility for, or should be discriminated against or receive adverse treatment because of, actions committed in the past by other members of the same race, color, national origin, or sex.
- F. A person, by virtue of their race, color, national origin, or sex should be discriminated against or receive adverse treatment to achieve diversity, equity, or inclusion.
- G. A person, by virtue of their race, color, national origin, or sex bears personal responsibility for and must feel guilt, anguish, or other forms of psychological distress because of actions committed in the past by other members of the same race, color, national origin, or sex, in which the person played no part.
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These prohibited activities should not be construed to exclude discussion of the concepts listed therein as part of a larger course of training or instruction, provided such training or instruction is given in an objective manner without endorsement of the concepts.

It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

Further, nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

II. Definitions

Words used in this policy shall have those meanings defined herein: words not defined herein shall be construed according to their plain and ordinary meanings.

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Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business days(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holiday(s)).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine fitness of the person to perform any such duty as listed above.

III. District Compliance Officer(s)

The ~~S~~superintendent shall appoint a compliance officer(s) whose responsibility it will be to require that Federal and State regulations are complied with and that any inquires or complaints are dealt with promptly in accordance with law. The superintendent ~~S/He~~ shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

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D. Publication Required

The name(s), title(s), and contact information of this/these individual(s) will be published annually.

IV. Complaint Procedures

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. Nothing contained in this policy is intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the U.S. Department of Education's Office for Civil Rights ("OCR"), the Florida Commission on Human Relations ("FCHR"), or the Equal Employment Opportunity Commission ("EEOC").

In accordance with Federal and State law, employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Federal and/or State law. In addition, employees will be notified of their right to file a complaint with the OCR, FCHR, or EEOC.

Internal complaints must be in writing and identify the specific circumstances or areas of dispute that have given rise to the complaint and offer possible solutions to the dispute. The complaint must be filed with a compliance officer within the time limits specified below.

V. Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination that is prohibited in this policy. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR, FCHR, or EEOC.

- A. An employee with a complaint based on alleged discrimination may first discuss the problem with the compliance officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the compliance officer. The written complaint must contain the name and address of the individual or representative filing the complaint, by signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the compliance officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the compliance officer for good cause.
- C. The compliance officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested

- persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The compliance officer will provide the complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent.
- D. The Superintendent will, within (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.
 - E. The Superintendent will render their decision within ten (10) days of the hearing.
 - F. The employee may be represented, at their own cost, at any of the above-described meetings/hearings.
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At any time, if an employee believes that they have been subjected to unlawful discrimination, the individual may file a complaint with the OCR, FCHR, or EEOC.

~~As required by the Florida Department of Education, the Superintendent shall submit the annual equity report regarding the District's employment practices.~~

Privacy

~~All matters involving grievances and complaints shall respect individual privacy and remain confidential consistent with the Federal Family Educational Rights and Privacy Act (FERPA) and F.S. 119.07 and 1002.22.~~

VII. Retaliation

~~This policy prohibits Retaliation or reprisal by anyone~~ against a person who makes a report or ~~for~~ filing a complaint alleging unlawful discrimination/retaliation or, ~~for~~ participating as a witness in ~~the~~ an investigation is prohibited ~~of a complaint, or for serving as a witness.~~ Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

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- C. a narrative of all actions taken by District personnel;

- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- E. written witness statements;
- F. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- G. all documentary evidence;
- H. e-mails, texts, or social media posts pertaining to the investigation;
- I. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- J. written disciplinary sanctions issued to students or employees and narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- K. dated written determinations to the parties;
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- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. document any supportive measures offered and/or provided to the Complainant and/or the Respondent including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- O. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- P. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and
- Q. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Effective 9/5/12

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Book	Policy Manual
Section	2000 Program
Title	ATHLETIC INJURIES PREVENTION AND TREATMENT PROGRAM
Code	po2431.05
Status	
Legal	F.S. Chapter 468 F.S. 1012.46
Adopted	January 10, 2017

2431.05 - **ATHLETIC INJURIES PREVENTION AND TREATMENT PROGRAM**

The School Board's athletic injuries prevention and treatment program, to be developed by the superintendent, is designed to prevent and treat physical injuries that may occur to student-athletes participating in a District-sponsored athletic activity including, but not limited to, exercises, sports, games, or recreation requiring any of the physical attributes of strength, agility, flexibility, range of motion, speed, and stamina. Central to the program is the employment and availability of persons trained in the prevention and treatment of physical injuries that may occur during athletic activities.

Athletic Trainer Qualifications

To qualify to be employed as an athletic trainer through the program, an individual must, at a minimum, be licensed as required by part XIII of F.S. Chapter 468 and possess a professional, temporary, part-time, adjunct, or substitute certificate pursuant to F.S. 1012.35, 1012.56, or 1012.57. All athletic trainers employed shall undergo background screening in accordance with applicable law and Board policy, whether they are employed as a part-time or full-time District employee or a contract employee.

"Athletic training" through the program means service and care provided by an athletic trainer under the direction of a physician as specified in F.S. 468.713. Such service and care must relate to the prevention, recognition, evaluation, management, disposition, treatment, or rehabilitation of a physically active person who sustained an injury, illness, or other condition involving exercise, sport, recreation, or related physical activity. **An athletic trainer shall only practice as provided in F.S. 468.705. Athletic trainers may not provide, offer to provide, or represent that they are qualified to provide any care or service that they lack the education, training, or experience to provide or that athletic trainers are prohibited by law from providing.** For the provision of such care and services, an athletic trainer may use physical modalities, including, but not limited to, heat, light, sound, cold, electricity, and mechanical devices.

Athletic trainers shall practice under the direction of a physician licensed under F.S. Chapter 458, Chapter 459, Chapter 460, or otherwise authorized by Florida law to practice medicine. The physician shall communicate ~~their~~^{his/her} direction through oral or written prescriptions or protocols as deemed appropriate by the physician for the provision of services and care by the athletic trainer. An athletic trainer shall provide service or care in the manner dictated by the physician.

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Book	Policy Manual
Section	2000 Program
Title	ADULT AND COMMUNITY EDUCATION
Code	po2450
Status	
Legal	F.S. 1003.435 F.S. 1004.93 F.S. 1004.94 The Veterans Benefits and Transition Act - 2018 (38 U.S.C. Sections 3679, 3698(c)(1)(C), P.L. 115-407, Sections 103-104)
Adopted	September 4, 2012
Last Revised	February 27, 2018

2450 - ADULT AND COMMUNITY EDUCATION

I. General Educational Development (GED)

With regard to adult/community education, the School Board shall provide a high school continuation program as well as adult basic education and GED® preparation as an opportunity for anyone over the age of sixteen (16) who is not attending high school ~~in this District.~~

~~The Board shall also maintain an English for Speakers of Other Languages (ESOL) program for the benefit of foreign born residents of the District.~~

A person who is at least sixteen (16) years of age may be permitted to take the General Educational Development (GED®) tests upon submission of a statement of justification recommended by the Superintendent's designee. The statement of justification shall be based on at least one of the following circumstances:

- The candidate has been enrolled in a GED® class and has shown that they are ready to pass the GED® by achieving a passing score on the GED® Ready Test.
- The candidate has emotional, psychological, medical, or serious social difficulty prohibiting the student from attending classes.
- Principal's discretion.

Persons eighteen (18) years of age and older may take the GED® test.

II. English for Speakers of Other Languages (ESOL)

The Board shall maintain an English for Speakers of Other Languages (ESOL) program.

III. Veterans Benefits and Transition Act

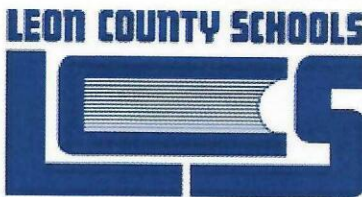
The Board shall permit for GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend a course of education or training for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-1905) and a written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.

The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses of education, which may be subject to a waiver by the VA.

Effective 9/5/12

Revised 2/27/18

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Book	Policy Manual
Section	5000 Students
Title	DISRUPTIONS OF SCHOOLS AND SCHOOL-SPONSORED ACTIVITIES
Code	po5520
Status	
Legal	F.S. 877.13 F.S. 1001.43
Adopted	September 4, 2012

5520 - **DISRUPTIONS OF SCHOOLS AND SCHOOL-SPONSORED ACTIVITIES**~~DISORDER AND DEMONSTRATION~~

~~Students have a right to receive an education at school and participate in various school-sponsored activities.~~ The School Board recognizes the right of each student to receive an education at school and participate in various school-sponsored activities attend school for the purpose of receiving an education. The School Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of its programs. ~~The disruption of the educational program of the schools by disorder or any other purposeful activity will not be countenanced.~~

~~[] For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which interferes with the normal operation of the school.~~

~~The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program.~~

The Board recognizes that students have ~~Students shall not be disturbed in the exercise of their~~ constitutionally guaranteed rights of, among other things, free speech, peaceful assembly, and freedom of expression. However, the substantial disruption of the educational program at the District's schools and at school-sponsored activities or the infringement of the rights of others will not be permitted as set forth in the LCS Student Code of ~~Student Conduct Book.~~ to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

~~The Superintendent shall develop administrative procedures for the implementation of this policy.~~

F.S. 877.13
F.S. 1001.43
~~F.S. 1006.145~~

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Book	Policy Manual
Section	8000 Operations
Title	RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	
Legal	F.S. 1000.06 F.S. 1002.20 F.S. 1003.421 F.S. 1003.44 F.S. 1003.4505 20 U.S.C. 4071 et seq. Gregoire vs. Centennial School District 907 F.2d 1366 (3rd Circuit, 1990) Lee vs. Weisman, 112 S. Ct. 2649, 120 L. Ed.2d 467 (1992)
Adopted	September 4, 2012

8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of ~~their~~ ~~his/her~~ choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities that should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. The District shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 and AP 7510A - Use of District Facilities and Policy 9700 and AP 9700 - Relations with Special Interest Groups.

Federal law prohibits the School Board from adopting any policy or rule respecting or promoting an establishment of religion. Further, Federal and State law prohibit the Board from adopting any policy or rule, or from entering into any agreement, prohibiting any student or staff member from the free, individual, and voluntary exercise or expression of the individual's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students and staff are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

Moment of Silence

~~At the discretion of the Superintendent, a moment of silence may be provided each school day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme. However, under no circumstances shall student be compelled to participate.~~

The Principal shall require teachers in first-period classrooms in all grades to set aside at least one (1) minute, but not more than two (2) minutes daily, for a moment of silence. A staff member may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. District staff shall encourage parents or guardians to discuss the moment of silence with their children and to make suggestions as to the best use of this time.

Students may not interfere with other students' participation during the moment of silence.

American Flag

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

Veterans Day

Furthermore, the Board requires that an observance be scheduled each year on or about Veterans' Day to convey the meaning and significance of that day to all students and staff. The amount of time each school devotes to this observance shall be at least one (1) hour or, in schools that schedule class periods of less than one (1) hour, at least one (1) standard class period. The Board shall determine the specific activities to constitute observance in each school in the District after consulting with the school's administrators.

Pledge of Allegiance

Instructional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. The manner in which students are to participate in the pledge as well as the method by which parents may obtain an exemption from pledge activities shall be set forth in the Student Code of Conduct. However, no student shall be compelled/required to participate in the recitation of the Pledge. Additionally, the Board prohibits the intimidation of any student by other students or staff for the purpose of coercing participation. The Superintendent shall develop procedures which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student. **A written notice shall be published in the LCS Student Code of Conduct Book that a student has the right not to participate in reciting the pledge. Upon written request by their parent, the student must be excused from reciting the pledge, including standing and placing the right hand over their heart.**

Celebrate Freedom Week

The last full week of classes in September is recognized in school as Celebrate Freedom Week, and instruction that week will include study of the intent, meaning, and importance of the Declaration of Independence. During that week, principals and teachers will lead students in reciting a portion of the Declaration of Independence. A student will be excused from reciting the Declaration, upon written request by the student's parent, in accordance with State law.

Effective 9/5/12

Revised 7/26/16

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Girls on the Run is for **EVERY** girl.



Girls on the Run is an afterschool program like no other!

Twice per week for 10 weeks, girls will have fun, make friends, increase their physical activity levels and learn important life skills. Trained and caring coaches lead 3rd - 5th-grade girls through interactive lessons and movement activities. The season ends with a celebratory 5K event.



Why it matters It's fun. It's effective.

Participating in Girls on the Run transforms girls' lives by helping them increase their self-confidence, develop healthy relationships, and feel good about themselves, inside and out.



Girls who were the least active at the start of the program increased their physical activity by more than 40%*



97% of participants said they learned critical skills to manage emotions, resolve conflict, help others or make intentional decisions*

*Results based on a independent study conducted by Positive Youth Development expert Maureen R. Weiss, Ph.D.

SEASON DETAILS

Registration Opens: **January 30, 2023**

Program Starts: **February 27, 2023**

Program Location: **15 schools in Leon, Walton, Bay, Gadsen, Jefferson and Wakulla counties**

Program Fee: **\$125**

Financial Assistance is available

Questions? **Contact us via email at maicel.green@girlsontherun.org or via phone at 850-544-4849**

Learn more and register today at <https://www.gotrpanhandle.org>



Girls on the Run es para **TODAS** las niñas



¡Girls on the Run es un programa extraescolar como ningún otro!

Dos veces por semana durante 10 semanas, las niñas se divertirán, harán amistades, aumentarán sus niveles de actividad física y aprenderán habilidades importantes para la vida. Entrenadores capacitados y atentos guían a las niñas de tercer a quinto grado a través de lecciones interactivas y actividades que requieren movimiento. La temporada termina con una carrera de celebración de 5 km.



¿Por qué es importante?

Es divertido. Es eficaz.

La participación en Girls on the Run transforma las vidas de las niñas ayudándolas a confiar en sí mismas, desarrollar relaciones sanas y sentirse bien consigo mismas, tanto interna como externamente.



Las chicas que estuvieron menos activas al inicio del programa aumentaron su actividad física en más del 40 %.



El 97 % de las participantes dijo que aprendió habilidades críticas para controlar las emociones, resolver los conflictos, ayudar a los demás o tomar decisiones intencionales.

*Resultados basados en un estudio independiente llevado a cabo por la especialista de Positive Youth Development, Mauren R. Weiss, Ph.D.

DETALLES DE LA TEMPORADA

Comienzo de la inscripción:

el 30 de enero de 2023

Comienzo del programa:

el 37 de febrero de 2023

Sitios del programa: **15 escuelas en Leon, Walton, Bay, Gadsen, Jefferson y Wakulla**

Tarifa del programa: **\$125**

Ayuda financiera disponible.

Contacto:

- maicel.green@girlsontherun.org
- **850-544-4849**

Obtén más información e insíbete hoy en <https://www.gotrpanhandle.org>



mighty meals

JUNIOR LEAGUE OF TALLAHASSEE

Until There is No Break for Food

Food Distribution Event

Saturday, March 11, 2023 | 7 a.m. - 11 a.m.

Sears Parking lot | Governor's Square Mall
1500 Apalachee Pkwy, Tallahassee, FL 32301

Boxes will be distributed on a
first come, first serve basis.

*Distribution may end prior to 11 a.m.,
if all meal boxes are claimed.*

What's in a Mighty Meals box?



Each box includes **fresh meat, dairy, fruits, vegetables, and non-perishables.** There is enough food to feed a family of four, three meals each day through the entire **2023 Spring Break.** A Mighty Meals recipe book is included along with other community resources.

In partnership with:

