

**Sexual Harassment, Teen Dating Violence and Abuse and Hazing
Training Procedures
2021-2022**

All Leon County Schools' teachers, students, administrators, and support staff are required to be trained on sexual harassment awareness. The policy requires that this training be completed on an annual basis. Everyone is expected to sign off documenting that he/she has viewed the required training video/DVD.

In addition to the aforementioned, each school/site is expected to do the following and submit it to the Office of Prevention, Intervention and Equity – Attention: Dr. Kathleen Rodgers, Assistant Superintendent.

1. Designate a Sexual Harassment Complaint person. This name should be submitted by Friday, **October 8, 2021**.
2. Training for all employees is now online! Access the Leon County Schools website and go to the Equity and Diversity webpage to view the sexual harassment training video. All teachers, administrators and support staff sexual harassment training must be completed by Friday, **October 8, 2021**.¹ See also ⁴ below for Anti-hazing information. District staff will download the file of everyone who viewed the video by cost center.
3. Submit documentation of all student sexual harassment and bullying training by Friday, **December 3, 2021**. (Secondary ²) and (Elementary ³).
4. Submit documentation of all student teen dating violence and abuse training², bullying, and hazing training⁴ by Friday, **December 3, 2021** (Secondary).
5. In reference to number three (3), documentation should include the following:
 - a. Name of School;
 - b. Date video/DVD was shown or class conducted;
 - c. Title of Video/DVD or curriculum used;
 - d. The **attendance printout** of all students in attendance on the day the training was conducted; and
 - e. Principal's original signature on a cover sheet confirming the annual training took place.

This information is to be sent via county mail or scanned and emailed to lambertm@leonschools.net by close of business (5:00 p.m.) on the date noted above. **NO FAXES, PLEASE!!!** For questions and more information, call 487-7306.

¹ For faculty and staff, the DVD title is, "Sexual Harassment: What Employees Need to Know".

² For Secondary Schools ONLY use the DVD's titled "Reality Matters, Sexual Pressures" (Sexual Harassment Training) and "Causing Pain" – (Teen Dating Violence and Abuse Training)

³ Elementary Schools will use training materials as prescribed by their administration and/or guidance

⁴departments.