

WAKULLACOUNTYSCHOOLDISTRICT, CRAWFORDVILLE, FL

Wakulla County School District Equity Handbook

Filing a Complaint

Angela Walker, Chief Human Capital Officer,
Title IX Officer

2021-2022

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Wakulla County School District Equity Handbook

This publication is designed to guide you through the process of filing a complaint of discrimination and harassment in compliance with the Florida Education Equity Act, Section 1000.05, Florida Statutes and the State Board of Education Rules, 6A-19.001-6A-19.010. The Equity Handbook can also be accessed at wakullaschooldistrict.org.

- ✓ Prohibition of Discrimination/Harassment
- ✓ Wakulla County District Schools Equity Coordinator
 - ✓ Office of Civil Rights (OCR)
 - ✓ Complaint/Grievance Procedure
 - ✓ Complaint Form

Introduction of Equity and the Equity Handbook

The School Board has established policies prohibiting discrimination and harassment. No person shall, on the basis of race, color, religion, sex, sexual preference, age, national or ethnic origin, political beliefs, marital status disability if otherwise qualified, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment condition or practice conducted by this School District, except as provided by law.

The Equity Handbook:

- References the non-discrimination policies for you, your staff, students and parents.
- Details the procedures for filing a complaint of discrimination and/or harassment.
- Identifies The Wakulla County School District Equity Coordinator.
- Identifies state and federal offices that receive discrimination and harassment complaints.

School Board Members

Melisa Taylor, Chairperson District II

Josh Brown, District IV

Cale Langston, District III

Verna Brock, District I

Jo Ann Daniels, District V

Superintendent of Schools

Bobby Pearce

Chief Human Capital Officer/Equity Coordinator

Angie Walker

Wakulla County School District Web-site

www.wakullaschooldistrict.org

VISION STATEMENT

We will provide a rigorous and appropriate education that results in success for all students.

The Role of the Equity Coordinator

The Equity & Compliance Coordinator is located in The Human Resource Department. The role of the Equity Coordinator is to:

- Serve as the contact for complaints of discrimination or harassment from employees, applicants, parents or the general public.
- Assist school administrators and district staff with investigations of discrimination or harassment complaints.
- Coordinate and monitor the school district's compliance with civil rights requirements.
- Ensure that the school district's discrimination and harassment policies and complaint procedures are effectively implemented.

The Role of School-Based and District-Office Administrators

School-Based and District Office Administrators must know and share the following information with the staff members and students under their leadership:

- All complaints of discrimination and harassment will be investigated.
- Anyone registering a complaint must be free from retaliation.

- Training is the key to reducing the number of discrimination and harassment complaints.
- All complaints of discrimination and harassment (even if resolved at the site where logged) must be shared in summary form with the Equity Coordinator for monitoring purposes.
- All matters pertaining to discrimination and harassment are confidential to the extent permitted by law.
- If the complaint is determined through investigation to be substantiated, the violator will be subject to disciplinary action, including but not limited to warning, reprimand, suspension, or termination subject to applicable procedural requirements in Wakulla County School Board Policy, which includes the Student Code of Conduct.

Definitions

Discrimination – conduct which deprives the victim of the proper opportunity to participate in employment, educational programs or activities, School Board or school sponsored activities, or in any other activities offered or provided by the School Board on account of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion, or any other basis prohibited by law.

Harassment – conduct directed by a person or persons against another person on account of race, color, national origin, language spoken, homelessness, sex, disability, marital status, age, religion, or any other basis prohibited by law which is severe, persistent, pervasive, and objectively offensive to the point that the prohibited conduct substantially impairs the victim’s participation in his/her employment, educational programs, school sponsored activities, or any other activities offered or provided by the School District, as more specifically defined below.

Sexual harassment – consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment, an individual's education or participation in any School Board function.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual.
3. Such conduct substantially interferes with an employee's work performance or student's academic performance, or creates an intimidating, hostile, or offensive work or school environment.
4. Sexual harassment, as defined above, may include, but it not limited to, the following:
 - a. Verbal, nonverbal, graphic and written harassment or abuse
 - b. Pressure for sexual activity
 - c. Repeated remarks to a person with sexual or demeaning implications
 - d. Unwelcome or inappropriate touching
 - e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment.
5. It is sexual harassment for a School Board employee or non-employee volunteer to use his or her authority to solicit sexual favors or attention from subordinates or students, including but not limited to incidents when the subordinate's or student's failure to submit will result in adverse treatment, or when the subordinate's or student's acquiescence will result in preferential treatment.

Racial harassment – consists of verbal, nonverbal, graphic, written or physical conduct that denigrates or shows hostility or aversion toward any person based upon race when such conduct has the purpose or effect of creating an intimidating hostile or offensive work or school environment; or when such conduct has the purpose of effect of unreasonable interfering with an individual's work performance of any school activity.

Examples of racial harassment include, but are not limited to the following conduct which is based upon race:

1. Epithets and slurs
2. Negative stereotyping
3. Threatening, intimidating or hostile acts
4. Written or graphic material that shows hostility or aversion toward an individual group
5. It is racial harassment for a School Board employee, non-employee volunteer or student to create or be responsible for a racially hostile environment – i.e., harassing conduct that is sufficiently severe, pervasive or persistent so far as to

interfere with or limit the ability of an employee or student to participate in or benefit from services, activities, or privileges provided by the District.

Disability harassment – oral, written, graphic or physical conduct or any act as relating to an individual’s disability that is sufficiently severe, pervasive or persistent so as to limit or interfere with the ability of the individual to participate in or benefit from district programs or activities; harassment that has the effect of unreasonably interfering with an employee’s performance or creating an intimidating, hostile or offensive working or school environment.

Examples of disability harassment include, but are not limited to conduct directed at the characteristics of a person’s disabling conditions such as:

1. Imitating manner of speech
2. Interfering with necessary equipment
3. Negative stereotyping
4. Threatening, intimidating or hostile acts
5. Written or graphic material that shows aversion or hostility towards an individual or group with disabling attributes.
6. It is disability harassment when a School Board employee, non-employee volunteer or student seeks to involve a student or employee with a disability in antisocial, dangerous or criminal activity where the student or employee because of disability, is unable to comprehend fully or consent to the behavior.

Non-Retaliation – Filing a complaint or otherwise reporting harassment or discrimination will not affect the individual’s status, future employment, future promotion, extracurricular activities or work assignments. Retaliation against any individual for good faith reporting of a claim or harassment or cooperation in an investigation will not be tolerated and will itself be subject to appropriate discipline.

Confidentiality – The right to confidentiality, both of the complainant and of the respondent, will be respected, consistent with the Board’s legal obligations, and the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Determination – In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of harassment or discrimination.

Equal Opportunity Laws & Policies

- *Title VI of the Civil Rights Act of 1964* – prohibits discrimination on the basis of race, color, religion or national origin
- *Title VII of the Civil Rights Act of 1964* – as amended – prohibits discrimination in employment on the basis of race, color, religion, gender or national origin
- *Title IX of the Education Amendments of 1972* – prohibits discrimination on the basis of gender
- *Age Discrimination in Employment Act of 1967 (ADEA)* as amended – prohibits discrimination on the basis of age with respect to individuals who are at least 40
- *The Equal Pay Act of 1963* as amended – prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment
- Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled
- *Americans with Disabilities Act of 1990 (ADA)* – prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications
- *Florida Educational Equity Act (FEEA)* – prohibits discrimination on the basis of race, gender, national origin, marital status or handicap against a student or employee.
- *Florida Civil Rights Act of 1991* – secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status
- *Wakulla County School Board Policies 2.70 and 2.80* – prohibits discrimination and harassment against students, employees, volunteers or visitors on the basis of race, color, religion, national origin, sex, disability, marital status, political or religious beliefs, national or ethnic origin, or age.

- *Wakulla County School Board Policy 6.35* – Grievance procedure for personnel
- *Wakulla County School Board Policy 6.36* – Complaints against employees

<p>School Board Policy 2.70 PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER HARASSMENT</p>	<p>FORMS OF</p>
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I. Policy Against Discrimination

- A. The School Board of Wakulla County, Florida prohibits all forms of unlawful discrimination against students, employees and other persons in all aspects of the District’s programs, activities, and operations. The term “unlawful discrimination” encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally protected status or classification under applicable federal, state, or local law including but not limited to race (including anti-Semitism), color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information. Various state and federal laws establish the actions that do and do not constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on legally-protected status is one form of unlawful discrimination.

- B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons or organizations protected by applicable law, including the Boy Scouts of America Equal Access Act.

- C. The School Board shall admit students to District Schools, programs, and classes without regard to race (including anti-semitism), color, religion, gender, age, national or ethnic origin, marital status, sexual orientation, political or religious beliefs, disability, handicap, or any other distinguishing physical or personality characteristics.

- D. The School Board prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaints, investigation or lawsuit associate or in connection with this policy.

- E. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity (Professional Standards), Student Support Service or the Equity Coordinator at each school/district office. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:
 - 1. For Employee – Office of Civil Rights and Equity Compliance

II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to nonemployee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when
 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to
1. Graphic verbal comments about an individual's body or appearance.
 2. Sexual jokes, notes, stories, drawings, pictures or gestures.
 3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
 4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
 5. Spreading sexual rumors.
 6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
 7. Cornering or blocking normal movements.
 8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, citizenship, genetic information or any other characteristic protected by law and that

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
 2. Has the purpose or effect of interfering with an individual's work or academic performance; or
 3. Otherwise, adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
1. Epithets, slurs or negative stereotyping;
 2. Threatening, intimidating or hostile acts, such as stalking; or
 3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the District's antidiscrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation of, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the School District should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.

2. The complaint should be filed with the School Principal, Site Administrator or supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the District's EEO Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site administrator, the complaint may be filed directly with the EEO officer.
3. If the complaint is against the District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the Superintendent or member of the School Board
 - a. Upon receipt of the written complaint by the District EEO Officer, the District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the District EEO Officer as to whether there is reasonable cause to believe a violation of the District's antidiscrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the EEO officer along with the summary and recommendation.
 - b. If the complaint is against the EEO officer, the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a.
 - c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the EEO Officer within thirty (30) days, or to the School Board Attorney within thirty (30) days, if the complaint is against the EEO Officer. The EEO Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
 - d. If the EEO Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the

accused. The EEO Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.

- e. If the EEO Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.
- h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h., the Superintendent shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He

or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within ten (10) days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the District EEO Officer and the Personnel Director.

2. Complaints against School Board Members or against the Superintendent
 - a. Complaints against School Board Members or the Superintendent shall be filed with the School Board Attorney. The School Board Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
 - b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.
 - c. If reasonable cause is recommended by the investigator against a School Board Member or an elected Superintendent, the recommendation shall within twenty (20) days be forwarded to the Governor's office to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Governor's office will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official. The School Board shall receive and make the final determination if the Superintendent is appointed by the Board.
 - d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Board Attorney shall be final. In compliance with Florida Statute, the investigation file shall become public record and the Superintendent or School Board Member shall answer to their constituency.

C. Penalties for Confirmed Discrimination or Harassment

1. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the *Code of Student Conduct*.
2. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.

D. Limited Exemption from Public Records Act and Notification of Parents of Minors

1. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigation and take corrective action may supersede an individual's right to privacy.
2. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

STATUTORY AUTHORITY:

120.54, 1001.41, 1001.42, 1012.23, F.S.

LAW(S) IMPLEMENTED: 112.51, 119.07, 760.01 *et seq.*, 1000.05, 1000.21, 1001.43, 1012.22, F.S.
34 CFR 99, 34 CFR 108, 34 CFR 200.43(c), P.L. 110-233

STATE BOARD OF EDUCATION RULE(S):

6A-19.001 *et seq.*

HISTORY: ADOPTED: 03-15-99

REVISION DATE(S): 09-18-00, 12-17-01, 10-02-03, 07-19-12, 01-19-21

FORMERLY: 2.291, 2.71, 2.72

Angie Walker - Equity Coordinator
Chief Human Capital Officer P.O Box 100
69 Arran Road
Crawfordville, FL 32326
Telephone: 850-926-0065, 9401
Fax: 850-926-0123
E-mail: angela.walker@wcsb.us

NOTE: To help make the complaint process easy, school principals may receive discrimination and harassment complaints. Anyone receiving complaints will forward a written copy of the complaint to the District's Equity Coordinator.

Complaints against Employees

6.36 POLICY:

Wakulla County Schools invite the constructive criticism by all employees of the district. Complaints and criticism are most valuable when they represent the considered recommendations of public-spirited citizens and organizations who have studied all facts of the problem at hand. All significant complaints will be investigated.

(1) Complaints regarding a school facility, program, or personnel should be referred to the principal or program supervisor. The principal / supervisor shall deal with the issue at the work site level informing Directors and / or the Superintendent of complaints as he deems necessary.

(a) In the event the complaint is not satisfied in a conference with the principal / supervisor, the problem may be referred to the Superintendent.

(b) If a solution satisfactory to the complainant is not reached, he / she may seek a hearing before the School Board.

(2) Complaints regarding professional educators- Principals/supervisor shall notify the Superintendent of any complaint or incident involving a certificated person which could be legally sufficient for the revocation or suspension of the professional educator's certificate.

(a) The Superintendent or his designee shall investigate the charges. If the complaint or incidence is found to be questionable and/or legally sufficient for revocation or suspension of a professional certificate, the Superintendent or his designee will file a complete report with the DOE Professional Practices Office within 30 days of receiving the complaint or having notification of the incident. The report shall include all known information regarding the complaint/incident.

(b) The above action is in addition to any other action taken by the District relating to the employment of the individual(s) involved.

6.36

CHAPTER 6.00 - PERSONNEL

©EMCS STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23 F.S.

LAWS IMPLEMENTED: 1001.43, 1012.22, 1012.796, F.S.

History: Adopted: 3/15/99

Revision Date(s): 12/17/01

Formerly: 2.31; 4.05

Wakulla County School Board

Discrimination/Harassment Complaint Form

WMIS HR2169 12/09

The School Board seeks to provide a work environment free of discrimination and harassment on the basis of race, color, religion, sex, national origin, disability, or marital status.

This form shall be completed by the Complainant and presented to the Equity Coordinator/Human Resources. A copy should be retained by the Complainant

Section I: Complainant Information

Name: _____ Address: _____
City: _____ State: _____ Zip _____
Phone (_____) _____ Work Phone (_____) _____ Cell Phone(_____) _____

The best time to contact me is: _____ A.M. P.M. on my Home phone Work phone Cell phone

Level of Complaint I _____ (Head of Department)

II Angie Walker III Bobby Pearce
(Equity Coordinator) (Superintendent)

Alleged Basis of: Discrimination ● Race ● Color ● Religion ● Sex ● National Origin ● Disability ● Marital Status

Complainant's Relationship to Wakulla County School Board (please check one): Employee Applicant Parent

Section II: Explanation of Event

(Please provide a thorough description of events including names of witnesses. You may use an attachment if necessary):

Section III: Remedy Sought

I attest that the above information is true and correct to the best of my knowledge.

_____ Complainant's Signature Date _____

Report Workplace Wrongdoing

Harassment, discrimination, theft, violence, fraud, unsafe acts, and other forms of wrongdoing hurt everyone. Now you can help eliminate these problems. Report wrongdoing to your manager or supervisor, or call the **EMPLOYEE PROTECTION LINE®** by dialing toll-free 1-800-576-5262 Then enter code number: 30089

The EMPLOYEE PROTECTION LINE is monitored 24 hours a day by an independent third party. You can make your call without disclosing your identity, and your call will not be traced.

Instructions for Using the Employee Protection Line (Toll-Free)

1. Prepare what you want to say.
2. Have your organization's Employee Protection Line organization code close at hand. Your organization's Employee Protection Line Organization code is **30089**.
3. Using a touch-tone phone, dial **(800) 576-5262** and listen to the message.
4. You will be instructed to enter your organization's Employee Protection Line Code. Enter your organization code when cued.
5. You will be required to give your organization's name (and location, if applicable), but you may leave a message without giving your name or identifying yourself in any way. 6. You will have five minutes to speak.
If you need more time, call back.
7. Your message will be recorded for accuracy, but the recording will remain in the custody of the third party. Your report will be reviewed for potential conflicts and then a written transcript of your report will be sent to a team of neutral employees in your organization that have been chosen to receive these reports. The third party will not knowingly send your report to anyone named in the report.

Other Resources

The Florida Commission on Human Relations [FCHR]

2009 Apalachee Parkway, Suite 100
Tallahassee, FL 32301
Telephone 800.342.8170 or 850.488.7082

Florida Education Standards Commission [ESC]

Florida Department of Education
Turlington Building, Suite 224
325 West Gaines Street
Tallahassee, FL 32399
Telephone 850.245.0441

Office of Equity and Access Florida

Department of Education
Turlington Building, Suite 1446
325 West Gaines Street
Tallahassee, FL 32399
Telephone 850.845.0511

Equal Employment Opportunity Commission [EEOC]

Tampa Field Office
501 East Polk Street
10th Floor
Tampa, FL 33602
Telephone: 813.228.2310

U.S. Equal Employment Opportunity Commission [EEOC]

Miami District Office
1 Biscayne Tower, Suite 2700
2 South Biscayne Boulevard
Miami, FL 33131-1805
Telephone 305.536.4491

Office for Civil Rights

U.S. Department of Education
61 Forsyth Street, S.W., Suite 19T70
Atlanta, GA 30303-3104
Telephone 404.562.6350
TDD: 404.331.7236
Email: OCR.Atlanta@ed.gov

Office for Civil Rights

U.S. Department of Education

Customer Service Team 550-12th

Street S.W.

Washington, DC 20202-1100 Telephone:

800.421.3481

Fax: 202.245.6840 Email: OCR@ed.gov www.ed.gov

www.ed.gov/about/offices/list/ocr/complaintintro.html.

INVESTIGATORS CHECKLIST

1. Investigator's Pre-Plan
 - a. Investigate or not to investigate _____
 - b. Immediate temporary relief warranted _____
 - c. Review all applicable policies and guidelines _____
2. Complaint, acknowledgment & receipt of the complaint/investigative process _____
3. Briefing & acknowledgment by the complainant and the respondent regarding The perceptions of retaliation. _____
4. Intake (Most critical part of the investigation) _____
5. Briefing on confidentiality –need to know basis _____
6. Rights of the respondent/accused briefed _____
7. Handling of anonymous or unsigned complaint _____
8. Prompt or delayed investigation/documentation _____
9. Union/attorney presence & their role _____
10. Writing the report-interviewing-conclusions

A Guide to Combating Sexual Harassment brochure available at wakullaschooldistrict.org under Risk Management
