

ODYSSEY CHARTER SCHOOL, INC.

ADOPTION OF SCHOOL BOARD POLICIES ON BULLYING, ANTI-HARASSMENT, NONDISCRIMINATION, DATING VIOLENCE, AND RELATED INVESTIGATIONS

The Board of Directors of Odyssey Charter School, Inc. ("OCS") hereby adopts in full Policies 2260.01, 5517, 5517.01, and 5517.03 of the School Board of Brevard County, as may be amended from time to time, subject to the following changes and clarifications:

- The term "Board" shall instead mean the Board of Directors of OCS.
- The terms "School District" or "District" shall instead mean OCS.
- The term "District Compliance Officer" shall instead mean the Board Compliance Officer, who shall be an individual who is appointed by the Board President to serve as the Board Compliance Officer. The Board Compliance Officer shall be appointed annually.
- The term "School Compliance Officer" shall instead mean the Site Administrator for each respective campus operated by OCS.
- The term "Superintendent" shall instead mean the Board of Directors.
- The terms "Board Policy 8310" and "Board Policy 8320" shall instead refer to the General Records Retention Schedules GS1-SL and GS7 published by the Florida Division of Library and Information Services.
- All cross references to other policies or forms of the School Board of Brevard County shall instead refer to the comparable policies and forms of OCS.

OCS does not expressly adopt any other policies of the School Board of Brevard County except for Policies 2260.01, 5517, 5517.01, and 5517.03, as well as any other policies that may have previously been adopted by the Board of Directors or which may hereafter be expressly adopted. The aforementioned policies are attached hereinto and incorporated herein, subject to the changes and clarifications noted above.

Board President Certificate

I hereby certify that the foregoing policy was adopted by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on January 28, 2021.



Board President

January 28, 2021

Date



Book	Policy Manual
Section	5000 Students
Title	ANTI-HARASSMENT; COMPLIANCE OFFICERS; COMPLAINT AND INVESTIGATION PROCEDURES
Code	po5517
Status	Active
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5517 - **ANTI-HARASSMENT; COMPLIANCE OFFICERS; COMPLAINT AND INVESTIGATION PROCEDURES**

I. **Anti-Harassment Policy Generally**

It is the policy of the Board to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on property owned or operated by the Board or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment on the basis of race, color, national origin, sex (including sexual orientation, transgender 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") (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The District will offer counseling services to any student found to have been subjected to unlawful harassment, and, where appropriate, the individual(s) who committed the unlawful harassment.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on property owned or operated by the Board (e.g., visiting speakers, participants on opposing athletic teams, parents/legal guardians); 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 property owned or operated by the Board).

II. **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment and/or retaliating against a person who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when the responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

III. Definitions

For the purposes of this policy, the following definitions shall apply:

A. Bullying and Harassment

"Bullying" and **"harassment"** shall have the same definitions as those contained in Policy 5517.01 – Bullying and Harassment.

B. Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Physical and/or sexual assault.
3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
4. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

5. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
10. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.

C. Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

D. Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

E. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

F. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

G. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

H. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

IV. **Reports and Complaints of Harassing Conduct**

Board employees are required to promptly report incidents of unlawful harassing conduct to an administrator, supervisor, or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Students and all other non-employee members of the School District community, as well as third parties, are encouraged to promptly report incidents of unlawful harassing conduct to a teacher, administrator, supervisor, or other School District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Form 5517 F1 Student (Alleged Victim) Complaint Reporting Form shall be used for reports made by students. Form 5517 F2 Parent/Teacher/Bus Driver/Other Staff/Witness Complaint Reporting Form shall be used for reports by other reporting individuals. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file either report with the District's Compliance Officer or designee at his/her first convenience.

Members of the School District community, which includes students and third parties, who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying and Harassment, the principal or designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the principal shall suspend his/her Policy 5517.01 – Bullying and Harassment investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the principal or designee informed of the status of the investigation which ensues under this policy and provide him/her with a copy of the resulting written report.

V. **Anti-Harassment Compliance Officers**

School Compliance Officers. The "Anti-Harassment Compliance Officer" for each school is the school principal or designee. They are hereinafter referred to as a "School Compliance Officer," collectively "School Compliance Officers." The school principal may designate other persons to act in this capacity on his/her behalf as the demands of the institution dictate. Nevertheless, all written complaints may be properly directed to the principal of the institution alleged to be in violation of Title IX, the Florida Education Equity Act, Section 504 of the Rehabilitation Act of 1973, or

the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. The name and contact information for the School Compliance Officer for each school shall be placed on the school's website.

District Compliance Officers. The following individuals serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as a "District Compliance Officer," collectively "District Compliance Officers."

Student, Exceptional Education/504, Title IX, or the Public contact:

Assistant Superintendent of Equity, Innovation, Choice
2700 Judge Fran Jamieson Way
Melbourne, Florida 32940
(321) 633-1000, Ext. 11500
csc@brevardschools.org

Employees or Job Applicants contact:

Director of Human Resources & Labor Relations
2700 Judge Fran Jamieson Way
Melbourne, Florida 32940
(321) 633-1000 Ext. 11265
csc@brevardschools.org

The titles and contact information for the District Compliance Officers shall be consistently maintained on the District's website, on each individual school's website, and published annually in the Code of Student Conduct and other publications, such as, but not limited to, the following: parent/legal guardian handbooks, employee handbooks, and the District's Annual Report to the public.

The District Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes unlawful harassment of a student is required, in accordance with this policy, to report such observations to the Student, Exceptional Education/504, Title IX, or the Public District Compliance Officer within two (2) business days. Thereafter, the Student, Exceptional Education/504, Title IX, or the Public District Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parent/legal guardian if under the age of eighteen (18), within two (2) business days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Student, Exceptional Education/504, Title IX, or the Public District Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Compliance Officers – Generally

Both School Compliance Officers and District Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) calendar days of learning of the incident.

VI. General Investigation and Complaint Procedures

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below.

The process for investigating claims of harassment and the process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, the timelines are flexible for initiating the

complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process has begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

VII. Informal Complaint Procedures

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students, other members of the School District community, or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students, other members of the School District community, or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the offender that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the offender of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (a) to a teacher, other employee, or building administrator in the school the student attends; (b) to the Superintendent or other District-level employee; and/or (c) directly to one of the Compliance Officers. Form 5517 F1 Student (Alleged Victim) Complaint Reporting Form may be used for informal complaints made by students. Form 5517 F2 Parent/Teacher/Bus Driver/Other Staff/Witness Complaint Reporting Form may be used for informal complaints made by other reporting individuals.

All informal complaints must be reported to the applicable School Compliance Officer who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The District's informal complaint procedure is designed to provide students, other members of the School District community, and third parties who believe they are being unlawfully harassed by a student with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged offender.
- B. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

- C. If both parties agree, the School Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the alleged offender to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the School Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the School Compliance Officer or designee in accordance with the State's records retention schedules.

VIII. Formal Complaint Procedures

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

Form 5517 F1 Student (Alleged Victim) Complaint Reporting Form shall be used for reports made by students. Form 5517 F2 Parent/Teacher/Bus Driver/Other Staff/Witness Complaint Reporting Form shall be used for reports made by other reporting individuals.

This formal complaint process is not intended to interfere with the rights of a student, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

A student who believes s/he has been subjected to offensive conduct/harassment hereinafter referred to as the "complainant", may file a formal complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the School Compliance Officer, a District Compliance Officer, the Superintendent, or other District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, the timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the School Compliance Officer, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to a District Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the School Compliance Officer or designee or District Compliance Officer shall keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or engaging in, offensive conduct/harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses and the resolution sought by the complainant.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the School Compliance Officer or designee shall ask for such details in an oral interview. Thereafter, the School Compliance Officer or designee will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the School Compliance Officer or designee will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged offender, or possibly a change of school for either or both of the parties. In making such a determination, the School Compliance Officer or designee should consult the complainant to assess his/her agreement to any action deemed appropriate. If the complainant is unwilling to consent to any change that is deemed appropriate by the School Compliance Officer, the School Compliance Officer or designee may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

On the same day a formal complaint is received, the School Compliance Officer or designee shall:

- A. acknowledge receipt of the formal complaint to the complainant and/or complainant's parent/legal guardian. In the event that same day notification is not reasonable, the School Compliance Officer or designee will acknowledge receipt of the formal complaint no later than the next business day; AND
- B. inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "offender," that a complaint has been received. In the event that same day notification is not reasonable, the School Compliance Officer or designee will inform the offender no later than the next business day. The offender will be informed about the nature of the allegations and be provided with a copy of this policy. The offender must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the School Compliance Officer or designee will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the alleged offender;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the School Compliance Officer or designee shall prepare and deliver a copy of the outcome letter to the complainant, the alleged offender, and to the District Compliance Officer which provides a conclusion based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to unlawful harassment. In determining if discrimination occurred, a preponderance of evidence standard will be used. The conclusion of the School Compliance Officer or designee must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the unlawful harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person or entity in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

All materials generated as part of the formal complaint process will be retained by the School Compliance Officer or designee in accordance with the State's records retention schedules.

IX. Anti-Harassment and Non-Discrimination Appeal Procedures

If the student and/or parent/legal guardian of the student believes that an action, or inaction, by the school, school representative, school employee, or decision of the School Compliance Officer has violated his/her rights under Title IX, the Florida Educational Equity Act, Section 504 of the Rehabilitation Act of 1973, or the ADA, the student is encouraged to seek a resolution through Policy 2260.01 – Anti-Harassment and Non-Discrimination Appeal Procedures.

X. Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative procedures shall be maintained as confidential to the extent permitted by law. Confidentiality cannot be guaranteed, however. All complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the respondent.

During the course of a formal investigation, the School Compliance Officer or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information

that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the School Compliance Officer or designee or District Compliance Officer or designee in accordance with the Board's records retention policy and applicable State law. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act (FERPA) will be maintained in a manner consistent with the provisions of the Federal law.

XI. Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

XII. Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

XIII. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the School Compliance Officer or designee or District Compliance Officer or designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the School Compliance Officer or designee or District Compliance Officer or designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the School Compliance Officer's or designee's obligation or District Compliance Officer's or designee's obligation and responsibility to continue to investigate a complaint of harassment. While the School Compliance Officer or designee or District Compliance Officer or designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

XIV. Mandatory Reporting of Misconduct by Certificated Employees

The Superintendent is required by State law and Board Policy 8141 – Mandatory Reporting of Misconduct by Certificated Employees to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent or designee shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141 – Mandatory Reporting of Misconduct by Certificated Employees.

XV. Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all

members of the School District community related to the implementation of this policy shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding this policy and harassment in general will be age and content appropriate.

Revised 7/22/14

Revised 9/24/19

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Legal

- F.S. 110.1221
- F.S. 784.049
- F.S. 1000.05
- F.S. 1006.07
- 20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
- 42 U.S.C. 2000d et seq.
- 42 U.S.C. 2000e et seq.
- 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
- 29 U.S.C. 794, Rehabilitation Act of 1973
- 29 U.S.C. 6101, The Age Discrimination Act of 1975
- 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
- 20 U.S.C. 1681 et seq.
- 42 U.S.C. 1983
- National School Boards Association Inquiry and Analysis - May 2008