

## NOTICE

**The Florida Educational Equity Act, Chapter 1000.05, F.S., requires that public education agencies regularly notify staff, students, applicants for employment, parents, collective bargaining units, and the general public of its policies of nondiscrimination. The information below is posted for compliance with the Equity Act.**

**Nondiscrimination in Employment** - The employment policies of the Baker County School District shall be applied to all qualified applicants in a sense of equity without regards to race, gender, national origin, marital status, disability, age, or religion. Preference in appointment will be given to veterans and spouses of veterans.

**Nondiscrimination in Student Activities** - No student enrolled in the Baker County Schools shall, on the basis of race, gender, national origin, marital status, disability, age, or religion, be excluded from participation in or be subjected to discrimination under any curricular, including Career and Technical/Vocational Education courses, extracurricular, or any other school sponsored activity. This rule shall apply to all present and future course offerings and to all other school sponsored activities in which students are eligible to participate. The lack of English language skills will not be a barrier to admission and participation in the CTE programs. Robin Mobley is the designee for inquiries regarding the nondiscrimination policies (see detail contact information at bottom of this page). School facilities may be made available without charge to national youth groups, e.g. scout groups and other identified patriotic groups, as required by 34 C.F.R. § 108.9 - Boy Scouts Act.

**Grievance Procedures for Employees Excluded from Bargaining Units\*\*** - The Board and the Superintendent recognize good morale among its employees is necessary. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein. This procedure can also be used for complaints of discrimination as set forth in Policy 6.500.

### 1) Definitions

- a) "Complaint" shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.
- b) "Complainant" shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.
- c) "Employer" shall mean the School Board or its representatives.
- d) "Day" Shall mean a working day.

2) **Time Limits**-The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

3) **Released Time**-The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

### 4) Complaint Procedure:

- a) **Informal discussion**-If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor or the District Equity Coordinator within sixty (60) days of the occurrence of the alleged violation.
- b) **Level one**-If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his/her immediate supervisor. The Supervisor shall communicate his/her answer in writing to the complainant within ten (10) days after receipt of the complaint. Class complaints, involving more than one (1) supervisor and complaints involving an administrator above the building level, may be filed by the complainant at level two.
- c) **Level two**-If the complainant is not satisfied with the resolution at level one, he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint, the Superintendent shall indicate his/her disposition in writing to the complainant.
- d) **Board appeal**-If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.

### 5) Right to Confidentiality and Prohibition of Retaliation

- a) Both the complainant and the accused will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations to take corrective action when this conduct has occurred.
- b) Retaliation against an individual for filing a complaint or against an individual providing information regarding such a complaint is prohibited.
- c) The use of these complaint/grievance procedures shall not prohibit the complainant from seeking redress from other available state and/or federal sources.

\*\*A grievance filed by an employment applicant shall proceed directly to the Associate Superintendent (see Level 1).

**Equity Coordinator** - Thomas Hill is designated as Baker County School District's Equity Plan Coordinator. Employees, students, applicants for employment, parents, and citizens having questions concerning the act or its implementation, may contact the Coordinator at the School Board Office, 270 South Boulevard East, Macclenny, Florida or call (904) 259-6251. Title IX Coordinator - Thomas Hill (904) 259-6251; Title II Coordinator - Thomas Hill (904) 259-6251; Section 504 Coordinator - Michael Green (904) 259-7825