



# Clay County District Schools

*Discovering Endless Possibilities*

MENU 

## Notice of Non-Discrimination

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Discrimination on the basis of a person's real or perceived sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socioeconomic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background is prohibited in the employment of personnel, the provision of educational programs, and the conduct of the business affairs of Clay County District Schools ("District"). Further, equal access to school facilities shall be provided to civic and community organizations such as the Boy Scouts of America and other patriotic groups and organizations so designated by law.

The procedures outlined below shall be used for the processing of allegations of possible discrimination.

1. All such allegations should be discussed initially on an informal basis with the school principal, supervisor or appropriate division head directly responsible for the area of concern. Such discussion should be held within ten (10) days of the alleged incident(s) if possible.

2. Any student matter not resolved by the school principal to the satisfaction of the aggrieved party shall be referred to the district School Board Office to the attention of the following administrator:

Stephanie Palmer, Coordinator of Student Engagement/District Hearing  
Officer

School District of Clay County  
900 Walnut Street  
Green Cove Springs, Florida 32043  
Telephone: 904-336-6917

3. Any Human Resources matter not resolved by the school principal or division head to the satisfaction of the aggrieved party shall be referred to the district School Board Office to the attention of the following Assistant Superintendent:

Brenda Troutman, Assistant Superintendent for Human Resources  
School District of Clay County  
900 Walnut Street  
Green Cove Springs, Florida 32043  
Telephone: 336-6701

4. All complaints of discrimination or harassment shall be investigated fully and all person(s) involved shall be questioned. The aggrieved party may be required to appear in person to answer questions.

5. Such investigation shall be initiated within fifteen (15) days of receipt of the complaint. If an extension of the timelines is deemed necessary, the aggrieved party shall be notified of such extension prior to the end of the fifteen (15) days.

6. Retaliation against any person who makes a complaint pursuant to this policy, or who participates in any investigation initiated pursuant to this policy, will not be tolerated. Any employee who engages in such retaliation shall be subject to disciplinary action up to and including termination.

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# Clay County District Schools

ADDRESS: 900 Walnut Street, Green Cove Springs, FL 32043

PHONE: (904) 336-6500

## SITE MAP



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