

Department of Human Resources

MEMORANDUM

TO: All Principals

FROM: Leslie Traylor, Compliance Specialist and Title IX Coordinator

SUBJECT: NOTICE OF NONDISCRIMINATION

DATE: August 20, 2020

The school division's [Notice of Nondiscrimination](#) has recently been revised in order to comply with recent updates to Federal law pertaining to sexual harassment and protected groups. Accordingly, principals must immediately ensure that the Notice is

- a. included in the school handbook and shared with all employees;
- b. shared with parents/guardians;
- c. placed on the school website;
- d. posted in common workspaces.

The Notice of Nondiscrimination is available in [Spanish](#), [Arabic](#), [Nepali](#), [Dari](#), and [Portuguese](#).

Individuals desiring to file a charge of discrimination may complete the [Statement of Complaint Form](#) online. The school may also print the [form](#) to ensure the availability of hard copies if requested.

Questions may be directed to my attention at (804) 652-3832 or lbtraylo@henrico.k12.va.us.

ec: Amy E. Cashwell, Ed.D., Superintendent
Division Leadership Team
Office of the Deputy Superintendent
Division of Learning
Associate Principals
Assistant Principals

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