

# Board Policy

Code No. 401.1E1

## **EQUAL EMPLOYMENT OPPORTUNITY (AFFIRMATIVE ACTION PLAN)**

The Bettendorf Community School District has, and will continue to have in the future, a strong commitment to the principles of affirmative action. It is recognized that the elimination of discrimination is an ongoing process.

### **STAFF**

#### **I. General Statement**

The District shall maintain a program of affirmative action which will ensure the provision of equal employment opportunities for staff and non-discriminatory treatment of staff regardless of race, creed, color, religion, national origin, age, marital status, sex, sexual orientation, gender identity, socio-economic status or physical handicap. Affirmative action shall include, but not be limited to the following: employment, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training and staff development, and supervisor-employee and employee-employee relations.

All persons responsible for employment procedures, personnel practices, and supervision of employees, shall comply with and support the principles set forth in this Plan. The implementation, development, and monitoring of the Plan shall be the responsibility of the Superintendent of Schools or designee. Inquiries concerning the application of the Plan should be referred to the staff member designated as the Affirmative Action Coordinator.

#### **II. Action Steps**

##### **A. Recruitment and Selection**

1. The District will encourage applications from qualified disabled persons and members of minority groups, with special attention given to men and women seeking employment in non-traditional roles, by continuing practices which include but are not limited to:
  - a. posting job vacancy notices and the related job descriptions in all buildings within the District and notifying District employee organizations of job vacancies; and
  - b. recruiting disabled individuals and minority groups.
2. As vacancies occur, the Bettendorf Community School District will attempt to create and maintain a balance between qualified males and females in licensed and classified employee positions.
3. The Administration will attempt to improve the number of minority staff in all licensed and classified employee areas, and improve the balance between males and females.
4. The Administration will enhance the interview and selection process by:
  - a. encouraging staff involved in hiring to continue to seek and employ minority and disabled candidates for available positions;
  - b. monitoring the updating of licensed and classified employee job descriptions;
  - c. maintaining a record of racial and gender information regarding applicants that have been interviewed; and
  - d. retaining evaluative records of applicant interviews.

##### **B. Training**

1. The Administration will provide leadership and assistance in implementing:

- a. a staff development program to insure that job interview procedures are conducted in accordance with affirmative action guidelines; and
  - b. sex equity awareness training opportunities for staff.
2. District Administrators will encourage minority individuals and women to train for higher level positions.

### **C. Discrimination Complaint Procedures**

Employees who feel they have been subjected to discrimination including harassment, based on race, creed, color, religion, national origin, age, marital status, sex or disability may notify Lana LaSalle, Affirmative Action Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, Bettendorf, Iowa 52722; or by telephoning 563-359-8261.

## **STUDENTS**

### **I. General Statement**

The District shall maintain a program of affirmative action which will ensure the provision of equal opportunity and non-discriminatory treatment of students regardless of race, religion, creed, color, national origin, age, marital status, sex, sexual orientation, gender identity, sexual orientation or physical disability. This program shall be in accordance with all applicable laws addressing discrimination and affirmative action. Affirmative action shall include, but not be limited to the following: access to and participation in course offerings and extra curricular activities, use of facilities, and staff-student and student-student relations. The implementation, development and monitoring of this plan shall be the responsibility of the Superintendent of Schools or designee. Inquiries concerning the application of the student section of this plan should be referred to the staff member designated as the Affirmative Action Coordinator.

### **II. Action Steps**

#### **A. Course Offerings and Extra Curricular Activities**

Staff members will attempt to:

1. Encourage student to participate in the District activities program;
2. Ensure that no description of a school co-curricular club contains any reference to exclusive membership of any one sex;
3. Continue to monitor progress in providing equal access for students in practical arts and intramural activities.

#### **B. Cooperative Work Agreements**

The provision of equal employment opportunity will continue to be required as part of the cooperative work agreement.

#### **C. Guidance and Counseling**

The District will continue to provide staff development activities to prepare counselors to make students aware of career opportunities involving non-traditional roles.

#### **D. Student Discipline**

Student discipline procedures will be examined to confirm that the use of suspensions and other disciplinary action is non-discriminatory and consistent with the nature of the offense.

#### **E. Complaint Procedure**

Any student who feels that he or she has been subjected to discrimination including harassment, because of sex, marital status, race, creed, color, national origin, religion or disability may notify

Lana LaSalle, Affirmative Action Coordinator, Thomas Jefferson Elementary School, 610 Holmes Street, Bettendorf, Iowa 52722; or by telephoning 563-359-8261.

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