

AFFIRMATIVE ACTION

Procedure

1. Any member of the school community who believes that he has been subjected to discrimination based on race, color, creed, national origin, citizenship status, political affiliation, age, sex or handicap will report the incident(s) to the Title IX Coordinator.
2. The Title IX Coordinator will attempt to resolve the problem in an informal manner through the following process:
 - A. The Title IX Coordinator will confer with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts.
 - B. The Title IX Coordinator will then attempt to meet with the charged party in order to obtain his response to the complaint.
 - C. The Title IX Coordinator will hold as many meetings with the parties as is necessary to gather facts.
 - D. On the basis of the Title IX Coordinator's perception of the problem, he/she may:
 - 1) attempt to resolve the matter informally through conciliation or
 - 2) report the incident and transfer the record to the Superintendent or his designee and so notify the parties by certified mail of his official action relative to the complaint.
3. After reviewing the record made by the Title IX Coordinator, the Superintendent or his designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken.

All matters involving discrimination complaints will remain confidential.

[Adoption date: July 21, 1993]