Nondiscrimination and Affirmative Action

Nondiscrimination

To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action pro- gram. No staff member's status with the district shall be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190, Section 504 of the Rehabilitation Act of 1973, 42 USC 12101 - 12213 Americans with Disabilities Act (ADA) or Title VII of the Civil Rights Act of 1964. A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and, the following steps shall be taken:

Affirmative Action Plan

The needs of all persons in a pluralistic society must be understood in order to continue to create an employment atmosphere compatible with and receptive to all persons. The following goals shall assure that a meaningful educational experience may continue to exist for students and staff alike. The district will:

A. Make efforts to modify the composition of the future work force in order to work to- ward a full utilization of aged, handicapped, ethnic minorities, women and Vietnam veterans in the various job categories.

B. Ensure that all applicants and staff are considered on the basis of bona fide job- related qualifications. The purpose of the affirmative action plan is to actively include persons of under-utilized classes in the employment process, not to exclude others from it. The district shall continue to emphasize in all recruitment contacts that non- discrimination is a basic element in the district's personnel procedures.

C. Be responsible for reviewing all employment procedures and programs to assure that there is no indication of discriminatory practices. The district shall continue to use aged, handicapped, ethnic minorities, women and Vietnam veterans in the recruitment and employment process. Job descriptions for classified staff shall be sent to the Washington Employment Service and other organizations which are recruiting sources for groups that may be under-utilized in the district's work force. Recruitment from colleges and universities shall include institutions with high percentages of students of various ethnic minorities.

D. Contract and purchase all goods and services from persons, agencies, vendors, contractors and organizations who comply with the appropriate laws and executive orders regarding discrimination.

E. Take appropriate action to attract and retain aged, handicapped, ethnic minorities and women at all levels and in all segments of the district's work force. Criteria for selecting staff shall be reviewed regularly to assure that such statements relate directly to the requirements for specific positions. However, pursuant to state law there shall be no preferential employment practices based on race or gender.

F. Upgrade present staff by providing management development training to assure that individuals of under-utilized groups are prepared for positions of new and increased responsibility.

Implementation of the affirmative action plan shall be the responsibility of the superintendent. Administrators shall assist in the attainment of the established goals and purposes of this affirmative action plan.

Dissemination

The district shall disseminate information concerning employment and developments under the affirmative action plan on a planned basis to assist in achieving the goals set forth in this plan. Affirmative action information shall be disseminated by:

A. Printing and distributing such information to staff, school libraries and offices;
B. Publicizing such information in district newsletters;
C. Conducting meetings with administrative staff to explain the intent and advantages of the policy and plan;
D. Informing appropriate and interested recruiting and hiring sources; and
E. Informing all representative staff groups in the district.

Male/Female Balance
Employment in the district falls into two categories certificated and classified employees.

Certificated employees – Includes those with state prescribed educational credentials employed in instructional programs or in direct support of those programs; and

Classified (non-certificated) employees – Includes those who supply essential services in support of instructional programs.

Certificated Male/Female Employees Profile:

	Male	**Female**	**Total**
Total	29	49	78

Classified Male/Female Employee Profile:

	Male	**Female**	**Total**
Total	10	63	73

The district shall make good faith effort to recruit, interview and employ individuals consistent with the district commitment to nondiscrimination and affirmative action for all positions and in every department, school and level of operation. Preferential or adverse employment practices, including demotions or termination shall not be used to meet stated goals or time lines.

In addition the current 2010-11 administrative staff male/female profile is as follows by position:

Administrative Position	**Number of Males**	**Numbers of Females**
Superintendent	1	
Business Manager	1	
Special Services Coordinator		1
High School Principal	1	
Middle School Principal		1
Elementary Principal		1
Total	**3**	**3**

In reviewing our administrative staff profile we are balanced in the number of males to females in administrative positions. The district will continue make good faith effort to recruit, interview and employ individuals consistent with the district commitment to non- discrimination and affirmative action for all positions and in every department, school and level of operation. Preferential or adverse employment practices, including demotions or termination shall not be used to meet stated goals or time lines.

Ethnic Minority Balance

The profiles of the district's current student ethnic minority population and the district's current ethnic minorities (American Indian/ Native American, Asian, Black, and Hispanic) are set forth as follows:

Student Population Profile (As of October 1, 2010):

Ethnic Category	**Number of Students**	**Percentage**
Black	6	.0052%
Asian	5	.0043%
American Indian	3	.0026%
Hispanic	4	.0423%
Native Hawaiian	1	.0009%
Multi-racial	6	.058
White	1026	.8867%
Total	1157	100%

Staff Profiles:

Ethnic Category	Number of Employees	Percentage
Black	1	.013%
Asian	1	.013%
American Indian	0	.00%
Hispanic	0	.00%
Native Hawaiian	0	.00%
Multi-racial	1	.013%
White	75	.961%
Total	**78**	**100%**

Certificated Employees:

Ethnic Category	Number of Employees	Percentage
Black	1	.013%
Asian	1	.013%
American Indian	0	.00%
Hispanic	0	.00%
Native Hawaiian	0	.00%
Multi-racial	1	.013%
White	75	.961%
Total	**78**	**100%**

Classified Employees:

Ethnic Category	Number of Employees	Percentage
Black	0	.00%
Asian	1	.014%
Native Indian/American Indi- an	0	.00%
Hispanic	0	.00%
Native Hawaiian	0	.00%
Multi-racial	2	.027%
White	70	.959%
Total	**73**	**100%**

Combined Certificated and Classified Employees:

Ethnic Category	Number of Employees	Percentage
Black	1	.0067%
Asian	2	.0132%
American Indian	0	.00%
Hispanic	0	.00%
Native Hawaiian	0	.00%
Multi-racial	3	.0199%
White	145	.9602%
Total	**151**	**100%**

In reviewing and comparing the staff and student population profile information, we have some under-utilization of minority groups in both certificated and classified areas. The district will see that measurable efforts are made in the utilization of ethnic minorities in certificated and classified positions, without using preferential employment practices.
The district shall make good faith effort to recruit, interview and employ individuals consistent with the district commitment to nondiscrimination and affirmative action for all positions and in every department, every school and at every level of operation. Preferential or adverse employment practices, including demotions or termination shall not be used to meet stated goals or time lines.

Aged Balance

The district shall make good faith effort to recruit, interview and employ individuals consistent with the commitment to nondiscrimination and affirmative action providing the prospective staff member meets the requisite standards for the specific position.

Handicapped Balance

The district shall make good faith effort to recruit, interview, and employ individuals consistent with the district's commitment to nondiscrimination and affirmative action providing the prospective staff member meets the requisite standards for the specific position.

Goals and Timelines:

In addition to data above, the following factors have been considered in formulating the district's short and long-range goals:

1. Turnover – We anticipate a turnover of approximately three certificated staff for the 2011-2012 school year. While we have an aging staff, turnover does not reveal a predictive pattern.

2. Financial Support – Goals and timelines will be subject to review and updated with respect to district development of financial resources and allocation of funds for certificated and classified staff.

District Short Range Goal – 12 Month (2011-2012):

Turnover	Goal	Target Date:
Possibly 3 employees	1 minority	09/01/2012

District Long-Range Goal – 5 years

Turnover	Goal	Target Date:
15 employees	2 minority	09/01/2016

Internal Audit and Monitoring System

The superintendent's office, in compliance with WAC 162-12, "Preemployment Inquiry Guide," shall record by age, race, sex and other protected groups applicant flow, new hires, promotions, transfer requests, transfers, administrative internships and terminations. An analysis shall be made of the internal and external work force availability of aged, handicapped, ethnic minorities and women.

The district shall evaluate the effectiveness of the nondiscrimination and affirmative action program and report its status to the board semiannually. Such reports may include recommendations for changes in the affirmative action program goals. The overall responsibility for monitoring and auditing this policy is assigned to the district office. The duties include:

A. Analysis of the categories of employment in relation to affirmative action goals;
B. Analysis of work force data and applicant flow;
C. Maintaining records relative to affirmative action information;
D. Preparation of semiannual reports of progress toward the goals and recommended changes required to maintain the vitality of the program;
E. Identifying in a written report to the superintendent any employment practice or policy that is discriminatory or that does not meet the requirements of the affirmative action program; and
F. Keeping the superintendent advised of the progress in implementing the goals and procedures of this affirmative action program.

Grievance Procedure

To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action pro- gram. No staff member's status with the district shall be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190, Section 504 of the Rehabilitation Act of 1973 or Title VII of the Civil Rights Act of 1964.

A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and, the following steps shall be taken:

Informal Review Procedures

When a staff member has an employment problem concerning equal employment opportunity, he/she shall discuss the problem with the immediate supervisor, personnel di- rector or superintendent within 60 days of the circumstances which gave rise to the problem. The staff member may also ask the affirmative action/Title IX officer to participate in the informal review procedure. It is intended that the informal discussion shall resolve the issue. If the staff member feels he/she cannot approach the supervisor be- cause of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the affirmative action/Title IX officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures.

Level One - Formal Review

The complaint must be signed by the complaining party and set forth the specific acts, conditions, or circumstances alleged to be in violation. The affirmative action officer shall investigate the allegations set forth within 30 calendar days of the filing of the charge. The officer shall provide the superintendent with a full written report of the com- plaint and the results of the investigation. The superintendent shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The superintendent shall state that the district:

A. Denies the allegations contained in the written complaint received by the district; or

B. Shall implement reasonable measures to eliminate any such act, conditions or circumstance; and

C. Include a statement on how to file an appeal with the School Board if the complainant disagrees with the superintendent’s decision.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party.

Level Two - Appeal to Board of Directors

If a complainant remains aggrieved as a result of the action or inaction of the superintendent he/she may file a written notice of appeal with the secretary of the board by the 10th calendar day following:

A. The date upon which the complainant received the superintendent's response, or

B. The expiration of the 30-calendar day response period stated in Level One, which- ever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as

the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to all parties involved. The written decision shall include how to appeal the board's decision to the Office of Superintendent of Public Instruction.

Level Three - Appeal to the Superintendent of Public Instruction

In the event a complainant charging discrimination remains aggrieved with the decision of the board of directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the superintendent of public instruction.

A. A notice of appeal must be received by the superintendent of public instruction on or before the twentieth (20th) day following the date upon which the complainant received written notice of the board of directors' decision.

B. A notice of appeal must be in writing in the form required by the superintendent of public instruction and must set forth:
1. A concise statement of the original complaint and the portions of the board of directors' decision which is appealed.
2. The suggested recommendations for resolution or remediation of the alleged complaint set forth in the original statement of complaint.

Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the district compliance officer for a period of 5 years.