

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT
AFFIRMATIVE ACTION PLAN
2010-2012

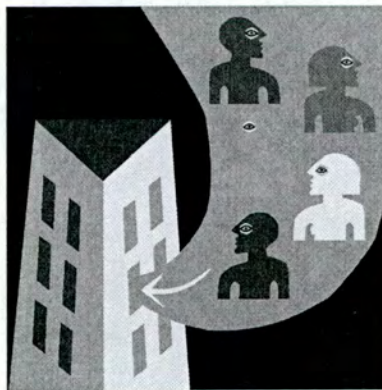


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EQUAL EMPLOYMENT OPPORTUNITY POLICY

This is to affirm Adel DeSoto Minburn Community School District's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

Our organization will not discriminate against or harass any employee or applicant for employment because of race, color, national origin, religion, gender, age, sexual orientation, gender identity, disability, or marital status. We will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training. We will provide reasonable accommodations to applicants and employees with disabilities.

Adel DeSoto Minburn Schools will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

The Adel DeSoto Minburn School District School Board has appointed Nancy Gee, business manager, to coordinate the Equal Opportunity Program. The person's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative action Program, as required by Federal, State, and Local agencies. Any employee or applicant may inspect our Affirmative Action Program during normal business hours by contacting Nancy Gee, Business manager, 801 Nile Kinnick Drive, S., Adel, IA, 515-993-4283.

If any employee or applicant for employment believes he or she has been treated in a way that violates this policy, they should contact Nancy Gee, Business manager, 801 Nile Kinnick Drive, S., Adel, IA, 515-993-4283, or any other representative of administration. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and we will take appropriate action in response to these investigations.

ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM

Nancy Gee, business manager, is designated as EEO/AA coordinator to monitor all employment activity to ensure that our EEO/AA policies are being carried out. The EEO/AA coordinator will be given the necessary top management support and staffing to fulfill the duties of the position. Those duties include, but are not limited to, the following:

1. Develop our EEO/AA policy statement and Affirmative Action Plan/Program, so that it is consistent with our policies, and so that it established our affirmative action goals and objectives.
2. Implement the Affirmative Action Plan/Program including internal and external dissemination of our EEO/AA policies and plan.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our principals and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Ensure that all minority, female, and disabled employees are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions.
6. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Affirmative Action Plan/program and to determine whether our goals and objectives have been attained.
7. Coordinate the implementation of necessary affirmative action to meet compliance requirements and goals.
8. Serve as liaison between our organization and relevant governmental enforcement agencies.
9. Coordinate the recruitment and employment of women, minorities, and people with disabilities.
10. Receive, investigate, and attempt to resolve all EEO complaints.
11. Keep superintendent informed of the latest developments in the area of EEO.

DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN

A. Internal Dissemination

1. Our policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in building offices.
2. Our EEO/AA policy statement will be communicated to our employees during pre-service days of school in August of each school year.
3. Our EEO/AA policies will be included in our policy manual.
4. Our policy will be made available to all employees including part-time, temporary or seasonal employees.
5. We will review our EEO/AA policies at least annually with the administrative cabinet and the board of education.

B. External Dissemination

1. We will notify all recruitment sources of our EEO/AA policies, and we will encourage them to assist us in achieving our affirmative action objectives by actively recruiting and referring women, minorities, and people with disabilities.
2. We will include the statement "Equal Opportunity Employer" or Affirmative Action Employer" on advertisements recruiting employees, on employment applications, and on our school district's website, if we post job opportunities on our website.

QUANTITATIVE WORKFORCE ANALYSIS

Adel DeSoto Minburn Community School District had 261 employees on its payroll during the 2011-12 school year. The composite of Adel DeSoto Minburn School's employees according to job group was as follows:

Job Group	Males	Females	Total
Management	5	5	10
Elem Classroom Teachers	5	46	51
Secondary Classroom Teachers	8	12	20
Other Classroom/Professional	9	31	40
Associates	5	47	52
Clerical	0	10	10
Service Workers/Skilled	9	9	18
Part-time Professional	23	12	35
Other Part-time	8	17	25

The composite reported on 2009-10 was as follows:

Job Group	Males	Females	Total
Management	4	7	11
Elem Classroom Teachers	5	48	53
Secondary Classroom Teachers	9	11	20
Other Classroom/Professional	7	30	37
Associates	5	42	47
Clerical	0	12	12
Service Workers/Skilled	10	10	20
Part-time Professional	22	17	39
Other Part-time	9	19	28

There hasn't been much change from the 2010 report. Seventy-two percent of the employees at Adel DeSoto Minburn Community School District are female.

Relevant Labor Market

Relevant labor market was determined by Iowa Workforce Development's Labor Market Information Services and United States Census.

Gender

The chart below compares Adel DeSoto Minburn School District's gender percentages and minority percentages to the percent of female and male workers and minority workers presented in the 2000 Census. Also included on the chart is whether each specific job groups were determined to be under represented (more than 10% difference).

JOB GROUP	TOTAL	FEMALES				MINORITIES			
		REPRESENTATION	AVAILABILITY	UNDER REP		REPRESENTATION	AVAILABILITY	UNDER REP	
		NUMBER	%	%		NUMBER	%	%	
MANAGEMENT	10	5	50%	46%	NO	0	0%	4%	YES
ELEM CLASSROOM TCHRS	51	48	94%	80%	NO	0	0%	2%	YES
SEC CLASSROOM TCHR	20	12	60%	54%	NO	0	0%	1%	YES
OTHER TCHRS	40	31	78%	90%	YES	0	0%	3%	YES
TCHR ASSOCIATES	52	45	87%	97%	YES	0	0%	3%	YES
CLERICAL	10	10	100%	96%	NO	0	0%	3%	YES
SERVICE WORKERS/SKILLED	18	9	50%	35%	NO	0	0%	5%	YES
PT PROF	35	12	34%	84%	YES	0	0%	3%	YES
PT OTHER	25	17	68%	93%	YES	1	4%	3%	NO

Minority Groups

Of the 261 employees in 2012, all were white with the exception of one who is African American. This is an increase of one from the 2010 report.

QUALITATIVE WORKFORCE ANALYSIS

- Student body makeup is all white except for 77 minority children (4.9%)
- Community population trend steady, enrollment trend steady
 - Projected increases to both due to tax abatement program
- 180 open enrollment applications received, 89.2 departing
- Job Group - Management
 - One superintendent – male
 - Four principals, 3 female, 1 male
 - One technology director – male
 - One activity director – male
 - One business manager – female
 - One nutrition director – female
 - One transportation director – male
 - *One assistant principal (.5 FTE) – male (Counted with teachers)*
- 113 teachers and counselors
 - 32 high school teachers, 19 female, 13 male
 - 27 middle school teachers, 18 female, 8 male
 - 25 intermediate school teachers, 25 female, 0 male
 - 29 elementary school teachers, 28 female, 1 male
- 2 school nurses
 - 1 full time, female
 - 1 part time, female
- 1 social worker
 - 1 full time, female
- 101 classified staff
 - 79 full time, 65 female, 14 male
 - 28 part time, 19 female, 9 male
- Non-Staff Coaches
 - 33 non-staff coaches, 9 female, 24 male

Identification of Problem Areas

All job groups are underrepresented in regards to minority employees except for part-time other employees. Adel DeSoto Minburn School District's student minority population was approximately 4.9% in 2012. Our employee population minority percentage is only .38%.

A comparison of the Identification of Problem Areas between the 2009-10 results and the 2011-12 results of the Adel DeSoto Minburn District's Affirmative Action Plan shows that there is still an underrepresentation in the district's staff compared to those available in the workforce in several areas. Many of these classifications have high percentages of women in the workforce, so there doesn't seem to be cause for concern. More male representation in these typically female categories has been one of the plan's long-term goals. While all advertising contains the AA/EOE logo, few, if any, minorities apply for open positions.

Action Steps to Increase Minority and Gender Representation in Identified Job Groups

As positions become available, it will be the goal of Adel DeSoto Minburn Community School District to increase the representation of minorities and males in the identified underrepresented job groups.

The affirmative action plan will be considered each time in the hiring process.

Numerical Goals

The recommendation is to retain the district's numerical goals as listed below. Hiring practices will continue to be aggressive in recruiting and hiring the best candidates and using the numerical goals to tip the scales when all things equal between two candidates.

<u>Certified Staff</u>	<u>Responsibility</u>	<u>Timelines</u>
1 male elementary teacher	Board and Administration	Next two years
1 minority teacher	Board and Administration	Next two years
<u>Classified</u>	<u>Responsibility</u>	<u>Timelines</u>
1 male teacher associate	Board and Administration	As vacancies occur
1 male food service worker	Board and Administration	As vacancies occur
1 minority worker	Board and Administration	As vacancies occur
1 female custodian	Board and Administration	As vacancies occur

The following questions provided by the Iowa Association of School Boards provided the means by which Adel Desoto Minburn Community School District determined if it had any policies or practices that were causing the under representation of minority or females. The following category of questions was used to make this determination:

Recruitment

1. Is word of mouth recruitment the only method used for some or all positions?
2. Is a record maintained of advertisements used for the various types of positions?
3. Do advertisements include an equal opportunity statement?
4. Are referral sources, such as placement officers of educational institutions and employment agencies, notified of the equal opportunity and affirmative action policies?
5. Do applicants receive a copy of the affirmative action policy statement?
6. Do organizations that assist in recruitment have policies or practices that will form a barrier to equal opportunity for their clients?
7. Have vacancies been listed with appropriate agencies, placement office and news media?
8. Do job descriptions exist for all major job classifications?
9. Are job descriptions supplied to applicants?

Recruitment Summary:

Job descriptions do exist for all major job groups and are posted on the District website.

Hiring and Selection Criteria and Practices

1. Are applicants notified of the equal employment opportunity and affirmative action policies?
2. Are application forms used?
3. Do all applicants complete an application form?
4. Do these application forms include a statement of equal opportunity?
5. Are the application forms free of illegal inquiries?
6. Are job description criteria considered during hiring?
7. Are the job descriptions accurate, explaining the actual functions and duties?
8. Are the job descriptions gender-neutral?
9. Is the interview process free of illegal inquiries?
10. Is the interview process structured to guarantee fairness to all applicants?
11. Do all individuals who are involved in conducting interviews receive training on appropriate inquiries?
12. Are interview questions restricted to job-related information?
13. In a salary step system does the decision as to initial placement on the "step" have an impermissible relationship to race, sex, or disability, as shown by actual placement over time?
14. Is the affirmative action plan considered each time when dealing with a job category where under representation exists?
15. Are there written criteria for determining which applicants will be interviewed established before recruitment begins?

Hiring and Selection Criteria and Practices Summary:

Since the affirmative action plan has not been updated for several years it has not been considered or utilized when dealing with a job group where under representation exists.

Hiring and Selection Criteria and Practices Goal: The affirmative action plan will be considered each time in the hiring process.

Promotion, Transfer and Collective Bargaining Agreement

1. Are notices posted for all positions when vacancies occur?
2. Are impermissible factors such as race, color, national origin, religion, gender, age, sexual orientation, gender identity, disability or marital status considered in promotion or transfer decisions?
3. Are personnel who are involved in recruiting, selection, promotion, evaluation and related processes selected and trained to ensure elimination of bias in personnel actions?
4. Is there a special effort to include women and minorities in the group being considered for promotion or transfer?
5. Is there a mentoring of staff assistance process in use?
6. Have efforts been made to use mixed criteria consistent with any bargaining agreements rather than straight seniority in promotions, transfers and staff reductions?

Promotion, Transfer and Collective Bargaining Agreement Summary:

No issues of concern were identified in terms of promotion, transfer and collective bargaining agreement.

Demotions, Terminations, Layoffs, and Recall Criteria and Practices

1. Are objective criteria used in making demotion, termination or layoff decisions?
2. Are the evaluation records of employees reviewed when these types of decisions are made?

Demotions, Terminations, Layoffs, and Recall Criteria and Practices Summary:

The negotiated master contract provides the objective criteria used for termination and layoff decisions.

Working Conditions and Compensation

1. Is there an employee evaluation system?
2. Is the temporary disability related to pregnancy treated the same, in practice, as other temporary disabilities?
3. Does the application of the salary schedule/pay scale result in discrimination on the basis of race, color, national origin, religion, gender, age, sexual orientation, gender identity, disability or marital status?
4. Is the board policy on affirmative action distributed to employees annually?
5. Is the cost to the employees for insurance and insurance coverage the same for male and female employees?
6. Are the costs to the employees and benefits of pension plans equitable for men and women?
7. Have steps been taken to ensure that harassment of employees based upon gender, race, national origin, religion, age, sexual orientation, gender identity or disability does not occur?
8. Are assignments of staff members to supplemental and extracurricular duties made on an equitable basis?
9. Are exit interviews held?

Working Conditions and Compensation Summary:

Adel DeSoto Minburn Community School District Board of Education has policy to insure that harassment does not occur for any protected class. A copy of this policy is included in the plan. Exit interviews do occur informally and the administrative cabinet will discuss the need of formalizing the process which could result in a future goal statement.

Complaint Procedures

1. Does the affirmative action policy contain a complaint process?
2. Are employees notified of their right to seek redress from government agencies such as the Iowa Civil Rights Commission?
3. Are discrimination complaint records kept?

Complaint Procedures Summary:

Adel DeSoto Minburn Community School District Board of Education has adopted a grievance procedure. The grievance procedure is included in the plan. The grievance procedure does notify employees of their rights to seek assistance from state and federal Civil Rights Commission.



Adel DeSoto Minburn

801 Nile Kinnick Drive S., Adel, Iowa 50003
515-993-4283

Greg Dufoe, Superintendent

Nancy Gee, Business Manager

A LETTER FROM THE SUPERINTENDENT TO STAFF

October 2012

This school district has been, and will continue to be, an equal opportunity employer. To assure full implementation of the policy, we will assure that:

- A. Persons are recruited, hired and promote for all jobs without regard to race, color, age, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed. Placement decisions are based solely on an individual's qualifications for the position being filled.
- B. Other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs and company sponsored programs and activities are administered without regard to race, color, age, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed.
- C. The school district will not discriminate against any individual because of a physical or mental handicap or because of disabled veterans status.

It is our policy to take affirmative action in the employment of qualified minorities, females, handicapped individuals, Vietnam era and disabled veterans. This will include all employment practices. Reasonable accommodation will be provided whenever possible in our effort to advance employment opportunities for handicapped individuals and disabled veterans.

I have a strong commitment to equal opportunity and affirmative action. I expect your continued assistance and support in attaining this objective of equal employment opportunity and achieving our affirmative action goals.

Sincerely,

Greg Dufoe
Superintendent

"Experiencing Success Today, Achieving Dreams Tomorrow"

EQUAL EDUCATIONAL OPPORTUNITY

The board will not discriminate in its educational activities on the basis of race, color, national origin, religion, sex, disability, sexual orientation, gender identity, or marital status.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, sexual orientation, gender identity, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Needs Jan. copy

Approved 7/1/96

Reviewed 3/7/11

Revised 9/17/07

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Adel DeSoto Minburn Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities.

missing
creed

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact:

Nancy Gee, Business Manager
District Office
(515) 993-4283

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature_____

Address_____

Phone Number_____

If student, name _____ Grade Level_____

Attendance center_____

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name_____

Grievance Date_____

State the nature of the complaint and the remedy requested.

Indicate Principal's or Supervisor's response or action to above complaint.

Signature of Principal or Supervisor_____

SECTION 504 STUDENT AND PARENTAL RIGHTS

The Adel DeSoto Minburn Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based on the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 should be directed to:

Business Manager Nancy Gee
801 Nile Kinnick Drive S., Adel, IA 5000
(515) 993-4283

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and *Iowa Code* § 280.3. (2005)

GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One - Principal, Immediate Supervisor or
Personnel Contact Person (Informal and
(Informal and Optional - may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity, or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, religion, age, sexual orientation, gender identity, or disability are encouraged to first discuss it with the personnel contact person. This paragraph is for employees and "marital status" isn't a protected class for employees.

*color
creed
marital
status*

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, religion, marital status, sexual orientation, gender identity, or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

Level Two - Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three - Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the Superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. The superintendent will render a decision within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Selection for Employment and Assignments. The Adel DeSoto Minburn Community School District will select for employment-qualified applicants for each position without regard to race, color, creed, gender (including pregnancy), religion, sexual orientation, gender identity, national origin, ethnic background, age, genetic information, or physical or mental disability. Adherence to bona fide occupational/educational qualifications will not be interpreted as discriminatory. Persons with disabilities who can perform the essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

Employment Conditions. The Adel DeSoto Minburn Community School District will not discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, gender, religion, sexual orientation, gender identity, national origin, ethnic background, age, genetic information, or physical or mental disability.

Complaints of Discrimination. Any applicant or employee alleging discrimination on the basis of race, color, creed, gender, religion, sexual orientation, gender identity, national origin, ethnic background, age, genetic information, or physical or mental disability may follow the complaint procedures set forth in Policy 402.19. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and to turn over copies of evidence of discrimination including, but not limited to, tapes, memoranda, letters and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer. The business manager shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the business manager is the alleged perpetrator, the superintendent shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men and persons with disabilities.

Confidentiality. The District will limit disclosure of information gathered in the course of receiving, investigating, and responding to a complaint filed under this policy, but cannot guarantee confidentiality to any party. Sensitive information will be handled in a manner consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

No Retaliation. No person shall retaliate against another person because the person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Any person found to have engaged in retaliation in violation of this policy, state, or federal law shall be subject to discipline up to and including discharge.

Corrective Action. The District will take action to halt any improper discrimination and will take other appropriate corrective actions, including disciplinary measures, which may include discharge of a perpetrator, to remedy all violations of this policy.

Notice. In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

Approved 7/1/93

Reviewed 1/9/12

Revised 1/9/12

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint: _____

Name of Complainant: _____

Position and Building of Complainant: _____

Home Address: _____

Home Telephone: () _____ Email: _____

Name and Position of Alleged Perpetrator: _____

Discrimination Alleged:

_____ Race, Color

_____ Gender Identity

_____ Gender

_____ Sexual Orientation

_____ Religion, Creed

_____ Age

_____ National Origin, Ethnic Background

_____ Disability

_____ Other (please specify)

Statement of Discrimination/Harassment: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position and addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

DISCRIMINATION/HARASSMENT COMPLAINT FORM

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

WITNESS STATEMENT

Date of Interview: _____

Interviewer: _____

Name of Person Giving Statement: _____

Position and Building of Witness: _____

Home Address: _____

Home Telephone: () Email: _____

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Name of Complainant:_____

Position and Building of Complainant:_____

Name and Position of Alleged Perpetrator/Respondent:_____

Date of Initial Complaint_____

Nature of Harassment Alleged:

_____	Race, Color	_____	Gender
_____	Sexual Orientation	_____	Gender Identity
_____	Religion, Creed	_____	Age
_____	National Origin, Ethnic Background	_____	Disability
_____	Other		

Summary of Investigation:

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Conclusion: _____Founded (The totality of the evidence reasonably demonstrates the actions occurred and constituted improper discrimination or harassment.)

 _____Unfounded (It is reasonable to believe that the actions complained of did not occur, or were not so serious or pervasive as to constitute improper discrimination or harassment.)

 _____Inconclusive

Signature

Typed or Printed Name

Position

Address

Date

Copies to:

_____ Complainant
_____ Respondent
_____ Superintendent

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

HARASSMENT

Purpose. The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, gender, religion, creed, ethnic background, national origin, age, disability, sexual orientation, gender identity or other factors that are likewise not rationally related to the individual's employment. Such acts may be treated as just cause for purposes of discipline, including discharge.

Sexual Harassment.

General. It is the policy of the Adel DeSoto Minburn Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct, which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

Definition. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a harassing nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- the telling of offensive jokes and stories
- display of sexually graphic pictures
- conduct of the nature described above using any electronic means of communication

HARASSMENT

Procedures. Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 402.19. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, tapes, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report, including a finding that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer. The business manager shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the business manager is the alleged perpetrator, the superintendent shall be the alternate compliance officer.

Confidentiality. The District will limit disclosure of information gathered in the course of receiving, investigating, and responding to a complaint filed under this policy, but cannot guarantee confidentiality to any party. Sensitive information will be handled in a manner consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

No Retaliation. No person shall retaliate against any person because the person has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith. Any person found to have engaged in retaliation in violation of this policy, state, or federal law shall be subject to discipline, up to and including discharge.

Corrective Actions. The District will take action to halt any improper harassment and will take other appropriate corrective actions, including disciplinary measures, which may include discharge of a perpetrator, to remedy all violations of this policy.

Notification. Notice of this policy will be circulated to all school buildings on an annual basis and incorporated into staff handbooks.

Staff Development. Periodic training shall be provided all staff regarding the nature and prohibition of sexual harassment.

HARASSMENT

Approved 7/1/93

Reviewed 1/9/12

Revised 31/9/12

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint: _____

Name of Complainant: _____

Position and Building of Complainant: _____

Home Address: _____

Home Telephone: () _____ Email: _____

Name and Position of Alleged Perpetrator: _____

Discrimination Alleged:

_____ Race, Color

_____ Gender Identity

_____ Gender

_____ Sexual Orientation

_____ Religion, Creed

_____ Age

_____ National Origin, Ethnic Background

_____ Disability

_____ Other (please specify)

Statement of Discrimination/Harassment: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position and addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

DISCRIMINATION/HARASSMENT COMPLAINT FORM

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

WITNESS STATEMENT

Date of Interview: _____

Interviewer: _____

Name of Person Giving Statement: _____

Position and Building of Witness: _____

Home Address: _____

Home Telephone: () Email: _____

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Name of Complainant:_____

Position and Building of Complainant:_____

Name and Position of Alleged Perpetrator/Respondent:_____

Date of Initial Complaint_____

Nature of Harassment Alleged:

_____ Race, Color	_____ Gender
_____ Sexual Orientation	_____ Gender Identity
_____ Religion, Creed	_____ Age
_____ National Origin, Ethnic Background	_____ Disability
_____ Other (please specify)	

Summary of Investigation:

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Conclusion: _____Founded (The totality of the evidence reasonably demonstrates the actions occurred and constituted improper discrimination or harassment.)

 _____Unfounded (It is reasonable to believe that the actions complained of did not occur, or were not so serious or pervasive as to constitute improper discrimination or harassment.)

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Signature

Typed or Printed Name

Position

Address

Date

Copies to:

_____ Complainant
_____ Respondent
_____ Superintendent

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

RECRUITMENT OF PERSONNEL

The superintendent shall be responsible for recruiting personnel for the various positions within the District, with the assistance of other employees as the superintendent may so determine. The superintendent shall take affirmative action to encourage persons to apply in accordance with the District's affirmative action plan.

The superintendent shall use such methods, advertising media or other sources as may be appropriate to recruit personnel. Vacant positions requiring licensed employees shall generally be advertised in at least one publication having state-wide circulation, except in cases of emergencies or to fill temporary positions or when the District is entering into a sharing arrangement and such arrangement calls for another District to recruit the staff member. This shall not prevent the transfer or hiring of licensed employees without advertising when required by a collective bargaining agreement or by law. All applicants shall be required to complete a written application form.

Administrators are expected to take aggressive action to discover and recruit quality applicants. Consideration shall not be given to any trait or characteristic prohibited by District Policy 401.2, state, or federal law.

Approved 7/1/93

Reviewed 1/9/12

Revised 1/9/12

QUALIFICATIONS

Selection of staff personnel shall be based upon the following qualifications:

- a. All professional employees shall be properly certificated, authorized or licensed as required by statute, the Iowa Department of Education, the Iowa Board of Educational Examiners, and the District's job descriptions.
- b. All classified employees shall be properly licensed by the State if a license is required by law or by the District's job description.
- c. Educational and other training where such training is necessary or appropriate for the position.
- d. Needs of the District.
- e. Demonstrated ability to fulfill all aspects and essential duties of the position.
- f. Demonstrated rapport with children, fellow workers, and others.
- g. Ability to exercise discretion and good judgment.
- h. Diligence and dependability.
- i. Ability to follow instructions and suggestions of supervisors.
- j. Degree of being well informed on all essentials relating to the position.
- k. Compatibility with the District's philosophy and programs.
- l. Adherence to professional ethics.
- m. Personal qualities advantageous to the position.
- n. History of past successful job experiences.
- o. Other qualities as may be determined from time to time by the administrative staff.

Consideration shall not be given to any trait or characteristic prohibited by District Policy 401.2, state or federal law. The District shall carefully consider the facts relating to any applicant who has a known history of conviction or other judicial or administrative finding of child, dependent adult, or sexual abuse. Any individual who has been convicted of a sex offense against a minor shall not be eligible for employment with the District under any circumstances.

Approved 7/1/93

Reviewed 1/9/12

Revised 1/9/12

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT BOARD OF DIRECTORS

GRIEVANCE PROCEDURE

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights <http://www.state.ia.us/government/crc/index.html> or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

Level Four - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Nancy Gee, Business Manager

801 Nile Kinnick Drive S., Adel, IA 50003

(515) 993-4283

Office hours: 8:00 a.m. – 4:30 p.m. Monday through Friday

Approved 7/1/96

Reviewed 3/7/11

Revised 10/11/10