

ASD Statement of Nondiscrimination

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or education opportunity or service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies. The District notes the concurrent applicability of the Individuals with Disabilities Act, Title II of the Americans with Disabilities Act and the relevant disability provisions of Alaska law.

Legal Requirements

The District shall meet all of the federal, state and local criteria required to be an equal opportunity employer. Compliance includes, but is not limited to, the following laws and regulations as they have been amended and interpreted:

- Equal Pay Act of 1963
- Title VII of the Civil Rights Act of 1964, as amended,
- Age Discrimination in Employment Act of 1967, as amended
- Executive Order #11246, as amended
- Rehabilitation Acts of 1973 and 1977
- Vietnam Era Veteran's Readjustment Assistance Act of 1974
- Americans with Disabilities Act of 1990, as amended
- Anchorage Municipal Code, Title V, Chapter 5: Article 20.
- Title II of the Genetic Information Nondiscrimination Act of 2008

Title IX/ADA/Section 504 Policies

It is the policy of the Anchorage School District not to discriminate on the basis of sex or disability in education or employment programs, policies, or activities as required by Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and American with Disabilities Act of 1990, as amended.

Reporting

Any student, staff, or community member who believes that he or she has been the subject of harassment and/or discriminatory behavior should report the incident immediately to the principal or department supervisor. Complaints regarding harassment/discriminatory behavior will be investigated immediately.

In addition, employees and students may also report the incident to the [EEO Office](#) directly or to an outside agency, i.e., the [Municipality of Anchorage Equal Rights Commission](#), an [Ombudsman](#), [State of Alaska Human Rights Commission](#), the [U. S. Equal Employment Opportunity Commission](#), or the [Office for Civil Rights](#).

Any student, staff or community member who violates these policies can be subject to appropriate disciplinary action.

The Anchorage School District is an Equal Employment Opportunity Employer.

Forward inquires or complaints to:

Equal Employment Opportunity Director

ASD Education Center
5530 E. Northern Lights Blvd.
Anchorage, Alaska 99504-3135

Phone: (907) 742-4132

Fax: (907) 742-4226

www.asdk12.org

EEO # 021

08/11



WHAT YOU SHOULD KNOW ABOUT EEO (EQUAL EMPLOYMENT OPPORTUNITY)

Board policy 532.241

EEO POLICY STATEMENT

It shall be the policy of the District to provide equal opportunity for employment, prohibiting discrimination in employment practices because of race, color, religion, sex or national origin, physical or mental disability, marital status, change in marital status, pregnancy, and age. The District shall also promote the full realization of equal employment practices through non-discrimination in hiring, placement, upgrading, transfer, demotion, recruitment, advertisement, solicitation for training, layoff, termination and all other conditions of employment.

Employees and applicants may use the EEO Office to address any protected right, including rights protected under Title IX, ADA and Section 504

Board policy 114

Nondiscrimination & Harassment

- a) The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or education opportunity or service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies. The District notes the concurrent applicability of the Individuals with Disabilities Act, Title II of the Americans with Disabilities Act and the relevant disability provisions of Alaska law.
- b) All students and employees of the Anchorage School District have a right to pursue their education or occupation in compliance with applicable law and policy with dignity in a safe environment. Neither discrimination nor harassment of employees, students or volunteers is permitted in the District. This policy applies with regard to District facilities, premises, vehicles, computers, servers, and electronics located both on and off school property; and conduct on non-school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or is otherwise subject to the authority of the District.
- c) It is prohibited to discriminate against or grant a discriminatory advantage based on race; color; gender; national origin; age; marital status; political or religious beliefs; physical or mental disabilities; family, social, or cultural background; or sexual orientation, unless based on a bona fide occupation qualification or legitimate academic need.
- d) Violation of this policy by Board members, administrators, employees, parents, volunteers, students, vendors, or others doing business with District is prohibited. Employees and students

whose behavior is found to be in violation of this policy will be subjected to discipline, up to and including discharge, suspension, or other appropriate action. Other individuals whose behavior is found do be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Before Filing a Discrimination Complaint

Any employee or applicant for employment who believes he/she has suffered unlawful discrimination may file the appropriate complaint with the EEO Office or other external agency.

The EEO Office will investigate all discrimination complaints. In order to resolve issues quickly and at the lowest level possible, employees should do the following:

- A. Discuss the concern with his/her immediate supervisor. If the supervisor is the source of the concern; or the employee is uncomfortable discussing the concern with the supervisor, then the employee should;
- B. Discuss the complaint with the department or division director or supervisor or contact the EEO Office;
- C. If the department supervisor does not resolve the complaint within five (5) working days, or it is determined upon consultation between the employee and the EEO Office that circumstances prevent using steps (A) or (B), the employee may file a discrimination complaint with the EEO Office.

Employees are encouraged to follow the above steps but may contact the EEO Office at anytime during the above process for general information and guidance in the EEO process.

EEO Complaint forms are available from the EEO Office, all ASD schools, departments and on the ASD Web site @ www.asdk12.org.

The Complaint Process:

Discrimination complaints must be filed within **30 days of the most recent alleged discriminatory act/behavior**.

1. The complainant must complete and return the **EEO Complaint Form** to the ASD EEO Office.
2. The complainant must interview with the EEO Director or EEO Specialist.
3. The complainant must provide information and/or evidence of the alleged discrimination.
4. Attend the EEO fact-finding conference— unless the EEO Director determines otherwise.

The EEO Office will investigate and advise all parties on matters pertaining to rights and procedures under Board Policies, external agreements and applicable state and federal laws and municipal ordinances.

The EEO Office will attempt to resolve the matter informally within twenty (20) working days. Investigations can take up to 90 days.

Any employee who remains unsatisfied with the decision may file with any of the following agencies:

Municipality of Anchorage Equal Rights Commission-907-343-4342/TTY 907-343-4894

Equal Employment Opportunity Commission 800-669-4000

Alaska State Commission for Human Rights 907-274-4692/TTY907-276-3177

Municipal Ombudsman Office-343-4461

Office of Civil Rights for the Department of Health and Human Services-800-9681019

Alaska Labor Relations Agency-907-269-4895