

The Board of Trustees of Joint School District No. 391, believing in the fundamental principles of justice, due process, equal protection under the law, and the right to petition for redress of grievances, commits itself to an affirmative action program which will provide for equal opportunity in employment and delivery of educational services. The intent of the program is to insure equal treatment of employees in recruitment, employment, training, promoting and other personnel practices and to insure equal educational opportunity to all students within the district. The district's affirmative action program focuses on all students and employees in the district with particular focus on racial and ethnic minorities, women, disabled and older persons.

The responsibility of implementing this program is hereby assigned to an affirmative action director, appointed by the Board of Trustees, who will be responsible directly to the superintendent of schools. Quarterly reports on program progress will be submitted to the Board of Trustees, or at such other intervals and times as may be directed by the Board of Trustees.

An advisory committee of not less than five (5) persons, in addition to the director, and composed of school district staff members, students and citizens, will be appointed by the Board of Trustees to assist in policy making, planning and evaluation of the program.

In order to assure an equitable implementation of this policy, a grievance procedure has been adopted in order to process possible violations of the law. Any individual having a question or problem dealing with equal employment opportunity and/or equal delivery of educational services should contact the Affirmative Action Officer or 504 Compliance Officer in an attempt to reconcile or resolve the situation.

This policy and the district's affirmative action plan including grievance procedure will be disseminated to insure that all citizens and students are aware of its existence and content.



**ADOPTED:** June 18, 1996