

AFFIRMATIVE ACTION PLAN

I. GENERAL POLICY STATEMENT

A. Statement of nondiscrimination

Andover School Department does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in or employment in its programs and activities. The School Board has adopted a nondiscrimination policy (see Appendix A).

B. Compliance with anti-discrimination laws

Andover School Department recognizes its obligation to comply with the provisions of the Equal Employment Opportunity Act of 1972 (P.L. 92-261), amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); the Maine Human Rights Act of 1972 as amended (5 M.R.S.A. § 4551 et seq.); Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.); the Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. § 621 et seq.); the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 et seq.); the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101 et seq.); the Genetic Information Nondiscrimination Act (42 U.S.C. § 2000ff); 20-A MRSA §6554 (Prohibition on Bullying); and MHR/MDOE Joint Rule Chapter 94-348 and 05-071, ch.4 (Equal Educational Opportunity).

C. Contacts for inquiries or complaints To make an inquiry or file a complaint concerning the above statement, an individual may contact one of the following:

Cheryl Gurney
Affirmative Action Officer/TIX
Coordinator & 504 Coordinator
Andover School Department
Andover Elementary School
85 Pine St.
Andover ME 04216
(207) 392-4381
cgurney@andoverschoolmaine.org

Boston Office Office for Civil Rights U.S.
Department of Education 8th Floor 5 Post Office
Square Boston, MA 02109-3921 Telephone: (617)
289-0111; TDD (877) 521-2172

Maine Human Rights Commission
State House Station 51 Augusta, ME
04333 Telephone:
(207) 624-6290

D. Complaint procedures

Employee and student complaint procedures are available which provide for the prompt and equitable resolution of complaints alleging discrimination and harassment based on race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability. Copies of the complaint procedures will be made available to any interested person upon request at the Superintendent, Affirmative Action Officer, and Title IX Coordinator offices. The complaint procedures can also be accessed from the Andover School Department website at the following link: <https://andoverschooldepartment.org/>.

II. DISSEMINATION PROCEDURES: NOTICE AND POSTING

A. General notice and posting

Notice of the contents of the Affirmative Action Plan shall be provided to all employees and students at the beginning of each school year by means chosen by the Superintendent to include posting Affirmative Action Plan on the school website.

Notice of Andover School Departments's compliance with anti-discrimination laws shall be:

1. Posted in a conspicuous and accessible place in all school buildings of the school unit;
2. Included on job postings, advertisements and application forms which are made available to applicants and on enrollment forms made available to students and their parents;

3. Distributed to all personnel responsible for recruiting and screening applicants, and selecting, hiring and promoting employees;
4. Published annually in the local newspaper.

B. Annual notice of employee harassment and sexual harassment policy/complaint procedure

A copy of the Employee Harassment and Sexual Harassment Policy and Complaint Procedure in Appendix B shall be reviewed annually by all school unit employees

C. Posting on sexual harassment and employment discrimination

Workplace posters on sexual harassment and employment discrimination shall be posted in conspicuous and accessible places in school buildings where notices to employees are customarily posted in each school office and/or staff rooms.

D. Copies of Affirmative Action Plan available

A copy of this Affirmative Action Plan, including all appendices, shall be made available to any interested person upon request at the office of the Superintendent, Affirmative Action Officer., and/or Title IX Coordinator. The Plan can also be accessed from the Andover School Department website at the following link: <https://andoverschooldepartment.org/>.

III. TRAINING

A. Gender equity training

Andover School Department is responsible for developing plans for in-service training programs on gender equity for teachers, administrators and the School Board.

B. Sexual harassment training

Andover School Department shall conduct education and training programs on sexual harassment: (1) for all new employees within one year of commencement of employment, and (2) for supervisory and managerial employees within one year of commencement of supervisory or managerial employment status.

IV. RESPONSIBILITY FOR IMPLEMENTATION

- A. The Superintendent of Schools holds ultimate responsibility for the operation, oversight and success of Andover School Department's Affirmative Action Plan and nondiscrimination policies. These responsibilities will be delegated in whole or in part to an Affirmative Action Officer and a Title IX Coordinator who are appointed by and reports directly to the Superintendent.
- B. The responsibilities of the Affirmative Action Officer include, but are not limited to, the following:
1. Managing the organization and implementation of the Affirmative Action Plan;
 2. Disseminating the required notices, policies and information regarding federal and state anti-discrimination laws to employees, applicants, students and parents, and others, where applicable;
 3. Maintaining records, reports and documents required to comply with federal and state recordkeeping requirements;
 4. Coordinating Andover School Department's efforts to comply with and carry out its responsibilities under all applicable federal and state anti-discrimination laws (including serving as the ADA/Section 504/Age Discrimination Coordinator as required by those laws);
 5. Conducting and/or coordinating the investigation of discrimination complaints based on race, age, color, ancestry or national origin, religion, sexual orientation, sex, genetic information, or physical or mental disability;
 6. Reporting to the Superintendent when necessary any findings and recommendations for ensuring compliance with the Affirmative Action Plan;
 7. Developing, coordinating and implementing plans for in-service gender equity training programs;
 8. Developing, coordinating and implementing sexual harassment training programs for employees and supervisors.

C. The responsibilities of the Title IX Coordinator include, but are not limited to, the following:

1. Maintaining records, reports and documents required to comply with federal and state recordkeeping requirements;
2. Coordinating Andover School Department's efforts to comply with and carry out its responsibilities under all applicable federal and state anti-discrimination laws serving as the Title IX/Coordinator as required by those laws);
3. Conducting and/or coordinating the investigation of discrimination complaints based on race, age, color, ancestry or national origin, religion, sexual orientation, sex, genetic information, or physical or mental disability as it pertains to students;
4. Reporting to the Affirmative Action Officer and the Superintendent when necessary any findings and recommendations for ensuring compliance with the Affirmative Action Plan.

D. Each person charged with recruiting, screening, selecting, hiring and/or promoting applicants or employees in Andover School Department must adhere to the policy of nondiscrimination and equal employment opportunity established in the Affirmative Action Plan.

V. ASSESSMENT OF CURRENT WORKFORCE: UTILIZATION ANALYSIS

Andover School Department shall periodically assess the numbers of minorities, women and persons with disabilities in its workforce, and determine whether there are fewer employees from these groups than one would reasonably expect given availability in the job market where the school unit can reasonably expect to recruit new employees.

In conducting this analysis, the school unit shall consider relevant local workforce statistics, the school unit's workforce profile, its job classifications, and recruiting practices.

VI. GOALS, PROCEDURES AND TIMETABLES

If an assessment determines that imbalances exist in Andover School Department's workforce with respect to numbers of minorities, women and persons with disabilities, the school unit will

develop realistic goals for necessary action and related procedures and timetables for correcting such imbalances.

The following goals, procedures and timetables have been adopted to increase the representation of minorities, women and disabled at all levels and in all segments of Andover School Department's workforce where imbalances exist:

1. Recruitment:

It is the intent of Andover School Department to ensure equal access to all employment opportunities.

Goal/Objective: Andover School Department will make continued efforts to recruit all segments of the population in the State of Maine, including women, minorities and persons with disabilities.

Responsibility: Affirmative Action Officer.

Timetable: Ongoing.

2. Job Descriptions:

It is the intent of Andover School Department that job descriptions will accurately reflect the needed qualifications, training, experience and duties.

Goal/Objective: Andover School Department will review and update job descriptions periodically and as vacancies occur.

Responsibility: Personnel Committee

Timetable: Ongoing

3. Selection:

Hiring of personnel is done through established policies and procedures, with interviews being monitored by the Affirmative Action Officer for compliance with the Affirmative Action Plan.

Goal/Objective: When vacancies arise in job classifications where women, minorities or persons with disabilities are underrepresented, the Affirmative Action Officer will review

interview questions prior to contacting candidates to ensure that the school unit presents an equal employment opportunity.

Responsibility: Affirmative Action Officer.

Timetable: Ongoing.

4. Wage and Salary Standards:

Job classifications and wage and salary standards are based solely upon the knowledge, skills, and abilities required by the position.

Goal/Objective: Creation of new or upgrading of existing job classifications will be discussed with the Affirmative Action Officer prior to implementation.

Responsibility: Superintendent.

Timetable: Ongoing.

5. Complaint Procedure:

Internal and external complaints of discrimination will be treated seriously and promptly by Andover School Department.

Goal/Objective: All discrimination complaints shall be processed in accordance with established complaint procedures.

Responsibility: Affirmative Action Officer.

Timetable: Ongoing.

6. Reasonable Accommodation for Applicants and Employees with Disabilities:

It is Andover School Department's intent to provide reasonable accommodation to applicants and employees with disabilities consistent with the requirements of the Americans with Disabilities Act and the Maine Human Rights Act.

Goal/Objective: Periodically review and assess hiring procedures and implementation of employee leave policies for compliance with the Americans with Disabilities Act and the Maine Human Rights Act.

Responsibility: Affirmative Action Officer and Superintendent.

Timetable: Ongoing.

VII. RECRUITING AND HIRING OF ADMINISTRATIVE STAFF PROCEDURE

The School Board has adopted a policy and procedure concerning the recruitment and hiring of administrative staff. The procedures are based upon the “Model Administrative Hiring Procedure” published by the Maine Department of Education in its “Final Report of the Equity Board,” April 1991 (see Appendix E).

APPENDICES

**A - Nondiscrimination/Equal Opportunity and Affirmative Action B -
Harassment and Sexual Harassment of School Employees Policy/Complaint
Procedure C - Harassment and Sexual Harassment of Students Policy/Complaint
Procedure D - Hazing E - Recruiting and Hiring of Administrative
Staff/Procedure**