

# ALLENTOWN SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
SCHOOL DISTRICT, SCHOOL  
AND CLASSROOM PRACTICES

ADOPTED: 3/22/01

REVISED:

<p>1. Purpose SC 1310, Title VI, Title IX, 20 U.S.C. Sec. 794 34 CFR 104.31-37 Title 22 Sec. 4.4 42 U.S.C. Sec. 12101, et. seq.</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">103. NONDISCRIMINATION IN SCHOOL DISTRICT, SCHOOL AND CLASSROOM PRACTICES</p> <p>Regardless of race, color, creed, national origin, religion, sex, sexual orientation, ancestry, handicap, disability, and consistent with legal obligations, the Board will provide equal educational opportunities, without discrimination, for all pupils, commensurate with their needs and abilities. Essential for this policy is a climate in which positive, supportive human relations can flourish. That climate can only be fostered by communication among all groups in the district, including students, administrators, professionals, support staff, parents, the community, and the Board.</p> <p>To achieve the intent of this policy, the Assistant Superintendent, Human Resources and Operations shall assume the responsibility of coordinating all implementing activities and shall serve as the District's Compliance Officer.</p> <p>The Compliance Officer shall monitor:</p> <ol style="list-style-type: none"> <li>1. <u>Curricula Content</u>, including the review of current and proposed curriculum guides and textbooks to detect bias, as well as the review of supplemental materials to determine that they fairly depict the contributions to society of all protected groups/classes. The Assistant Superintendent, Curriculum Instruction and Assessment shall have primary responsibility for these reviews.</li> <li>2. <u>Staff Training</u> and the prevention of bias in that training.</li> </ol>
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<p>Title 22 Sec. 4.27</p> <p>3. Complaint Procedures</p>	<ol style="list-style-type: none"> <li>3. <u>Student Access</u>, including the review of current and proposed activities and practices to ensure equal access for all students in any classroom, school, or school district activity, practice, or procedure, except as may be restricted under state regulations.</li> <li>4. <u>District Support</u> to ensure that like aspects of the school program receive like support as to staff size and compensation, the purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.</li> <li>5. <u>Student Evaluation</u> to ensure that tests, procedures, and guidance/counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any matter establish or tend to establish a category by which a student may be judged shall not differentiate or stereotype on the basis of a protected group/class.</li> <li>6. <u>Equitable employment and promotional procedures</u> for school district personnel and those seeking initial employment.</li> <li>7. <u>Attendance and disciplinary procedures.</u></li> <li>8. <u>Internal and external communication.</u></li> <li>9. <u>Liaisons with community organizations.</u></li> </ol> <p>The Compliance Officer shall encourage and monitor the district’s recruitment of a qualified, diverse work force.</p> <p>As requested, the Compliance Officer shall report to the Superintendent on progress in the district’s maintenance of a nondiscrimination program.</p> <p>A formal complaint may be based only on an allegation of a misinterpretation or misapplication related to any program of the district. These procedures do not apply for applications for employment.</p> <p>A. <u>Step One</u></p> <ol style="list-style-type: none"> <li>1. The complaint shall be presented in writing, within ten (10) calendar days of the occurrence giving rise to the complaint, to the principal of the school or to the person in charge of a specific program.</li> </ol>
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2. The principal shall review, discuss, and attempt to resolve the complaint, and issue a decision within ten (10) calendar days following the receipt of the complaint. The person in charge of a specific program, after conferring with the principal of the school, when appropriate, shall review, discuss, and attempt to resolve the complaint and issue a decision within ten (10) calendar days following the receipt of the complaint.
3. Any complaint under Section 504 of the Rehabilitation Act of 1973 shall be submitted at this level, to the Director of Instructional Support Services.

B. Step Two

1. If not satisfied with the decision in Step One, the complainant shall appeal the decision, in writing, to the Compliance Officer, within ten (10) calendar days following the receipt of the decision.
2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days following the receipt of the appeal.

C. Step Three

1. If the matter is not resolved to the satisfaction of the complainant at Step Two, she/he shall submit the complaint to the Superintendent, in writing, within ten (10) calendar days following the receipt of the Compliance Officer's decision.
2. The Superintendent shall conduct a review and issue a decision within ten (10) calendar days following receipt of this step three appeal.

D. Step Four

1. If the matter is not resolved to the satisfaction of the complainant, at Step Three, the complainant may appeal the decision to the Board, at its next regularly scheduled meeting, by notifying the Board Secretary, in writing, within ten (10) calendar days of the receipt of the Superintendent's decision.
2. The Board shall conduct a review and issue a decision within thirty (30) calendar days following the Board meeting referenced in D., 1. above.

SC 1310,  
Title VI,  
Title IX,  
20 U.S.C.

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Sec. 794  
34 CFR  
104.31-37  
Title 22  
Sec. 4.4  
42 U.S.C.  
Sec. 12101,  
et. seq.