

MONHEGAN SCHOOL

AFFIRMATIVE ACTION PLAN

Policy AC-R Plan

I. GENERAL POLICY STATEMENT

A. Statement of nondiscrimination

Monhegan School does not discriminate on the basis of sex or other protected categories in its educational programs and activities, as required by federal and state laws/regulations. Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, disability, familial status, or genetic information is prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability are prohibited. The School Committee has adopted a nondiscrimination policy (AC)

- a. NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION. [AC](#)
- b. HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES [ACAB](#)
- c. EMPLOYEE AND THIRD-PARTY DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE [ACAB-R](#)

B. Compliance with anti-discrimination laws

Monhegan School recognized its obligation to comply with the provisions in 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 in Employment 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 snf 05-038, ch. 4 (Equal Educational Opportunity).

- a. HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS. [ACAA](#)
- b. STUDENT DISCRIMINATION/HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES [ACAA-R](#)
- c. STAFF CONDUCT WITH STUDENTS [GBEBB](#)
- d. BULLYING [JICK](#)

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:

Superintendent
Affirmative Action Officer
supermonhegan@gmail.com

US Department of Education
Office of Civil Rights
5 Post Office Square, 8th Floor

Boston, MA 02109-3921
Telephone: (617)289-0111; TDD: (877)521-2172

Maine Human Rights Commission
State House 51
Augusta, Maine 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 or Affirmative Action Officer's office. The complaint procedures can also be accessed by the Monhegan School website at <https://www.monheganschool.org/policy-manual.html>

a. EMPLOYEE AND THIRD-PARTY DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE.
[ACAB-R](#)

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 year by means chosen by the Superintendent. **(NOTE: This will be accomplished by sending notices home with students at the beginning of the year; providing notices to staff with their paycheck; and/or including the information in student and employee handbooks or on the district's website.)**

Monhegan School'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 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 (if applicable).

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 (Policy ACAB-R) shall be distributed annually to all school unit Employees as part of the Employee Handbook.

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.

D. Copies of Affirmative Action Plan Available

A copy of this Affirmative Action Action Plan, including all appendices, shall be made available to any interested person upon request at the office of the Superintendent or Affirmative Action Officer. The Plan can also be accessed from the Monhegan School website following this link <https://www.monheganschool.org/policy-manual.html>

III. TRAINING

A. Gender equity training

Monhegan School is responsible for developing plans for in-service training programs (ie. Target Solutions) on gender equity for teachers, administrators, and the school committee.

B. Sexual harassment training

Monhegan School shall conduct education and training programs (ie. Target Solutions) 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 Monhegan School's Affirmative Action Plan and nondiscrimination policies. These responsibilities will be delegated in whole or in part to an Affirmative Action Officer, who is the Superintendent, unless the School Committee or the Superintendent appoints another person. If someone other than the Superintendent is appointed, that person will report 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. Ensuring the dissemination of 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 record keeping requirements;
 4. Coordinating Monhegan School's efforts to comply with and carry out its responsibilities under all applicable federal and state anti-discrimination laws including serving as the Title IX Coordinator;
 5. Conducting and/or coordinating the investigation of discrimination complaints based on race, 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 sexual harassment training programs for employees and supervisors.
 8. Ensuring the development, coordination, and implementation of sexual harassment gender equity training programs for employees and supervisors. School Committee members must also be trained in gender equity.

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

- a. RECRUITING AND HIRING OF STAFF. [GCFB](#)
- b. RECRUITING AND HIRING OF STAFF PROCEDURES. [GCFB-R](#)

V. ASSESSMENT OF CURRENT WORKFORCE: UTILIZATION ANALYSIS

Monhegan School shall periodically assess the numbers of minorities, women, and persons with disabilities in its workforce, and determine where imbalances exist. Such assessment will determine whether there is underutilization of a particular gender or minority, or of persons with disabilities in different job categories in the district.

The term “underutilization” is defined by the Office of Federal Contract Compliance as having fewer minorities or women in a particular job classification than would reasonably be expected by their availability in the job market where an employer can reasonably expect to recruit new employees. In determining whether underutilization in the workforce exists, Monhegan School shall consider relevant local workforce statistics, the school department’s workforce profile, the nature and validity of its job classifications, and the number, frequency, and category of vacancies.

VI. GOALS, PROCEDURES, AND TIMETABLES

If an assessment determines that imbalances exist in the Monhegan School School Department’s workforce with respect to numbers of minorities, women, and persons with disabilities, the district 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 the disabled at all levels and in all segments of Monhegan School’s workforce where imbalances exist:

1. Recruitment

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

Goal/Objective: The Monhegan School will make continued efforts to recruit all segments of the population in the State of Maine, including women, minorities, and the disabled.

Responsibility: Affirmative Action Officer

Timetable: On-going

2. Selection

The 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 the disabled are underrepresented, the Affirmative Action Officer will ensure that interview questions present an equal employment opportunity prior to contacting candidates.

Responsibility: Affirmative Action Officer

Timetable: On-going Monhegan School Affirmative Action Plan- Revised 4.18.19 4 Code: AC-R

3. 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: On-going

4. Complaint Procedure

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

Goal/Objective: All discrimination complaints shall be referred to the Affirmative Action Officer. The Affirmative Action Officer will attempt to settle informal complaints where appropriate and will pursue all other procedures necessary to effectively and appropriately address the complaint. The Affirmative Action Officer will provide timely updates on matters coming to his/her attention.

Responsibility: Affirmative Action Officer

Timetable: On-going

5. Reasonable Accommodation for Disabled Applicants and Employees

It is Monhegan School's intent to provide reasonable accommodations 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: On-going

VII. RECRUITING AND HIRING OF ADMINISTRATIVE SUPPORT STAFF PROCEDURE

The Monhegan School Committee 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 File: GCA Recruiting & Hiring of Administrative Staff).

VIII. APPENDICES: RELATED POLICIES/PROCEDURES

1. NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION. AC
2. HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES. ACAB
3. EMPLOYEE AND THIRD-PARTY DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE. ACAB-R
4. HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS. ACAA
5. STUDENT DISCRIMINATION/HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES. ACAAA-R
6. STAFF CONDUCT WITH STUDENTS. GBEBB
7. BULLYING. JICK
8. RECRUITING AND HIRING OF ADMINISTRATIVE STAFF. GCFB
9. RECRUITING AND HIRING OF ADMINISTRATIVE STAFF PROCEDURES. GCFB-R