

Lower Merion School District

Policy No.: 103
Section: PROGRAMS
Title: EQUAL OPPORTUNITY PROGRAM FOR
SCHOOL AND CLASSROOM PRACTICES
Date Adopted: 2/20/89
Date Last Revised: 7/25/05; 5/16/05

**103 EQUAL OPPORTUNITY PROGRAM FOR
SCHOOL AND CLASSROOM PRACTICES**

To provide an equal opportunity for all children to reach their potential.

A. "Equal Opportunity Program for School and Classroom Practices" shall mean action taken to provide equal educational opportunities for all children regardless of handicap/disability, race, color, age, creed, religion, sex, sexual orientation, ethnicity or national origin.

B. "Discrimination" shall mean partiality toward or prejudice against someone based on handicap, race, color, age, creed, religion, sex, ancestry, or national origin.

All children shall have an equal opportunity to reach their potential through the educational program provided in the school district and not be subject to discrimination. Retaliation against an individual who files a good faith complaint under this policy, or against an individual who participates or cooperates with an investigation, is prohibited by both Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964.

A. The Superintendent or a designee shall serve as Equal Opportunity Officer for School and Classroom Practices and shall be responsible for coordinating all activities which are part of an equal opportunity program.

B. It shall be the duty of the Equal Opportunity Officer to:

1. Review current and proposed curriculum guides and textbooks to detect any discrimination.
2. Ascertain that supplemental materials singly or taken together as a whole fairly depict the contribution of both sexes and the various races and ethnic groups to the development of a human society.
3. Design a continuing program of in-service training for school personnel to identify and solve problems of discrimination in the school district's educational program.
4. Review current and proposed programs, activities, and practices to insure that all students have equal access thereto and are not subject to discrimination.
5. Insure that like elements of the school program receive like support as to staff size and compensation, supplies, and maintenance of facilities and equipment, access to such facilities and equipment and related matters.

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6. Insure that tests, procedures, guidance and counseling materials which are designed to evaluate student progress or rate attitudes or analyze personality or in any manner establish or to tend to establish a category by which a student may be judged are not discriminatory.

C. The Equal Opportunity Officer for School and Classroom Practices shall report annually to the Board on progress made in the equal opportunity program for school and classroom practices.

School Code §3721
PA Code (Title 22) 22
§5.21, 5.23, 5.24, 5.121

Lower Merion School District

Policy No.: 104
Section: PROGRAMS
Title: EQUAL OPPORTUNITY PROGRAM FOR EMPLOYMENT PRACTICES
Date Adopted: 2/20/89
Date Last Revised: 5/16/05; 8/19/96

104 EQUAL OPPORTUNITY PROGRAM FOR EMPLOYMENT PRACTICES

To guarantee to all persons equal access to all classifications of employment in the School District.

A. "Equal Opportunity Program for Employment Practices" shall mean action taken to provide equal employment opportunities for all persons regardless of handicap/disability, race, color, age, creed, religion, sex, sexual orientation, ethnicity or national origin.

B. "Discrimination" shall mean partiality toward or prejudice against someone based upon handicap/disability, race, color, age, creed, religion, sex, sexual orientation, ethnicity or national origin.

All persons shall have equal access to all categories of employment in the School District. Retaliation against an individual who files a good faith complaint under this policy, or against an individual who participates or cooperates with an investigation, is prohibited by both Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964.

A. The Director of Personnel shall serve as the Equal Opportunity Officer for Employment Practices and shall be responsible for coordinating all activities which are part of an equal opportunity program for employment practices.

B. It shall be the duty of the Equal Opportunity Officer to:

1. Study periodically all existing job descriptions, required job qualifications, characteristics of employees filling such positions and salary guides for any discrimination, inadvertent or otherwise.
2. Develop methods to search out sources of personnel and recommend methods that will encourage applications from appropriately qualified females, members of minority groups and handicapped/disabled applicants. Review copy used in recruiting ads and application forms.
3. Recommend programs to afford greater upward mobility to women, minorities and handicapped/disabled where appropriate.
4. Periodically review and improve as needed the District's methods and procedures for receiving, reviewing, investigating, and resolving complaints or other evidence to

Lower Merion School District

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assure that the District or its personnel complies with the law and/or the District's policies regarding equal employment opportunity.

C. The Equal Opportunity Officer for Employment Practices shall report annually to the Board.

D. All public advertising for personnel shall include the statement that the District is an Equal Opportunity Employer.

Lower Merion School District

Policy No.: 426
Section: PROFESSIONAL EMPLOYEES
Title: COMPLAINT PROCEDURE
Date Adopted: 7/25/88
Date Last Revised:

426 COMPLAINT PROCEDURE

To establish reasonable and effective means of resolving difficulties which may arise among employees and to establish and maintain recognized two-way channels of communication between supervisory personnel and professional employees.

A “complaint” shall mean any unresolved problem concerning application or interpretation of the policies, rules or regulations of the Board of School Directors or of administrative regulations.

A. Proper and equitable solutions to complaints shall be pursued at the lowest possible level.

B. There shall be an orderly procedure within which solutions to complaints may be pursued.

C. There shall be no reprisals of any kind against any employee or a representative of the employee because of participation in a complaint.

D. This policy shall not apply to those complaints for which resolution procedures are specifically set forth in other policies, rules or regulations of the Board of School Directors or administrative regulations.

The Superintendent shall prepare and administer a complaint procedure which shall be approved by the Board of School Directors.