

# LITTLESTOWN AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: AFFIRMATIVE ACTION  
PROGRAM FOR  
EMPLOYMENT/CONTRACT  
PRACTICES

ADOPTED: September 17, 1990

REVISED: October 13, 2008

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">104. AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT/CONTRACT PRACTICES</p> <p>In accordance with law and Title IX and Title VII of the Education Amendments of 1972 to the Civil Rights Act of 1964, no person shall, on the basis of race, creed, color, sex, handicap, or ethnic origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity of the school district receiving federal financial assistance or be discriminated against in any employment policy or practice.</p> <p>The Superintendent shall appoint a person from the administrative staff to serve as Compliance Officer, and all inquiries concerning the application of Title IX and Title VII guidelines shall be directed to him/her. The Compliance Officer shall establish appropriate procedures for the resolution of complaints initiated by employees and shall publish and disseminate information on those procedures to all employees of the district.</p> <p>The Superintendent or his/her designee shall conduct an examination of current and prior practices in terms of compliance and shall direct all necessary steps to alleviate any condition which appears to compromise full compliance.</p> <p>All claims of alleged discrimination against any employee which arise from practices or procedures in the conduct of the education programs or activities of the Littlestown Area School District shall be submitted in writing to: Compliance Officer, Littlestown Area School District, 162 Newark Street, Littlestown, PA. 17340.</p> <p>Within ten (10) days of receipt of any claim of alleged discrimination, the Compliance Officer shall respond to the complainant stating either denial of the claim and the reasons for denial or the action to be taken by the Compliance Officer to alleviate the condition which gave rise to the claim.</p> <p>If the complainant is dissatisfied with the response of the Compliance Officer, the claim may then be referred by the complainant to: The Office of Civil Rights, Region 3, The Gateway Building, P.O. Box 13176, Philadelphia, PA 19101.</p>
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