

**Cherokee Community School
District
AFFIRMATIVE ACTION
PLAN
2022-2024**



“Empowering Learners”

EQUAL EMPLOYMENT OPPORTUNITY POLICY

This is to affirm Cherokee Community Schools policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

Our organization will not discriminate against or harass any employee or applicant for employment because of actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Our Affirmative Action practices ensure all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training. We will provide reasonable accommodation to applicants and employees with disabilities.

Cherokee Community Schools will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

Board policies that outline its commitment to equal employment opportunity and affirmative action. 281.I.A.C.95.4(1)

- **102** Equal Educational Opportunity
- **104** Anti Bullying/Anti-Harassment
- **401.1** Equal Employment Opportunity
- **101** Educational Philosophy of the School District
- **103** Long-Range Needs Assessment
- **106** Discrimination and Harassment Based on Sex Prohibited
- **208** Ad Hoc Committees
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- **302.1** Superintendent Qualifications, Recruitment, Appointment
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- **400** Role and Guiding Principles of Employees
- **401.4** Employee Complaints
- **405.2** Licensed Employee Qualifications, Recruitment, Selection
- **411.2** Classified Employee Qualifications, Recruitment, Selection
- **502.4** Student Complaints and Grievances

Administrative Statement

Cherokee Community School District has developed and maintained a written Affirmative Action Program (AAP). The purpose of this affirmative action plan is to reaffirm Cherokee Community School District's commitment to equal employment opportunity and affirmative action. The Cherokee Community School District views staff diversity as an asset with many benefits in the classroom. The AAP was developed to assist the agency's efforts to:

1. Hire the best and most qualified candidates for all positions within the qualifying labor market.
2. Identify job position categories where there is underrepresentation in racial ethnic groups, women, men and/or persons with disabilities.
3. Actively work to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

The Cherokee Community School District has identified Dr. Kimberly Lingenfelter, Superintendent, as the affirmative action coordinator and oversees the affirmative action plan development, modification, implementation, effectiveness, reporting requirements and conducts management updates. The coordinator documents affirmative action progress, submitting annual progress reports to the board and the Iowa Department of Education, and advising the board on changes to the plan. If any employee or applicant for employment believes he or she has been treated in a way that violates this policy, they should contact Dr. Kimberly Lingenfelter, 600 West Bluff Street, Cherokee, Iowa 51012, (712) 225-6767, or any other representative of administration. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and we will take appropriate action in response to these investigations.

Dr. Kimberly Lingenfelter, Superintendent of School
Cherokee Community Schools

Date: 8-15-2022

ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM

Dr. Kimberly Lingenfelter, Superintendent is designated as EEO/AA coordinator to monitor all employment activity to ensure that our EEO/AA policies are being carried out. The EEO/AA coordinator will be given the necessary support and staffing to fulfill the duties of the position. Those duties include, but are not limited to, the following:

1. Develop our EEO/AA policy statement and Affirmative Action Plan/Program, so that it is consistent with our policies, and so that it establishes our affirmative action goals and objectives.
2. Implement the Affirmative Action Plan/Program including internal and external dissemination of our EEO/AA policies and plan.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our principals and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Ensure that all minority, female, and disabled employees are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay, and other working conditions.
6. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Affirmative Action Plan/Program and to determine whether our goals and objectives have been attained.
7. Coordinate the implementation of necessary affirmative action to meet compliance requirements and goals.
8. Serve as liaison between our organization and relevant governmental enforcement agencies.
9. Coordinate the recruitment and employment of women, minorities, and people with disabilities, and coordinate the recruitment and utilization of businesses owned by women, minorities, and people with disabilities.
10. Coordinate employee and school district support of community action programs that may lead to the full employment of women, minorities, and people with disabilities.
11. Receive, investigate, and attempt to resolve all EEO complaints.
12. Keep informed of the latest developments in the area of EEO.

DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN

A. Internal Dissemination

1. Our policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in building offices and teacher work spaces.
2. Our EEO/AA policy statement will be communicated to our employees in the same manner that other major personnel policies or decisions are communicated.
3. Our EEO/AA policies will be included in our policy manual or employee handbook.
4. Our policy will be made available to all employees including part-time, temporary or seasonal employees.
5. We will review our EEO/AA policies at least every two years with the administrative cabinet.

B. External Dissemination

1. As needed, we will notify all subcontractors, vendors, and suppliers of our EEO/AA policy and project goals, requiring supportive action on their part.
2. We will notify all recruitment sources of our EEO/AA policies, and we will encourage them to assist us in achieving our affirmative action objectives by actively recruiting and referring women, minorities, and people with disabilities.
3. We will include the statement "Equal Opportunity Employer" or "Affirmative Action Employer" on advertisements recruiting employees, on employment applications, and on our school district's website, if we post job opportunities on our website.

QUANTITATIVE WORKFORCE ANALYSIS

Cherokee Community School District Employee Composition: CCSD had 196 employees on contracted payroll during the 2021-2022 school year. The composition of Cherokee Community School District's employees, according to job group, was as follows:

Job Group	Females	Males	Minority	Total
Administration	1	3		4
Certified Staff+IC	70	21		91
School Business Official	1	0		1
Directors: Food, Bus, Maint.	2	2		4
Paras/Library Associates	34	2	2	38
Custodians/Maintenance	2	7		9
Transportation	3	4		7
Technology/Nurse/Youth Service	3	2		5
Food Service Dept.	15	0		15
Administrative Support	4	0		4
Administrative District Assistants	2	0		2
Coaches (only)	4	12		16
Total	143	53		196

Of 196 CCSD employees, 73% percent are female and 27% are male. 01% are of minority. 0% are determined to have disabilities.

Relevant Labor Market

Relevant labor market was determined by using both Iowa Workforce Development's Labor Market Information Services and United States Census Bureau's Quick Facts. Gender, administration, and certified staff were compared to Iowa percentages, and all other categories were compared to Cherokee County percentages.

Gender

The chart below compares Cherokee Community School District's gender percentages to the percent of female and male workers presented in the Iowa Workforce Information Network's *Affirmative Action Data 2021 for Cherokee County*. Also included on the chart is whether each specific job groups were determined to be under represented (more than a 5% difference) between the gender make-up of the job group in the Cherokee Community School system and Cherokee County and Iowa workforce availability.

Relevant Labor Market - Gender

Job Group	Gender	Number	% of Total CCSD Employees in the Category	Under Represented (Y or N)
Administration	Female	1	25%	N
	Male	3	75%	N
Professionals-Certified Staff	Female	70	77%	N
	Male	21	23%	Y
Professionals- Supervisors	Female	2	50%	N
	Male	2	50%	N
Administrative Support-Associates	Female	39	95%	N
	Male	2	5%	Y
Skilled-Custodians	Female	2	22%	Y
	Male	7	78%	N
Service-Bus Drivers	Female	3	43%	Y
	Male	4	57%	N
Service-Food Service	Female	14	100%	N
	Male	0	0%	Y
Administrative Support-Secretary	Female	7	100%	N
	Male	0	0%	Y

Minority Groups

During the 2021-2022 school year, there were two Cherokee Community School employees of minority status; equating to .01% of total employees. According to information obtained from the United States Census Bureau (<http://www.census.gov/quickfacts/fact/table/cherokeecountyiowa/BZA110220>) 3.8% of Cherokee workforce and 8% of the State of Iowa workforce consists of people of minority status.

Identification of Problem Areas

Minority: All job groups are underrepresented in regard to minority employees.

Gender: Males are underrepresented according to Iowa Workforce Information, Cherokee County United States Census Bureau, Quick Facts July 1, 2020 (censusreporter.org/profiles/16000US1913080-cherokee-ia/) Cherokee County labor force has a 48% representation of males while Cherokee Community Schools has 27% of its job force comprised of males.

Action Steps to Increase Minority and Gender Representation in Identified Job Groups

The region surrounding Cherokee, Iowa, has a small number of minority personnel to fill job vacancies. The same holds true for job classifications in which the number of female employee numbers are low. It is a goal of Cherokee Community Schools to improve balance within the identified underrepresented job groups by advertising for positions in local, regional, and state markets for pertinent positions.

Long Range Numerical Goals

The following long-range goals will be focused upon by the Cherokee Community School District as positions become available:

Increase the number of minority employees by two in order for Cherokee Community School District's minority employee composition to make a realistic progression toward equating the minority composition of Cherokee (3.8 %).

Increase the number of male certified staff by five employees in order for Cherokee Community Schools to make reasonable gain in composition to be within 5% of required Iowa workforce availability range (27%). This is in accordance to data attained through the Iowa Workforce Information Network's Affirmative Action Data.

Increase the number of male associates by two in order to increase composition. This will provide a realistic progression toward meeting the required 5% range of workforce availability as compared to Cherokee County (48%), as presented by the Iowa Labor Market Information Services.

Increase the number of male food service by one-two in order for Cherokee Community Schools' composition to make realistic gains toward the acceptable workforce availability range for Cherokee County (42.5%), as presented by the Iowa Labor Market Information Services.

Increase the number of male clerical workers by one in order for Cherokee Community Schools' composition (0%) to make realistic gains toward the acceptable workforce availability range for Cherokee County (19%), as presented by the Iowa Labor Market Information Services.

Building Principals and Department Directors will monitor progress toward these goals.

QUALITATIVE WORKFORCE ANALYSIS

The following questions provided by the Iowa Association of School Boards provided the means by which Cherokee Community Schools determined if it had any policies or practices causing the underrepresentation of minorities or females. The Cherokee CSD administration analyzed practices and policies using the following categories of questions:

❖ Recruitment

1. Is word of mouth recruitment the only method used for some or all positions?
2. Is a record maintained of advertisements used for the various types of positions?
3. Do advertisements include an equal opportunity statement?
4. Are referral sources, such as placement officers of educational institutions and employment agencies, notified of the equal opportunity and affirmative action policies?
5. Do applicants receive a copy of the affirmative action policy statement?
6. Do organizations that assist in recruitment have policies or practices that will form a barrier to equal opportunity for their clients?
7. Have vacancies been listed with appropriate agencies, placement office and news media?
8. Do job descriptions exist for all major job classifications?
9. Are job descriptions supplied to applicants?

Recruitment Summary: Job descriptions do exist for job groups.

Recruitment Goal: Job descriptions for all job groups will be provided to applicants.

❖ Hiring and Selection Criteria and Practices

1. Are applicants notified of the equal employment opportunity and affirmative action policies?
2. Are application forms used?
3. Do all applicants complete an application form?
4. Do these application forms include a statement of equal opportunity?
5. Are the application forms free of illegal inquiries?
6. Are job description criteria considered during hiring?
7. Are the job descriptions accurate, explaining the actual functions and duties?
8. Are the job descriptions gender-neutral?
9. Is the interview process free of illegal inquiries?
10. Is the interview process structured to guarantee fairness to all applicants?
11. Do all individuals who are involved in conducting interviews receive training on appropriate inquiries?
12. Are interview questions restricted to job-related information?
13. In a salary step system does the decision as to initial placement on the "step" have an impermissible relationship to race, sex, or disability, as shown by actual placement over time?
14. Is the affirmative action plan considered each time when dealing with a job category where underrepresentation exists?
15. Are there written criteria for determining which applicants will be interviewed established before recruitment begins?

Hiring and Selection Criteria and Practices Summary:

The affirmative action plan has been considered when dealing with a job group where underrepresentation exists.

Hiring and Selection Criteria and Practices Goal: The affirmative action plan will continue to be considered within the hiring process.

❖ Promotion, Transfer and Collective Bargaining Agreement

1. Are notices posted for all positions when vacancies occur?
2. Are impermissible factors such as race, color, national origin, religion, gender, age, sexual orientation, gender identity, disability or marital status considered in promotion or transfer decisions?
3. Are personnel who are involved in recruiting, selection, promotion, evaluation and related processes selected and trained to ensure elimination of bias in personnel actions?
4. Is there a special effort to include women and minorities in the group being considered for promotion or transfer?
5. Is there a mentoring of staff assistance process in use?
6. Have efforts been made to use mixed criteria consistent with any bargaining agreements rather than straight seniority in promotions, transfers and staff reductions?

Promotion, Transfer and Collective Bargaining Agreement Summary:

No issues of concern were identified in terms of promotion, transfer and collective bargaining agreement.

❖ Demotions, Terminations, Layoffs, and Recall Criteria and Practices

1. Are objective criteria used in making demotion, termination or layoff decisions?
2. Are the evaluation records of employees reviewed when these types of decisions are made?

Demotions, Terminations, Layoffs, and Recall Criteria and Practices Summary:

Policy code 407.5 Licensed Employee Reduction in Force and Policy 413.5 Classified Employee Reduction in Force is used for termination and layoff decisions.

❖ Working Conditions and Compensation

1. Is there an employee evaluation system?
2. Is the temporary disability related to pregnancy treated the same, in practice, as other temporary disabilities?
3. Does the application of the salary schedule/pay scale result in discrimination on the basis of race, color, national origin, religion, gender, age, sexual orientation, gender identity, disability or marital status?
4. Is the board policy on affirmative action distributed to employees annually?
5. Is the cost to the employees for insurance and insurance coverage the same for male and female employees?
6. Are the costs to the employees and benefits of pension plans equitable for men and women?
7. Have steps been taken to ensure that harassment of employees based upon gender, race, national origin, religion, age, sexual orientation, gender identity or disability does not occur?
8. Are assignments of staff members to supplemental and extracurricular duties made on an equitable basis?
9. Are exit interviews held?

Working Conditions and Compensation Summary:

Cherokee Community Schools Board of Education has adopted a policy to insure that harassment does not occur for any protected class. A copy of this policy is included within this plan.

❖ Complaint Procedures

1. Does the affirmative action policy contain a complaint process?
2. Are employees notified of their right to seek redress from government agencies such as the Iowa Civil Rights Commission?
3. Are discrimination complaint records kept?

Complaint Procedures Summary:

Cherokee Community Schools Board of Education has adopted a grievance procedure. The grievance procedure is included in the plan. The grievance procedure does notify employees of their rights to seek assistance from state and federal Civil Rights Commission.

INTERNAL MONITORING AND REPORTING

The Superintendent has the responsibility for developing and preparing the formal documents of the Affirmative Action Plan. The Superintendent is responsible for the effective implementation of the Affirmative Action Plan; however, responsibility is likewise vested with each building principal and supervisor. Cherokee Community Schools' compliance process is designed to:

- Monitor the effectiveness of the AAP/EEO program;
- Monitor records of all personnel activities, including referrals, placements, transfers, promotions, terminations and compensation at all levels;
- Identify problem areas where remedial action is needed
- Determine the degree to which AAP goals and objectives have been obtained;
- Review results with all building principals and supervisors;
- Advise the Superintendent of Schools of program effectiveness and submit recommendations for improvement.

The following documents will be maintained as a component of Cherokee Community Schools internal audit process:

1. An applicant flow log showing the name, race, gender, date of application, job title, interview status and the action taken for all individuals applying for job opportunities;
2. Summary data of external hires, promotion, resignation, and terminations by job group and by gender and minority group identification;
3. Summary data of applicant flow by identifying, at least, total applications, total minority applicants, and total female applicants for each position;
4. Maintenance of employment applications (not to exceed two years); and
5. Records pertaining to Cherokee Community Schools' compensation system.

Supporting Policies and Procedures

Code No. 104

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ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Cherokee Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by

the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student’s person or property.
 - (2) Has a substantial detrimental effect on the student’s physical or mental health.
 - (3) Has the effect of substantially interfering with a student’s academic performance.
 - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within five days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Code No. 104

Page 2 of 3

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent’s designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Legal References: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 12101 *2et. seq.*
Iowa Code §§ 216.9; 280.28; 280.3.
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References:	102	Equal Educational Opportunity
	502	Student Rights and Responsibilities
	503	Student Discipline
	506	Student Records

Approved 7/16/2007 Reviewed 6/18/12, 6/20/16, 8/20/18, 7/19/2021 Revised 6/18/2012

Code No. 104.E2

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

☐	Age	☐	Physical Attribute	☐	Sex
☐	Disability	☐	Physical/Mental Ability	☐	Sexual Orientation
☐	Familial Status	☐	Political Belief	☐	Socio-economic Background
☐	Gender Identity	☐	Political Party Preference	☐	Other – Please Specify:
☐	Marital Status	☐	Race/Color	☐	
☐	National Origin/Ethnic Background/Ancestry	☐	Religion/Creed	☐	

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. (1) Places the student in reasonable fear of harm to the student’s person or property.
 2. (2) Has a substantial detrimental effect on the student’s physical or mental health.
 3. (3) Has the effect of substantially interfering with a student’s academic performance.
 4. (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- • “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- • “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed five (5) of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. *The investigation may include, but is not limited to the following:*

- *A request for the Complainant to provide a written statement regarding the nature of the complaint;*
- *A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;*
- *A request for witnesses identified during the course of the investigation to provide a written statement;*
and
- *Review and collection of documentation or information deemed relevant to the investigation.*

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

Decision

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Cherokee Community School District's Non-Discrimination Statement

Our organization will not discriminate against or harass any employee or applicant for employment because of actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Code No. 102

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Cherokee Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the office of the superintendent, 600 West Bluff Street, Cherokee, Iowa 51012, 712-225-6767

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*
 20 U.S.C. §§ 1681 *et seq.*
 20 U.S.C. §§ 1701 *et seq.*
 29 U.S.C. § 206 *et seq.*
 29 U.S.C. § 794
 42 U.S.C. §§ 2000d and 2000e.
 42 U.S.C. §§ 12101 *et seq.*
 34 C.F.R. Pt. 100.
 34 C.F.R. Pt. 104.
 Iowa Code §§ 216.6; 216.9; 256.11; 280.3.
 281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District
 401.1 Equal Employment Opportunity
 500 Objectives for Equal Educational Opportunities for Students
 506.1 Student Records

Approved _____

Reviewed 6/20/16, 7/16/18, 7/21/21 Revised _____

SHORT TERM GOALS

The following short term goals have been established by Cherokee Community Schools to be accomplished before the next revision of the affirmative action plan:

1. **Recruitment Goal:** As needed, we will notify all subcontractors of our EEO/AA policy and project goals, requiring supportive action on their part.

Person Responsible – Superintendent

2. **Hiring and Selection Criteria and Practices Goal:** The affirmative action plan will continue to be considered within the hiring process, for all positions.

People Responsible – Superintendent, Building Principals and Department Directors

Long Range Goals

The following long-range goals will be focused upon by the Cherokee Community School District as positions become available:

Increase the number of minority employees by two in order for Cherokee Community School District's minority employee composition to make a realistic progression toward equating the minority composition of Cherokee (3.8 %).

Increase the number of male certified staff by five employees in order for Cherokee Community Schools to make reasonable gain in composition to be within 5% of required Iowa workforce availability range (27%). This is in accordance to data attained through the Iowa Workforce Information Network's Affirmative Action Data.

Increase the number of male associates by two in order to increase composition. This will provide a realistic progression toward meeting the required 5% range of workforce availability as compared to Cherokee County (48%), as presented by the Iowa Labor Market Information Services.

Increase the number of male food service by one-two in order for Cherokee Community Schools' composition to make realistic gains toward the acceptable workforce availability range for Cherokee County (42.5%), as presented by the Iowa Labor Market Information Services.

Increase the number of male clerical workers by one in order for Cherokee Community Schools' composition (0%) to make realistic gains toward the acceptable workforce availability range for Cherokee County (19%), as presented by the Iowa Labor Market Information Services.

Building Principals and Department Directors will monitor progress toward these goals.

The following documents will be maintained as a component of Cherokee Community Schools internal audit process:

- An applicant flow log showing the name, race, gender, date of application, job title, interview status and the action taken for all individuals applying for job opportunities;
- Summary data of external hires, promotion, resignation, and terminations by job group and by gender and minority group identification;
- Summary data of applicant flow by identifying, at least, total applications, total minority applicants, and total female applicants for each position;
- Maintenance of employment applications (not to exceed two years); and

- Records pertaining to Cherokee Community Schools' compensation system.

Qualitative Goals

- Broadening or targeting recruitment efforts.
- Evaluating and validating criteria and instruments used in selecting applicants for interviews, employment, and promotion.
- Developing and implementing an employee assistance and mentoring program.
- Establishing a work climate which is sensitive to diverse racial/ethnic groups, both women and men and persons with disabilities.
- Considering a person's racial/ethnic origin, gender, or disability as a relevant factor when selecting applicants for interview, employment and promotion in job categories where underrepresentation exists.

Implementing Affirmative Action Plans

Internal Dissemination

The Superintendent has the responsibility for developing and preparing the formal documents of the Affirmative Action Plan. The Superintendent is responsible for the effective implementation of the Affirmative Action Plan; however, responsibility is likewise vested with each building principal and supervisor. Cherokee Community Schools' compliance process is designed to:

- The AAP will be emailed to administrators and supervisors.
- A copy of the AAP will be made physically available at Central Office.
- Nondiscrimination Statements included in all internal vacancy announcements.

External Dissemination

- The AAP will be made available on the main page of the website
- The AAP will be held in a central location and made available upon request at the Central Office.
- Nondiscrimination Statement included in all external vacancy announcements and employment applications.