TO: Students, Parents, and Staff
FROM: William Booth, Affirmative Action Officer/504 Compliance Officer
RE: Annual Affirmative Action Information
DATE: 2019 - 2020

As the new school year begins, we wish to take this opportunity to share with you a summary of our district’s Affirmative Action Policies which have been reviewed and adopted by the Board of Education.

The Rancocas Valley Regional High School Board of Education will continue to support its Affirmative Action Resolution and to implement the district’s equal educational opportunity policy, school and classroom practices plan, and contract/employment practices plan in accordance with law and regulation. A copy of the district’s affirmative action plans and self-evaluation of affirmative action achievement shall be available in the District Office and in the Office of the Superintendent.

**School and Classroom Practices**
In implementing affirmative action, the district shall carry on:

A. A process of identification and correction of the denial or equality of educational opportunities for pupils solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or non-applicable handicap.

B. A continuing re-examination and modification, as may be necessary, of its school and classroom programs; of location and use of facilities; of its curriculum development program, and its instructional materials; of the availability of programs for children; and of equal access of all eligible pupils to all extra curricular programs.

**Harassment**
An instructional environment and work place free from harassment of any kind shall be maintained. Any student or staff member who has knowledge or feels victimized should immediately report his or her allegation to the Affirmative Action Officer and/or the 504 Compliance Officer.
**Contract/Employment Practices**
All vendors and suppliers of material and their employees are bound by the district’s affirmative action policies in their contacts with district staff and pupils.

All recruitment, hiring, evaluation, training, promotion, and personnel management practices are designed to further equal opportunity principles and eliminate discrimination on any basis.

**Handicapped**
In addition to prohibiting education and employment decisions based on non-applicable handicapping condition, the district shall, as much as feasible, make facilities accessible to handicapped pupils and employees as intended by Section 504.

**The Supervisor of Special Programs/Affirmative Action Officer/504 Compliance Officer**
The Supervisor of Special Programs is delegated as the District’s Affirmative Action Officer and /504 Compliance Officer so as to plan, implement, and monitor the Affirmative Action Program.

**Grievance Procedure**
Any staff member, parent and/or student may present a grievance directly to the Affirmative Action Officer/504 Compliance Officer. This grievance must be submitted as follows:

A. A statement of the grievance.
B. The affirmative action provision alleged to have been violated, misinterpreted, or applied inequitably.
C. The remedies sought.

The Affirmative Action Officer/504 Compliance Officer, upon receipt of the grievance, will respond, in writing, within 10 calendar days. The disposition of the grievance may be appealed to the Rancocas Valley Regional High School Board of Education no later than 10 calendar days following the receipt of the grievance response. The Board of Education will have 30 calendar days to make its determination of the grievance.