



North Mason School District

71 E. Campus Drive, Belfair, WA 98528

(360) 277-2300 (360) 277-2320 FAX

Dana Rosenbach, Superintendent

AFFIRMATIVE ACTION PLAN 2019-2023

“Educate, Empower, Inspire & Prepare”

NORTH MASON SCHOOL DISTRICT
AFFIRMATIVE ACTION PLAN
2019-2023

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I. INTRODUCTION

It is the policy of the North Mason School District to provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The District's nondiscrimination and affirmative action policy (Policy 5010) is set forth in Appendix A. The following Affirmative Action Plan will outline steps to be taken to ensure that District policies and practices do not discriminate against an individual on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status sex, sexual orientation, including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Furthermore, reasonable steps will be taken to actively promote employment opportunities to qualified individuals in protected groups that are underutilized in the workforce.

The Superintendent of the District is assigned responsibility for implementing our Affirmative Action Plan. However, it is emphasized that every employee is expected to comply with and facilitate the ultimate success of the program.

The Equal Employment Opportunity program will be evaluated each year. The Affirmative Action Officer will report to the Board, as part of its standard reporting procedures, progress in the implementation of the District's Affirmative Action Plan.

This Affirmative Action Plan will be posted to the District's website at www.northmasonschoools.org and thus will be available to the State Human Rights Commission, the Office of Superintendent of Public Instruction, the State Department of Personnel, staff members, community groups, and other interested parties. The District will have a print copy available at the District Administration Offices. Additional copies will be made and distributed as required.

II. PURPOSE

It is the purpose of this Affirmative Action Plan of the District to promote, monitor and maintain the District's affirmative action and equal employment opportunity policies. These policies provide for equal employment opportunities for all employees and applicants for employment without discrimination on the basis of race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, and promote diversity in the District's workforce.

It is also the purpose of this Plan to identify at all levels of the workforce, areas of underutilization of protected groups and to identify and address, when possible, factors that may be causing such underutilization. This Plan is designed to promote outreach,

recruitment, training and education efforts intended to expand the pool of qualified applicants to promote diversity, consistent with the District's standards of excellence.

This Plan advances equal employment opportunity without preferential treatment on the basis of race, gender, ethnicity or national origin. This Plan is also designed to ensure that District policies are properly implemented without discrimination.

III. RESPONSIBILITY FOR IMPLEMENTATION AND MAINTENANCE OF THE PLAN

- A. The Superintendent has the overall responsibility for the development, implementation, coordination, and monitoring of the Affirmative Action Plan and is responsible for ensuring that administrators and supervisors are fully aware of their role in supporting the Plan. The Superintendent has delegated to the Affirmative Action Officer the authority to represent the Superintendent in these matters. The Affirmative Action Officer is the Executive Director of Finance and Operations.
- B. The Affirmative Action Officer is charged with the responsibility of making known the District's desire and commitment to employ members of protected as well as non-protected groups through regular and frequent contact with community groups and employment agencies and through identifying, to the extent possible, persons with requisite skills and talents for projected openings throughout the District. The Affirmative Action Officer shall ensure that recruitment efforts are reaching protected groups as well as unprotected groups in all categories where underutilization exists.
- C. The Affirmative Action Officer will advise the Superintendent and/or Board on equal opportunity matters as required. The Officer will monitor and evaluate the Plan's accomplishments and will prepare memoranda addressing proposed action and other issues as required by this Plan.
- D. The Affirmative Action Officer can be reached at (360) 277-2300 or by writing to Affirmative Action Officer, North Mason School District, 71 E Campus Drive, Belfair, WA 98528.

IV. DISSEMINATION OF PLAN AND POLICIES

It is the responsibility of the Superintendent of the District or the Superintendent's designee to inform all applicants for employment, all current employees, all persons responsible for hiring within the District, all employee associations, and all District contractors and subcontractors of the District's commitment to equal employment opportunity.

Communication of the District's Affirmative Action Plan will be accomplished as follows:

A. Internal and External

1. The 2019-2023 Affirmative Action Plan will be distributed to all organizations, agencies and individuals inside and outside the District as follows:
 - The plan will be posted to the District website @ www.northmasonschoools.org

- A link to the plan will be sent to the Board of Directors and all district employees
 - An electronic copy will be sent to OSPI (The Office of State Superintendent of Public Instruction)
2. A statement of the District's equal employment opportunity policy will be placed in District recruitment material, application forms and newspaper advertisements.
 3. All District recruiting sources will be informed annually regarding the District's nondiscrimination policy and its Affirmative Action Plan.
 4. Upon adoption of the District's 2019-2023 Affirmative Action Plan, the District will issue a statement and information about the Plan in District publications.
 5. Announcements of training opportunities that promote the goals of the Plan will be issued to staff through District publications.
 6. All District contractors, vendors and suppliers will be notified that they must comply with the District's equal employment opportunity policy and this Plan.
 7. The name, address, and telephone number of the District's Affirmative Action Officer will be published, at least annually, in regular District publications to staff and the community. The Affirmative Action Officer and his/her contact information is also identified in Appendix B of this document.

B. Internal

1. All District job postings and newspaper advertisements will include an equal employment opportunity statement.
2. Upon employment, each new employee will be informed of our Affirmative Action Plan and policies against discrimination.
3. Unit and department administrators shall at least annually inform all staff of the District's Affirmative Action Plan.

V. NUMERICAL ANALYSIS OF WORKFORCE

This section of the Affirmative Action Plan reflects a numerical analysis of the North Mason School District workforce demographics.

The tables that follow contain a numerical study of the District's workforce. The term "underutilization" as used in this policy means having fewer members of an affected group in a particular job category than reasonably would be expected based upon their availability. The statistical comparisons in this section involve the use of workforce statistics for geographic areas relevant to North Mason derived from public census reports. Most of these reports are available on the Office of Superintendent of Public Instruction's website:

<http://www.k12.wa.us/equity/AffirmativeAction/resources.aspx>

The use of such geographic areas and statistics is intended only for the purpose of implementing this Plan and facilitating identification of areas of potential underutilization. These statistical comparisons do not have any independent legal or factual significance. The statistics and geographic areas have been selected and used in good faith with respect to this Plan.

A. Availability Study

To research and prepare information for the District's 2019-2023 Plan, an availability analysis was conducted based on state census reports and statistical population studies from various sources for the minority, female, disabled, veteran and aged workforce. The Washington State Office of Financial Management utilized data from Census 2010 to create summary reports for Mason County.¹

- The data in the reports indicate that the percentage of minorities² in the Mason County civilian workforce³ is 5.83% and the percentage of women is 45.94%. This compares to the overall population age 16 and over in Mason County having minorities comprising 10.11%, and women comprising 48.27%.
- In the available labor force, 1.37% were identified as unemployed minorities and 4.89% were identified as unemployed women.

The underlined figures are utilized as the theoretical availability figure, or "TA," in the utilization studies below.

B. Theoretical Availability and Statistically Expected Utilization Figures

After the theoretical availability ("TA") was determined for protected groups in Mason County, a straight comparison was conducted against the TA figure. The District determined the number of employees in each protected group by either administering an optional survey or collecting voluntary data during the hiring process. The survey is republished in Appendix C. In addition, the TA figure was reduced by 20% to arrive at an "SEU," or statistically expected utilization, and a comparison was performed against the SEU as well. The SEU comparison is done because it is a commonly accepted practice to use a figure that is 80% of the theoretical availability in determining whether protected groups are meaningfully underutilized, because pure chance may account for utilization that is 20% less than the theoretical availability. Both figures, however, are considered in the identification of problem areas and possible underutilization. As used in this Plan, "deviation" from TA or SEU refers to the value obtained by subtracting the actual utilization percentage from the TA or SEU percentage.

A specific analysis was completed for each of the following job categories: certificated administrators, teachers, certificated support personnel, classified

¹ Available at <http://www.census.gov/2010census/>

² Census 2010 allowed people to classify themselves into one of seven mutually exclusive racial categories: White alone, Black/African American alone, American Indian/Native American alone, Asian alone, Hawaiian/Other Pacific Islander alone, Some Other Race alone, or Two or More Races. It also allowed individuals to mark themselves as Hispanic/Latino in origin. For the purposes of this Plan, "minority" does not include those in either the "Some Other Race alone" or "Two or More Races" groups as these categories are not tracked by the District for affirmative action purposes.

³ For the purposes of this Plan, "workforce" includes non-military persons age 16 and over in the workforce according to Census 2010 data.

administrators, assistants, and other classified employees.

C. Salary Ranges as of September 1, 2018

Teachers and Support Services salary range is	\$49,454 – \$96,981.
National Board Certification is	\$3,054 - \$5,090 (\$5,090 if a teacher
has the certification for the full year and \$3,054 if they get it during the 2018-2019 school year.)	
Certificated Administrators	\$97,371 - \$159,620
Classified Administrators	\$54,692 - \$130,558
Classified Employees	\$14.47 – \$28.48

D. Utilization Studies – Charts D1 through D6

CHART D1

**North Mason School District
Utilization Analysis
Minorities – November 2018**

Job Group	Total Employees	Total Minority	% Total Minority	Black/Af.Am.	Asian/ Pacific Islander	Hispan. Origin	Indian/ Esk./ Aleut	Theoretical Availability	Statistically Expected Utilization	Deviation from TA	Deviation from SEU
Certificated Admin	14	0	0.00%	0	0	0	0	5.83%	4.66%	-5.83%	-4.66%
Teachers	129	8	6.20%	0	4	4		5.83%	4.66%	0.37%	1.54%
Cert Support Personnel	16	1	6.25%	1	0	0	0	5.83%	4.66%	0.42%	1.59%
Classified Admin	8	0	0.00%	0	0	0	0	5.83%	4.66%	-5.83%	-4.66%
Classified Employees	130	6	4.62%	0	1	5	0	5.83%	4.66%	-1.21%	-.04%
Total	297	15	5.05%	1	5	9	0	5.83%	4.66%	-0.78%	0.39%

CHART D2

**North Mason School District
Utilization Analysis
Female - November 2018**

Job Group	Total Employees	Total Females	% Total Females	Theoretical Availability	Statistically Expected Utilization	Deviation from TA	Deviation from SEU
Certificated Admin	14	7	50.00%	45.94%	36.75%	4.06%	13.25%
Teachers	129	100	77.52%	45.94%	36.75%	31.58%	40.77%
Cert Support Personnel	16	14	87.5%	45.94%	36.75%	41.56%	50.75%
Classified Admin	8	7	87.5%	45.94%	36.75%	41.56%	50.75%
Classified Employees	130	107	82.31%	45.94%	36.75%	36.37%	45.56%
Total	297	235	79.12%	45.94%	36.75%	33.18%	42.37%

VI. UTILIZATION ANALYSIS BY JOB CATEGORY – IDENTIFICATION OF PROBLEM AREAS

- A. **Certificated Administrators.** This job category includes principals; assistant principals; superintendent; executive director of instructional services; director of career and technical education, MTSS administrator, and director of student services.

	2018	2018 % of Group	2013	2013 % of Group	2009	2009 % of Group
Minorities	0	0%	0	0.00%	0	0.00%
Females	7	50%	4	40%	3	27.2%

Represented Categories:

This analysis indicates that representation of women in this job group is over both the theoretical availability (“TA”) and the statistically expected utilization (“SEU”) figures

Underutilized Categories:

The analysis indicates that the percentage of ethnic minorities has remained consistently underrepresented in this job group.

- B. **Teachers.** This job category includes all teachers from preschool to grade 12, including special education teachers.

	2018	2018 % of Group	2013	2013 % of Group	2009	2009 % of Group
Minorities	8	6.20%	3	2.52%	3	2.36%
Females	100	77.52%	84	70.59%	89	70.0%

Represented Categories:

This analysis indicates that representation of women significantly exceeds the TA and SEU figures for this job classification. This group is not underutilized. The analysis indicates that the number of ethnic minorities increased consistently since 2009. Minorities are no longer underutilized, but the district will continue to reach for greater gains.

- C. **Certificated Support Personnel.** This job category includes counselors, learning specialists, curriculum specialists, psychologists, occupational & speech therapists, nurses, etc. Each person in this job category is certificated.

	2018	2018 % of Group	2013	2013 % of Group	2009	2009 % of Group
Minorities	1	6.25%	1	11.11%	0	0.00%
Females	14	87.5%	8	88.89%	9	100%

Represented Categories:

This analysis indicates that representation of women and ethnic minorities exceed the TA and SEU figures. These groups are not underutilized, but the district will continue to reach for greater gains.

- D. **Classified Administrators.** This job category includes the directors and assistant directors of operations & finance, facilities, custodial services, grounds, maintenance, food service, human resources, technology and transportation.

	2018	2018 % of Group	2013	2013 % of Group	2009	2009 % of Group
Minorities	0	0%	0	0.00%	0	0.00%
Females	7	87.5%	2	50%	3	60%

Represented Categories:

This analysis indicates that representation of women significantly exceeds the TA and SEU figures for this job classification. This group is not underutilized.

Underutilized Categories:

This analysis indicates that representation of ethnic minorities in this job classification falls short of the SEU figures. There is underutilization of this group.

- E. **Classified Employees.** This job category includes instructional assistants, special education and other assistants who provide instruction in state or federally funded programs, and playground supervisors. This also includes maintenance, grounds and food service workers, bus drivers, secretarial and clerical employees, bookkeepers, computer technicians, etc.

	2018	2018 % of Group	2013	2013 % of Group	2009	2009 % of Group
Minorities	6	4.62%	2	4.4%	1	3.4%
Females	107	82.31%	43	95.6%	29	100%

Represented Categories:

This analysis indicates that representation of women significantly exceeds

the TA and SEU figures for this job classification. The analysis indicates that the number of ethnic minorities increased consistently since 2009. Minorities are no longer underutilized, but the district will continue to reach for greater gains. These groups are not underutilized.

These findings will be considered as the District plans and implements its future recruitment efforts to ensure that members of the underutilized groups are reached by such efforts. Staff responsible for hiring and promotion will be given information designed to sensitize them to the potential for discrimination, particularly in areas of underutilization. This information will be reviewed in meetings with the management team.

VII. GOALS AND ACTION PROGRAMS TO ACHIEVE GOALS

GOAL 1

RECRUITMENT

Within the next 4 years, North Mason School District will continue its efforts to eliminate underutilization of minorities in all job groups by advertising in appropriate media outlets (including minority-focused media), notifying local colleges and universities of internship opportunities, increasing efforts to identify and support current minority certified employees interested in entering administrative programs, and ensuring equal opportunity in the hiring process.

- 1.1 Analyze job descriptions and the hiring process to make sure that qualification requirements and screening criteria are based on specific job functions and do not have the effect of screening out protected group applicants with the ability to perform District jobs.
- 1.2 Expand recruitment areas to include minority populations (minority organizations, college job fairs, historically black and Indian colleges and universities).
- 1.3 Provide job openings and announcement in multiple languages.
- 1.4 Attend job fairs or opportunities to meet or partner with racial/ethnic organizations.
- 1.5 Other means of promotion and information dissemination will be utilized as necessary to ensure that the community and District staff are informed of the goals and objectives of equal employment opportunity.

GOAL 2

Hiring

- 2.1 Ensure hiring panel members are oriented to the specific job requirements.
- 2.2 Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as interview rating forms of panel members.

- 2.3 Train all personnel responsible for hiring to ensure fairness and identify potential biases.
- 2.4 Create a culture within the District that is strongly supportive of diversity by hiring a diversity coordinator and maintaining a district-wide diversity committee. The diversity coordinator and committee will work with staff, students, parents, and the community to provide a diverse educational environment within the District, free from unlawful discrimination.

GOAL 3

TRAINING & RETENTION

- 3.1 Provide current employees with training and experience that will assist in qualifying them for career advancement.
- 3.2 Provide knowledge and skills training programs which are reasonably available to employees.
- 3.3 Provide training and assessment to ensure that staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

VIII. INTERNAL AUDIT AND REPORTING

The District's Human Resources Department will frequently monitor data to ensure that all applicants are receiving equal treatment in the hiring process and that the District's recruiting efforts are reaching all protected and non-protected groups. The pre-employment application forms used for both certificated and classified personnel, however, will exclude inquiries that unnecessarily elicit the race, gender or membership of the applicant in other protected groups.

Annual reviews of the District's progress toward the goals set in this plan will be conducted by the District's Affirmative Action Officer and reported to all District administrators and to the School Board. The analysis will include:

- a) applicant data
- b) interview and hiring data
- c) transfer and promotion data
- d) termination data

IX. SUPPORTIVE SYSTEMS

Recruitment and Employment Plan

The Human Resources Office considers all applicants and employees on the basis of job-related qualifications. The District selects employees as needed on the basis of merit, training and experience with no unlawful discrimination against any employee or applicant because of race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service

animal by a person with a disability. A continuing review of hiring criteria is made to ensure the relevance of the job qualifications to the tasks to be performed and the needs of the position.

In addition, the District promotes continued relationships with organizations that are a recruitment source for individuals from protected groups, including those groups that currently may be underutilized in the workforce. These organizations include such agencies as the state job service agencies and college and university placement offices.

The District has a distribution list containing names and addresses of those agencies to which job announcements are mailed. Job announcements are distributed to each building in the District and to each outside employment and referral source on the distribution list. Jobs may also be advertised in newspapers.

Specific emphasis will be placed on the outreach and recruitment of members of protected groups along with the efforts made to reach non-protected groups. Recipient listings for classified job announcements will be reviewed to ensure continued inclusion of agencies serving minority communities, as well as other protected and non-protected groups.

Consistent with the District's equal employment opportunity policy, and in addition to other measures described in this Plan:

1. Publicity for job openings may include, without limitation, informing professional groups and organizations, with memberships that include both protected and non-protected groups, and visiting areas to promote a diverse population of qualified applicants.
2. All staff will be encouraged to facilitate recruitment of a diverse pool of qualified applicants, including individuals from underrepresented protected groups.
3. Community organizations representing the special interests of protected groups will be notified of the District's recruiting efforts.
4. All subcontractors, vendors, and suppliers will be notified in writing of the District's equal employment policy.
5. All recruiting sources, including minority, women's, disabled and veteran's groups, will be notified in writing of the equal employment.

Training

The District recognizes the importance of on-going training for employees both to assist in upgrading skills and to assist in personal growth. The District will continue to develop and provide career counseling to staff to assist personnel in moving to levels of greater responsibility.

X. REDUCTION IN FORCE

The District's reduction in force ("RIF") procedures for bargaining unit positions are established by collective bargaining agreements. Seniority within the appropriate job group is the principal factor determining retention. Affirmative action is not currently a factor in negotiated RIF procedures. RIF procedures for administrative and other exempt positions are established by School Board policy and do not explicitly address Affirmative Action. If a RIF is necessary, consistent with its legal and contractual obligations, the District will make reductions in force bearing in mind its commitment to equal employment opportunity.

APPENDIX A

Policy 5010
Personnel

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The board shall designate a staff member to serve as the compliance officer.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law, racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination and the district shall not limit, segregate or classify any applicants for

employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

B. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:

1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.

The district shall not use any employment tests or criteria that screens out persons with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.

C. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

D. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References:	Board Policy 2030 Board Policy 5270 Board Policy 5407	Service Animals in Schools Resolution of Staff Complaints Military Leave
Legal References:	RCW 28A.400.310 RCW 28A.640.020 RCW 28A.642 RCW 49.60 RCW 49.60.030 RCW 49.60.180	Law against discrimination applicable to districts' employment practices Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies Discrimination prohibition Discrimination — Human rights commission Freedom from discrimination — Declaration of civil rights Unfair practices of employers

RCW 49.60.400	Discrimination, preferential treatment prohibited
RCW 73.16	Employment and Reemployment
WAC 392-190	Equal Educational Opportunity – Unlawful Discrimination Prohibited
WAC 392-0592	Public school employment — Affirmative action program
42 USC §§ 2000e1 – 2000e10	Title VII of the Civil Rights Act of 1964
20 USC § 1681 - 1688	Title IX Educational Amendments of 1972
42 USC §§ 12101 – 12213	Americans with Disabilities Act (IRCA)
8 USC § 1324	Immigration Reform and Control Act of 1986
38 USC §§ 4301-4333	Uniformed Services Employment and Reemployment Rights Act
29 USC § 794	Vocational Rehabilitation Act of 1973
34 CFR § 104	Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
38 USC § 4212	Vietnam Era Veterans Readjustment Act of 1974

Management Resources:	2018 – May Issue	
	2017 – April Issue	
	2014 – December Issue	
	2013 – June Issue	
	<i>Policy News</i> , June 2011	Laws Against Discrimination Address Equal Education Opportunities
	<i>Policy News</i> , February 2011	Nondiscrimination
	<i>Policy News</i> , August 2007	Washington’s Law Against Discrimination
	<i>Policy News</i> , June 2001	State Updates Military Leave Rights

Adoption Date: 08/27/98
Revised: 09/25/08
Revised: 10/20/11
Revised Date: 1/21/2014
Revised: 2/20/2014
Revised: 10/18/18

APPENDIX B

North Mason School District
Affirmative Action Officer

Name: Ashley Supry, Executive Director of Finance & Operations
Address: 71 E Campus Drive, Belfair, WA 98528
Telephone Number: (360) 277-2300
Email: asupry@northmasonschoools.org
Fax Number: (360) 277-2326

Board of Directors

Craig Patti – President
Laura Boad– Vice President
John Campbell – Member
Art Wightman – Member
Leanna Krotzer - Member

Superintendent

Dana Rosenbach

Affirmative Action/Title IX Officer
Ashley Supry, Executive Director of Finance & Operations
(360) 277-2107

Section 504 Compliance Officer
Thomas Worlund, Director of Special Services
(360) 277-2112

U.S. Department of Education, Office for Civil Rights, Region X
Henry M. Jackson Federal Building
Mail Code 10-9010
915 Second Avenue
Seattle, WA 98174-1099

North Mason School District

71 E Campus Drive
Belfair, WA 98528
TEL (360) 277-2300
FAX (360) 277-2320

North Mason School District does not discriminate on the basis of race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The following employees have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator, Mark Swofford; 504 Coordinator, Thomas Worlund; Compliance Coordinator for 28A.640 & 28A.642 RCW, Dana Rosenbach. They can be reached by phone at 360-277-2300 or by mail at 71 E Campus Dr. Belfair, WA 98528.