

## EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

### I. Policy Statement

The Alexandria City School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, gender, gender identity, gender expression, national origin, sexual orientation, veteran status, political affiliation, parental or marital status, age, pregnancy, or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Alexandria City School Board shall provide facilities, programs, and activities that are accessible, usable and available to qualified disabled persons. Further, the Alexandria City School Board shall not discriminate against qualified disabled persons in the provision of health, welfare, and other social services.

The statement “Alexandria City School Board is an equal opportunity employer” shall be placed on all employment application forms.

### II. Notice of Policy/Prevention

This policy shall be: (1) posted in prominent areas of each school division building and the ACPS website, (2) included in employee onboarding information, and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

### III. Complaint Procedure

The Superintendent shall issue regulations providing for the appointment of a Compliance Officer and Alternative Compliance Officer responsible for receiving, investigating, and acting upon complaints of discrimination prohibited by this policy. Such regulations shall prescribe the procedures for the filing, investigation, and disposition of such complaints.

### IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings.

### V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination, including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

### VI. Prevention

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be: (1) displayed in prominent areas of the ACPS website and each division building, and (2) sent to parents of all students within 30 calendar days of the start of school. All students and their parent/guardian shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

Employees who make false charges of discrimination shall be subject to disciplinary action, up to and including termination.

Adopted: July 6, 2000  
Amended: October 5, 2000  
Amended: May 18, 2006  
Amended: April 26, 2007  
Amended: December 20, 2012  
Amended: June 11, 2015

Legal Refs.: 20 U.S.C. § 1681, *et seq.*  
29 U.S.C. § 701  
42 U.S.C. §§ 6101, *et seq.*, 2000e-2, *et seq.*, 2000ff-1(a), and 12101, *et seq.*  
Va. Code, as amended, §§ 2.2-3900, *et seq.*

Cross Refs.: AC Non-Discrimination  
AD Educational Philosophy  
GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability, Sexual Orientation, and Religion  
GB-R/GBA-R Procedures for Investigating Complaints of Discrimination and Harassment (also JFHA-R)