

	<b>Personnel</b>  <b>Equal Opportunity and Non-Discrimination</b>	<b>Administrative Regulation #</b>	GBA
		<b>Implemented</b>	8/2/2011
		<b>Reviewed/Updated</b>	11/9/2016
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		<b>Expiration/Review</b>	Reviewed Annually

## **Administrative Regulation**

### ***1. Purpose***

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The Board of Education of Carroll County is an equal opportunity employer and does not discriminate in the matters affecting employment or the provision of services, programs, or activities to employees and applicants for employment in compliance with all federal and state anti-discrimination laws. All applicants will be treated equally. Therefore, the screening and interview process must provide fair consideration for each applicant with the same standards applied.

### ***2. Scope***

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Carroll County Public Schools does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, national origin, race, religion, sex, sexual orientation gender identity, or gender expression.

### ***3. Prerequisites***

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N/A

### ***4. Responsibilities***

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The Department of Human Resources will oversee the implementation of this administrative regulation and monitor compliance. The Department of Human Resources will report annually on employment practices and trends to the Superintendent and Board of Education.

### ***5. Procedure***

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To ensure fair treatment for each candidate, Carroll County Public Schools will screen and interview each applicant and make employment decisions supported by data, such as transcripts, previous experience, references, evaluations and the applicant's ability to perform the essential functions of the job.

Carroll County Public Schools maintains all of its employment procedures and practices in strict compliance with all applicable Federal and State civil rights laws, including Titles VI and VII of the Civil Rights Act of 1964, Titles I and II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, Title IX of the Education Amendments of 1972, and Title 20 of the State Government Article of the Annotated Code of Maryland.

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Carroll County Public Schools will define each protected class in a manner consistent with current legal requirements and regulatory interpretations.

Carroll County Public Schools has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any discriminatory action prohibited by applicable laws.

The Director of Research and Accountability will be responsible for oversight of the nondiscrimination grievance procedure. The procedure will be published in the Carroll County Public Schools Information Calendar and the CCPS Student Handbook. It will also be available on the Carroll County Public School's website.

#### **6. References**

Title VII of the US Civil Rights Act; State Government Article, *Annotated Code of Maryland*; Other applicable federal and state anti-discrimination laws; Board Policy GBA.

#### **7. Definitions**

None