

**ATTACHMENT E:**  
**SPECIAL POPULATIONS GUIDANCE**

# Guidance for the District Equity Committee Option

## Suggested members:

- Title IX Coordinator
- Career and Technical Center Director
- Career and General Guidance Counselor(s)
- Professional Development Coordinator
- Curriculum Coordinator
- Administrator\* (i.e., Principal, Assistant Superintendent, or Superintendent)
- At least four Students (Two Female, Two Male)
- Parent or Adult Caretaker of a student enrolled in the district

\*Membership should include at least one person in a position of authority to ensure that the committee is able to affect its responsibilities

## Suggested Purpose:

To create and maintain a school environment free from race, gender, national origin, sexual orientation, disability and class bias in instructional methods, materials and interactions among school community members, i.e., students, staff (faculty, custodial, food service, bus drivers, part time employees etc.), administrators and volunteers.

To identify 1) barriers and adopt strategies to ensure equal access and success for students who are members of special populations, and 2) ensure that programs are designed to enable students who are members of special populations to meet the State's levels of performance on the State's Performance Indicators.

## Suggested method of accomplishing the purpose:

Design an evaluation process to establish a base line and information on other indicators, to measure movement towards established goals. The goals should be generated from the data gathered from the initial evaluation.

## Recommendations:

- Seek out individuals who have an interest/knowledge base of equity issues to serve as members.
- Conduct on going staff and professional development for the committee to help them expand their knowledge of the subject, and generate as sense of group cohesion.
- Support the committee by arranging schedules to ensure that they have the time and resources to meet and accomplish their task.

## **Recommended Non-discrimination Statement**

The [name] School district does not discriminate in the administration of its admissions and educational programs, activities or employment practice on the basis of race, color, religion, national origin, age, sex, disability, sexual orientation or marital status. This statement is a reflection of the [name] School District and refers to, but is not limited to, the provisions of the following laws:

Title VI and VII of the civil Rights Act of 1964

The Age Discrimination Act of 1967

Title IX of the Education Amendments Act of 1972

Section 504 of the Rehabilitation Act of 1973

The Americans with Disabilities Act of 1975

NH Law against Discrimination (RSA 354-A), and

State Rule: Ed. 303.01(i), (j), (k).

The Title IX Coordinator is: [enter name, address and telephone number]

The Section 504 Coordinator is: [enter name, address and telephone number]

### Additional Language that is helpful but not required:

Inquiries may also be directed to the:

- US Department of Education, Office for Civil Rights, 33 Arch St. Suite 900, Boston MA 02110-1491 (617-289-0111);
- Equal Employment Opportunity Commission, JFK Federal Building, Room 475, Government Center, Boston MA 02201 (617-565-3200);
- NH Commission for Human Rights, 2 Chennell Drive, Concord, NH 03301 (603-271-2767).