

**Darien Public Schools  
Darien, Connecticut**

**POLICY**

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**Series 4000 (Currently Section G)  
Personnel**

**Policy 4111**

**Equal Opportunity/Non-Discrimination (Personnel)**

**EQUAL OPPORTUNITY FOR EMPLOYMENT/AFFIRMATIVE ACTION AND NON-DISCRIMINATION (PERSONNEL)**

The Board of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Board does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

The Board will comply with not making employment decisions, including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, genetic information, pregnancy, or except in the case of a bona fide occupational qualification.

It has always been the policy and will continue to be the strong commitment of the Darien Public Schools and all contractors and subcontractors who do business with the Darien Public Schools to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit.

The Darien Public Schools will continue to take affirmative action to ensure that no persons are discriminated against with regard to protected characteristics as established by state and federal law. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. The Darien Public Schools will continue to make good faith efforts to comply with all federal and state laws and policies which speak to Equal Employment Opportunity and Affirmative Action.

This policy statement is based on both the spirit and the letter of state and federal anti-discrimination laws, regulations and executive orders. Accordingly, care is taken to ensure that

no person shall be excluded from participation in, be denied the benefits of, or otherwise be unlawfully discriminated against. Further, the Darien Public Schools will not knowingly use the services of, patronize or otherwise deal with any business, contractor, subcontractor or agency that engages in acts of unlawful discrimination.

This Affirmative Action Policy Statement reaffirms the school district's commitment to the principles of Equal Employment Opportunity and Affirmative Action.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

Inquiries regarding Darien Public Schools' nondiscrimination policies should be directed to:

Office of the Superintendent of Schools  
Darien Public Schools  
35 Leroy Avenue  
Darien, CT 06820

Christopher M. Manfredonia  
[cmanfredonia@darienps.org](mailto:cmanfredonia@darienps.org)  
203-655-3981 (x-2263)

Ellen Ryan  
[eryan@darienps.org](mailto:eryan@darienps.org)  
203-655-3981 (x-2304)

Darien High School  
80 High School Lane  
Darien, CT 06820

Legal References:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*
- Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*
- Age Discrimination in Employment Act, 29 U.S.C. § 621
- Americans with Disabilities Act, 42 U.S.C. § 12101
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
- Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110 233, 42 USC 2000ff; 34 CFR 1635
- Connecticut General Statutes § 10-153. Discrimination on basis of marital status
- Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
- Connecticut General Statutes § 46a-81a Discrimination on basis of sexual orientation: Definitions
- Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.
- Public Act 11-55, An Act Concerning Discrimination.

Approved by the Board of Education on October 8, 1991

REVISED: August 27, 2013

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**ADMINISTRATIVE REGULATIONS**

**DISCRIMINATION COMPLAINTS (PERSONNEL)**

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), or gender identity or expression. In order to facilitate the timely resolution of such complaints any student who feels that he/she has been discriminated against on the basis of these protected characteristics should file a written complaint with:

Office of the Superintendent of Schools  
Darien Public Schools  
35 Leroy Avenue  
Darien, CT 06820

Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

Complaints will be investigated promptly and corrective action will be taken when allegations are verified.

Specifically, upon receipt of a written complaint of discrimination, the Superintendent and/or his or her designee should:

1. offer to meet with the complainant to discuss the nature of his/her complaint;
2. provide the complainant with a copy of the Board's anti-discrimination policy and accompanying regulations;
3. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
4. conduct the investigation in a confidential manner, to the extent practicable, adhering to

the requirements of state and federal law;

5. communicate the findings and/or results of any investigation to the complainant; and
6. take appropriate corrective and disciplinary action, as deemed appropriate by the Superintendent and/or his or her designee.

If the complaint involves an allegation of discrimination based on disability or sex, the complainant should be referred to the Board's policies and procedures related to Section 504 of the Rehabilitation Act (for claims of discrimination and/or harassment based on disability) and Sex Discrimination/Sexual Harassment (for claims of discrimination and/or harassment based on sex).

For allegations pertaining to race, color or national origin discrimination, at any stage in this complaint procedure, the complainant has the right to file formal complaints regarding such matters with:

Office of Civil Rights  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square, Suite 900  
Boston, MA 02109-3921  
Tel. (617) 289-0111  
[OCR.boston@ed.gov](mailto:OCR.boston@ed.gov)

If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than one hundred eighty (180) days after the occurrence of the alleged discrimination.

**DARIEN PUBLIC SCHOOLS**

**Darien, Connecticut**

**COMPLAINT FORM REGARDING DISCRIMINATION**

Name of Complainant \_\_\_\_\_ Date of Complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the discriminator(s) or harasser(s) \_\_\_\_\_

\_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

\_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment \_\_\_\_\_

\_\_\_\_\_

Detailed statement of the circumstances constituting the alleged discrimination or  
harassment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Complainant) (Date)

Name of Administrator investigating complaint and the findings \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Administrator) (Date)