

## EQUAL EMPLOYMENT OPPORTUNITY

The Edgewood-Colesburg Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The district will utilize affirmative action standards which are based on the population of the district community, the student population served, or the individuals who can reasonably be recruited. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment the school district will perform the background checks required by law. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BOEE, then the requirement for a background check is waived. The district will perform repeat background checks on applicable employees as required by law.

Advertisements and notices for vacancies within the district will contain the following statement: "The Edgewood-Colesburg Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the:

Affirmative Action Coordinator  
Edgewood-Colesburg Community School District  
P.O. Box 315  
Edgewood, Iowa 52042

Or, by telephoning (563)-928-6411

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 400 E. 14<sup>th</sup> Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

In accordance with Title IX of the Education Amendments Act of 1972, the Edgewood-Colesburg Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment. The Board authorizes the Superintendent to adopt procedures for any individual to report sex discrimination or sexual harassment, and for the investigation and resolution of such complaints.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Melissa Connor at 403 West Union St., Edgewood, Iowa, by email at [mconner@edge-cole.k12.ia.us](mailto:mconner@edge-cole.k12.ia.us) , or by phone at (563) 928-6411. A report may also be filed with deputy coordinators:

Trevor Heying, [theying@edge-cole.k12.ia.us](mailto:theying@edge-cole.k12.ia.us) , (563) 856-2415, 409 East St., Colesburg, Iowa.

Karla Trenkamp, [ktrenkamp@edge-cole.k12.ia.us](mailto:ktrenkamp@edge-cole.k12.ia.us) , (563) 928-6411, 403 West Union St., Edgewood, Iowa.

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Legal Reference:        29 U.S.C. §§ 621-634.  
                               42 U.S.C. §§ 2000e et seq.  
                               42 U.S.C. §§ 12101 et seq.  
                               Iowa Code §§ 19B; 20; 35C; 73; 216; 279.8.  
                               281 I.A.C. 12.4; 95.

Cross Reference:        102    Equal Educational Opportunity  
                               102-R(1)    Equal Educational Opportunity - Grievance Procedure  
                               102-E(1)    Equal Educational Opportunity - Annual Notice of Nondiscrimination  
                               102-E(2)    Equal Educational Opportunity - Continuous Notice of Nondiscrimination  
                               102-E(3)    Equal Educational Opportunity - Notice of Section 504 Student and Parental Rights  
                               102-E(4)    Equal Educational Opportunity - Discrimination Complaint Form  
                               102-E(5)    Equal Educational Opportunity - Witness Disclosure Form  
                               104    Anti-Bullying/Harassment Policy  
                               104-R(1)    Anti-Bullying/Harassment Policy - Investigation Procedures  
                               104-E(1)    Anti-Bullying/Harassment Policy - Complaint Form  
                               104-E(2)    Anti-Bullying/Harassment Policy - Witness Disclosure Form  
                               104-E(3)    Anti-Bullying/Harassment Policy - Disposition of Complaint Form  
                               405.02    Licensed Employee Qualifications, Recruitment, Selection  
                               411.02    Classified Employee Qualifications, Recruitment, Selection

Adopted:                2/15/99  
 Reviewed:             05/12/2026  
 Revised:                11/08/2025