

PROCEDURES: Exhibit 400.1

Equal Employment Opportunity

- A. Employees shall be given annual notice of Policy 400.1 (Equal Employment Opportunity).
- B. Advertisements and notices for job vacancies in the District shall contain the following statement: "The Fort Dodge Community School District is an equal employment opportunity/affirmative action employer." That statement shall also appear on District job application forms.
- C. Inquiries by employees or applicants for employment regarding the District's compliance with equal employment opportunity and affirmative action laws and policies shall be directed to Lisa Negus, Director of Human Resources (515) 574-5657.
- D. Any questions regarding the District's compliance with Title VII, Title IX, Section 504 or ADA (Americans with Disabilities Act, 1990), should be directed to Dr. Stephanie Anderson, Director of Elementary Education, and Dr. Kirsten Doebel, Director of Secondary Education, 104 South 17th Street, Fort Dodge, IA 50501, Telephone (515) 576-1161, or to the US Department of Education, Office for Civil Rights, 500 W. Madison St., Suite 1475, Chicago, IL 60661-4544. (Alternate for Section 504 is Lynnae Harvey, Director of Special Needs, (515) 574-5675).
- E. The District's Designated Investigator of Physical/Sexual Abuse of Students by School Employees are Dr. Stephanie Anderson, Director of Elementary Education, and Dr. Kirsten Doebel, Director of Secondary Education. They can be reached at (515) 576-1161 or 104 South 17<sup>th</sup> Street, Fort Dodge, IA 50501. The alternate is Director of Special Needs Lynnae Harvey. Her telephone number is (515) 574-5675 or 104 South 17<sup>th</sup> Street, Fort Dodge, IA 50501.
- F. The District's Complaint Officer for harassment complaints and allegations are Dr. Stephanie Anderson, Director of Elementary Education, and Dr. Kirsten Doebel, Director of Secondary Education. They can be reached at (515) 576-1161 or 104 South 17<sup>th</sup> Street, Fort Dodge, IA 50501.