

The Superintendent shall have the authority to establish a procedure for the recruitment of well-qualified personnel to staff the schools. The Superintendent may request building Principals or other staff members to assist in this effort.

#### Identity and Employment Status

All potential employees of the District shall verify their identity and employment status to the Superintendent.

The Superintendent shall maintain a file on all of the District's employees hired after November 6, 1986, proving that each employee has verified his or her identity, employment status, U.S. citizenship, or legal alien status to the Superintendent's satisfaction. Evidence to be used to verify identity and employment eligibility shall be presented and shall comply with law and any applicable administrative rules. Documents that may be presented include, but are not limited to: U.S. passport; a permanent resident card; a state issued drivers license that contains a photograph plus a U.S. social security card; a school I.D. card with a photograph plus an original or certified copy of a birth certificate issued by a state, county, or municipal authority of the U.S.; and other documents as described in the Department of Homeland Security form I-9, Employment Eligibility Verification.

#### Non-Discrimination

The Board shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of such individual's race, sex, gender, height, weight, color, religion, national origin, age, marital status, disability or veteran status which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

The Superintendent shall have in place all appropriate procedures relative to the Americans with Disabilities Act.

This statement of non-discrimination shall be published and disseminated to all students, parent(s)/guardian(s), employees, applicants and the public in a manner determined by the Superintendent.

## **Section 5000 - Personnel**

5170 Recruitment

5170-2

### Title I Compliance

The Superintendent shall insure that the District complies with the provisions of Title I, the No Child Left Behind Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel.

Approved: June 29, 2009

LEGAL REF: 42 USCA §1981 *et seq.* (Civil Rights Act); 42 USCA 2000e-8, 2000e-12; 44 USCA 3501 *et seq.*; 42 USCA 12117 (The Equal Employment Opportunities Act); 42 USCA §2000e, *et seq.* (Title VII of the Civil Rights Act); 20 USCA §1681; 34 CFR § 106.8; 34 CFR §106.9 (Title IX of the Education Amendments); 42 USCA 12116 (The Americans with Disabilities Act); MCL 37.1101-1607 (Person's with Disabilities Civil Rights Act); 37.2101-2804 (Elliott-Larsen Civil Rights Act); 20 USCA 6311(h)(6)(A) (No Child Left Behind Act); 8 USC 1324a