

Affirmative Action Policy

I. POLICY STATEMENT

The San Francisco School (SFS) is committed to a policy affording equal opportunity of employment and participation to all of its employees, volunteers and applicants for employment. In recruitment, application for employment, hiring, training, and advancement, SFS will take affirmative action to ensure that each applicant, employee and volunteer, regardless of race, color, religion, national origin, sex, sexual orientation, age or physical disability will be accorded equal treatment. Furthermore, SFS is committed to a policy which will bring about changes in the racial profile of the staff so that it will more fairly represent the racial composition of the San Francisco neighborhoods it serves.

II. DISSEMINATION OF POLICY

SFS's Affirmative Action Policy is disseminated internally in the following ways:

- A. The Policy will be incorporated into a Staff Manual.
- B. Staff will review the policy every 3 years at a staff meeting.
- C. The Board of Directors will review the policy every 3 years at a board meeting.
- D. A Policy Statement is included in the Parent Handbook

III. RESPONSIBILITY FOR IMPLEMENTATION

The Board of Directors has delegated the Head of the School as the person responsible for the implementation of this policy. The responsibilities include:

- A. Developing and maintaining a written program of affirmative action.
- B. Designing and implementing an auditing and reporting system that measures the effectiveness of the program.
- C. Reporting on the effectiveness of the program to the Board of Directors.
- D. Serving as liaison between the School and community groups with regard to the Affirmative Action Policy.

IV. EXECUTION OF PROGRAM

SFS will advertise opportunities for employment in such a way as to encourage minority interest and application. Toward this end, positions will be advertised in agencies that service minority populations and among parents with potential knowledge of minority candidates. Committees and persons responsible for the hiring process, including recruitment, interviewing, selection and placement, will be informed about and committed to the established affirmative action policy. All personnel actions including recruitment, interviewing, selection, training and termination will be conducted and reviewed with regard to the goals of this policy.

V. GOALS

The goal of this policy shall be to develop a staff racial distribution reflective of the current student racial distribution. The progress toward this goal will be reviewed annually.

VI. INTERNAL REPORTING

Records will be kept detailing applications for employment, applicants hired and employee's reason for leaving. The Board of Directors will review these records annually.

CUMULATIVE STATISTICS

YEAR	STUDENTS			TEACHERS		
	Total	NW	% NW	Total	NW	% NW
75 - 76	164	37	23%	20	0	0%
76 - 77	154	34	22%	21	1	5%
77 - 78	145	31	21%	20	1	5%
78 - 79	145	35	24%	22	3	14%
79 - 80	153	44	29%	23	4	17%
80 - 81	151	39	26%	23	3	14%
81 - 82	153	47	31%	23	3	13%
82 - 83	154	44	29%	23	2	9%
83 - 84	153	49	32%	23	4	17%
84 - 85	157	56	35%	24	3	13%
85 - 86	172	54	31%	27	3	11%
86 - 87	178	55	31%	27	3	11%
87 - 88	194	65	33%	29	3	10%
88 - 89	209	76	36%	30	4	13%
89 - 90	216	70	32%	31	4	10%
90 - 91	223	77	36%	31	3	10%
91 - 92	225	79	36%	31	4	13%
92 - 93	225	90	40%	35	5	15%
93 - 94	225	85	38%	35	6	17%
94 - 95	225	80	36%	30	7	23%
95 - 96	230	62	27%			
96 - 97	230	83	36%			
97 - 98	230	76	33%			
98 - 99	226	81	36%			
99 - 00						