



## Medford Township Public Schools

137 Hartford Road Medford, New Jersey 08055  
609-654-6416 Fax 609-654-7436

### **AFFIRMATIVE ACTION GRIEVANCE PROCEDURE**

**Purpose:** To provide students, employees and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, national origin, ancestry, age, marital/domestic partnership/civil union status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identification or expression, religion, disability, military service, atypical cellular blood trait, nationality.

**Definition:**

Grievance: A formal, written complaint

Grievant: Any student, employee or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws

Affirmative Action Officer: The district employee designated to coordinate efforts with antidiscrimination legislation and charged with the responsibility of investigating complaints

**Medford Township Public Schools District Affirmative Action Officer:**

Tom Olson, Administrative Director of Educational Programming  
[tolson@medford.k12.nj.us](mailto:tolson@medford.k12.nj.us) 609-654-6416, Ext. 8088  
137 Hartford Road, Medford, New Jersey 08055  
Marie Goodwin, Business Administrator (AAO Alternate)  
[mgoodwin@medford.k12.nj.us](mailto:mgoodwin@medford.k12.nj.us) 609-654-6416, Ext. 8045  
137 Hartford Road, Medford, New Jersey 08055

**Procedure:**

- Step 1: A complainant shall discuss his or her complaint with the staff member most closely involved in an attempt to resolve the matter informally.
- Step 2: If the matter is not resolved to the satisfaction of the complainant within ten working days, the complainant may submit a written complaint to the Affirmative Action Officer. (Use Grievance Report - Form A)
- Step 3: The Affirmative Action Office has ten working days in which to investigate and respond to the grievant (AAO will use space provided on Grievance Report)

- Step 4: If not satisfied, the grievant may appeal within ten working days to the Superintendent or designee (not AAO). (Use Grievance Appeal - Form B)
- Step 5: Response by the Superintendent or designee must be given within thirty working days. (Superintendent to use space provided on Appeal - Form B)
- Step 6: If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Board Secretary. The board will review all papers submitted and render a written decision no later than thirty calendar days after appeal was filed or hearing held, whichever occurred later (Use Appeal – Form C)
- Step 7: The Medford Township Board of Education shall respond to the grievant within thirty calendar days after the appeal was filed or hearing held, whichever occurred later. (Use space provided for an Appeal – Form C)
- Step 8: The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:

The Commissioner of Education  
Bureau of Controversies and Disputes  
New Jersey Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625  
Phone: 609-292-5705

Equal Employment Opportunity Commission  
Newark District Office  
1 Newark Center, 21<sup>st</sup> Floor  
Newark, New Jersey 07102  
Phone: 800-669-4000 or 973-645-6383

U.S. Office for Civil Rights  
U.S. Department of Education  
32 Old Slip, 26<sup>th</sup> Floor  
New York, New York 10005-2500  
Phone: 646-428-3900 or Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

New Jersey Division on Civil Rights  
140 East Front Street, 6<sup>th</sup> Floor  
P.O. Box 090  
Trenton, New Jersey 08625-0090  
Phone: 609-292-4605