



## 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

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**Procedure:**

Step 1: The grievant must present the complaint in written form to the responsible person designated as the Affirmative Action Officer. (Use Grievance Report - Form A)

Step 2: The Affirmative Action Officer will investigate and respond to the grievant. The Affirmative Action Office has ten-fifteen working days in which to investigate and respond to the grievant (AAO will use space provided on Grievance Report)

- Step 3: If not satisfied, the grievant may appeal within ten working days to the Superintendent or designee (not AAO). (Use Grievance Appeal - Form B)
- Step 4: Response by the Superintendent or designee must be given within twenty working days. (Superintendent to use space provided on Appeal - Form B)
- Step 5: If the grievant is not satisfied at this level, a written appeal may be made within ten working days to the Board Secretary for the Board of Education. The Board of Education will hear the complaint at the next regular meeting or within the next thirty days. (Use Appeal – Form C).  
The Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to cross-examine and to present a written statement. The decision of the Board shall be by a majority of the members at a meeting which shall be public.
- Step 6: 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 7: If the grievant is not satisfied with the Board’s decision, the grievant can have it referred to the County Superintendent of Schools.
- Step 7: 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