



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

Complaint:

Medford Township Public Schools District Affirmative Action Officer:

Richard Lacovara, Administrative Director of Educational Programming
rlacovara@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 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 (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, 21st 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, 26th Floor
New York, New York 10005-2500
Phone: 646-428-3900 or Email: OCR.NewYork@ed.gov

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