



## GRIEVANCE PROCEDURE

In keeping with federal/state anti-discrimination laws, the Nutley Board of Education has adopted, and hereby publishes, the Grievance Procedure providing for the resolution of the student, employee, and parent complaints.

### 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, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

### DEFINITION:

Grievance – A formal, written complaint.

Grievant – A 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 compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints.

### PROCEDURE:

Step #1 – The grievant must present, in written form, the complaint to the responsible person designated as the Affirmative Action Officer within twenty (20) school days (use Grievance Report – Form A).

Step #2 – The Affirmative Action Officer has five (5) working days in which to investigate and respond to the grievant. However, additional time may be needed, based on individual cases. At this time, an extension may be requested by the Affirmative Action officer. (Affirmative Action Officer is to use the space provided on Grievance Report – Form A).

Step #3 – If not satisfied, the grievant may appeal within ten (10) working days to the Superintendent or designee (not Affirmative Action Officer) (Use Appeal – Form B).

Step #4 – Response by the Superintendent or designee must be given within fifteen (15) working days (Superintendent to use space provided for an Appeal – Form B).

Step #5 – If the grievant is not satisfied at this level, an appeal may be made within ten (10) working days to the Nutley Board of Education, which will hear the complaint at the next regular meeting, or within thirty (30) calendar days (use Appeal – Form C). Local 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 counsel, right to present witnesses, right to cross-examine and to present written statements. The decision of the Board shall be by majority vote.

Step #6 – The Nutley Board of Education shall respond to the grievant within thirty (30) calendar days after the completion of the hearing (use space provided for an Appeal – Form C).

Grievance Forms A, B, and C are available in each of the Administrative offices in the district and from the office of the Superintendent of Schools.

If the grievance involves a disabled student, copies of all forms must also be sent to the Director of Special Services.