

**LODI PUBLIC SCHOOLS
LODI, NEW JERSEY**

Affirmative Action Grievance Procedure - Revised September 2007

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, religion, sex, sexual orientation, ancestry, national origin, social/economic status or disability.

The school district's existing employee grievance procedure shall be utilized to hear any complaint or charge of discrimination by an employee. The school district's existing pupil grievance procedure shall be utilized to hear any complaint or charge of discrimination by a pupil. The Affirmative Action Officer will serve as a member of the grievance committee when such charges are heard.

In keeping with federal/state anti-discrimination legislation, the following grievance procedure will be followed for the resolution of alleged violations related to discrimination as outlined above.

Procedure:

- Step #1: The grievant submits the complaint to the Building Principal/Supervisor.
- Step #2: The principal has ten (10) working days in which to investigate and respond to the grievant.
- Step # 3: If the matter is not resolved to the satisfaction of the complainant within ten (10) working days, the complainant may submit a written complaint to the Affirmative Action Officer. The Affirmative Action Officer will investigate the matter and will respond to the complaint in writing no later than thirty (30) working days after receipt of the written complaint.
- Step #4: The complainant may appeal the Affirmative Action Officer's decision to the Board by filing a written appeal with the Board Secretary no later than ten (10) working days after receipt of the Affirmative Action Officer's decision.
- Step #5: The Board will render a written decision no later than thirty (30) calendar days after the appeal was filed or the hearing held, whichever occurred later.
- Step #6: If the grievant is not satisfied with the Board's decision, the grievant may file the complaint to the Commissioner of Education or the NJ Division on Civil Rights.