

GRIEVANCE PROCEDURE

In keeping with federal/state anti-discrimination, the Nutley Board of Education has adopted and hereby publishes the Grievance Procedure providing for the resolution of 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, color, creed, religion, sex, ancestry, national origin, or social or economic status.

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.

Grievance 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 Grievance Officer. (Use Grievance Report - Form A)
 - Step #2 - The Grievance Officer has five working days in which to investigate and respond to the grievant. (Grievance Officer is to use the space provided on Grievance Report - Form A)
 - Step #3 - If not satisfied, the grievant may appeal within ten working days to the Superintendent or his designee (not Grievance Officer) (Use Appeal - Form B)
 - Step #4 - Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal - Form B)

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Step #5 - If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Nutley Board of Education which will hear the complaint at the next regular meeting or within thirty 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 a majority of the members at a meeting which shall be public.

Step #6 - The Nutley Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for on Appeal - Form C).

Step #7 - If grievant is not satisfied at this level, an appeal may be made within ten working days to the County Office of Education.

Step #8 - If grievant is not satisfied, a further appeal may be made to the Commissioner of Education.

Step #9 - If the grievant is not satisfied with decision of the Commissioner of Education, the grievant may file the complaint to the Director of the Office for Civil Rights, Washington, D. C. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to the Office for Civil Rights.

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.

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