

### **GRIEVANCE PROCEDURE -- TITLE IX**

In keeping with federal/state antidiscrimination legislation, the Holmdel Township Board of Education has adopted this grievance procedure providing for the resolution of pupil, employee and parent/guardian complaints.

**PURPOSE:** To provide pupils, employees and parents/guardians 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, disability, national origin or social or economic status.

**DEFINITION:**

Grievance: A formal written complaint

Grievant: Any pupil, employee or parent/guardian aggrieved by a decision or condition falling under the guidelines of federal and/or state antidiscrimination laws

Affirmative Action Officer: The district employee designated to coordinate efforts to comply with antidiscrimination legislation and charged with the responsibility of investigating complaints

**PROCEDURE:**

Step 1: The grievant must present the complaint in written form to the person designated as the Affirmative Action Officer.

Step 2: The affirmative action officer has five working days in which to investigate the complaint and respond to the grievant.

Step 3: If not satisfied, the grievant may appeal within 10 working days to the Superintendent or his/her designee.

Step 4: Response by the Superintendent or designee must be given within five working days.



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- Step 5: If the grievant is not satisfied at this level, an appeal may be made within 10 working days to the Board of Education which will hear the complaint at the next regular meeting or within 30 calendar days. The Board hearing shall be conducted so as to accord due process to all parties involved in the complaint. The decision of the Board shall be by a majority vote of the members at a meeting which shall be public.
- Step 6: The Board of Education shall respond to the grievant within 30 calendar days.
- Step 7: If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Office of Equal Educational Opportunity, New Jersey Department of Education. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to the Office of Equal Educational Opportunity.

Grievance forms A, B and C for each step of the process are available in each of the administrative offices in the district.

**Source:** Regular Board Meeting

**Date:** August 20, 1986

**Revised:** January 24, 1996