



# Winslow Township School District

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H. Major Poteat, EdD.  
*Superintendent*

Dion M. Davis  
*Human Resources Director*

## Grievance Procedure

In keeping with federal/state anti-discrimination legislation, the Winslow Township Board of Education has adopted and hereby publishes the Grievance Procedure provided 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, affectional or sexual orientation, sex, ancestry, national origin, or socioeconomic 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.

*Affirmative Action Officer:* The district employee designated to coordinate efforts 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 responsible person designated as the Affirmative Action Officer. (Use Grievance Report – Form A)
- Step #2 - The Affirmative Action Officer has five working days in which to investigate and respond to the grievant. (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-working days to the Superintendent or designee (not Affirmative Action Office) (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)
- Step #5 - If the grievant is not satisfied at this level, an appeal may be made within ten working days to the 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 statement. The decision of the Board shall be by a majority of the members at a meeting which shall be public.

- Step #6 - The Winslow Township Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for an Appeal – Form C)
- Step #7- If the grievant is not satisfied with Board's decision, the grievant can have it referred to the County Superintendent of Schools.
- 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:

1. The Commissioner of Education  
Bureau of Controversies and Disputes  
New Jersey Department of Education  
PO Box 500  
Trenton, New Jersey 08625  
Phone: (609) 292-5706

2. Equal Employment Opportunity  
Commission Newark District Office  
1 Newark Center, 21st Floor  
Newark, New Jersey 07102  
Phone: (973) 645-6383 or (800) 669-4000

3. U.S. Office for Civil Rights  
U.S. Department of Education  
75 Park Place, 14th Floor  
New York, New York 10007  
Phone: (212) 264-3313 or (212) 637-6330

4. New Jersey Division on Civil Rights  
31 Clinton Street, 3rd Floor  
Newark, New Jersey 07102  
Phone: (973) 648-2700