

HILLSIDE PUBLIC SCHOOLS

"Providing Every Student, Every Learning Opportunity, Every Day"



*Antoine L. Gayles, Ed.D.
Superintendent of Schools*

*Dr. Christy Oliver-Hawley
District Affirmative Action Officer*

Affirmative Action Grievance Procedure

In keeping with Federal and State antidiscrimination legislation, the Hillside Public School District is publishing the following Grievance Procedures, provided for the resolution of student employee and parent complaints.

Our purpose is to provide students, employees and parents with a procedure by which they can seek remedy for alleged violations of discrimination on the basis of race, color, creed, religion, affectional or sexual orientation, sex, ancestry, national origin or socio-economic status.

- Step 1:** Any student, employee or parent (Grievant) must present the complaint in written form to the Affirmative Action Officer using Grievance **Report Form A**
- Step 2:** The Affirmative Action Officer has five working days in which to investigate and respond to the Grievant using the space provided in Grievance **Report Form A**
- Step 3:** If not satisfied, the Grievant may appeal within ten working days to the Superintendent or his/her designee, using **Appeal Form B**
- Step 4:** Response from the Superintendent or his/her designee must be given within five working days, using the space provided 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 regularly scheduled Board of Education meeting or within thirty calendar days, using **Appeal Form C**. The 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 of Education shall be by majority vote of the members at a meeting which shall be public.
- Step 6:** The Hillside Public Schools Board of Education shall respond to the Grievant within thirty calendar days using the space provided on **Appeal Form C**
- Step 7:** If the Grievant is not satisfied with the Board's decision, the Grievant can have the matter referred to the County Superintendent of Schools

Juan Torres
Interim Executive County Superintendent
Union County Office of Education
300 No. Avenue East
Westfield, NJ 07090
phone: (908) 654-9860
fax: (908) 654-9869

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:

The Commissioner of Education
Bureau of Controversies and Disputes
NJ Dept of Education
P.O. Box 500
Trenton, NJ 08625
Phone: 609-292-5706

Equal Employment Opportunity
Commission Newark District Office
1 Newark Center, 21st floor
Newark, NJ 07102
Phone: 800-669-4000
www.eeoc.gov

US Office of Civil Rights
US Dept of Health and Human Services
200 Independence Avenue, SW
Washington, DC 20201
Phone: 800-368-1019
www.hhs.gov

NJ Division on Civil Rights
www.nj.gov/oag/dcr

South Shore Regional Office
1325 Boardwalk, 1st fl
Tennessee Ave & Boardwalk
Atlantic City, NJ 08401

Southern Regional Office
5 Executive Campus
Suite 107
Cherry Hill, NJ 08002

Northern Regional Office
PO Box 46001
Newark, NJ 07102

Central Regional Office
PO Box 090
Trenton, NJ 08625-0090

Grievance Report Form A

Step 1:

From: _____, Grievant

To: _____, Affirmative Action Officer

Date: _____

Description of Incident (Use additional paper if necessary):

Signature

(This portion to be used by the Affirmative Action Officer ONLY)

Step 2:

Grievance Number _____

To: _____, Grievant

From: _____, Affirmative Action Officer

Date: _____

Response to Grievant:

Date Grievance Received

Affirmative Action Officer

Grievance Report Form B

Step 3: Grievance Number _____

From: _____, Affirmative Action Officer

To: _____, Grievant

Date: _____

Grievance Report Form A is hereby attached for APPEAL to the Superintendent.

Signature

(This portion to be used by the Superintendent or Designee ONLY)

Step 4: Grievance Number _____

To: _____, Grievant

From: _____, Superintendent

Date: _____

Response to Grievant's Appeal:

Date Appeal Received

Superintendent

Grievance Report Form C

Step 5:

Grievance Number _____

From: _____, Grievant

To: _____, Board Secretary

Date: _____

The attached Grievance Forms A & B are hereby submitted for the Board of Education's Review pertaining to my complaint

Signature

(This portion to be used by the Board President or Designee ONLY)

Step 6:

Grievance Number _____

To: _____, Grievant

From: _____, Board President

Date: _____

Response to Second Appeal:

Date Grievance Received

Board President