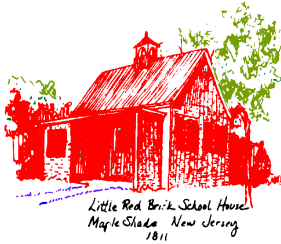


Telephone :( 856) 779-1750  
Fax: (856) 779-7488



## MAPLE SHADE BOARD OF EDUCATION

Administration Building

170 Frederick Avenue, Maple Shade, N.J. 08052-3299

*Beth Norcia*  
Superintendent of Schools

*Barbara Behnke*  
Director of Curriculum

### Affirmative Action Grievance Procedure

**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, national origin, ancestry, age, marital/domestic partnership/civil union status, affectional or sexual orientation, genetic information, pregnancy, sex, gender identification or expression, religion, disability, military service, atypical cellular blood trait, nationality.

**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.

**MAPLE SHADE SCHOOL DISTRICT AFFIRMATIVE ACTION OFFICER:**

Bobbie Behnke, Director of Curriculum  
[bbehnke@mapleshade.org](mailto:bbehnke@mapleshade.org) / [bbehnke@msemail.org](mailto:bbehnke@msemail.org) 856-779-1750 ext 5281  
170 Frederick Avenue, Maple Shade, NJ 08052

Diana Cawood, Business Administrator (AAO alternate)  
[dcawood@mapleshade.org](mailto:dcawood@mapleshade.org) / [dcawood@msemail.org](mailto:dcawood@msemail.org) 856-779-1750 ext 5207  
170 Frederick Avenue, Maple Shade, NJ 08052

**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 seven working days in which to investigate and respond to the grievant (AAO will use space provided on Grievance Report)
- Step 3:** If not satisfied, the grievant may appeal within three working days to the Superintendent or designee (not AAO). (Use Appeal Form B)
- Step 4:** Response by the Superintendent or designee must be given within seven working days. (Superintendent to use space provided on Appeal Form B)
- Step 5:** If the grievant is not satisfied at this level, an appeal may be made within three working days to the Board Secretary. The Board will review all papers submitted and render a written decision no later than forty-five calendar days after appeal was filed or hearing held,

whichever occurred later(Use Appeal Form C) Local Board hearing shall be conducted 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 Maple Shade Board of Education shall respond to the grievant within forty-five calendar days (Use space provided for an Appeal Form C)

Step 7: 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  
New Jersey Department of Education  
PO Box 500  
Trenton, NJ 08625  
Phone (609) 292-5705

Equal Employment Opportunity  
Commission Newark District Office  
1 Newark Center, 21<sup>st</sup> Floor  
Newark, NJ 07102  
Phone (800) 669-4000 or (973) 645-6383

U.S. Office for Civil Rights  
U.S. Department of Education  
32 Old Slip, 26<sup>th</sup> Floor  
New York, NY 10005-2500  
Phone (646) 428-3900 or e mail : [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

New Jersey Division on Civil Rights  
140 East Front Street, 6<sup>th</sup> Floor  
PO Box 090  
Trenton, NJ 08625-0090  
Phone (609) 292-4605

**GRIEVANCE REPORT--- FORM A**

**Step 1:**

**Report Form Completed by the Complainant**

**General statement of policy prohibiting harassing and discriminative behavior:**

The Maple Shade School District maintains a policy prohibiting all forms of discrimination, offensive behavior and sexual harassment or violence against students or employees. All persons are to be treated with respect and dignity. Sexual violence, advances, or other forms of harassment by any person which creates an intimidating, hostile or offensive environment will not be tolerated.

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, Affirmative  
Action Officer

DATE: \_\_\_\_\_

Description of Happening:

\_\_\_\_\_  
Grievant's Signature

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**(This Portion to be used by Affirmative Action Officer only)**

**Step #2** Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, Affirmative Action  
Officer

DATE: \_\_\_\_\_

RESPONSE TO GRIEVANT:

\_\_\_\_\_  
Date Grievance Received

\_\_\_\_\_  
Affirmative Action Officer

**APPEAL - FORM B**

Step #3

Grievance Number \_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

"Grievant Report Form A is hereby attached for APPEAL to the Superintendent"

\_\_\_\_\_  
Grievant's Signature

**(This Portion to be used by Affirmative Action Officer only)**

**Step #4**

Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, Affirmative Action  
Officer

DATE: \_\_\_\_\_

RESPONSE TO GRIEVANT'S APPEAL :

\_\_\_\_\_  
Date Appeal Received

\_\_\_\_\_  
Affirmative Action Officer

**SECOND APPEAL - FORM C**

Step #5 Grievance Number \_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

The attached Grievance Forms A and B, are hereby submitted for the Board of Education's review pertaining to my complaint.

\_\_\_\_\_  
Grievant's Signature

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**Step #6** Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_ Officer

DATE: \_\_\_\_\_

RESPONSE TO SECOND APPEAL :

\_\_\_\_\_  
Date Appeal Received

\_\_\_\_\_  
Affirmative Action Officer

