

## **AFFIRMATIVE ACTION COMPLAINT/GRIEVANCE PROCEDURE**

IN ACCORDANCE WITH FEDERAL TITLE IX, STATE TITLE VI REGULATIONS, the TEANECK PUBLIC SCHOOL DISTRICT POLICIES AND PROCEDURES AND AFFIRMATIVE ACTION PLANS, THE BOARD OF EDUCATION IS REQUIRED TO PUBLICIZE THE FOLLOWING INFORMATION.

Potential complainants are encouraged to discuss their complaint or grievance with the party(ies) directly involved or affected to resolve the complaint. If such an attempt fails to resolve the matter, the following process shall be followed:

The complainant should seek the assistance of an administrator or Affirmative Action Officer (AAO). A meeting will be held as soon as possible.

Following the meeting with the complainant, the administrator or AAO hearing the complaint will notify the complainant's supervisor unless (s)he is the accused.

The administrator or AAO will initiate a written record of the complaint. The completed record will be signed by the complainant and held in a separate, confidential file. A copy will be given to the complainant.

The administrator or AAO will contact the accused party and apprise him/her of the complaint. A meeting will be held as soon as possible. The name of the complainant and a description of the complaint will be shared with the accused. The accused will have an opportunity to respond to the complaint. Following receipt of the accused's written response, a decision will be made by the administrator or AAO as to the validity of the complaint and/or whether the investigation should proceed or be closed for lack of credible evidence. The administrator's or AAO's findings will be recorded. The complainant and the accused will receive a copy of the report.

If an investigation is deemed necessary, it may include, but not be limited to, interviewing witnesses, verifying facts, and requiring statements. A written summary of the investigation and findings of the administrator or AAO will be shared with the complainant, the accused, and the Superintendent.

Having reviewed the report, the Superintendent shall determine if additional action, including discipline, is warranted.

The disposition of completed reports will be determined by the findings. When a complaint is found to be without cause, all official reports will be destroyed by the Superintendent. However, when there is sufficient evidence to determine cause and when cause is determined to exist, the reports will be kept in a confidential file. Filed reports shall be kept for the duration of a person's employment. No material shall be shared with the Board of Education unless the disciplinary action chosen by the Superintendent requires Board action.

The procedures will be executed expeditiously, not to exceed thirty (30) workdays.



Equal Opportunity/Affirmative Action Complaint Form	
Name of Person Filing Complaint:	
Address:	
Home Phone:	Business Phone:
Position:	Employee      Student      Parent      Other
Date of Incident:	
Location of Incident:	
Describe in detail the nature of the complaint. Include names of persons involved, if any:	
Person (s) responsible for causing the complaint:	
Complaint relates to:	School or Classroom Practice
	Employment Practice
The results of discussions conducted with the immediate supervisor	
The reasons why these results are not satisfactory	
The requested remedy for this complaint	

Signature of individual filling the complaint and today's date:

Date

Please return this form to:

Glasshebra Jones , Director of Human Resource & Compliance  
 Dr. Marshall Scott, Assistant Superintendent of School Supervision & Support Services

AFFIRMATIVE ACTION TEAM  
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