



KEARNY PUBLIC SCHOOLS
172 MIDLAND AVENUE
KEARNY, NJ 07032

GRIEVANCE PROCEDURE

In keeping with federal/state anti-discrimination laws, the Kearny Board of Education has adopted, and hereby publishes, the Grievance Procedure providing for the resolution of the 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

DEFINITION: **Grievance** – A formal, written complaint

Grievant – A 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 compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints.

PROCEDURE: **Step #1** The grievant must present, in written form on the provided "GRIEVANCE FORM A", the complaint to the responsible person designated as the Affirmative Action Officer.

Step #2 The Affirmative Action Officer has 10 working days in which to investigate and respond to the grievant. However, additional time may be needed, based on individual cases. At this time, an extension may be requested by the Affirmative Action Officer. (The AAO is to use the space provided on FORM B.)

Step #3 If not satisfied, the grievant may appeal within three (3) working days to the Superintendent. (Use the space provided on FORM "B")

Step #4 Response by the Superintendent or designee must be given within 10 working days.

Step #5 If the grievant is not satisfied at this level, an appeal may be made within three (3) working days to the Kearny Board of Education, which will hear the complaint at the next regular meeting. (Use the space provided on Form "D".) 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 shall be by majority vote.

Step #6 The Kearny Board of Education shall respond to the grievant within 45 calendar days after the completion of the hearing.

Grievance Forms are available on the [Kearnyschools](http://www.kearnyschools.org) website.