

**Affirmative Action Program for School and Classroom Practices:
Board Policy No. 1140**

The Wood-Ridge Board of Education does not discriminate on the basis of race, color, creed, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood. This includes equality of educational opportunities including classroom programs, curriculum development and instructional materials. The policy confirms compliance with Section 504 of the Rehabilitation Act of 1973.

Wood-Ridge School District Affirmative Action/Title IX Officer is:
Dr. Sue DeNobile, Principal
Phone: 201-933-6777 Ext. 5604

WOOD-RIDGE SCHOOL DISTRICT GRIEVANCE PROCEDURE

In keeping with federal/state antidiscrimination legislation, the 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 anti-discrimination 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.
- Step 2 - The AA Officer has five working days in which to investigate and respond to the grievant.
- Step 3 - If not satisfied, the grievant may file a written appeal within ten working days to the Superintendent or designee (not AA Officer).
- Step 4 - Response by the Superintendent or designee must be given within five working days.

- Step 5 - If the grievant is not satisfied at this level, a written 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.

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 – Wood-Ridge School District Board of Education shall respond to the grievant within thirty calendar days.
- Step 7 - If the grievant is not satisfied with the Board of Education’s decision, the grievant can have it referred to the County Superintendent of Schools.
- Step 8 - The grievant maintains the right to bypass 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
NJ Department of Education
PO Box 500
Trenton, NJ 08625
609-292-5706

2. Equal Employment
Opportunity Commission
Newark District Office
1 Newark Center, 21st Floor
Newark, NJ 07102
973-645-6383 or 1-800-669-4000

3. U.S. Office for Civil Rights
U.S. Department of Education
75 Park Place, 4th Floor
New York, NY 10007
212-264-3313 or OCR.NewYork@ed.gov

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