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| <h1>Denville Township Schools</h1> | | |
| NAME | Title | Extension |
| AFFIRMATIVE ACTION OFFICER | | |
| Elizabeth C. Baisley | Principal LV | 4403 |
| AFFIRMATIVE ACTION TEAM | | |
| Sandra Cullis | Director of Curriculum BOE | 4407 |
| Michael Picciottoli | Vice-Principal RV | 7402 |
| Seth Korman | Vice-Principal VV | 2402 |
| Dan Cotreau | Transportation Coordinator | 2410 |

AFFIRMATIVE ACTION

It is the policy of the Denville Township Public School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicaps in its educational programs or activities and employment policies, as required by Title IX of the Educational Amendments 1972 (prohibiting sex discrimination in education), N.J.A.C. 6:4 (Equality in Education Program), and Section 504 of the Rehabilitation Act of 1973, as amended (prohibiting discrimination on the basis of handicaps).

Elizabeth C. Baisley, the Principal of Lakeview School, shall serve as district Affirmative Action Officer and shall coordinate all activities designed to implement this policy. Other members the district's affirmative action team are Dan Cotreau, Michael Picciottoli, Sandra Cullis, and Seth Korman.

There is a grievance procedure that is followed. If you have any concerns, please contact a member of the Affirmative Action Team. All statements and questions are considered **CONFIDENTIAL**.

September 2016

The Denville Township Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Mrs. Elizabeth C. Baisley is the Affirmative Action Officer for the district. She and the Affirmative Action committee have been designated to handle inquiries regarding what constitutes harassment-sexual, racial and verbal-and the laws and code regarding equity and Title IX.

Mrs. Elizabeth C. Baisley ~ Affirmative Action Officer
Lakeview School ~ Principal
44 Cooper Road
Denville, NJ 07834
Telephone: 973.983.6540
e-mail: bbaisley@denville.org

Additional members of the Affirmative Action team members:

Mr. Seth Korman
Valleyview School ~ VP
320 Diamond Spring Road
Denville, NJ 07834
Telephone: 973.983.6535
e-mail: jdelalla@denville.org

Mr. Michael Picciottoli
Riverview School ~ VP
33 St. Mary's Place
Denville, NJ 07834
Telephone: 973.983.6545
ctheodoropoulos@denville.org

Mr. Dan Cotreau
Transportation Coordinator
Bus Garage
Denville, NJ 07834
Telephone: 973.983.6530 ext. 2410
dcotreau@denville.org

Dr. Sandra Cullis
Director of Curriculum
400 Morris Avenue BOE Office
Denville, NJ 07834
Telephone: 973.983.6530
scullis@denville.org

For additional information go to: www.ed.gov/about/offices/list/ocr/publications.html
All school personnel must be prepared to avoid and correct discrimination and bias. They should understand the rationale and substance of the regulations, the obligation of school systems to comply, and find ways to promote equity in the school environment. All school personnel should be aware of the grievance procedures. Some areas to consider are:

- Discrimination and bias awareness
- Non-sexist career education
- Multicultural curriculum and activities
- Cultural Diversity
- Textbook and Materials Review
- Recruiting, Hiring and Employment Practices
- Multicultural/bias free materials
- Human relations
- Sexual Harassment
- Bullying and its consequences
- Physical Education and Athletics

GRIEVANCE PROCEDURE

Denville Township

In keeping with federal/state antidiscrimination legislation, we will use the Grievance Procedure provided by the State of New Jersey 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 antidiscrimination 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. (Use Grievance Report - Form A)

Step #2 - The Affirmative Action Officer has five working days in which to investigate and respond to the grievant. (Affirmative Action Officer is to use the space provided on Grievance Report - Form A)

Step #3 - If not satisfied, the grievant may appeal within ten-working days to the Superintendent or designee (not Affirmative Action Officer). (Use Appeal - Form B)

Step #4 - Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for 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 regular meeting or within thirty calendar days. (Use Appeal - Form C) Local 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 - The Denville Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for an Appeal - Form C)

Step #7 - If the grievant is not satisfied with Board's decision, the grievant can have it referred to the County Superintendent of Schools.

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:

1 . The Commissioner of Education
Bureau of Controversies and Disputes
New Jersey Department of Education
PO Box 500
Trenton, New Jersey 08625
Phone: (609) 292-5705

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

3. U.S. Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Phone 646-428-3900 or TDD: 877-521-2172
Email: OCR.NewYork@ed.gov

4. New Jersey Division on Civil Rights
140 East Front Street, 6th Floor
PO Box 090
Trenton, NJ 08625-0090
Phone: 609-292-4605 or TDD 609-292-1785

GRIEVANCE REPORT - FORM A

STEP #1

FROM: _____, Grievant

TO: Mrs. Elizabeth C. Baisley, Affirmative Action Officer

DATE: _____

DESCRIPTION OF HAPPENING: use additional paper if necessary

Number of pages attached _____

(Signature)

(This Portion to be used by Affirmative Action Officer ONLY)

STEP #2

Grievance

Number _____

TO: _____, Grievant

FROM: Mrs. Elizabeth C. Baisley, Affirmative Action Officer

DATE: _____

RESPONSE TO GRIEVANT:

(Date Grievance Received)

(Affirmative Action Officer)

APPEAL - FORM B

STEP #3

Grievance

Number _____

FROM: _____, Grievant

TO: _____, AAO

DATE: _____

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

(Signature)

(This Portion to be used by Affirmative Action Officer ONLY)

STEP #4

Grievance

Number _____

TO: _____, Grievant

FROM: _____, AAO

DATE: _____

RESPONSE TO GRIEVANT' S APPEAL:

(Date Appeal Received)

Mrs. Elizabeth C. Baisley
(Affirmative Action Officer)

SECOND APPEAL - FORM C

STEP #5
Number _____

Grievance

FROM: _____, Grievant

TO: _____, AAO

DATE: _____

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

(Signature)

STEP #6

Grievance

Number _____

TO: _____, Grievant

FROM: _____

DATE: _____

RESPONSE TO SECOND APPEAL:

(Date Appeal Received)

Mrs. Elizabeth C. Baisley
(Affirmative Action Officer)

School _____ Staff Signatures