

Riverside School District

Equal Opportunity and Affirmative Action

Process and Procedures

Initiating a Claim:

1. Any person with any information regarding actual and/or potential protected class based harassment of a staff member must report the information to the school their immediate supervisor or the Affirmative Action Officer.
2. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
3. The reporting party will complete the Complaint Report Form (Form A) and forward the report to the district Affirmative Action Officer.
4. In the event the report alleges conduct by the Affirmative Action Officer, the Superintendent will designate a school official to assume the Affirmative Action Officer's responsibilities.
5. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.

Complaint Procedure:

Step #1 - The complainant must present the complaint **in written form** to the person designated as the Affirmative Action Officer. (Use Complaint Report - Form A)

Step #2 - The Affirmative Action Officer will investigate and respond to the grievant and complete Form B.

Step #3- Both parties involved in the investigation will receive written notification of the open investigation (Letter 1).

Step #4- The AAO will interview both parties, witnesses, and other relevant personnel as deemed necessary from the initial interviews. All relevant evidence will be examined. The AAO will make a determination of the allegations based on the investigative measures. The investigation will be prompt, thorough and impartial.

Step #5- A report of the findings will be prepared and submitted to the Superintendent.

Step #6- The findings will be shared with each party, separately, and a written summary of the findings will be provided to both parties (Letter 2).

Appeals Process:

- The grievant may appeal, in writing, to the Superintendent or designee (not Affirmative Action Officer). A timely response will be provided.
- If the grievant is not satisfied at this level, an appeal may be made to the Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days.
- 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.

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The Board of Education shall respond to the grievant within thirty calendar days following the public hearing.

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

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, New Jersey 08625 Phone: (609)
292-5705
- Equal Employment Opportunity Commission Newark District Office 1 Newark Center,
21st Floor Newark, New Jersey 07102 Phone: 800-669-4000 or 973-645-6383
- 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
- New Jersey Division on Civil Rights 140 East Front Street, 6th Floor P0 Box 090
Trenton, NJ 08625-0090 Phone: 609-292-4605 or TDD 609-292-1785