

**GLOUCESTER CITY PUBLIC SCHOOLS  
CURRICULUM OFFICE**

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**TITLE IX GRIEVANCE PROCEDURE**

In keeping with federal/state anti-discrimination legislation (Title IX, Section V), the Board of Education has adopted and hereby publishes the Title IX 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.
Title IX Coordinator -	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 Title IX Coordinator. (Use Grievance Report – Form A)
Step #2 -	The Title IX Coordinator has five (5) working days in which to investigate and respond to the grievant. (Title IX Coordinator is to use the space provided on Grievance Report – Form A)
Step #3	If not satisfied, the grievant may appeal within ten (10) working days to the Superintendent or designee (not Title IX Coordinator). (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 (10) working days to the Board of Education which will hear the complaint at the next regular meeting or within thirty (30) 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 Gloucester City Board of Education shall respond to the grievant within thirty (30) 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, NJ 08625  
Phone: 609-292-4450 Fax: 609-777-4099

2. Equal Employment Opportunity Commission  
2 Gateway Center  
Newark, NJ 07102  
Phone: 973-645-6383

3. Office for Civil Rights  
U.S. Department of Education  
32 Old Slip, 26<sup>th</sup> Floor  
New York, NY 10005-2500  
Phone: 646-428-3900  
Fax: 646-428-3843; TDD: 800-877-8339  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

4. New Jersey Division on Civil Rights  
Southern Regional Office  
5 Executive Campus, Suite 107  
Cherry Hill, NJ 08034  
Phone: 856-486-4080 or TTY: 973-648-4678

5. U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Phone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)