## TRENTON BOARD OF EDUCATION 108 North Clinton Avenue

Trenton, New Jersey 08609

## DISCRIMINATION COMPLAINT PROCEDURES

- 1. If any person, student or staff member feels that he/she has been discriminated against on the basis of race, color, creed, religion, sex, ancestry, national origin, social/economic status, disability, age or sexual orientation within the educational programs or employment opportunities of the Trenton Board of Education, said person must submit a written complaint to his/her immediate supervisor or administrator.
- 2. If the complaint is against the immediate supervisor/administrator, than the written complaint is to be submitted to the next immediate level of supervision.
- 3. The complainant may choose to follow informal or formal procedures.
- 4. Discrimination complaint forms are available at the appropriate building, department or school. Copies of the complaint are to be sent to the immediate supervisor/administrator and the Affirmative Action Officer.
- 5. The immediate supervisor/administrator shall within five (5) working days submit a written decision to the complainant and copy the Affirmative Action Officer.
- 6. If the decision of the immediate supervisor/administrator confirms the facts alleged in the complaint, a corrective action must be prescribed by the immediate supervisor/administrator. A copy of the corrective action plan will be given to the complainant, involved party (ies) and the Affirmative Action Officer.
- 7. If there is no agreement/resolution at the building, department or school level by the immediate supervisor/administrator, the complainant may file the complaint with the Affirmative Action Officer. Where possible, it is imperative that the complainant give his/her immediate supervisor/administrator the opportunity to resolve the discrimination or harassment.
- 8. If the complainant files a formal complaint with the Affirmative Action Officer, the Affirmative Action Officer shall within thirty (30) working days submit a written decision to the complainant and involved parties.
- 9. The Affirmative Action Officer's decision will be reported to the Superintendent. Annual reports shall be provided to the Board of Education as reported by the Executive Limitation #4-Staff Treatment.

## TRENTON BOARD OF EDUCATION

108 North Clinton Avenue Trenton, New Jersey 08609

## **DISCRIMINATION COMPLAINT FORM**

COMPLAINANT: (Person filing the complaint)		
1. Last Name:	First Name:	Middle Initial:
2. Home Address:		
3. Telephone Number: (HOME): (	) (WORK): (	)
4. Work Assignment:		
8		
5. Location:		
6. Immediate Supervisor/Administ	rator:	
<b>1</b>		
7. Please identify the type of discri	mination and/or harassment. (Place	e a √ by the type)
Race		o to a style of Prop
Creed		
Religion		
Sex		
Ancestry		
National Origin		
Social/Economic Status		
Disability		
Age		
Sexual Orientation		
Other		
8. Please indicate the date, time an	d place the discrimination and/or h	arassment incident
took place.		
Date:		
Time:		
Place:		
9. This complaint is filed as : (Please √ one.)		
a. Formal		
b. Informal		
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Revised: August 2006

10. Please list the names of any witnesses. (Attach separate sheet if necessary)		
Name:	Location:	
11. Describe the aspects of your complaint. Please be specific and provide details to fully		
demonstrate the discrimination and/or harassment. (Attach additional sheets if necessary.)		

PLEASE ATTACH ANY OTHER DOCUMENTATION YOU FEEL WILL BE USEFUL

RETURN THIS COMPLETED FORM TO:

AFFIRMATIVE ACTION OFFICER TRENTON BOARD OF EDUCATION HUMAN RESOURCES DIVISION 108 NORTH CLINTON AVENUE TRENTON, NEW JERSEY 08609 (609) 656-5471