

REGULATION - HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

TEACHING STAFF MEMBERS
R 3125 page 1 of 4
Equal Employment Opportunity
M

3125 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

A. Purpose and application

1. The purpose of this procedure is to give any teaching staff member the opportunity to appeal an alleged denial of equal employment opportunity in violation of state and federal laws and Policy No. 3125, guaranteeing "equal employment opportunities without regard to the applicant's race, color, national origin, religion, age, gender, or handicap."
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual teaching staff members.

B. Definitions

1. "Board of Education" means the Board of Education of the High Point Regional High School District.
2. "Complaint" means an alleged discriminatory act or practice.
3. "Complainant" means a teaching staff member who alleges a discriminatory act or practice.
4. "Day" means a calendar day.
5. "Discriminatory act or practice" means denial of equal employment opportunity in violation of state and federal laws and Policy No. 3125, guaranteeing "equal employment opportunities without regard to the applicant's race, color, national origin, religion, age, gender, or handicap."
6. "School district" means the High Point Regional High School District.



REGULATION — HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

TEACHING STAFF MEMBERS
R 3125 page 2 of 4
Equal Employment Opportunity

7. "Teaching staff member" means an employee of the school district who is required by his or her position to hold a certificate issued by the New Jersey State Board of Examiners.

C. Procedure

1. A teaching staff member who believes that he or she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or Board policy shall discuss the matter with his or her immediate supervisor in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within 10 days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include
 - a. The name and address of the complainant;
 - b. The specific act or practice that the complainant complains of;
 - c. The school employee, if any, responsible for the allegedly discriminatory act;
 - d. The results of discussions conducted in accordance with §C1; and
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than 10 days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within 10 days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.



REGULATION — HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

TEACHING STAFF MEMBERS
R 3125 page 3 of 4
Equal Employment Opportunity

5. On his or her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than 10 days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.
6. The Superintendent will render a written decision in the matter no later than 10 days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Business Administrator/Board Secretary no later than 10 days after receipt of the Superintendent's decision. The appeal shall include
 - a. The original complaint;
 - b. The response to the complaint;
 - c. The Superintendent's decision
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than 30 days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.



REGULATION- HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

TEACHING STAFF MEMBERS
R 3125 page 4 of 4
Equal Employment Opportunity

11. The complainant will be informed of his or her right to appeal the Board's decision to the

a. Commissioner of Education
Division of Controversies and Disputes
New Jersey State Department of Education
225 West State Street
Trenton, New Jersey 08625
Telephone: (609) 292-5705 or the

b. New Jersey Division on Civil Rights
1100 Raymond Boulevard
Newark, New Jersey 07102
Telephone: (201) 648-2700

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level to which the matter was appealed will be kept in the teaching staff member's personnel file.

Adopted: 18 December 1995

