



AFFIRMATIVE ACTION

August 2022



AFFIRMATIVE ACTION OFFICERS

- District Affirmative Action Officer & Title IX
Kimberley J. Chiodi, Ed.D.
(856) 456-7000, ext. 1315

- School Affirmative Action Officers & Title IX
 - Gloucester City High School
Ms. Sarah Finley : (856) 456-7000, ext. 4019

 - Gloucester City Middle School
Mr. Shane McNichol (856) 456-7000, ext. 3020
Ms. Andrea Dougherty (856-456-7000, ext. 3021

 - Cold Springs School
Ms. Renee Sutcliffe: (856) 456-7000, ext. 2035



What is the charge for the Affirmative Action Team?

Implement the requirements of:

- NJ Title VI – the NJ Constitution guarantees each child in the public schools equal education opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status.
- Title IX – No person.....shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial Assistance.



Required Trainings for All District Employees- Due March 1, 2023

- ADAAA
- Affirmative Action
- Alcohol, Tobacco and Drug Awareness--NJ
- Asthma
- Bloodborne Pathogens
- Child Abuse
- Civil Rights
- COVID 19 Workplace Guidelines
- Diabetes Awareness
- FERPA
- Intervention and Referral Services
- Paul's Law T.R.U.S.T Training Webinar
- Professionalism (Conduct and Appearance)
- Reading Disabilities/Dyslexia –NJ (2-hour training)
- School Safety
- Suicide Prevention - *New Staff*
- Vaping in Schools

The directions for completing GCN tutorials are on the in-service agenda.

If you need further assistance, please call Rosa at ext. 1310



Grievance Procedures

Step #1 - The grievant must present the complaint in written form to the responsible person designated as the School Affirmative Action Officer (AAO).

(If there is a conflict between the grievant and the School AAO, the grievant may contact the District AAO, who will provide a contact for a different School AAO)

Step #2 - The School Affirmative Action Officer has five working days in which to investigate and respond to the grievant.

Step #3 - If not satisfied, the grievant may appeal within ten-working days to the Superintendent or designee

Step #4 - Response by the Superintendent or designee must be given within five working days.

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.

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.



Grievance Procedures

Step #6 - The Gloucester City Board of Education shall respond to the grievant within thirty calendar days.

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:

The Commissioner of Education
Opportunity
Bureau of Controversies and Disputes
New Jersey Department of Education
PO Box 500

Trenton, New Jersey 08625
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

Equal Employment

Commission Newark District Office
1 Newark Center, 21st Floor
Newark, New Jersey 07102
Phone: 800-669-4000
Phone: (609) 292-5705
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 Forms

STEP #1

FROM: _____, Grievant

TO: _____, Affirmative Action Officer

DATE: _____

DESCRIPTION OF HAPPENING:

(Signature)

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

STEP #2 Grievance Number _____

TO: _____, Grievant

FROM: _____, Affirmative Action Officer

DATE: _____

RESPONSE TO GRIEVANT:

(Date Grievance Received) (Affirmative Action Officer)



Appeal Form

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) (Affirmative Action Officer)



2nd Appeal Form

STEP #5 Grievance Number _____

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) (Affirmative Action Officer)