

AFFIRMATIVE ACTION COMPLAINT PROCEDURES

The below procedures are to provide students, employees, and parents with a process to report alleged violations of discrimination, and/or forms of harassment.

1. The complainant must submit the complaint to the Affirmative Action Officer.
2. The Affirmative Action Officer has ten working days to investigate and respond to the complaint.
3. If not satisfied, the complainant may appeal within ten working days to the Affirmative Action Officer.
4. A response from the affirmative Action Officer must be given within ten working days.
5. If complainant is still not satisfied, an appeal may be made to the Ventnor Board of Education, which will hear the complaint at the next scheduled regular board meeting or within thirty calendar days. Local Board hearings shall be conducted so as to accord due process to all parties involved in the complaint, such as written notice of hearings, right to counsel, right to present witnesses, right to cross-examine and to present written statements. The decision of the Board shall be by a majority of the members at a meeting which shall be public.
6. The Ventnor City Board of education shall respond to the complainant within thirty calendar days.
7. If the complainant is not satisfied with the Board's decision a complaint may be filed with the Director of Office of Civil Right, Washington, D.C. The complainant maintains the right to by-pass the complaint procedure and submits the complaint directly to the Office for Civil Rights.

**VENTNOR SCHOOL DISTRICT
AFFIRMATIVE ACTION COMPLAINT REPORT**

Name of Complainant _____

Date _____

Description of Complaint:

Signature _____

Response to Complainant;

Date Complaint Received

Signature of Affirmative Action Officer