

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT

FILE CODE: 4111.1/4211.1B

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GRIEVANCE PROCEDURE POLICY

**Applicable to Federal Title IX Regulations/Section 504 Handicapped
Regulations**

1. A written statement of the grievance shall be presented to the Affirmative Action Officer stating the alleged violation of the law. The Affirmative Action Officer will hold a meeting, within ten (10) school days to resolve the matter. If the matter cannot be resolved or if the Affirmative Action Officer fails to act within the ten (10) days, the grieving person will proceed to the superintendent.
2. The superintendent will attempt to resolve the matter within twenty (20) school days. If the matter cannot be resolved at this level or the superintendent fails to act within the twenty (20) school days, the grievance may be filed with the Board secretary.
3. The matter will then be placed on the agenda and a decision reached by the Board at its next regularly scheduled meeting. The decision will be communicated to the grievant in writing within five (5) school days following the meeting.

Amended November 2, 1981