

**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.



