

Upper Township School District  
Affirmative Action Procedures

1. A complaint is made to the building principal, who immediately contacts the district AAO. All other district employees make their official complaints to the district AAO directly.
2. A conference is held between the plaintiff, building principal and AAO (at the request of the plaintiff) within 24 hours (or on the following Monday if the complaint was made on a Friday) of the initial complaint.
3. All potentially involved parties are interviewed to ascertain pertinent information with the plaintiff having the opportunity to accept the Level 1 decision, or to proceed to Level 2.
4. If a Level 2 conference is requested, the AAT will be contacted and a meeting will be held within 3 school days. At this meeting, the AAT will hear testimony from all involved parties and all issues will be discussed and considered. The AAT will determine what they feel is the most appropriate course of action and will communicate that decision to all parties. The plaintiff has the opportunity to accept the Level 2 decision, or to proceed to Level 3.
5. A Level 3 conference uses the same format and information that was ascertained at Level 2, however, the superintendent now serves as a representative of the BOE, not as an AAT member. A final decision is made with input from the AAO, the superintendent and/or the BOE.

\* Any accused party will be granted the same process for any any/all counter-suits that may exist, in addition to having the opportunity to exercise his/her due process rights.