



# **High Point Regional High School**

## **Anti-Discrimination & Anti-Harassment Handbook**

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September 2013

The High Point Regional High School declares it to be the policy of this district to provide an equal and bias free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, gender, religion, ancestry, national origin, age, marital status, or social/economic status, disability, or affectation/sexual orientation.

In keeping with this policy (and state and federal affirmative action guidelines) all staff members are reminded that aspects of these requirements will be monitored for compliance and documented as a part of our record keeping in our accountability to state and federal agencies. Refer to Board Policies 1550, 2260, 3362, 4532, 5751, 5512, 5512.01.

The High Point Regional High School will not tolerate sexual or any other type of harassment in the workplace and educational environment by our staff or students. Grievances should be brought to the attention of the Affirmative Action Committee. The committee will receive all complaints and carry out a thorough investigation, protecting the rights of both the person making the complaint and the alleged harasser.

If you have any questions regarding the Affirmative Action/Equity Programs and Policies, please contact a committee member.

All of the Equity Policies and Procedures are important in maintaining a non-hostile educational environment and workplace. The Board of Education also in accordance with the law, shall guarantee equal employment opportunity throughout the district. Refer to Board Policies 1530, 1550.

**The district has a Grievance Procedure to provide for the resolution of complaints of discrimination/harassment. Any student or school employee who believes he/she has been a victim of sexual harassment, or harassment based on color, race, national origin, sexual orientation, or disability by a student or other school personnel of the district is encouraged to immediately report the alleged act to the Affirmative Action Officer, Principal, or member of the Affirmative Action Team.**

It shall be a violation of Board Policy for any student or employee to unlawfully discriminate or harass another student or employee. If you believe that you have been unlawfully discriminated against or harassed, the Board strongly encourages you to report the incident(s) and file a complaint, using the form outlined in this handbook. Use of the reporting form is not mandated, and oral reports shall be considered complaints, but following written procedures is strongly advised. The Board strictly prohibits any form of retaliation against a student or employee for filing a complaint.

As a general matter, a member of the Affirmative Action Committee will be responsible for receiving oral or written reports of discrimination and/or harassment. All school personnel (other than the principal) who either receive an oral or written complaint of discrimination are required to inform the principal immediately. If you believe that you have been unlawfully discriminated against or harassed, you may also report the incident(s) to a district administrator other than the principal.

The Board shall undertake a prompt and thorough investigation of all complaints of discrimination and/or harassment, and will discipline or take appropriate action against any individual found to have violated the Board's anti-discrimination or Board's anti-harassment policies. An act of harassment that appears to constitute child abuse shall also be immediately reported to the Division of Youth and Family Services for investigation by that agency. Local law enforcement shall be contacted to review the matter.

**2013 – 2014 Affirmative Action Team**

Donna Lembo, Chairperson

Erik Carlson, Member

Gib Carter, Member

**High Point Regional High School Affirmative Action**  
**GRIEVANCE PROCEDURE**

In keeping with federal/state anti-discrimination legislation, the Board of Education has adopted and hereby publishes the Grievance Procedure provided for the resolution of student, employee, and parent complaints.

**PURPOSE:** To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, affection or sexual orientation, sex, ancestry, national origin, or socioeconomic status.

**DEFINITION:** AA Grievance - A complaint for alleged violation(s) related to discrimination on the basis of race, color, creed, religion, affection or sexual orientation, sex, ancestry, national origin, or socioeconomic status.

Grievant - Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.

Affirmative Action Officer - The district employee designated to coordinate efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints.

**PROCEDURE:**

Step #1 - The grievant is strongly encouraged to present the complaint in written form to the responsible person designated as the Affirmative Action Officer. (Use Grievance Report – Form A); however, verbal complaints must be accepted.

Step #2 - The Affirmative Action Officer has five working days in which to investigate and respond to the grievant. (Affirmative Action Officer is to use the space provided on Grievance Report – Form A)

Step #3 - If not satisfied, the grievant may appeal within ten working days to the Superintendent or designee (not Affirmative Action Officer). (Use Appeal – Form B)

- Step #4 - Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal – Form B)
- 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. (Use Appeal – Form C) Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint. The decision of the Board shall be by a majority of the members at a meeting which shall be public.
- Step #6 - The High Point Regional High School Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for an Appeal – Form C)
- Step #7 - If the grievant is not satisfied with the 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 to submit the complaint directly to any or all of the following agencies:
1. The Commissioner of Education Bureau of Controversies and Disputes New Jersey  
Department of Education  
P.O. Box 500  
Trenton, NJ 08625  
Phone: 609-292-5705
  2. Equal Employment Opportunity  
Commission Newark District Office  
1 Newark Center, 21<sup>st</sup> Floor  
Newark, NJ 07102  
Phone: 800-669-4000 or 973-645-6383

3. U.S. Office for Civil Rights  
U.S. Department of Education  
32 Old Slip, 26<sup>th</sup> Floor  
New York, NY 10005-2500  
Phone: 646-428-3900  
TDD: 877-521-2172  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)
  
4. New Jersey Division on Civil Rights  
140 East Front Street, 6<sup>th</sup> Floor  
P.O. Box 090  
Trenton, NJ 08625-0090  
Phone: 609-292-4605  
TDD: 609292-1785
  
5. State or Federal Court

**High Point Regional High School Affirmative Action  
GRIEVANCE REPORT - FORM A**

Step #1

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

DESCRIPTION OF HAPPENING:

\_\_\_\_\_  
(Signature)

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**(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)

**High Point Regional High School Affirmative Action  
APPEAL – FORM B**

STEP #3

Grievance Number \_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, AAO

DATE: \_\_\_\_\_

“Grievance Report Form A is hereby attached for APPEAL to the Superintendent.”

\_\_\_\_\_  
(Signature)

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**(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)



**High Point Regional High School Affirmative Action  
SECOND APPEAL – FORM C**

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)

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STEP #6

Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, AAO

DATE: \_\_\_\_\_

**RESPONSE TO SECOND APPEAL:**

\_\_\_\_\_  
(Date Appeal Received)

\_\_\_\_\_  
(Affirmative Action Officer)