

# High Point Regional High School

## Anti-Discrimination & Anti-Harassment Handbook

### **201+ – 201, Affirmative Action Team**

Erik Carlson, Affirmative Action Officer

Amy Librizzi, Team Member

Gib Carter, Team Member

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, religion, national origin, ancestry, age, marital or domestic partnership or civil union status, sex, gender identity or expression, affectional or sexual orientation, social or economic status, or disability.

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, 4360, 5751, 5512,

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 Team. The team 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 an Affirmative Action Team 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.**

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. The Board strictly prohibits any form of retaliation against a student or employee for filing a complaint.

# GRIEVANCE PROCEDURE

**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.; however, verbal complaints must be accepted.

Step #2 - The Affirmative Action Team will to investigate and respond to the grievant.

Step #3 - If not satisfied, the grievant may appeal to the Superintendent or Designee (not Affirmative Action Team).

Step #4 - Response by the Superintendent or designee given to the grievant.

Step #5 - If the grievant is not satisfied at this level, an appeal may be made to the Board of Education.

Step #6 - The High Point Regional High School Board of Education will respond to the grievant.

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 bypass 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