

# 504, Title II, AA, Title IX (Formerly Affirmative Action)

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## **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, 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.

### **DEFINITIONS:**

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.

Compliance Officer (formerly Affirmative Action Officer): The district employee designated to coordinate efforts with anti-discrimination legislation and charged with the responsibility of overseeing the investigating complaints.

Compliance Team Member (formerly Affirmative Action Team Member): The district employee(s) designated to investigate complaints and to work with the district's Compliance Office to ensure appropriate procedures are effectively implemented.

### **PERSONNEL**

Seamus Campbell, Title IX - Compliance Coordinator  
973-875-3170 - [scampbell@hpregonal.org](mailto:scampbell@hpregonal.org)

Courtney Delaney, 504 Coordinator  
973-875-3101 X1308 - [cdelaney@hpregonal.org](mailto:cdelaney@hpregonal.org)

Stephen McGrath, Title II Coordinator  
973-875-3101 X1276 - [smcgrath@hpregonal.org](mailto:smcgrath@hpregonal.org)

### **PROCEDURE:**

**Step #1:** The grievant shall submit the complaint in written form to the Compliance Officer (Grievant Report Form A).

**Step #2:** The Compliance Team will investigate and respond to the grievant within seven school days (response portion of Grievant Report Form A). A copy of this response will also be submitted to the Superintendent.

**Step #3:** If not satisfied with the Compliance Team's response, the grievant may appeal within seven working days to the Superintendent or designee (Appeal - Form B).

**Step #4:** Response by the Superintendent or designee shall be provided within seven working days. (Superintendent is to use the space provided 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 (Appeal - Form C). The Board hearing shall be conducted so as to accord due process to all parties in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statement. The decision of the Board shall be by majority of the members at a public meeting.

**Step #6:** The Board of Education shall respond to the grievant within thirty calendar days. (Use the 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 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, 21st 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, 26th Floor  
New York, NY 100052500  
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, 6th Floor  
P.O. Box 090  
Trenton, NJ 086250090  
Phone: 609-292-4605 TDD: 609-292-1785

# GRIEVANCE REPORT - FORM A

## STEP #1

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

TO: \_\_\_\_\_, Compliance Officer

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

DESCRIPTION OF INCIDENT: (use additional paper if necessary)

Number of pages attached: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Grievant)

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**(This portion to be used by Compliance Officer ONLY)**

## STEP #2

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

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

FROM: \_\_\_\_\_, Compliance Officer

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

## RESPONSE TO GRIEVANT

\_\_\_\_\_  
(Date Grievance was Received)

\_\_\_\_\_  
(Signature of Compliance Officer)

## APPEAL - FORM B

**Step #3**

Grievance Number

\_\_\_\_\_

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

TO: \_\_\_\_\_, Superintendent

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

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

\_\_\_\_\_

(Signature of Grievant)

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**(This portion to be used by the Superintendent ONLY)**

**STEP #4**

Grievance Number

\_\_\_\_\_

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

FROM: \_\_\_\_\_, Superintendent      DATE: \_\_\_\_\_

RESPONSE TO GRIEVANT’S APPEAL:

\_\_\_\_\_

(Date Appeal Received)

\_\_\_\_\_

(Signature of Superintendent)

## SECOND APPEAL - FORM C

**Step #5** Grievance Number \_\_\_\_\_

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

TO: \_\_\_\_\_, Board President      DATE: \_\_\_\_\_

The attached Grievance Forms A and B, are hereby submitted for the Board of Education's review pertaining to my complaint and appeal.

\_\_\_\_\_  
(Signature of Grievant)

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**(This portion to be used by Board of Education President ONLY)**

**STEP #6** Grievance Number \_\_\_\_\_

\_\_\_\_\_

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

FROM: \_\_\_\_\_, Board President      DATE: \_\_\_\_\_

RESPONSE TO SECOND APPEAL:

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

\_\_\_\_\_  
(Signature: Board of Education President)

## **HPRHS Notice of Non-Discrimination**

*Español:* <https://www.hpregional.org/NoticeofND>

High Point Regional School District does not discriminate on the basis of race, creed, color, national origin, age, sex, gender identity or expression, sexual orientation, marital status, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. High Point Regional School District also does not discriminate in its hiring or employment practices.

**Title IX - Compliance Coordinator:  
(formerly Affirmative Action Coordinator)**

Mr. Seamus Campbell  
Director of Curriculum and Instruction  
[scampbell@hpregional.org](mailto:scampbell@hpregional.org) 973-875-3170

**504 Coordinator:**

Mrs. Courtney Delaney  
Director of Special Education, Child Study Team & Guidance  
[cdelaney@hpregional.org](mailto:cdelaney@hpregional.org) 973-875-3101 x1308

**Title II Coordinator:**

Stephen McGrath  
Supervisor of Buildings and Grounds  
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*High Point Regional High School, 299 Pidgeon Hill Road, Sussex, NJ 07461*

### **Aviso de no discriminación de HPRHS ([English](#))**

El Distrito Escolar Regional de High Point no discrimina por motivos de raza, credo, color, origen nacional, edad, sexo, identidad o expresión de género, orientación sexual, estado civil o discapacidad en la admisión a sus programas, servicios o actividades, en el acceso a los mismos, en el trato de las personas o en cualquier aspecto de sus operaciones. La falta de habilidades en el idioma inglés no será una barrera para la admisión o participación en las actividades y los programas del distrito. El Distrito Escolar Regional de High Point tampoco discrimina en sus prácticas de contratación o empleo.

**Título IX - Coordinador de cumplimiento:**

Anteriormente Coordinador de Acción Afirmativa  
Sr. Seamus Campbell  
Director de Currículo e Instrucción  
[scampbell@hpregional.org](mailto:scampbell@hpregional.org) 973-875-3170

**Coordinadora de 504:**

Sra. Courtney Delaney  
Director de Educación Especial, Equipo de Estudio Infantil y Orientación  
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**Coordinador de Título II:**

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