

# Newton Public School District

## Equity in Education

### *Policy Notice*

The Newton Public School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Newton Board of Education has established policies pursuant to the state equity code, *Managing For Equality and Equity In Education* (N.J.A.C. 6A:7). This administrative code specifies standards for district boards of education in establishing policies and procedures for the provision of educational programs and services for all students pursuant to all applicable laws, codes, and regulations, which include but are not limited to:

#### State

- Article I, Paragraph 5 of the New Jersey State Constitution
- New Jersey Law Against Discrimination (N.J.S.A.10:5)
- History of the United States and New Jersey (N.J.S.A.18A:35-1)
- Equality in Educational Programs (N.J.S.A.18A:3620)
- Prohibition of Discrimination (N.J.S.A.18A:36-20)

#### Federal

- Titles VI and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Equal Pay Act of 1973
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Individuals with Disabilities Education Improvement Act (IDEIA) of 2004

The Newton Board of Education has approved a three-year Comprehensive Equity Plan to address equality in school and classroom practices, equality in employment and contract practices, and professional development in equity issues. This document, as well as all relevant Board policies, is available to the public in the District office.

The District has established a grievance procedure for addressing discrimination complaints. The Affirmative Action Officer is the District's focal point of contact for equity issues and serves as the compliance officer for the laws, codes, regulations, and guidelines referenced above. The Affirmative Action Officer is:

Kurt Walton  
Newton Public School District  
57 Trinity Street  
Newton, NJ 07860  
973-383-7573 x253

# Newton Public School District

## Equity in Education

### *Grievance Procedure*

The Newton School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The District has a grievance procedure for addressing discrimination complaints through the Affirmative Action Officer. The Affirmative Action Officer is the District's focal point of contact for equity issues and serves as the compliance officer for the laws, codes, regulations, and guidelines referenced above. The Affirmative Action Officer is:

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#### Definitions:

Grievance     A formal written complaint

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

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

#### Procedure:

Step #1     The grievant must present the complaint in written form to the person designated as the Affirmative Action Officer (Use Grievance Report – Form A) who has five working days in which to investigate and respond to the grievant (Use space provided on Grievance Report – Form A).

Step #2     If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Superintendent or designee (Use Appeal – Form B) who has five working days in which to investigate and respond to the grievant (Use space provided on Appeal – Form B).

Step #3 If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Newton Public School Board of Education, which will hear the complaint at the next regular meeting or within thirty calendar days (Use Appeal – Form C). This process shall be conducted so as to accord due process to all parties involved in the grievance. The decision of the Board shall be by a majority of members at a public meeting within thirty calendar days of the due process hearing.

Step #4 If the grievant is not satisfied with the Board's decision, the complaint may be referred to the County Superintendent of Schools.

Step #5 The grievant maintains the right to bypass this procedure and submit the complaint directly to any or all of the following agencies:

The Commissioner of Education  
Bureau of Controversies and Disputes  
New Jersey Department of Education  
P.O. Box 500  
Trenton, NJ 08625  
Phone: 609-292-5706

Equal Employment Opportunity Commission  
Newark District Office  
1 Newark Center, 21<sup>st</sup> Floor  
Newark, NJ 07102  
Phone: 973-645-6383 or 800-669-4000

U. S. Office for Civil Rights  
U.S. Department of Education  
75 Park Place, 14<sup>th</sup> Floor  
New York, NY 10007  
Phone: 212-264-3313 or 212-637-6330

New Jersey Division on Civil Rights  
31 Clinton Street, 3<sup>rd</sup> Floor  
Newark, NJ 07172  
Phone: 973-648-2700

# GRIEVANCE REPORT - FORM A

## STEP #1

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

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

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

DESCRIPTION OF HAPPENING: (attach additional sheets if necessary)

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

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**(This Portion to be used by Affirmative Action Officer ONLY)**

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

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

FROM: \_\_\_\_\_, Affirmative Action Officer

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

RESPONSE TO GRIEVANT:

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

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

## APPEAL - FORM B

### STEP #2

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

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

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

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

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

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

-----  
**(This Portion to be used by Superintendent ONLY)**

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

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

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

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

RESPONSE TO APPEAL:

\_\_\_\_\_

(Date Appeal Received)

(Superintendent)

**SECOND APPEAL - FORM C**

**STEP #3**

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

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

TO: \_\_\_\_\_, Board Secretary

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

"Grievance Report Form A and B are hereby attached for APPEAL to the Board of Education"

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

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

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

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

FROM: \_\_\_\_\_, Board of Education President

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

RESPONSE TO SECOND APPEAL:

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

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