

HALEDON PUBLIC SCHOOL

91 Henry Street
Haledon, NJ 07508
973-790-9000
Fax: 973-790-3506

Miguel Hernandez, Ed.D.
Superintendent



Christopher A. Wacha
Principal

Learners Today, Leaders Tomorrow

Haledon Public School Statement of Title IX

In keeping with federal/state antidiscrimination legislation, the Haledon Board of Education has adopted and hereby publishes the Grievance Procedure provided for the resolution of student, employee, and parent complaints (policy 1140, adopted August 16, 2016).

"No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance." Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964

In compliance with regulations implementing Title IX of the Educational Amendments Act of 1973, and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, gender identity or expression, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success;
- submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Title IX. These procedures are available to all participants, students and employees in the Haledon Public School.

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The District Title IX Coordinator is:

Mr. Christopher Wacha
Principal
91 Henry St
Haledon, NJ 07508

Phone: (973) 790-000

Email: cwacha@haledon.org

Notification of Grievance Procedures

Please be informed that the Haledon Public School is an affirmative action/equal opportunity employer, and does not discriminate on the basis of race, color, religious creed, age, marital status, military or Veteran status, national origin, sex, ancestry, sexual orientation, gender identity or expression, or past or present physical or mental disability in any of its education programs, activities or employment policies. In compliance with Title IX of the Education Amendment of 1972, the following grievance procedure is presented:

The purpose of this procedure shall be to settle equitably, at the lowest possible administrative level, issues which may arrive with respect to possible discrimination within the Haledon Public School. The grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Retaliation Statement

The Haledon Public School district prohibits retaliation against any individual who files a complaint or practices in a complaint investigation.

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Employee Responsibility Statement

Responsible employees are expected to promptly report harassment that they observe or learn about.

Provisions Statement

Provisions are available for interim measures during the district's investigation of possible harassment. These may include counseling, academic assistance, home instruction, and class schedule adjustments. Please contact your child's guidance counselor via our staff contact link on our website or contact the Title IX officer, Mr. Wacha.

Assurance of Impartial Manner and Impartial Decision Maker

Appeals will be contacted in an impartial manner by an impartial decision maker.

Examples of the Range of Possible Disciplinary Actions and/or Remedies

The range of possible consequences upon completion of an investigation is very broad. Consequences could include referral to law enforcement agencies, termination of employment, long term suspensions, short term suspensions, in-school discipline, board hearings, counseling, or a variety of therapeutic based consequences.

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Grievance Procedure

Level One - School Principal/Building-Level Title IX Coordinator

Mr. Christopher Wacha

973-790-9000

cwacha@haledon.org

If a student, parent, or staff member believes that a Title IX violation has occurred we ask that they immediately contact the building principal. The principal will begin an investigation into these matters. A title IX violation form can be found on our website and also at the end of this document.

The Principal shall within ten (10) days render a decision and the reasons therefore in writing to the complainant, with a copy to the Superintendent of Schools.

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Level Two Appeal/Grievance – Superintendent of Schools

If a complainant is not satisfied with the disposition of the problem at level one, he/she may submit his/her claim as a formal grievance in writing to the superintendent. The superintendent's contact information is listed below.

Dr. Miguel Hernandez

973-389-2820

70 Church Street

Haledon, NJ 07508

Drhernandez@mrhs.net

This use of the Level Two process may be initiated at any time during the school fiscal year (July 1 - June 30) in which a Level One decision is unacceptable to the aggrieved party. A level two grievance form is available on our website and also at the end of this document.

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Level Three – Haledon Public School Board of Education Hearing

In the event that the aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within fifteen (15) days after the meeting with the Superintendent, he/she may file a written grievance indicating such dissatisfaction, with the Haledon Board of Education

The Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. Local Board hearing shall be conducted so as to accord due process to all parties involved 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 a majority of the members at a meeting which shall be public.

Haledon Public School Board Office

973-389-2820

70 Church Street

Haledon, NJ 07508

The complainant may at any point in this process opt to refer this matter to any of these agencies.

The Commissioner of Education
Bureau of Controversies and Disputes
New Jersey Department of Education
PO Box 500
Trenton, New Jersey 08625
Phone: 609-292-5705

Equal Employment Opportunity
Commission Newark District Office
1 Newark Center, 21st Floor
Newark, New Jersey 07102
Phone: 800-669-4000 or 973-645-6383

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U.S. Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Phone 646-428-3900 or TDD: 877-521-2172
Email: OCR.NewYork@ed.gov

New Jersey Division on Civil Rights
140 East Front Street, 6th Floor
PO Box 090
Trenton, NJ 08625-0090
Phone: 609-292-4605 or TDD 609-292-1785

Important Information about Title IX

Title IX aims 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, affectional or sexual orientation, sex, sexual harassment, ancestry, national origin, or socioeconomic status.

DEFINITIONS:

- **Grievance** - A formal written complaint.
- **Grievant** - Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.
- **Title IX Officer**- The district employee designated to coordinate efforts with Title IX compliance.

PROCEDURE:

Step #1 – A student, parent, or staff member that believes a Title IX violation has occurred will complete the Title IX initial report form. This document is found on our website under the TITLE IX tab and also at the end of this document.

Step #2 - The TITLE IX OFFICER has ten working days in which to investigate and respond to the grievant with an outcome of the investigation.

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Step #3 - If not satisfied, the grievant may appeal within ten-working days to the Superintendent.

Step #4 - 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. Local Board hearing shall be conducted so as to accord due process to all parties involved 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 a majority of the members at a meeting which shall be public.

Step #5 – The Haledon Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for an Appeal – Form C)

Step #6 - If the grievant is not satisfied with Board's decision, the grievant can have it referred to the County Superintendent of Schools.

Step #7 - The grievant maintains the right to by-pass the grievance 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
PO Box 500
Trenton, New Jersey 08625
Phone: (609) 292-5705

Equal Employment Opportunity
Commission Newark District Office
1 Newark Center, 21st Floor
Newark, New Jersey 07102
Phone: 800-669-4000 or 973-645-6383

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U.S. Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Phone 646-428-3900 or TDD: 877-521-2172
Email: OCR.NewYork@ed.gov

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140 East Front Street, 6th Floor
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**Haledon Public School
Title IX Initial Report**

To:

Mr. Wacha

Principal/Title IX Officer

91 Henry Street

Haledon, NJ 07508

From: Complainant Name

Home Address:

Home Phone:

Date of Alleged Incident(s)

Alleged harassment was based on: (Circle all that apply)

Age

Disability

Religion

Ancestry

Gender

Race

Color

Genetic Information

Sex

Marital Status

National Origin

Sexual Orientation

Other

Name of the person you believe violated the District's non-discrimination or harassment policy:

If the alleged discrimination was directed against another person, identify the other person:

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Describe the incident as clearly as possible, including any verbal statements (threats, derogatory remarks, demands, etc.) or any actions or activities. Attach additional pages if necessary.

When and where incident occurred:

List any witnesses who were present:

This complaint is based on my honest belief that _____ has discriminated against me or another person. I certify that the information provided in this complaint is true, correct, and complete to the best of my knowledge.

Complaint's Signature

Date

Received By

Date

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Title IX Officer Confirmation Response

TO: _____, **Complainant Name**

FROM:

Mr. Wacha
Principal/Title IX Officer
91 Henry Street
Haledon, NJ 07508

DATE: _____

Title IX Investigation #:

Date Received by Title IX Officer:

Date Investigation Began:

Contact Information for Title IX Officer

C. Wacha
973.790-9000
91 Henry Street
Haledon, NJ 07508
[**cwacha@haledon.org**](mailto:cwacha@haledon.org)

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Title IX Investigation Report to Complainant

To: Complainant

From:

Mr. Wacha
Principal/Title IX Officer
91 Henry Street
Haledon, NJ 07508

1. **Investigation #:**
2. **Investigated By:**
3. **Investigation Start Date:**
4. **Investigation End Date:**
5. **Allegations Investigated:**
6. **Investigation Procedures:**
7. **Investigation Findings:**
8. **Determination of Title IX Violation:**

Signature of Investigation Officer: _____

Date: _____

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**Haledon Public School
Title IX Complainant Appeal/Grievance Level Two**

TITLE IX CASE # _____

FROM: _____, Complainant

TO:
Dr. Hernandez
Superintendent of Schools
70 Church Street
Haledon, NJ 07508

DATE: _____

Describe Reasons for Appeal/Grievance if
any: _____

(Signature of Complainant)

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Haledon Public School
Title IX Level Two Appeal/Grievance Confirmation

TO: _____, **Complainant Name**

FROM:

Dr. Hernandez
70 Church Street
Haledon, NJ 07508

DATE: _____

Title IX Investigation #:

Date of Level One Initial Report:

Date of Level One Initial Compliant Report Received by District:

Date of Level One Initial Investigation:

Date of Level One Investigation Completion:

Date of Level Two Appeal/Grievance Received:

Signature of Superintendent

Date

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Title IX Level Two Appeal/Grievance Report

To: Complainant

From:

Dr. Hernandez
Superintendent of Schools
70 Church Street
Haledon, NJ 07508

Title IX Investigation #:

Date of Level One Complainant Report:

Date of Level One Compliantant Report Received by District:

Date of Investigation:

Date of Investigtion Completion:

Date of Appeal/Grievance Received:

Investigation Findings:

Additional Information (if any):

Decision to accept, reject, or modify the findings of the Title IX Officer Report

Signiture of Superintendent

Date

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Title IX Level Three Appeal/Grievance

To:
Haledon Board of Education
70 Church Street
Haledon, NJ 07508

From: Name of Complainant

Title IX Case #

I am requesting a board hearing for a level three Title IX appeal:

Date

Signature of Complainant

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Title IX Level Three Appeal/Grievance Received

To: Complainant

From:
Haledon Board of Education
70 Church Street
Haledon, NJ 07508

Title IX Case #:

Date of Level Three Appeal Received:

Date/Time of Board Hearing:

Board Secretary:

Date: