

Passaic County Technical-Vocational Schools

45 Reinhardt Road, Wayne, NJ 07470

Telephone: 973-790-6000

MEMORANDUM

TO: PCTVS Community
FROM: Jerry Castaneda, Assistant Principal/Affirmative Action/Civil Rights Compliance Officer
CC: John F. Maiello, Chief School Administrator
All Administrators
DATE: August 31, 2023
RE: Annual Public Notice - Civil Rights Compliance Policy

PCTVS is dedicated to providing equal access and opportunity to all. Passaic County Technical-Vocational Schools is an Equal Opportunity Employer and Educational Program Provider that does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, disability, etc. in any of its practices, procedures, or protocols.

All candidates/students are provided equal access to district programs through an objective admissions/scheduling process. Admissions criteria for all of our programs are based on the *evaluation of school transcripts from the previous two school years. Areas of evaluation include final academic averages, attendance, discipline, and standardized test scores.* The district will take steps to ensure that the lack of English language skills is not a barrier to admissions and participation in the programs. You can access a description for all programs by visiting our website: <https://pctvs.org/> and then click "Schools."

Reasonable accommodations are available to any person due to a disability or documented need. Students point of contact should be their School Counselor or members of the Child Study Team. See next page for Civil Rights Compliance Officers and Coordinators.

In the event that any individual/employee believes they have experienced, witnessed, or has evidence of discrimination on the basis of any of the above-listed areas, please report same to your immediate/department supervisor and/or contact me.

PCTVS takes HIB related claims very seriously and every claim is investigated. The district utilizes an online reporting/tracking system for student related HIB reports. The system is available on the district webpage under District>Harassment, Intimidation, & Bullying or by using this link: <https://pctvs.org/hib>

All affirmative action/civil rights compliance forms and grievance procedures are posted on the PCTVS webpage <https://pctvs.org/affirmative-action>. If you have any questions or concerns feel free to contact me directly at (973) 389-4142 or via email at jcastaneda@pcti.tec.nj.us.

Thank you.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
CIVIL RIGHTS COMPLIANCE
COMPLAINT PROCEDURE

In keeping with federal and state anti-discrimination legislation, Passaic County Technical-Vocational Schools uses the within Grievance Procedure for the resolution of complaints. Jerry Castaneda, Assistant Principal has been designated as the Affirmative Action/Civil Rights Compliance Officer and can be reached at (973) 389-4142.

PURPOSE/APPLICATION:

1. The purpose of this procedure is to give any Individual, district employee, or candidate for employment the opportunity to appeal an alleged denial of equal employment/opportunity in violation of the State statutes, administrative codes, Federal laws, and Board Policy guaranteeing equal access to all categories of employment or program without regard to the student/candidate/employee race, color, creed, religion, nation origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about all individuals.

DEFINITIONS:

1. "Board of Education" means the Board of Education of the Passaic County Technical-Vocational Schools District.
2. "Complaint" means as alleged discriminatory act or practice.
3. "Complainant" means an individual or staff member who alleges a discriminatory act or practice.
4. "Day" means a working or calendar day as identified.
5. "Discriminatory act or practice" means denial of equal opportunity in violation of State Statutes and Administrative Code Sections as well as Federal laws and Board Policy.
6. "School district" means the Passaic County Technical-Vocational Schools District.

PROCEDURE:

- Step 1: A complainant who believes that they have been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with their immediate/department supervisor in an attempt to resolve the matter informally.
- Step 2: If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action/Civil Rights Compliance Officer. Complainant must complete the Affirmative Action/Civil Rights Compliance Complaint - Form A and submit to the Affirmative Action/Civil Rights Compliance Officer.
- The Affirmative Action/Civil Rights Compliance Officer will investigate the matter informally and will respond to the complaint in writing no later than seven (7) working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent a/k/a Chief School Administrator (Affirmative Action/Civil Rights Compliance Complaint Form A).
- Step 3: The response of the Affirmative Action/Civil Rights Compliance Officer may be appealed to the Superintendent in writing within three (3) working days after it has been received by the complainant. The Appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
- On their timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties but no later than seven (7) working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of. Complainant must submit the appeal in writing using Affirmative Action/Civil Rights Compliance Appeal-Form B as a template for their narrative and submit to the Affirmative Action/Civil Rights Compliance Officer.
- Step 4: The Superintendent will render a written decision in the matter no later than seven (7) working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties (Appeal-Form B).
- Step 5: The complainant may appeal the Superintendent's decision to the local Board of Education by filing a written appeal with the Board Secretary no later than three (3) working days after receipt of the Superintendent's decision. The appeal shall include:
- a. the original complaint,
 - b. the response to the complaint,
 - c. the Superintendent's decision,
 - d. a transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. the complainant's reason for believing the Superintendent's decision should be changed.

A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.

Step 6: The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.

The Board will render a written decision no later than forty-five (45) calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.

Step 7: The complainant will be informed of his/her/their right to appeal the Board's decision to the:

a. **Commissioner of Education**
New Jersey State Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500
Telephone: (877) 900-6960,

or the

b. **New Jersey Division on Civil Rights**
Northern Regional Office
Office of Attorney General
31 Clinton Street – 3rd Floor
Newark, New Jersey 07102
Telephone: (973) 648-2700.

Step 8: **Records**

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action/Civil Rights Compliance Officer.
2. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file for staff members.

2023-2024 SCHOOL YEAR

AFFIRMATIVE ACTION/CIVIL RIGHTS COMPLIANCE OFFICER

Jerry Castaneda, Assistant Principal
Tel: 973-389-4142 – Email: jcastaneda@pcti.tec.nj.us; Rocco Building

DISTRICT SECTION 504 OFFICER

Nick Bucci, Director of Pupil Personnel Services
Tel: 973-389-4236 – Email: nbucci@pcti.tec.nj.us; General Office

DISTRICT TITLE IX COORDINATOR

Nic Nese, Director of Athletics
Tel: 973-389-4106 – Email: nnese@pcti.tec.nj.us; Athletic Center

SEXUAL HARASSMENT OFFICERS

Michele Rizzo, Director of Special Education
Tel: 973-389-4197 – Email: mrizzo@pcti.tec.nj.us; Child Study Team Office

Nick Bucci, Director of Pupil Personnel Services
Tel: 973-389-4236 – Email: nbucci@pcti.tec.nj.us; General Office

STEM AFFIRMATIVE ACTION

Scott Cumberbatch, Supervisor
Tel: 973-389-2014 – Email: scumberbatch@pcti.tec.nj.us

STEM SEXUAL HARASSMENT OFFICERS

Mohamed Khairullah, Assistant Principal/STEM Academy
Tel: 973-389-7202 – Email: mkhairullah@pcti.tec.nj.us

Kimberly Salma, Supervisor
Tel: 973-389-2007 – Email: ksalma@pcti.tec.nj.us

PASSAIC COUNTY TECHNICAL-VOCATIONAL SCHOOLS
ANNUAL NOTICE OF NON-DISCRIMINATION FOR EMPLOYMENT AND
VOCATIONAL OPPORTUNITIES

The Board guarantees to all persons equal access to all categories of employment, retention and advancement in Passaic County Technical-Vocational Schools regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, disability, etc. in any of its practices, procedures, or protocols.

No student enrolled or seeking to enroll in Passaic County Technical-Vocational Schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational or vocational opportunity, program or activity of this district on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, disability, etc. in any of its practices, procedures, or protocols.

Should anyone have questions/issues regarding any of the above areas, please contact one of the following designated individual[s]:

AFFIRMATIVE ACTION/CIVIL RIGHTS COMPLIANCE OFFICER

Jerry Castaneda, Assistant Principal

Tel: 973-389-4142 - Email: jcastaneda@pcti.tec.nj.us; Rocco Building

DISTRICT SECTION 504 OFFICER

Nick Bucci, Director of Pupil Personnel Services

Tel: 973-389-4236 - Email: nbucci@pcti.tec.nj.us; General Office

DISTRICT TITLE IX COORDINATOR

Nic Nese, Director of Athletics

Tel: 973-389-4106 - Email: nnese@pcti.tec.nj.us; Athletic Center

PCTVS SEXUAL HARASSMENT OFFICERS

Michele Rizzo, Director of Special Education

Tel: 973-389-4197 - Email: mrizzo@pcti.tec.nj.us; Child Study Team Office

Nick Bucci, Direct of Pupil Personnel Services

Tel: 973-389-4236 - Email: nbucci@pcti.tec.nj.us; General Office

STEM AFFIRMATIVE ACTION/CIVIL RIGHTS COMPLIANCE OFFICER

Scott Cumberbatch, Supervisor

Tel: 973-389-2014 - Email: scumberbatch@pcti.tec.nj.us

STEM SEXUAL HARASSMENT OFFICERS

Mohamed Khairullah, Assistant Principal/STEM Academy

Tel: 973-389-7202 - Email: mkhairullah@pcti.tec.nj.us

Kimberly Salma, Supervisor

Tel: 973-389-2007 - Email: ksalma@pcti.tec.nj.us

Posting of Notice

Sexual Harassment Officers
Section 504 Officer
Affirmative Action/Civil Rights Compliance Officers
Title IX Coordinator

Notice has been posted in the following areas:

PCTVS Website: <https://pctvs.org/affirmative-action>

Main Building: Central Office (*display wall at copier*)
General Office (*lobby wall across from main desk*)
Library (*bulletin board*) C-Wing / F-Wing
Custodial Maintenance Dept. (*wall near time clock*)
Faculty Room (*bulletin board*) C-Wing
Student Success Office (*display wall at copier*)

Rocco Building: Main Office (*wall by main desk/sign-in area*)

Hx - Auto Bldg. Main Entrance (*wall in lobby*)

F-Wing: Faculty Work Room
Office of SRO (Student Resource Officer) (*display wall*)
Office of Substance Awareness Coordinator (*display walls*)
Office of Student Success (*display wall*)

Fx-Wing: Faculty Work Room
Conference Room- 2nd Fl.

Athletic Center: Office of the Athletic Director (*display wall*)

STEM Building Main Office
Faculty Room

Business Office: Main Office

LPN Program: Main Office (*bulletin board*)

Learning Center: Main Office (*bulletin board*)

Affirmative Action/Civil Rights Complaint Report
Form A

STEP 1:

Name: _____, Complainant

Address *Jerry Castaneda, Affirmative Action/Civil Rights Officer*

DATE: _____

Description of Complaint (use additional paper if necessary), Please include the following:

- A. Specific act or practice that is the subject of this Complaint.

- B. The school employee, if any, responsible for the allegedly discriminatory act.

- C. Results of discussions with immediate/dept. supervisor about this complaint.

- D. Reason(s) why you feel the result is not satisfactory.

Signature of Complainant

Date received by AAO _____; **AAO Signature** _____

(This portion to be used by Affirmative Action Officer ONLY)

STEP 2:

TO: _____ , Complainant

FROM: *Jerry Castaneda, Affirmative Action/Civil Rights Compliance Officer*

DATE: _____

RESPONSE TO COMPLAINANT:

Date

Civil Rights Compliance Signature

Affirmative Action/Civil Rights Compliance Appeal Report
Form B

STEP 3:

FROM: _____, Complainant

TO: *John F. Maiello, Chief School Administrator or his designee*

DATE: _____

*Complaint Report Form A is hereby attached for **APPEAL** to Chief School Administrator.

Signature of Complainant

----- *(This portion to be used by Superintendent only)* -----

STEP 4:

TO: _____, Complainant

FROM *John F. Maiello, Chief School Administrator or his designee*

DATE: _____

RESPONSE TO COMPLAINANT'S APPEAL:

Date Appeal Received

Signature of Superintendent

Affirmative Action/Civil Rights Compliance Second Appeal
Form C

STEP 5:

FROM: _____, Complainant

TO: *PCTVS Board of Education, Attn: Board Secretary*

DATE: _____

*Complaint Forms A and B are hereby attached and submitted for review by the Board
of Education's while considering my appeal.

Signature of Complainant

----- (The portion below to be used by Board of Education only) -----

STEP 6:

TO: _____, Complainant

FROM: *PCTVS Board of Education, Attn: Board Secretary*

DATE: _____

RESPONSE TO COMPLAINANT'S SECOND APPEAL

Date Appeal Received

Signature of Board of Education