



DELSEA REGIONAL HIGH SCHOOL DISTRICT

P.O. Box 405 • 242 Fries Mill Road • Franklinville, NJ 08322 • Ph: (856) 694-0100 • HS Fax: (856) 694-2046 • MS Fax: (856) 694-4417
Francis Ciociola, Jr., Superintendent • Dr. Anthony Fitzpatrick, Assistant Superintendent • Joseph Collins, Business Administrator
Mary Beth Warfield, Director of Special Services/CST • Michele DePasquale, HS Principal • John Bertolino, MS Principal

If, at any time, a student feels that his or her rights have been violated by Affirmative Action, Title IX, and/or 504 as is described above, here is what to do:

- Two ways to submit a grievance are a downloadable/printable PDF or an online submission form. Both can be found at <http://delsearegional.us/cms/one.aspx?portalid=327626&pageid=10397655>
- This grievance should be submitted within 10 days of the incident.
- The student will make an appointment to meet with the district Affirmative Action Officer (AAO), Title IX Coordinator, or Section 504 Coordinator. (If the district Officer/Coordinator is the person who allegedly violated your rights, seek out an administrator whom you trust and begin the process with him or her.) All grievants can expect a personal and confidential meeting with the Officer/Coordinator **within two school days of the initial report**.
- At that meeting, the student will confidentially share the alleged violation with the Officer/Coordinator.
- The student should also be prepared to share the names of witnesses who may be able to aid in the investigation.
- Once the initial grievance is submitted to the Officer/Coordinator, he/she will thoroughly investigate the alleged violation.
- The Officer/Coordinator will investigate and report all results to the Superintendent **within ten school days**. (If the Superintendent is the one who allegedly violated the student's rights, the findings will go to the Assistant Superintendent.)
- The Superintendent will issue a report to the grievant **within 10 school days**.
- The grievant may appeal the decision to the Board of Education **within five school days**.
- The Board of Education will hear the appeal at the next regularly scheduled meeting.

Contact Information is as follows:

Affirmative Action Officer: Lisa Niemi, MS Vice Principal

Delsea Regional School District
242 Fries Mill Road, Franklinville, NJ 08322
856-694-0100, Ext. 241

Title IX Coordinator: Ken Schoudt, Athletic Director

Delsea Regional School District
242 Fries Mill Road, Franklinville, NJ 08322
Telephone: 856-694-0100, Ext. 231

Section 504 Compliance Officer: MaryBeth Warfield, Director of CST and Special Services

Delsea Regional School District
242 Fries Mill Road, Franklinville, NJ 08322
Telephone: 856-694-0100, Ext. 243

U.S. Department of Education

Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov
<https://www2.ed.gov/about/offices/list/ocr/index.html>