



# SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

P.O. Box 6350 • 14 Vogt Drive • Bridgewater, NJ 08807-0350 • (908) 526-8900 • Fax: (908) 526-9212 • [www.scvths.org](http://www.scvths.org)

**Hector Montes**  
High School Principal

**Robert Presuto**  
Superintendent of Schools

Somerset County Vocational & Technical High School fully complies with Section 504: 34 C.F.R. 104, Title IX, 34 C.F.R. 106, Title II 28: CFR 35, and Guidelines for Vocational Education programs, that no student or employee is denied access to programs, activities, services or employment based on race, color, national origin, sex, and disability status.

The following grievance procedures contain a process and prompt timeline for reporting complaints.

A complainant who believes they have been harmed or adversely affected by a discriminatory practice shall discuss the matter with the staff member most closely involved, in an attempt to resolve the matter informally.

30 Days--- If the matter is not resolved to the satisfaction of the complainant with 30 working days, the complainant may submit a complaint to the Title IX/Affirmative Action Office. The complaint may be reported in person, in writing, verbally by telephone, by mail or by email.

For any inquiries regarding Title II and Title IX, please contact Patrick Pelliccia ([ppelliccia@scvts.net](mailto:ppelliccia@scvts.net)) at 1.908.526.8900 x 7121, 14 Vogt Drive, Bridgewater, NJ 08807.

For inquiries regarding Section 504, please contact Maria Johnson ([mjohnson@scvts.net](mailto:mjohnson@scvts.net)) at 1.908.526.8900 x 7155, 14 Vogt Drive, Bridgewater, NJ 08807.

7 Days--- The Affirmative Action Officer will investigate the matter informally and will respond to the complainant in writing no later than 7 working days after receipt of the complaint.

3 Days--- The Affirmative Action's Officer written response may be appealed to the Superintendent in writing within three working days after it has been received by the compliant.

7 Days--- The compliant will be given an informal hearing before the Superintendent no later than 7 working days after the request for a hearing has been submitted.

10 Days--- The Superintendent will render a written decision no later than 7 working days after the appeal was filed or the hearing was held, whichever occurred later.

The compliant may appeal the Superintendent's decision to the Board by filling a written appeal with the Board Secretary no later than 3 working days after the receipt of the Superintendent's decision. The appeal shall include:

The original complaint.

The response to the complaint.

The Superintendent's Decision.

A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented.

The complaint'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.

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.



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

The complainant will be informed of 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 or the
- b. New Jersey Division on Civil Rights  
Central Regional Office  
Office of the Attorney General  
140 East Front Street – 6<sup>th</sup> Floor  
Trenton, New Jersey 08625-0090
- c. US Department of Education  
Office of Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

Records:

The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.

A copy of the decision rendered at the highest level of appeal finding a discriminatory act has occurred shall be kept in the personnel file of the employee found to have committed a discriminatory act.

The following board policies have been updated and contain the complete grievance procedure. They are located at:

[SCVTHS Board Policy](#)

Board of Education policy #5750 – Equal Educational Opportunity - references that no qualified person with a disability is excluded from, denied benefits of, or subjected to discrimination in any course, program, service, or activity solely based on disability.

Board of Education Policy #5751 – Sexual Harassment of Students

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