

EAST ORANGE BOARD OF EDUCATION
199 4th AVENUE
EAST ORANGE, NEW JERSEY 07017

REGULAR PUBLIC MEETING

East Orange Board of Education
199 4th Avenue, East Orange, NJ 07017

Tuesday, September 20, 2016 – 6:00 P.M.

AGENDA
(Revised)

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. BOARD OF EDUCATION

A. APPROVAL OF MINUTES

BE IT RESOLVED, the East Orange Board of Education approves the minutes of the following meetings:

- July 21 & 25, 2016
- August 1 & 9, 2016

V. REPORT OF THE INTERIM SUPERINTENDENT OF SCHOOLS

A. POLICY READING

1. **BE IT RESOLVED**: that the East Orange Board of Education present as first reading the following policies.

Policy No.	Description	New/Revised
1510	Rights of Persons with Disabilities/Policy on Discriminating & Rights of Persons with Disabilities/Non-Discrimination	Revised Policy & Regulation
2416	Programs for Pregnant Students	Revised Policy
2460.1	Special Education – Location, Identification & Referral	Revised Regulation
2460.8	Special Education – Free & Appropriate Public Education	Revised Regulation
2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs	Revised Regulation
2460.16	Special Education – Instructional Material to Blind or Print-Disabled Students	Revised Regulation
4240	Employee Training	Revised Policy
5114	Children Displaced by Domestic Violence	Revised Policy
5116	Education of Homeless Children	Revised Policy & Regulation
5130	Withdrawal from School	Revised Policy & Regulation
5230	Late Arrival and Early Dismissal	Revised Policy & Regulation
5240	Tardiness	Revised Policy & Regulation
5250	Excusal from Class or Program	Revised Policy
5307	Nursing Service Plan	Revised Policy
5320	Immunization	Revised Policy & Regulation
5464	High School Community Service Requirements	New Policy

V. REPORT OF THE INTERIM SUPERINTENDENT OF SCHOOLS

A. POLICY READING

- 2. BE IT RESOLVED: that the East Orange Board of Education present as second reading the following policies.**

Policy No.	Description	New/Revised
P 1220	Employment of Chief School Administrator	Revised Policy
P 1310	Employment of School Business Administrator/ Board Secretary	Revised Policy
R 2414	Programs and Services for Students in High Poverty and in High Need School Districts	Revised Regulation
P 3111	Creating Positions	Revised Policy
P 3124	Employment Contract	Revised Policy
P 3125	Employment of Teaching Staff Members	Revised Policy
P 3125.2	Employment of Substitute Teachers	Revised Policy
P&R 3126	District Mentoring Program	Revised Policy & Regulation
P 3141	Resignation	Revised Policy
P&R 3144	Certificate of Tenure Charges	Revised Policy & Regulation
P 3159	Teaching Staff Member/School District Reporting Responsibilities	Revised Policy
P 3231	Outside Employment as Athletic Coach	Revised Policy
P&R 3240	Professional Development for Teachers and School Leaders	Revised Policy & Regulation
P 4159	Support Staff Member/School District Reporting Responsibilities	Revised Policy
P 5305	Health Services Personnel	Revised Policy
R 5330	Administration of Medication	Revised Policy
P 5339	Screening for Dyslexia	Revised Policy
P 5350	Student Suicide Prevention	Revised Policy
R 5350	Student Suicide	Revised Policy
P 5460	High School Graduation	Revised Policy
P 5514	Student Use of Vehicles on School Grounds	Revised Policy
P 7481	Unmanned Aircraft Systems (UAS also known as Drones)	New Policy
P&R 8441	Care of Injured and Ill Persons	Revised Policy & Regulation
P 8454	Management of Pediculosis	Revised Policy
P 8630	Bus Driver/Bus Aide Responsibility	Revised Policy
R 8630	Emergency School Bus Procedures	Revised Regulation
P 9541	Student Teachers/Interns	Revised Policy

B. PRESENTATION

1. STATE OF NEGOTIATIONS - EOE A

- VI. COMMITTEE REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD OF EDUCATION**
- VII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT**
- VIII. COMMENTS FROM THE PUBLIC**
- IX. RETIRE TO EXECUTIVE SESSION**
- X. RECOMMENCE PUBLIC MEETING**
- XI. ROLL CALL**

XII. CONSIDERATION OF RESOLUTIONS

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Mentoring Program
- b. From the Start
- c. Junior Achievement, Finance Park
- d. Percussion Instruction for Marching Band
- e. C.T.E.S. Bathroom Beautification Project
- f. Consultant: BE HEARD EDUCATION
- g. Bridging the Gap
- h. KAPLAN PSAT Preparation Program
- i. Work Sampling Online Licenses Renewal (Preschool) 2016-2017
- j. Year II Least Restrictive Environment (LRE) Settlement Agreement Trainings
- k. Easy IEP Annual License
- l. Therapeutic Counseling Services for Nonpublic Students
- m. Special Education: Out of District Placements
- n. Improving the Preschool Classroom Environment for Young Children with Disabilities Pilot
- o. Read Up! Book Club
- p. 2016-2017 Naviance Regional Workshop
- q. Update Uniform State Memorandum of Agreement Between Education & Law Enforcement Officials
- r. Dance Artist in Residence
- s. Professional Development in 3D Printing
- t. 2016-2017 District Professional Development Plan
- u. District Mentoring Plan
- v. EverFi
- w. Acceptance of the Instructional Improvement System (IIS) Grant
- x. Attendance and Residency Issues
- y. MSUNER Professional Development for Physical Education and World Language Teachers
- z. Approval of Existing Curriculum and Adoption of New Curriculum for 2016-2017
- aa. Save the Children Prep Rally
- bb. After School Detention/Saturday Detention
- cc. Apex Learning License for Original Credit and Intervention - EOCHS
- dd. Apex Learning License for Original Credit and Intervention - STEM
- ee. Rethinking Leadership Workshop The Leader in Me
- ff. 2016-2017 Memorandum of Agreement with the Mental Health Association of Essex County
- gg. TALK Program
- hh. Essex Regional Out of District Alternative Education Placement
- ii. Field Trips

XII. CONSIDERATION OF RESOLUTIONS

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

- a. Retirements
- b. Resignations
- c. Separations
- d. Other Separations
- e. Leaves of Absence
- f. Transfers
- g. Reclassifications
- h. Salary Adjustments
- i. 2016-2017 Reappointment List
- j. Account Code Changes – Various Locations -2016-2017 School Year
- k. Staff Appointments
- l. Approval of Extra-Curricular and Co-Curricular Activities – Various Locations -2016-2017 SY
- m. Extra-Curricular and Co-Curricular Appointments – Various Locations – 2016-2017 SY
- n. Appointment of Per Diem Substitute Teachers – 2016-2017 School Year
- o. Attendance Incentive Bonus – Various Locations – 2015-2016 School Year
- p. Creation of Positions and Job Descriptions
- q. Reinstatement of Positions
- r. Agenda Changes/Corrections
- s. Staff Appointments – Federal Grants – Title I Staffing – 2016-2017 SY
- t. Staff Appointments – Federal Grants – Title II-A Staffing – 2016-2017 SY
- u. Appointments
- v. Rescission of Appointments
- w. Professional Conferences

3. BUSINESS SERVICES

- a. List of Bills (Ratify)
- b. List of Bills
- c. Appropriation Transfers
- d. Appropriation Transfers – ECPA/Fund 15
- e. T-1 Request for Taxes from the City of East Orange
- f. Recommendation to Approve Fund Raising Requests
- g. Approval of Memorandum of Agreement
- h. Recommendation for Award of Bid – Poster Making Machinery
- i. Recommendation for Extension of Award of Bid – Audio Visual, Time & Materials
- j. 2016-2017 Family Worker Waiver for Collaborating Community Providers
- k. New Road Schools of New Jersey, Inc. Child Nutrition Program 2016-2017
- l. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY
- m. A-148 Secretary's Report
- n. A-149 Treasurer's Report
- o. Budgetary Major Account/Fund Status Certificate

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility

XIII. CLOSING STATEMENT/ADJOURNMENT

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

a. Mentoring Program - (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the eighth grade students from Sojourner Truth School to participate in the male mentoring program founded by Clifford J. School Alumni Association for the 2016-2017 academic year at no cost to the District.

b. From the Start- (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the eighth grade students from Sojourner Truth Middle School participate in the program, *From the Start*, for the 2016-2017 academic year at no cost to the District.

c. Junior Achievement Finance Park - (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the eighth grade students from Sojourner Truth Middle School to participate in the program, *Junior Achievement Finance Park*, for the 2016-2017 academic year at no cost to the District.

d. Percussion Instruction for Marching Band - (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the hiring of Tyshawn Gardener as Artist in Residence to provide specialized instruction for East Orange Unified Marching Band students 2016-2017 Fall and Spring Season. Cost to the District: \$1,975.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.15.190.100.320.101.001.0000)

e. C.T.E.S. Bathroom Beautification Project - (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves CTES bathroom beautification project at no cost to the District.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

f. Consultant: BE HEARD EDUCATION - (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Be Heard Education to provide professional development to ELA, Science and Social Studies teachers for 8 dates between September 1, 2016 - June 2017 and another date to be decided at a cost to the District not to exceed \$13,600 (SIP/Title I).

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.20.231.200.300.203.003.0000)

g. Bridging the Gap - (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Bridging the Gap: Police & Community Relations: Forum/Panel Discussion between Public Servants and Citizens of the City of East Orange at no cost to the District.

h. KAPLAN PSAT Preparation Program - (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves a contract with KAPLAN K12 Learning Services, LLC to provide PSAT preparation at East Orange STEM Academy for 50 students. The cost of the service will be \$12,950. The course will provide on-site classes (15 hours including materials, online assets, digital flashcards, tests, reports, instruction delivered by KAPLAN, and educator reports for 90 days after class ends). These services will begin in October prior to the administration of the PSAT on October 19, 2016.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.15.190.100.320.102.002.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- i. Work Sampling Online Licenses Renewal (Preschool)- (Aquil, Lofton-Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the following: Work Sampling Online Renewal for 1,450 preschool students for the 2016-17 school year with a possibility to increase but not to exceed 1,600 students and a cost not to exceed the maximum amount of 1600 licenses in the amount of \$19,120 (1,600 preschool students x \$11.95 per student).

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.20.218.200.329.028.026.9032)

- j. Year II Least Restrictive Environment (LRE) Settlement Trainings - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the attendance of the special education administrators, principals, identified general education teachers and identified child study team members at required trainings related to the State LRE Settlement Agreement. The trainings will take place in the district during the 2016-2017 (dates TBD). State Representatives will present trainings at no cost to the District.

- k. EasyIEP Annual License- (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the continuation of the License Agreement with the Public Consultant Group, Inc. for access to EasyIEP program services. Services will be provided to the District at the annual cost of \$26,000 (\$17 per classified student).

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.20.255.200.320.028.031.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

l. Therapeutic Counseling Services for Nonpublic Students – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the contractual agreement between Catholic Charities of the Archdiocese of Newark and the East Orange Board of Education for the provision of counseling services to nonpublic students who attend St. Joseph School in East Orange, New Jersey. The services will not exceed the allotment of \$107,934 in the IDEA-B Grant project #1210-17. Catholic Charities of the Archdiocese of Newark was one of three agencies that provided a service quote.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: IDEA-B, FY 2017 Proportionate Share: \$107,934; IDEA-B Basic Funds)

m. Special Education Out of District Placements– (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves 4 Out of District Special Education students and contracts. Placements at a total cost of \$219,184.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Codes: 17.11.000.100.562.028.031.0000 – Public
17.11.000.100.564.028.031.0000 – Vocational
17.11.000.100.565.028.031.0000 – County
17.11.000.100.566.028.031.0000 – Private)

n. Improving the Preschool Classroom Environment for Young Children with Disabilities Pilot – (Harvest, Santos, Aquil, Lofton-Simpson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves participation in the pilot program entitled, Improving the Preschool Classroom Environment for Young Children with Disabilities. The program will provide training to a team of professionals on strategies proven to develop successful Inclusion programs on the preschool level. The training sessions (monthly) will take place at the LRC in Trenton, New Jersey. The training will be provided at a cost of \$1,040 to the District. The fee will cover substitute cost.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.11.120.100.101.000.000.00000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- o. Read-Up! Book Club - (Watson, Harvest, Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves a series of Read Up! Book Club workshops provided by the United Way of Essex and the West Hudson Community Service Council to be held the third Saturday of each month, from 9:00 a.m. to 12:30 p.m., at Althea Gibson Early Childhood Academy for the 2016-2017 school year. The program allows parents, educational volunteers and staff members to mentor and tutor students ages six (6) through nine (9). Students will actively participate in organized reading, learning and social activities at no cost to the District.

- p. 2016-2017 Naviance Regional Workshop - (Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the 2016-2017 Naviance Regional Consulting Workshop to be held at the East Orange District Board of Education on Tuesday, October 4, 2016 from 8:30 a.m. to 3:30 p.m. at no cost to the District.

- q. Update Uniform State Memorandum of Agreement Between Education & Law Enforcement Officials - (Watson, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the collaboration between the East Orange School District, Essex County Prosecutor's Office and the East Orange Police Department under the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (MOA) with revisions for the 2016-2017 school year.

- r. Dance Artist in Residence - (Harvest, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the hiring of Clarissa Newby Phillips as an Artist in Residence to provide specialized instruction for East Orange Unified Marching Band, Dance Team and Musical Theatre students during the 2016-2017 school year dates - September 20, 2016 - June 1, 2017. Cost to the District: \$6,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.11.000.221.320.000.000.9706)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- s. Professional Development on 3D Printing - (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves LDI to provide 12 hours of professional development to CTE teachers on creating quality assignments with 3D printers at a cost not to exceed \$1,800.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.20.361.200.300.028.026.0000)

- t. 2016-2017 District Professional Development Plan - (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the 2016-2017 District Professional Development Plan at no cost to the District.

- u. District Mentoring Plan - (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the 2016-2017 District Mentoring Plan.

- v. EverFi - (Harvest, Salomon)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the renewal of EverFi's curricula at no cost to the District.

- w. Acceptance of the Instructional Improvement System (IIS) Grant - (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the acceptance of the Instructional System (Grant Number 16E00165) in the amount of \$86,734. The project period is June 1, 2016 to November 30, 2016.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- x. Attendance and Residency Issues - (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the Foundation for Educational Administration (FEA) presenting a workshop to all District Attendance Officers, Enrollment Center employees and Data Clerks on October 26, 2016 at a cost not to exceed \$2,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.11.000.251.390.030.030.0000)

- y. MSUNER Professional Development for Physical Education and World Language Teachers - (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Montclair State University for Educational Renewal (MSUNER) for professional development for all physical education and world language teachers during the 2016-2017 school year at a cost not to exceed \$5,500.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.11.000.223.320.028.057.4336)

- z. Approval of Existing Curriculum and Adoption of New Curriculum for 2016-2017 - (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the current curricula utilized throughout the district and approves the adoption of new curricula in the following areas: Technology, Elementary and Secondary ELA, the Arts, Elementary and Secondary Math, Social Studies, Science, etc.

- aa. Save the Children Prep Rally - (Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the assembly hosted by Save the Children and Congressman Donald Payne's office on Monday, September 26, 2016, 9:30 - 10:30 a.m. at no cost to the District.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

bb. After School Detention/Saturday Detention – (Hasan, Arrington)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves an after school and Saturday School intervention/detention program, which can be used in lieu of off-campus suspensions for the 2016-2017 school year. Students will participate in various personal growth assignments and complete academic activities.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Codes: 17.15.140.100.102.101.002.9718
17.15.140.100.102.101.002.9719)

cc. Apex Learning License for Original Credit and Intervention – EOCHS – (Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves a contract with Apex Learning to provide licenses for original credit and intervention at East Orange Campus High School for 200 students. The cost of the licenses will be \$26,560. The licenses will allow students to gain Credit Recovery as well as AP courses for independent study and provide a tutorial for those students who are struggling in Math and ELA. The licenses are reusable and good for a full calendar year.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.15.190.100.100.101.001.0000)

dd. Apex Learning License for Original Credit and Intervention – STEM – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves a contract with Apex Learning to provide licenses for original credit and intervention at East Orange STEM Academy for 150 students. The cost of the licenses will be \$14,500. The licenses will allow students to complete AP courses for independent study and the tutorials will be used for those students who are struggling in Math and ELA. The licenses are reusable and good for a full calendar year.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.15.190.100.500.102.002.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ee. Rethinking Leadership Workshop – The Leader in Me – (Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the Rethinking Leadership Workshop on October 20, 2016 at no cost to the District. The workshop will take place at 199 4th Avenue, from 9:00 a.m. to 4:00 p.m. and will be attended by educators from the tri-state area.

- ff. 2016-2017 Memorandum of Agreement with the Mental Health Association of Essex County – (Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves a Memorandum of Understanding between the East Orange School District and the Mental Health Association of Essex County for the period of September 1, 2016 to June 30, 2017 to provide on-site mental health services to approximately 50 students at East Orange Campus High School, STEM Academy, Tyson Middle/High School, District Alternative Programs and the Educational Support Service and Parent Relations Department to supplement services provided by district staff at no cost to the District.

- gg. TALK Program – (Watson, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the Barnabas Health Institute for Prevention’s TALK Program to provide comprehensive weekly services, including twenty-four 40 minute classroom presentations using Second Step, for students in grades 4 and 5 and their parents at a maximum of 4 schools on dates to be determined during the 2016-2017 school year at no cost to the District.

- hh. Essex Regional Out of District Alternative Education Placement- (Watson, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves 25 slots for district students’ placement at the Essex Regional Educational Services Commission Alternative Education Programs (Essex Campus, Essex High School and Essex Jr. Academy) for services to the educational needs of highly disaffected and disruptive pupils in the district for the 2016-2017 school year at a cost per diem per pupil at \$18,769 per slot/seat at a total cost to the District not to exceed \$469,225.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Interim Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Code: 17.11.000.100.561.028.046.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

ii. Field Trips

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following field trips.”

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
1	Ms. D. Evans 35 students 3 staff members Tyson M/H School	Montclair, NJ	To take the Montclair State University College Tour (Educational)	9/29/16	\$291.20 Transportation \$291.20 Total 17.15.100.270.512.203.003.5523(SB)
2	Mr. Sneed 35 students 3 staff members Campus High School	East Orange, NJ	To perform for district schools (Educational)	9/23/16	\$416.00 Transportation \$416.00 Total 17.15.000.270.512.101.001.5539 (SB)
3	Mr. Sneed 50 students (maximum) 1 bus aide (ECESC) Tyson M/H School Healy Middle School Truth Middle School Costley Middle School Houston Academy	East Orange, NJ	The bus sweep is to transport students to Campus HS for marching band rehearsals (Educational)	Sept. thru Nov. 2016 and Feb. thru May 2017	\$17,503.20 Transportation \$17,503.20 Total 17.15.000.270.512.101.001.5539 (SB)
4	Ms. N. Hughes Ms. Gopal 48 students 5 staff members Tyson M/H School East Orange Campus	Philadelphia, PA	To attend and perform at the Kimmel Center	12/12/16	\$ 2,262.00 Transportation \$ 260.00 Substitutes \$ 2,453.28 Transportation \$ 4,975.28 Total 17.15.000.270.512.203.003.5523 17.15.000.240.580.101.001.0000
5	Ms. N. Hughes Ms. Gopal 48 students 5 staff members Tyson M/H School East Orange Campus	Philadelphia, PA	To attend and perform at the Kimmel Center	12/12/16	\$1,000.00 Transportation \$1,000.00 Total 17.15.000.270.512.203.003.5523 17.15.000.240.580.101.001.0000
					F/T Board Agenda 9/20/16

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESa. Retirements

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following retirements."

1. Mr. Nicholas Chervenack – Coordinator of Computerized Admin. Svcs. – Business Services
Effective October 1, 2016 (24 years 5 months of service)
(11.000.252.0100.000.000.0000)
2. Ms. Vivian Davenport – Teacher Aide for Special Education (BD) – Parks Academy
Effective October 1, 2016 (19 years 1 month of service)
(15.209.100.0106.000.311.011.0000)
3. Mr. Nicholas Masia – Math Coach – Costley Middle School
Effective July 1, 2017 (27 years 9 months of service)
(15.000.221.0104.000.215.015.0000)
4. Ms. Nadine Massop – Teacher of Grades 6-8 (LAL) – Healy Middle School
Effective September 1, 2016 (26 years of service)
(15.130.100.0101.000.217.017.0000)
5. Ms. Ruby Roulhac – Teacher Aide for Kindergarten – Gibson Academy
Effective February 1, 2017 (17 years 5 months of service)
(15.190.100.0106.000.337.037.9704)

b. Resignations

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following resignations."

1. Ms. Cassandra Acloque – Teacher Assistant – Warwick Institute
Effective June 30, 2016 (no reason) (3 years 6 months of service)
(15.190.100.0106.000.309.009.0000)
2. Mr. Jonathan Allen – Teacher Assistant for Kindergarten – Langston Hughes School
Effective June 30, 2016 (another position) (3 years of service)
(15.190.100.0106.000.306.006.9704)
3. Ms. Audrey Anderson – Teacher Assistant for Kindergarten – Warwick Institute
Effective June 30, 2016 (no reason) (9 months of service)
(15.190.100.0106.000.309.009.0000)
4. Mr. Idonije Arumemi – Teacher of Social Studies – East Orange Campus High School
Effective October 24, 2016 (another position) (1 year of service)
(15.000.218.0104.000.101.001.0000)
5. Ms. Angela Avery-Devlugt – Teacher of Elementary – Bowser Elementary School
Effective October 18, 2016 (no reason) (3 years 1 month of service)
(15.120.100.0101.000.312.012.0000)
6. Mr. Forte Brookins – Teacher Assistant for Special Education (CSM) – Langston Hughes School
Effective June 30, 2016 (no reason) (6 years 9 months of service)
(15.213.100.0106.000.306.006.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESb. Resignations (cont'd)

7. Ms. Tiffany Carter - Security Hourly - Department of Security
Effective June 30, 2016 (another position) (4 years 8 months of service)
(11.000.266.0100.000.000.0000)
8. Mr. Joseph Coladarci - Teacher of Health/Physical Education - Houston Academy
Effective October 25, 2016 (another position) (11 years 2 months of service)
(15.130.100.0101.000.307.007.0000)
9. Ms. Denayna Collins - Teacher of Elementary - Tyson Elementary
Effective October 15, 2016 (relocating) (8 months of service)
(15.120.100.0101.000.312.012.0000)
10. Ms. Gina Figler - Teacher of Grades 6-8 (LAL) - Tyson 6-12
Effective September 1, 2016 (another position) (5 years of service)
(15.130.100.0101.000.203.003.0000)
11. Mr. Thomas Fischer - Teacher of Grades 6-8 (SSd) - Costley Middle School
Effective June 30, 2016 (no reason) (2 years of service)
(15.130.100.0101.000.215.015.0000)
12. Ms. Bridgett Green - Teacher Trainer for Special Education - Division of Curriculum Services
Effective October 31, 2016 (another position) (11 years 2 months of service)
(20.271.200.0100.000.028.057.0000)
13. Mr. Galen Johnson - Teacher of Health/Physical Education - Fresh Start Academy Middle School
Effective September 1, 2016 (another position) (1 year of service)
(11.423.100.0101.000.145.045.0000)
14. Mr. Karl Keene - In-School Suspension Coordinator - Division of Operations
Effective September 1, 2016 (no reason) (8 years 6 months of service)
(15.000.266.0100.000.000.000.0000)
15. Mr. Yoon Kwak - Teacher of Science - Tyson 6-12
Effective October 9, 2016 (another position) (5 years 1 month of service)
(15.140.100.0101.000.203.003.0000)
16. Ms. Andria Kwasnicki - Teacher of Music (Voc) - Costley Middle School
Effective September 5, 2016 (illness) (2 days of service)
(15.130.100.0101.000.215.015.0000)
17. Ms. Avelon Llanos - Lunch Period Supervisory Aide - Gibson Academy
Effective September 1, 2016 (another position) (3 years of service)
(11.000.262.0100.000.000.000.0000)
18. Mr. Timothy McCrary - Teacher Assistant for Special Education (BD) - Truth Middle School
Effective June 30, 2016 (to continue education) (7 years 6 months of service)
(15.209.100.0106.000.216.016.0000)
19. Ms. Johora Moore - Teacher Tutor - Langston Hughes School
Effective October 15, 2016 (no reason) (16 years 1 month of service)
(15.120.100.0101.000.306.006.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

b. Resignations (cont'd)

- 20. Ms. Inshira Reed – Teacher Assistant for Special Education (ICS) – Garvin School
Effective September 1, 2016 (another position) (3 years of service)
(15.213.100.0106.000.308.008.0000)
- 21. Ms. Thelma Robinson – Custodian – East Orange STEM Academy High School
Effective August 31, 2016 (no reason) (5 years 5 months of service)
(11.000.262.0100.000.000.000.0000)
- 22. Ms. Jennifer Scott – Teacher of Elementary – Banneker Academy
Effective June 30, 2016 (no reason) (6 months of service)
(15.120.100.0101.000.336.036.0000)
- 23. Ms. Maria Tarabocchia – Teacher of the Handicapped (ICS) – Carver Institute
Effective June 20, 2016 (home duties) (5 years 7 months of service)
(15.213.100.0101.000.305.005.0000)
- 24. Ms. Kyleesha Wingfield-Hill – Teacher Assistant for Special Ed (CSM) – Ecolè Toussaint Louverture
Effective September 19, 2016 (no reason) (2 years of service)
(15.213.100.0106.000.310.010.0000)
- 25. Mr. Elvin Wong – Teacher of Science – East Orange STEM Academy High School
Effective October 23, 2016 (another position) (2 years 2 months of service)
(15.140.100.0101.000.102.002.0000)

c. Separations

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following separations.”

- 1. Mr. James Brown – Security Hourly – Department of Security
Effective September 1, 2016 (Abandoned Position)
(11.000.266.0100.000.000.000.0000)
- 2. Ms. Jazmin Douglas – Teacher Assistant for Pre-Kindergarten – Tyson Elementary
Effective July 9, 2016 (employment disqualification)
(20.218.100.0106.000.028.026.9013)

d. Other Separation

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following other separation.

- 1. Ms. Joann Davis Jett – Security Monitor – Department of Security
Effective August 22, 2016 (deceased) (11 years 6 months of service)
(11.000.266.0100.000.000.000.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESe. Leaves of Absence

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following leaves of absence."

1. Ms. Tahseena Abdul-Majeed – Teacher of Science – East Orange STEM Academy High School
Educational LOA (without pay) Effective October 3, 2016 to December 23, 2016
(15.140.100.0101.000.102.002.0000)
2. Ms. Faythe Allen – Math Coach – Healy Middle School
Family Act LOA Effective May 23, 2016 to May 31, 2016
Family Act LOA Effective June 14, 2016 to June 17, 2016
(15.000.221.0104.000.217.017.0000)
3. Ms. Sharonda Allen – Teacher of Social Studies – Campus High
Family Act LOA Effective June 15, 2016 to June 30, 2016
(15.140.100.0101.000.101.001.0000)
4. Ms. Jehan Badawi – Teacher of Pre-Kindergarten – Ecolè Toussaint Louverture
Family Act LOA Effective October 3, 2016 to January 9, 2017
Child Rearing LOA Effective January 10, 2017 to June 30, 2017
(20.218.100.0101.000.028.026.9010)
5. Mr. Luckens Bolivar – Teacher of Health/Physical Education – Banneker Academy
Family Act LOA (Intermittent) Effective September 1, 2016 to October 31, 2016 (NTE 05 days)
(15.120.100.0101.000.336.036.0000)
6. Ms. Sophie Bonhomme – Teacher Assistant for Bilingual Ed – Campus High
Educational LOA (without pay) Effective September 1, 2016 to December 21, 2016
(15.240.100.0106.000.101.001.0000)
7. Mr. Roger Campbell – Teacher of ELS – Campus High
Military LOA Effective September 1, 2016 to June 30, 2017
(15.240.100.0101.000.101.001.0000)
8. Ms. Idrissa Castlewood – Teacher of Elementary – Warwick Institute
Family Act LOA Effective September 8, 2016 to October 20, 2016
(15.120.100.0101.000.309.009.0000)
9. Ms. Shari Clarke – Teacher of Art – Bowser Elementary School
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 15 days)
(15.120.100.0101.000.304.004.0000 – 88.0000%)
(20.218.100.0101.000.028.026.9011 – 12.0000%)
10. Ms. Renee Coleman – Teacher of the Handicapped (BD) – Campus High
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 10 days)
(15.209.100.0101.000.101.001.0000)
11. Mr. Filman Cooper, Jr – Teacher Assistant for Kindergarten – Wahlstrom Academy
Family Act and Bonding LOA Effective September 1, 2016 to October 27, 2016
(15.190.100.0106.000.339.039.9704)
12. Ms. Felicie Desroches-Aubourg – Accountant – Division of Business Services
Family Act LOA Effective July 22, 2016 to August 22, 2016
(11.000.251.0100.000.000.000.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESe. Leaves of Absence (cont'd)

13. Mr. Peter Elwood – Teacher of Grades 6-8 (SSd) – Costley Middle School
Family Act LOA Effective May 2, 2016 to May 13, 2016
(15.130.100.0101.000.215.015.0000)
14. Ms. Susan Gittens – Secretary – Department of Early Childhood
Family Act LOA Effective July 26, 2016 to August 8, 2016
(20.218.200.0105.000.028.026.9024)
15. Ms. Joy Hall – Teacher of the Handicapped (ICS) – Tyson Elementary
Family Act LOA (Intermittent) Effective September 20, 2016 to December 1, 2016 (NTE 20 days)
(15.213.100.0101.000.312.012.0000)
16. Ms. Carolyn Hayward-King – School Nurse – Costley Middle School
Family Act LOA (Intermittent) Effective September 2, 2016 to December 1, 2016 (NTE 15 days)
(15.000.213.0100.000.215.015.0000 – 40.0000%)
(15.000.213.0100.000.216.016.0000 – 30.0000%)
(15.000.213.0100.000.217.017.0000 – 30.0000%)
17. Ms. Deborah Hilyard – Math Coach – Garvin School
Family Act LOA (Intermittent) Effective September 23, 2016 to June 30, 2017 (NTE 20 days)
(15.000.221.0104.000.308.008.0000)
18. Ms. Nadirah Keith – Literacy Coach – Warwick Institute
Family Act LOA Effective May 16, 2016 to May 23, 2016
(15.000.221.0104.000.309.009.0000)
19. Ms. Roberta Leveson – School Counselor – Truth Middle School
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 10 days)
(15.000.218.0104.000.216.016.0000)
20. Ms. Tabina Lyte-Adam – Department Head for Language Arts/Lit – Campus High
Family Act LOA Effective September 23, 2016 to December 23, 2016
(15.000.221.0104.000.101.001.0000)
21. Ms. Bonna Marques – Teacher Tutor – Parks Academy
Family Act LOA Effective June 6, 2016 to June 17, 2016
(15.120.100.0101.000.311.011.0000)
22. Mr. Walter McCall – Teacher of Health/Physical Education – Campus High
Family Act LOA Effective September 1, 2016 to September 30, 2016
(15.140.100.0101.000.101.001.0000)
23. Ms. Michelle Miller-Hamm – Teacher of Elementary – Bowser Elementary School
Family Act LOA Effective January 26, 2016 to February 22, 2016
(15.120.100.0101.000.304.004.0000)
24. Ms. Debra Moore – Secretary (Assistant) – Tyson 6-12
Family Act LOA Effective June 27, 2016 to June 30, 2016
(15.000.240.0105.000.203.003.0000)
25. Dr. Nicolía Moore – Teacher of Kindergarten – Houston Academy
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 10 days)
(15.110.100.0101.000.307.007.9704)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESe. Leaves of Absence (cont'd)

26. Ms. Marian Muniz – Secretary (Assistant) – Division of Business Services
Family Act LOA (Intermittent) Effective July 1, 2016 to August 7, 2016 (NTE 01 day)
Family Act LOA Effective August 8, 2016 to August 19, 2016
Family Act LOA (Intermittent) Effective August 22, 2016 to June 30, 2017 (NTE 05 days)
(11.000.262.0100.000.000.0000)
27. Mr. Patrick O'Donnell – Teacher of Music (Ins) – Campus High
Family Act LOA Effective September 1, 2016 to March 31, 2017
(15.140.100.0101.000.101.001.0000)
28. Ms. Faosat Oluyadi – Teacher Assistant for Special Ed (AUT) – Tyson 6-12
Family Act LOA Effective June 7, 2016 to June 30, 2016
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 10 days)
(15.214.100.0106.000.203.003.0000)
29. Mr. Abba Onyeani – Teacher of Grades 6-8 (LA) – Tyson 6-12
Family Act and Bonding LOA Effective October 3, 2016 to November 4, 2016
(15.140.100.0101.000.203.003.0000)
30. Ms. Charlene Powell – Teacher of Mathematics – Fresh Start Academy High School
Family Act LOA Effective September 1, 2016 to October 1, 2016
(11.423.100.0101.000.029.029.0000)
31. Mr. Charles Russell – Custodian (Head) – Bowser Elementary School
Family Act LOA Effective May 16, 2016 to June 29, 2016
(11.000.262.0100.000.000.000.0000)
32. Mr. Anthony Sampson – Custodian (Night) – Langston Hughes School
Family Act LOA Effective June 23, 2016 to June 30, 2016
Family Act LOA Effective July 1, 2016 to July 26, 2016
(11.000.262.0100.000.000.000.0000)
33. Ms. Doris Sares – Testing Coordinator – East Orange STEM Academy High School
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 15 days)
(15.000.221.0104.000.102.002.0000)
34. Ms. Heather Schumacher – Assistant Principal – Healy Middle School
Other LOA (without pay) Effective September 2, 2016 to June 30, 2017
(15.000.240.0103.000.217.017.0000)
35. Ms. Alexis Smith – Teacher of Health/Physical Education – Campus High
Family Act LOA Effective September 1, 2016 to October 5, 2016
(15.140.100.0101.000.101.001.0000)
36. Mr. Peter Tamburro – Teacher of Music (Voc) – Healy Middle School
Family Act and Bonding LOA Effective September 19, 2016 to October 14, 2016
(15.130.100.0101.000.217.017.0000)
37. Ms. Anita Tucker – Specialist – Division of Maintenance Services
Family Act LOA Effective August 25, 2016 to October 3, 2016
Family Act LOA (Intermittent) Effective October 4, 2016 to June 30, 2017 (NTE 15 days)
(11.000.251.0100.000.000.000.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESe. Leaves of Absence (cont'd)

38. Ms. Christianne Vaccaro – Teacher of Art – Langston Hughes School
Family Act LOA Effective May 9, 2016 to May 13, 2016
(15.120.100.0101.000.306.006.0000 – 87.0000%)
(20.218.100.0101.000.028.026.9011 – 13.0000%)
39. Ms. Yukima Vannoy – Supervisor of Language Arts/Lit 6-12 – Division of Curriculum Services
Family Act LOA Effective May 31, 2016 to June 30, 2016
Family Act LOA Effective July 1, 2016 to August 31, 2016
(11.000.221.0104.000.000.000.0000)
40. Mr. Fouchard Voltaire – Teacher Assistant for Bilingual Ed – Banneker Academy
Family Act and Bonding LOA Effective June 15, 2016 to June 30, 2016
(15.240.100.0106.000.336.036.0000)
41. Mr. James Watkins, Jr – Teacher of Health/Physical Education – Campus High
Family Act LOA Effective September 1, 2016 to September 12, 2016
(15.140.100.0101.000.101.001.0000)
42. Ms. Tiffany Wiley-Grant – Teacher of Social Studies – Tyson 6-12
Pregnancy LOA Effective September 1, 2016 to November 28, 2016
(15.130.100.0101.000.203.003.0000)

f. Transfers

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the transfers listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.f.”

g. Reclassifications

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the reclassifications listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.g.”

h. Salary Adjustments

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following salary adjustments.”

1. Mr. Michael Baldwin – School Disciplinarian – Campus High
(Original Hire Date: March 30, 1994)
From: Level 5/MA Step 16 \$95,420.00 p/a + \$1,250 Longevity
To: Level 5½/MA+15 Step 16 \$97,002.00 p/a + \$1,250 Longevity
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.000.218.0104.000.101.001.0000)
2. Mr. Terrance Bell – Teacher of Music (Voc) – Tyson 6-12
(Original Hire Date: September 1, 2016)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 15½ \$87,735.00 p/a
Effective September 1, 2016 to June 30, 2017
(verified prior experience)
(15.130.100.0101.000.203.003.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESh. Salary Adjustments (cont'd)

12. Ms. Christina Jaquez - Teacher of English - Campus High
(Original Hire Date: September 1, 2011)
From: Level 4/BA Step 2 \$52,473.00 p/a
To: Level 5/MA Step 2 \$58,173.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.140.100.0101.000.101.001.0000)
13. Ms. Nadia Khan - Math Coach - Tyson Elementary
(Original Hire Date: September 1, 2004)
From: Level 4/BA Step 9 \$57,723.00 p/a
To: Level 6/MA+32 Step 9 \$71,673.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.000.221.0104.000.312.012.0000 - 50.0000%)
(15.120.100.0101.000.312.012.0000 - 50.0000%)
14. Ms. Karina Ortiz - Teacher (Inclusion) - Costley Middle School
(Original Hire Date: September 1, 2011)
From: Level 4/BA Step 2 \$52,473.00 p/a
To: Level 5/MA Step 2 \$58,173.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.130.100.0101.000.215.015.0000)
15. Ms. Kelly Powers - Teacher of Mathematics - Tyson 6-12
(Original Hire Date: September 1, 2016)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/MA Step 12 \$74,073.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level & verified prior experience)
(15.130.100.0101.000.203.003.0000)
16. Ms. Beth Robinson - Teacher of English - Campus High
(Original Hire Date: April 1, 2009)
From: Level 4/BA Step 2 \$52,473.00 p/a
To: Level 5/MA Step 2 \$58,173.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.140.100.0101.000.101.001.0000)
17. Ms. Kelly Speed-Hobbs - Teacher Tutor - Tyson Elementary
(Original Hire Date: September 1, 2012)
From: Level 5/MA Step 6 \$60,573.00 p/a
To: Level 5½/MA+15 Step 6 \$61,973.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.120.100.0101.000.312.012.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESh. Salary Adjustments (cont'd)

18. Ms. Sahkeenah Wallace – Teacher of Elementary – Tyson Elementary
(Original Hire Date: September 1, 2004)
From: Level 5½/MA+15 Step 11½ \$72,573.00 p/a
To: Level 6/MA+32 Step 11½ \$79,573.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.120.100.0101.000.312.012.0000)
19. Mr. Dennis Wilson – Teacher of Theater – Tyson Elementary
(Original Hire Date: September 1, 2009)
From: Level 4/BA Step 4 \$53,873.00 p/a
To: Level 5/MA Step 4 \$59,373.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.120.100.0101.000.312.012.0000)
20. Mr. Kui Yang – Teacher of Mathematics – Campus High
(Original Hire Date: September 1, 2015)
From: Level 5/MA Step 3 \$58,773.00 p/a
To: Level 5½/MA+15 Step 3 \$60,173.00 p/a
Effective September 1, 2016 to June 30, 2017
(higher training level)
(15.140.100.0101.000.101.001.0000)

i. 2016-2017 Reappointment ListRESOLUTION #1

RESOLVED: That the teachers, school librarians, guidance personnel, psychological personnel, school nurses, administrators, and others named in the attached Reappointment List dated September 20, 2016, be and they are hereby reappointed at salaries stated therein. The term of the contract shall be for the school year beginning August 22, 2016 or September 1, 2016 and ending June 30, 2017 for ten (10) month employees and beginning July 1, 2016 and ending June 30, 2017 for twelve (12) month employees, or other periods of time indicated.

j. Account Code Changes – Various Locations – 2016-17 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2016-17 school year account code changes for the various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.j.”

k. Staff Appointments

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2016-17 staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.k.”

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

l. Approval of Extra-curricular and Co-curricular Activities – Various Locations – 2016-2017 S/Y

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the co-curricular and extra-curricular activities for the various locations listed DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.l for the 2016-2017 school year.”

m. Extra-curricular and Co-curricular Appointments – Various Locations – 2016-2017 S/Y

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the co-curricular and extra-curricular appointments for the various locations listed DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.m for the 2016-2017 school year.”

n. Appointment of Per Diem Substitute Teachers – 2016-17 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment of Per Diem Substitute Teachers listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.n for the 2016-17 school year at a rate of \$75 p/d and \$130 p/d.”

o. Attendance Incentive Bonus – Various Locations – 2015-16 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2015-16 school year attendance incentive bonus for the employees at various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.o.”

p. Creation of Positions and Job Descriptions

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of the following positions and job descriptions effective September 20, 2016 listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.p.”

Supervisor of Educational Support Services and Parent Relations
Lead Attendance Officer
Parent/Community Liaison

q. Reinstatement of Positions

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, reinstate the following positions, effective September 1, 2016.”

- (1) Teacher of English
- (1) Teacher of Social Studies
Building Based Substitute Teacher

r. Agenda Changes/Corrections

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following agenda changes/corrections.”

- 1. Mr. Filman Cooper, Jr. – Teacher Assistant for Kindergarten – Wahlstrom Academy
Change in Educational LOA Effective Dates
From: September 1, 2016 to June 30, 2017
To: October 28, 2016 to June 30, 2017

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICES

- r. Agenda Changes/Corrections (cont'd)
2. Ms. Crystal Davis - Principal - Gibson Academy
Correction of Salary Effective September 1, 2016 to June 30, 2017
From: Step 1 \$120,054 p/a
To: Step 6 \$139,138 p/a
 3. Mr. Ralph Jacob - Principal - Cochran Academy
Correction of Salary Effective September 1, 2016 to June 30, 2017
From: Step 1 \$120,054 p/a
To: Step 7 \$143,047 p/a
 4. Mr. Walter Musgrave, Jr - Teacher (Theme) - Banneker Academy
Change in Family Act LOA Effective Dates
From: May 18, 2016 to June 30, 2016
To: May 17, 2016 to June 30, 2016
- s. Staff Appointments - Federal Grants - Title I Staffing - 2016-2017 S/Y

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following staff appointment for Title I Staffing 2016-2017 school year. "

1. Ms. Patricia Ciccone - Climate and Culture Coach - East Orange Campus High School
Salary \$104,015 p/a Effective September 1, 2016 to June 30, 2017
(20.231.200.0100.000.101.001.0000 - 100%)
2. Dr. Nicole Crews - Climate and Culture Coach - Tyson 6-12
Salary \$73,368 p/a Effective September 1, 2016 to June 30, 2017
(20.231.200.0100.000.203.003.0000 - 100%)
3. Ms. Christina Elias - Climate and Culture Coach - Costley Middle School
Salary \$81,073 p/a Effective September 1, 2016 to June 30, 2017
(20.231.200.0100.000.215.015.0000 - 100%)
4. Mr. John English - Data Coach - Tyson 6-12
Salary \$58,173 p/a Effective September 1, 2016 to June 30, 2017
(20.231.200.0100.000.203.003.0000 - 100%)
5. Ms. Connie Liristis-Wilson - Data Coach - Costley Middle School
Salary \$86,890 p/a Effective September 1, 2016 to June 30, 2017
(20.231.200.0100.000.215.015.0000 - 100%)
6. Ms. Talia Snipes - Data Coach - Healy Middle School
Salary \$86,890 p/a Effective September 1, 2016 to June 30, 2017
(20.231.200.0100.000.217.017.0000 - 100%)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESt. Staff Appointments – Federal Grants – Title II-A Staffing – 2016-2017 S/Y

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following staff appointments for Title II-A Staffing 2016-2017 school year.”

1. Ms. Bridgett Green – Teacher Trainer – Department of Special Education
Salary \$61,773 p/a Effective September 1, 2016 to October 31, 2016
(20.271.200.0100.000.028.057.0000 – 100%)
2. Mr. David Mwangi – Teacher Trainer – Division of Curriculum Services
Salary \$ 104,515.00 p/a Effective September 1, 2016 to June 30, 2017
(20.271.200.0100.000.028.057.0000 – 100%)
3. Ms. Jacqueline Nisenson – Teacher Trainer – Division of Curriculum Services
Salary \$96,170 p/a Effective September 1, 2016 to June 30, 2017
(20.271.200.0100.000.028.057.0000 – 100%: 96,170.00)
3. Ms. Kori Washington – Teacher Trainer – Division of Curriculum Services
Salary \$76,673 p/a Effective September 1, 2016 to June 30, 2017
(20.271.200.0100.000.028.057.0000 – 100%)

u. Appointments

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointments.”

1. Mr. Joseph Alexis – Custodian (hourly) – Division of Maintenance Services
Salary \$14.01 p/h Effective September 01, 2016 to June 30, 2017
(11.000.262.0100.000.000.000.0000) (replacement)
2. Mr. George Arrington – Teacher Assistant for Special Education (CSM) – Costley Middle School
Salary \$26,007.00 p/a Step 1 Effective September 01, 2016 to June 30, 2017
(15.213.100.0106.000.215.015.0000) (Replacement)
3. Ms. Amber Bryant – Teacher Assistant for Kindergarten – Warwick Institute
Salary \$26,007.00 p/a Step 1 Effective September 21, 2016 to June 30, 2017
(15.190.100.0106.000.309.009.9704) (replacement)
4. Ms. Marie Conserve – Teacher Assistant (ESL) – Truth Middle School
Salary \$26,557.00 p/a Step 3 Effective September 01, 2016 to June 30, 2017
(15.240.100.0106.000.216.016.0000) (replacement)
5. Ms. Larisha DeJesus – Culture and Climate Specialist – Healy Middle School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(20.231.200.0100.000.217.017.0000) (replacement)
6. Ms. Erika Gaines – Teacher Assistant for Special Education (1:1) – Tyson 6-12
Salary \$26,007.00 p/a Step 1 Effective September 01, 2016 to June 30, 2017
(11.000.217.0100.000.000.000.0000) (new)
7. Ms. Sussanna Gonzalez – Teacher of Elementary – Tyson Elementary
Salary \$57,573.00 p/a Level 5/MA Step 1 Effective September 01, 2016 to June 30, 2017
(15.120.100.0101.000.312.012.0000) (replacement)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESu. Appointments (cont'd)

8. Ms. Fatima Hill – Security Hourly – Department of Security
Salary \$16.13 p/h Step 1 Effective September 21, 2016 to June 30, 2017
(11.000.266.0100.000.000.0000) (replacement)
9. Ms. Chariena Keith – Lunch Period Supervisory Aide – Tyson Elementary
Salary \$8.75 p/h Step 1 Effective September 01, 2016 to June 30, 2017
(11.000.262.0100.000.000.0000) (replacement)
10. Ms. Shaquanna Maddox – Lunch Period Supervisory Aide – East Orange Campus High School
Salary \$8.75 p/h Step 1 Effective September 21, 2016 to June 30, 2017
(11.000.262.0100.000.000.0000) (replacement)
11. Ms. Mary Olagadeyo – Teacher Assistant for Special Education (PSD) – Carver Institute
Salary \$26,557.00 p/a Step 3 Effective September 01, 2016 to June 30, 2017
(15.216.100.0106.000.305.005.0000) (replacement)
12. Ms. Ameenah Poole – Literacy Coach – Tyson 6-12
Salary \$57,573.00 p/a Level 5/MA Step 1 Effective September 01, 2016 to June 30, 2017
(15.000.221.0104.000.203.003.0000) (replacement)
13. Ms. Tanisha Robinson – Lunch Period Supervisory Aide – Ecolè Toussaint Louverture
Salary \$8.75 p/h Step 1 Effective September 01, 2016 to June 30, 2017
(11.000.262.0100.000.000.0000) (replacement)
14. Mr. Nicholas Sands – Teacher of Health/Physical Education – Houston Academy
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 21, 2016 to June 30, 2017
(15.130.100.0101.000.307.007.0000) (replacement)
15. Ms. Imani Thomas – Lunch Period Supervisory Aide – East Orange Campus High School
Salary \$8.75 p/h Step 1 Effective September 21, 2016 to June 30, 2017
(11.000.262.0100.000.000.0000) (new)
16. Ms. Mary Twomey – Teacher of Art – Truth Middle School
Salary \$65,873.00 p/a Level 6/MA+32 Step 1 Effective September 01, 2016 to June 30, 2017
(15.140.100.0101.000.216.016.0000) (replacement)
17. Ms. Chelsea Washington – Teacher Assistant for Special Education (CSM) – Langston Hughes School
Salary \$26,007.00 p/a Step 1 Effective September 01, 2016 to June 30, 2017
(15.213.100.0106.000.312.012.0000) (replacement)
18. Ms. Yaritza Yens – Teacher of Pre-Kindergarten – Ecolè Toussaint Louverture
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2016 to June 30, 2017
(20.218.100.0101.000.028.026.9010) (replacement)

v. Rescission of Appointments

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Superintendent of Schools, rescinds the following appointments.”

1. Ms. Rayven Johnson – Teacher Assistant for Special Education (PSD) – Wahlstrom Academy
Appointment was approved at the August 09, 2016 Board Meeting
(15.216.100.0106.000.339.039.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

v. Rescission of Appointments (cont'd)

2. Ms. Jessica Ohnmacht – Teacher of ESL – East Orange Campus High School
Appointment was approved at the August 09, 2016 Board Meeting
(15.240.100.0101.000.101.001.0000)
3. Ms. Rebecca Rene – Teacher of Bilingual Education (Sci) – East Orange Campus High School
Appointment was approved at the August 09, 2016 Board Meeting
(15.140.100.0101.000.101.001.0000)

w. Professional Conferences

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves staff attendance/participation in the following professional conferences, workshops, seminars or trainings with the requirements, that staff turn-key as required by administration those issues addressed at the approved professional development events which have relevance to improving instruction and/or the operation of the school district.”

	Name(s)	Destination	Reason	Date(s)	Cost
1.	Michele Murchison ESS&PR	West Orange, NJ Cedar Grove, NJ*	Essex County Traumatic Loss Coalition Meetings	9/14/2016, 10/19/2016* 11/16/2016 12/14/2016* 1/18/2017 2/15/2017* 3/15/2017 4/19/2017* 5/17/2017	NO COST TO THE DISTRICT
2.	Michele Murchison ESS&PR	Various Locations within NJ	NJDOE sponsored workshops, meetings, conferences	9/1/2016- 6/30/2017	NO COST TO THE DISTRICT
3.	Stephen Webb Brian Tidwell Fresh Start High	Bloomfield, NJ	College Board Counselor Workshop	9/21/2016	NO COST TO THE DISTRICT
4.	Kimberly Scott-Hayden Division of Business Services	Washington, DC	2016 NEA Board of Directors Conference	9/26/2016- 10/1/2016	NO COST TO THE DISTRICT
5.	Yvy Joseph Jackson Academy Flore-Nadeige Lovett Warwick Institute	Monroe Township, NJ	Legal One: Progressive Supervision and Corrective Action Plans	10/4/2016	NO COST TO THE DISTRICT

XII. CONSIDERATION OF RESOLUTIONS

SEPTEMBER 20, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

w. Professional Conferences

Name(s)	Destination	Reason	Date(s)	Cost
6. Crystal Newby-Reynolds Shawna Hastings Curriculum Services (Performing Arts)	Washington, DC	2016 NDEO National Conference	10/6-9/2016	\$1,160.00 Registration Fees \$1,762.00 Lodging & Gratuities \$750.00 Transportation Costs \$520.00 Meals & Gratuities \$166.00 Other Expenses \$780.00 Substitute Salary \$5,138.00 Total Est. Cost 17.11.000.221.890.000.000.9706 17.11.000.221.580.000.000.9706
7. Diahne Evans Markens Pierre Robert Deveaux Nicole Crews Keyied Zahir Tyson Middle/High	New Brunswick, NJ	New Jersey State Bar Foundation Trainings: Conflict Resolution, Peer Mediation, Character Education	10/6/2016 10/20/2016 11/16/2016	NO COST TO THE DISTRICT
8. Flore-Nadeige Lovett Warwick Institute	New York, NY	18 th International Conference on Early Childhood Education and Care	10/10/2016	NO COST TO THE DISTRICT
9. Roberta Leveson Truth Middle	Lawrenceville, NJ	New Jersey School Counseling Association Fall Conference	10/14/2016	\$99.00 Registration Fee \$99.00 Total Est. Cost 17.15.000.223.580.216.016.0000
10. Dr. Monica Burton Truth Middle	Monroe Township, NJ	The New Jersey Council of Education (NJCOE) Meetings	10/14/2016 4/28/2017	NO COST TO THE DISTRICT
11. Beverly Macon Tyson Middle/High	Somerset, NJ	American Academy of Pediatrics 25 th Annual School Health Conference	10/18/2016	NO COST TO THE DISTRICT
12. Ayeshia Govan Jessica Pierresaint Labor Relations & Employment Services	Malvern, PA	Absence and Substitute Management Certification Course	10/18-19/2016	\$1,290.00 Registration Fee \$237.60 Mileage and tolls \$298.66 Lodging and Gratuities \$300.00 Meals and Gratuities \$2,126.26 Total Est. Cost 17.11.000.230.580.028.021.0000
13. Nadirah Keith Warwick Institute	Princeton, NJ	School-wide Literacy Practices for Reading and Writing	10/20/2016	NO COST TO THE DISTRICT
14. Marissa McKenzie Labor Relations & Employment Services	Atlantic City, NJ	New Jersey School Boards Association Workshop 2016 Recognizing the Value in Every Student	10/25-27/2016	\$275.00 Registration Fee \$250.00 Lodging and Gratuities \$80.00 Mileage and tolls \$150.00 Meals and Gratuities \$755.00 Total Est. Cost 17.11.000.230.580.028.021.0000

XII. CONSIDERATION OF RESOLUTIONS

SEPTEMBER 20, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

w. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
15.	Maria Zacharatos Mecca Lewis Department of Special Services	Philadelphia, PA	American Speech Language Hearing Association 2016 Convention	11/16-18/2016	NO COST TO THE DISTRICT
16.	Oscar Petty Syreeta Thompson Melissa Nascimiento Curriculum Services (Performing Arts)	Chicago, IL	Midwest Band Conference	12/13-17/2016	\$825.00 Registration Fees \$2,169.00 Lodging & Gratuities \$1,530.00 Airfare \$780.00 Meals & Gratuities \$204.00 Other Expenses \$1,170.00 Substitute Salary \$6,678.00 Total Est. Cost 17.11.000.221.580.000.000.9706 17.11.000.221.890.000.000.9706

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

a. List of Bills (Ratify)

WHEREAS, N.J.S.A. 18A:19.3 and N.J.S.A. 18A:19-4 authorizes the School Business Administrator/ Board Secretary to make payments between board meetings for all claims that have been duly audited; and

WHEREAS, the School Business Administrator/ Board Secretary has reviewed the documentation supporting the attached list of bills;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, ratifies the payment of bills on the attached lists totaling \$6,969,769.68. (Attachment 3-a)

b. List of Bills

WHEREAS, N.J.S.A. 18A:19.1 and N.J.S.A. 18:6-31 provides for the Board of Education to authorize the payment of bills; and

WHEREAS, the School Business Administrator/ Board Secretary has reviewed the documentation supporting the attached list of bills;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, September 20, 2016 board meeting in the amount of \$5,590,338.34. (Attachment 3-b)

c. Appropriation Transfers

WHEREAS, N.J.S.A. 18A requires that the Board of Education approve appropriation transfers; and

WHEREAS, Board of Education Policy #6422 delineates the process for transfer of funds between line items; and

WHEREAS, the Interim Superintendent has authorized the budget adjusted to reflect the appropriation transfers;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, does ratify the transfers approved by the Interim Superintendent of Schools. (Attachment 3-c)

d. Appropriation Transfers – ECPA/Fund 15

WHEREAS, the Department of Education has established procedures for the review and approval of budget transfer/revision for School Based Budgets; and

WHEREAS, these procedures require prior approval of the Principal and the School Leadership Council, Chairperson; and

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

d. Appropriation Transfers – ECPA/Fund 15 – (cont’d)

WHEREAS, the Interim Superintendent has authorized the budget adjusted to reflect the appropriation transfers;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, does approve the transfers and to authorize submission of transfer to State.

e. T-1 Request for Taxes from the City of East Orange

WHEREAS, N.J.S.A. Title 40 provides for a board of education in a Type I School District to requisition Tax-Levy monies from the municipality in an amount estimated to represent the balance of its projected cash flow needs; and

WHEREAS, the Secretary of the Board has determined this amount to be \$1,754,837.58 for the month of September 2016;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, authorize and direct the Board Secretary to execute and serve the T-1 Request for Tax-Levy monies from the City of East Orange. (Attachment 3-e)

f. Recommendation to Approve Fund Raising Requests

WHEREAS, in accordance with Policy #2430 - Extracurricular Activities, fund-raising activities of extracurricular groups must be approved by the Board upon review by the Superintendent; and

WHEREAS, the Superintendent of Schools has reviewed and supported the attached requests for Fund Raising Activities;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the Fund Raising Requests on the attached list. (Attachment 3-f)

g. Approval of Memorandum of Agreement

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approve the Memorandum of Agreement between the City of East Orange and the East Orange Board of Education regarding recreation services. (Attachment 3-g)

h. Recommendation for Award of Bid – Poster Making Machinery

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, Bid No. 2712 for Poster Making Machinery was advertised on August 9, 2016; and

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

h. Recommendation for Award of Bid – Poster Making Machinery – (cont’d)

WHEREAS, the bid package was completed by the District's Purchasing Agent, which included specifications for the bid developed by the Division of Business Services, and

WHEREAS, all bids received were opened and publicly read aloud by the Acting Purchasing Agent on August 23, 2016; and

WHEREAS, the following responses were received:

- 1) Presentation Systems 436 W. Main Street, Wyckoff, NJ 07481
- 2) Valiant National AV Supply 80 Little Falls Rd., Fairfield, NJ 07004

WHEREAS, the responses were reviewed by the Acting Purchasing Agent and resulted in a recommendation to award the contract to Valiant National AV Supply for a period of twelve (12) months in accordance with their low bid, with the option to extend the contract for one additional 12 month period; and

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards the Bid No. 2712 to Valiant National AV Supply effective September 2016 through September, 2017 in accordance with their low bid. (Attachment 3-h)

i. Recommendation for Extension of Award of Bid- Audio Visual, Time & Materials

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes, Title 18A-18A-37, the request for bid for Audio Visual, Time & Materials (Bid No. 2474) was advertised by the East Orange School District on April 24, 2015; and

WHEREAS, all proposals received were opened and publicly read aloud by the Purchasing Agent on May 7, 2015; and

WHEREAS, the Board received responses from the following:

- 1) Tech Squad Limited Liability Co. 16 Norwood Place, Bloomfield, NJ 07003

WHEREAS, the response was reviewed by the Acting Purchasing Agent and resulted in a recommendation to award the contract to The Tech Squad, LLC, for a period of twelve (12) months in accordance with their low bid; and

WHEREAS the original Bid package included a written statement with regard to the East Orange School District's option to renew the awarded contract for one (1) additional year, with no increase in fees for services; and

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract to The Tech Squad, LLC, for Audio Visual, Time & Materials - effective August, 2016 through August 2017 in accordance with their low bid. (Attachment 3-i)

A. INTERIM SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESj. 2016-2017 Family Worker Waiver for Collaborating Community Providers

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the Family Worker Waiver from 1:45 to 1:75 for the 2016-2017 School Year for the Community Day Nursery and Zales of the Oranges. The Code Citation for the Family Worker Waiver is 6A: 13A-4.6(b)2. (Attachment 3-j)

k. New Road Schools of New Jersey, Inc. Child Nutrition Program 2016-2017

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools waives The New Road Schools of New Jersey, Inc. from collecting fees from students for paid and reduced meals in accordance with the income eligibility criteria established by the Child Nutrition Program as administered by the New Jersey Department of Agriculture. (Attachment 3-k)

l. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY

WHEREAS, the Educational Services Commission of New Jersey is the sponsoring Lead Educational Agency ("LEA") responsible for the management of the Pricing Cooperative pursuant to NJSA 18A:18A-11 et seq. and NJAC 5:34-7.1 et seq; and

WHEREAS, the Educational Services Commission of New Jersey advertises for bids for various goods and services on an annual basis on behalf of the Pricing Cooperative, reviews the bids and makes recommendations for contract awards to the LEA; and

WHEREAS, upon recommendation by the Educational Services Commission of New Jersey adopts a resolution awarding the contracts to the various vendors; and

WHEREAS, the East Orange Board of Education has participated and seeks to continue its participation in the cooperative pursuant to NJSA 18A: 18A-11 et seq. and NJAC 5:34-7.1 et seq; and

WHEREAS, the bid package was developed and completed by the Educational Services Commission of New Jersey under Cooperative Purchasing and included in the package were specifications for the bid and

WHEREAS, all bids received were opened and publicly read aloud by the Educational Services Commission of New Jersey on various contracts and awards were made by resolution;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the Educational Services Commission of New Jersey as registered and approved by the Director of the Division of Local Government Services in the Department of Community Affairs;

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *H.V.A.C* awarded to Midcoast Mechanical, Inc. (Bid #2623), **has been extended to August 27, 2017;**
And

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- 1. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY – Cont’d

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Locking Hardware & Keying Systems* awarded to Oak Security Group, LLC. (Bid #2512), **has been extended to October 23, 2017;** and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *School Bus Surveillance Cameras* awarded to Seon System Sales, Inc. (Bid #2470), **has been extended to August 11, 2017;** and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Toilet Partitions* awarded to Nickerson Corporation (Bid #2626), **has been extended to August 27, 2017;** and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Trip Hazard Removal Services* awarded to Always Safe Sidewalks (Bid #2627), **has been extended to June 30, 2017;** and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Diesel Gasoline* awarded to various vendors listed below (Bid #2713),

National Fuel Inc.
Petroleum Traders Corp

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Landscaping Services* awarded to JCW, Inc. dba Natural Green Lawn Care (Bid #2714),

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Maintenance. Repair & Operation Part II* awarded to various vendors listed below (Bid #2715),

Supply Works (formally AmSan)
Ferguson
Griffith

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Nursing Services* awarded to Delta-T (Bid #2716),

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Student-as-a-Service* awarded to BrightBytes (Bid #2717),

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

m. A-148 Secretary’s Report

WHEREAS, pursuant to N.J.S.A. 18A-17-9, the Secretary of the Board of Education shall report to the Board at each regular meeting but no more than once each month, the amount of total appropriations and the cash receipts of each account, and the amount for which warrants have been drawn against each account and the amount of orders and contractual obligations incurred and chargeable against each account since the date of the last report; and

WHEREAS, the Commissioner has prescribed that such reporting take place on Form A-148;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, accept and adopt the A-148 and for it to become part of the official minutes of this meeting: (Attachment 3-m)

Period Ending	Appropriation Balance	Cash Balance
June 30, 2016	\$13,835,420.45	\$23,017,511.33

n. A-149 Treasurer’s Report

WHEREAS, pursuant to N.J.S.A. 18-A:17-31 et seq. boards of education are required to have the appointed position of Treasurer of School Monies; and

WHEREAS, the Treasurer shall serve in trust to receive and hold all school monies belonging to the district; and

WHEREAS, the Treasurer shall report to the Board of Education on a monthly basis on the Form A-149, which is prescribed by the Commissioner of Education;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, for the period ending June 30, 2016 upon the recommendation of the Interim Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting: (Attachment 3-n)

Period Ending	Cash Balance
June 30, 2016	\$23,017,511.33

o. Budgetary Major Account/Fund Status Certificate

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, and pursuant to N.J.A.C. 6A:23-2.12(c)4, certify that, after a review of the Secretary’s Reports, and the A-149 Treasurer’s Reports, and upon consultation with appropriate district officials, to the best of the Board of Education’s knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.12(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (NO ATTACHMENT REQUIRED)

A. INTERIM SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE SERVICES

a. Recommendation for the Use of Facility

WHEREAS, N.J.S.A. 18A:20-20; 34 permits the use of school property for various purposes; and

WHEREAS, District Policy/Regulation #7510 states that all requests for the Use of Facility need board approval; and

WHEREAS, the following organizations have submitted their requests and have been supported by administration and the maintenance committee

No.	Organization	Schedule Title	School/Location	Event Date
1	EO RECREATION	FATHER'S CONFERENCE	TYSON MIDDLE/HIGH - BLACKBOX & 800 SEAT THEATER	OCTOBER 15, 2016 (SAT)
2	EO RECREATION	EO REC BASKETBALL LEAGUE	EO CAMPUS-GYM	JUNE 28, 2016 - JULY 22, 2016 (M-F)
3	EO RECREATION	CHEER COMPETITION SET UP (12/16) CHEER COMPETITION (12/17)	EO CAMPUS- AUDITORIUM & CAFÉ	DECEMBER 16, 2016 (FRI) DECEMBER 17, 2016 (SAT)
4	EO RECREATION	CITY OF EO HUNGER SUMMIT	EO CAMPUS - ALL PURPOSE RM/MEDIA CNTR. & CAFÉ	OCTOBER 26, 2016 (WED)
5	EO RECREATION	REC SMART PROGRAM	STEM - GYM	OCTOBER 3, 2016 - NOVEMBER 23, 2016 (M-F)
6	EO RECREATION	CHEER COMPETITION SET-UP (12/16) CHEER COMPETITION (12/17)	STEM - GYM	DECEMBER 16, 2016 (FRI) DECEMBER 17, 2016 (SAT)
7	EO RECREATION	REC SMART PROGRAM	PARKS - HALLWAYS & CAFÉ	OCTOBER 3, 2016 - NOVEMBER 23, 2016 (M-F)
8	EO RECREATION	REC SMART PROGRAM	CARVER - CAFÉ	OCTOBER 3, 2016 - NOVEMBER 23, 2016 (M-F)
9	EO RECREATION	REC SMART PROGRAM	JACKSON ACADEMY -ALL PURPOSE RM & CAFE	OCTOBER 3, 2016 - NOVEMBER 23, 2016 (M-F)
10	EO RECREATION	REC SMART PROGRAM	LOUVERTURE - GYM & CAFÉ	OCTOBER 3, 2016 - NOVEMBER 23, 2016 (M-F)
11	EO RECREATION	REC SMART PROGRAM	EO CAMPUS - CAFÉ & GYM	OCTOBER 3, 2016 - NOVEMBER 23, 2016 (M-F)

A. INTERIM SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE SERVICES

a. Recommendation for the Use of Facility - (cont'd)

No.	Organization	Schedule Title	School/Location	Event Date
12	EO RECREATION	REC SMART PROGRAM	COSTLEY - GYM & CAFE	OCTOBER 3, 2016 - DECEMBER 24, 2016 (M-F)
13	EO RECREATION	RECREATION SPORTS	HOUSTON - GYM	OCTOBER 3, 2016 - NOVEMBER 23, 2016 (M-F)
14	EO RECREATION	SWIM LESSONS	COSTLEY - POOL	OCTOBER 3, 2016 - NOVEMBER 23, 2016 (M-F)
15	EO YMCA	AFTERSCHOOL PROGRAM	BOWSER - CAFÉ	SEPTEMBER 6, 2016 - JUNE 24, 2017 (M-F)
16	EO YMCA	AFTERSCHOOL PROGRAM	GARVIN - CAFÉ	SEPTEMBER 6, 2016 - JUNE 24, 2017 (M-F)
17	EO YMCA	AFTERSCHOOL PROGRAM	GIBSON - CAFÉ	SEPTEMBER 6, 2016 - JUNE 24, 2017 (M-F)
18	CITY OF EO	HBCU FAIR	TYSON MIDDLE/ HIGH - 50, 400 & 800 SEAT THEATER	APRIL 8, 2017 (SAT)
19	NJIT RUGBY	RUGBY CONDITIONING AND TECHNIQUE PRACTICE	ROBESON STADIUM	SEPTEMBER 16, 2016 - NOVEMBER 8, 2016 (SUN)
20	EO JR. JAGUARS	EOJJ YOUTH FOOTBALL GAMES	STEM - FIELD	SEPTEMBER 11, 2016 & OCTOBER 9, 2016 (SUN)
21	PROMOTING PROGRESS FOR YOUTH	FOOTBALL GAMES	ROBESON STADIUM	NOVEMBER 13, 2016 & NOVEMBER 20, 2016 (SUN)
22	EO RECREATION	RECREATIONAL SPORTS & REC SMART PROGRAMS	GARVIN - GYM	OCTOBER 3, 2016 - NOVEMBER 9, 2016 (M-F)
23	CORNERS LIQUIDATORS, INC.	COMMUNITY MARKET	FORMER HUGHES PARKING LOT	SEPTEMBER 2016-NOVEMBER 2017 (Thurs, Fri, Sat and Sun)

NOW THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, grant permission for the Use of Facilities to the organizations listed above as long as each organization submit all documents required in accordance to the District's Policy and Regulation#7510.

XIII ADJOURNMENT

POLICY COVER PAGE



1510 RIGHTS OF PERSONS WITH DISABILITIES/ POLICY ON NON-DISCRIMINATION

It is the policy of the Board of Education that no qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity or vocational opportunities sponsored by this Board. The Board shall comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It shall also comply with the Individuals with Disabilities Education Act through the implementation of Policy No. 2460 and Regulations Nos. 2460 through 2460.16.

Notice of the Board's policy on nondiscrimination in employment (Policy and Regulation No. 1530) and education (Policy and Regulation No. 5750) will be included in the Board policy manual, posted throughout the district, and referenced in any district statement regarding the availability of employment positions or educational services.

Employment

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discharge, compensation, training, transfer, or any other term, condition, or privilege of employment solely because of his/her disability, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment shall be required to answer a question or submit to an examination regarding a disability except as such disability relates directly to the performance of the job sought. No candidate will be discriminated against on the basis of a disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, shall be made to accommodate employment conditions to the needs of qualified persons with disabilities. Such accommodations may include, but are not limited to rescheduling; restructuring jobs; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, policies and procedures; and providing readers or interpreters.

The Board employment policies and procedures shall comply with the Americans with Disabilities Act.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1510/page 2 of 4

Rights of Persons with Disabilities/
Policy on Non-Discrimination

Facilities Accessibility

No qualified disabled person shall, because of the school district's facilities being inaccessible or unusable by disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities shall be constructed that do not fully comply with §504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Alterations to existing facilities or part thereof, shall be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with disabilities who have a need to access Board facilities.

Educational Program Accessibility

No qualified disabled person shall be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination in any activity offered by this district.

The Board has an affirmative obligation to evaluate a student who is suspected of having a disability to determine the student's need for special education and related services. The Board directs that all reasonable efforts be made to identify unserved children with disabilities in this district who are eligible for special education and/or related services in accordance with Policy No. 2460 and Regulations Nos. 2460 through 2460.14, the Individuals with Disabilities Education Act, §504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act requires the Board to address the needs of children who are considered disabled under §504 and do not qualify for services under the Individuals with Disabilities Education Act. A student may be disabled within the meaning of §504, and therefore entitled to regular or special education and related aids and services under the §504 regulation, even though the student may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.

No student will be denied, because of his/her educational disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of this district.

There will be grievance procedures for persons alleging discriminatory acts by the Board and/or staff. The due process rights of students with disabilities and their parents will be rigorously enforced.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY

1510/page 3 of 4

Rights of Persons with Disabilities/
Policy on Non-Discrimination

Enforcement

A designee selected by the Superintendent of schools will be assigned as district coordinator for matters dealing with §504 and Title IX. The district coordinator shall act as a compliance officer and can be contacted at the following address or telephone number:

Address: **199 4th Avenue**
East Orange, New Jersey 07017

Telephone Number: 973-266-5761

A complaint regarding a violation of law and this policy will be subject to a complaint procedure that provides for the prompt and equitable resolution of disputes.

The complainant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of disabled complainants shall be made. A complainant shall be informed of his/her right to file a formal action for redress with or without recourse to the complaint procedure established by this policy and its accompanying regulation.

A complaint regarding the identification, evaluation, classification, or educational program of a student with a disability shall be governed by the due process rules of the State Board of Education, N.J.A.C. 6A:14-2.7 and the Office of Administrative Law, N.J.A.C. 1:6A-1 et seq., and by the procedural safeguard processes established by Board Policy No. 2460 and Regulation No. 2460.6 or the grievance procedures established in Regulation No. 1510.

Guarantee of Rights

The Board shall not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.

The Board shall not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this policy or for that person's participation in any manner in an investigation or proceeding arising under §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY
1510/page 4 of 4
Rights of Persons with Disabilities/
Policy on Non-Discrimination

Evaluation and Compliance

The Board directs the Superintendent to evaluate district programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the Board. The Board will submit such assurances of compliance as are required by law.

Annual Publication

This Policy will be posted and updated as necessary on the District's website.

29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973)
20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)
42 U.S.C. 12101 (Americans with Disabilities Act of 1990)
N.J.S.A. 10:5-1 et seq.
N.J.S.A. 18A:18A-17
N.J.A.C. 6A:14-1 et seq.
34 CFR Part 104

Adopted: 5 November 2008

Adopted:



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 1 of 17
Rights of Persons With
Disabilities/Non-Discrimination

R 1510 RIGHTS OF PERSONS WITH DISABILITIES/ NON-DISCRIMINATION

It is the policy of the Board of Education that no qualified disabled person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity or vocational opportunities sponsored by this Board. The Board shall comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Board shall also comply with the Individuals with Disabilities Education Act through the implementation of Policy No. 2460 and Regulations Nos. 2460 through 2460.14.

DEFINITIONS

Disabled Person - means any person who (1) has a physical, **intellectual or mental** impairment that substantially limits one or more of a person's major life activities and includes specific learning disabilities, (2) has a record of such impairment, or (3) is regarded as having such an impairment. (34 CFR sec. 104.3(j))

Disability - means a student with **intellectual disability**, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments or specific learning disabilities and who by reason thereof, needs special education and related services 20 U.S. 1401 §602(A), or an individual who has a physical or mental impairment that substantially limits one or more major life activities of such individual. 42 U.S.C. §1201 §3.

Physical or Mental Impairment - means (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; muscular-skeletal, special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or physiological disorder, such as **intellectual disability**, organic brain syndrome, emotional or mental illness, and specific learning disabilities. (34 CFR sec. 104.3(j)(2)(i))

Major Life Activities - means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. (34 CFR sec. 104.3(j)(2)(ii)). Has a record of such impairment - means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities. (34 CFR sec. 104.3(j)(2)(iii)). Is regarded as having an impairment - means (1) has a physical or mental impairment that does not substantially limit major life activities but



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 2 of 17
Rights of Persons With
Disabilities/Non-Discrimination

that is treated by a recipient as constituting such a limitation; (2) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment, or (3) has none of the impairments defined above, but is treated by a recipient as having such an impairment. (34 CFR sec. 104.3(j) (2) (iv))

Recipient - Any state or its political subdivision, including this Board of Education. (34 CFR sec. 104.3(f))

Qualified Disabled Person - means:

1. With respect to employment, a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question;
2. With respect to public preschool, elementary, secondary, or adult educational services, a disabled person (1) of an age during which nondisabled persons are provided such services, (2) of any age during which it is mandatory under state or federal law to provide such services to disabled persons, or (3) to whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act;
3. With respect to post-secondary and vocational educational services, a disabled person who meets the academic and technical standards requisite to admission or participation in the school district's education program or activity; and
4. With respect to other services, a disabled person who meets the essential eligibility requirements for the receipt of such services. (34 CFR sec. 104.3(k)(1-4))

Disability - means any condition or characteristic that renders a person disabled.

Aids, Benefits, and Services - means aids, benefits and services to be equally effective, are not required to produce the identical result or level of achievement for disabled and nondisabled persons, but must afford disabled persons equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement, in the most integrated setting appropriate to the person's needs. (34 CFR sec. 104.4(b)(2))



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 3 of 17
Rights of Persons with
Disabilities/Non-Discrimination

Act - means the Rehabilitation Act of 1973, Public Law 93-112, as amended by the Rehabilitation Act Amendments of 1974, Public Law 93-516, 29 U.S.C. 794, the Americans with Disabilities Act 42 U.S.C. §1201 et seq., and the Individuals with Disabilities Act 20 U.S. 1400 et seq.

"Aggrieved individual" means a qualified disabled person who alleges a grievance or the representative of such qualified disabled person.

"Board of Education" means the Board of Education of the East Orange School District.

"Complainant" means a parent(s) or legal guardian(s) of a qualified disabled student or qualified disabled person who files a grievance in accordance with the grievance procedure.

"Compliance Officer" means the district official responsible for the coordination of activities relating to compliance with §504.

"Day" means either calendar or working day as specified.

"Employee" means an individual who receives remuneration from the school district for services rendered.

"Grievance" means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding discrimination by reason of disability.

"Immediate supervisor" means any employee responsible for, or exercising any degree of supervision or authority over another employee or student.

"Intermediate supervisor" means the administrator to whom the immediate supervisor is directly responsible.

"Student" means an individual enrolled in any formal educational program provided by the school district.

"School district" means the East Orange School District.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 4 of 17
Rights of Persons With
Disabilities/Non-Discrimination

District Coordinator

The Board will appoint a District Coordinator to coordinate its efforts to comply with the Rehabilitation Act and the Americans with Disabilities Act and Title IX. Such procedures to coordinate its efforts to comply with the act will be contained in this Regulation for students, employees and other qualified persons. The District Coordinator will be responsible for the initial evaluation of all allegations, reasonable accommodations, if required, and re-evaluations. The District Coordinator will comply with the mediation and due process requirements pursuant to N.J.A.C. 6A-14-2.6 and 6A:14-2.7 where applicable in cases arising from §504.

Notice

The Board shall notify members of the community, applicants, including those with impaired vision or hearing, and unions/associations within the school district, that the Board of Education does not discriminate on the basis of disability in violation of §504 or the Americans with Disabilities Act. This notice may include any of the following methods: the posting of notices, publication in local newspapers and magazines and/or distribution of memoranda or other written communications. The policy and regulation may be reprinted in part or in full and distributed to serve as adequate notice.

State or Local Law

The obligation to comply with the Rehabilitation Act and the Americans with Disabilities Act is not obviated or alleviated by the existence of any State or local law or other requirement that, on the basis of disability, imposes prohibitions or limits upon the eligibility of qualified disabled persons to receive services or to practice any occupation or profession, or because employment opportunities in any occupation or profession are or may be more limited for disabled persons than nondisabled persons.

EMPLOYMENT PRACTICES

Discrimination Prohibited

No qualified disabled person shall, on the basis of disability, be subjected to discrimination in employment under any program or activity to which the Act applies. The Board of Education will take positive steps to employ and advance in employment qualified disabled persons in programs assisted under the Act. The Board of Education will make all decisions concerning employment under any program or activity to which the Act applies in a manner which ensures that discrimination on the basis of disability does not occur and may not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of disability.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 5 of 17
Rights of Persons With
Disabilities/Non-Discrimination

The Board of Education will not participate in a contractual or other relationship that has the effect of subjecting qualified disabled applicants or employees to discrimination prohibited by the Rehabilitation Act. This shall apply to

1. Recruitment, advertising, and the processing of applications for employment;
2. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
3. Rates of pay or any other form of compensation and changes in compensation;
4. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
5. Leaves of absences, sick leave, or other leave;
6. Fringe benefits available by virtue of employment, whether or not administered by the Board of Education;
7. Selection and financial support for training including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absences to pursue training;
8. Employer sponsored activities, including social or recreational programs; and
9. Any other term, condition, or privilege of employment.

The Board of Education's obligation to comply with these requirements is not affected by any inconsistent term or any collective bargaining agreement to which the Board is a party.

Reasonable Accommodation

The Board of Education will make reasonable accommodation to the known physical or mental limitation of any otherwise qualified disabled applicant or employee unless the Board can demonstrate that the accommodation would impose an undue hardship on the operation of the program. Reasonable accommodation may include making facilities used by employees readily accessible to and usable by disabled persons and job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions. In determining whether the accommodation would impose an undue hardship on the operation of the program, the Board of Education will consider:



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 6 of 17
Rights of Persons With
Disabilities/Non-Discrimination

1. The overall size of the school district's program with respect to the number of employees, number and type of facilities and the size of the budget;
2. The type of operation, including the composition and structure of the school district's workforce; and
3. The nature and cost of the accommodation needed.

The Board of Education will not deny any employment opportunity to a qualified disabled employee or applicant if the basis of the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

Employment Criteria

The Board of Education and its administration will not use any employment test or other selection criterion that screens out or tends to screen out disabled persons or any class of disabled persons unless the test score or other selection criterion is shown to be job-related for the position in question and alternative job-related tests or criteria that do not screen out as many disabled persons shown by the Coordinator to be available. The Board of Education and its administration may select and administer tests concerning employment so as to best ensure that when administered to an applicant or employee who has a disability that impairs sensory, manual, or speaking skills, the test results accurately reflect the applicant's or employee's job skills, aptitude, or whatever factor the test purports to measure, rather than reflecting the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

Pre-employment Inquiries

Except as provided for in this regulation and the Rehabilitation Act, the Board of Education and its administration, will not conduct pre-employment medical examination and will not make pre-employment inquiry of an applicant as to whether the applicant is a disabled person or as to the nature or severity of the disability. The school district may make pre-employment inquiry into an applicant's ability to perform job related functions.

When the Board of Education is taking remedial action to correct effects of past discrimination or to overcome the effects of conditions that resulted in limited participation in its federally assisted program or activity, as provided for in the Rehabilitation Act, or when the Board is taking affirmative action pursuant to §504 of the Rehabilitation Act, the Board may invite applicants for employment to indicate whether and to what extent they are disabled. This is permitted provided the Board states clearly on a written questionnaire or makes clear orally if no written questionnaire is used that the information requested is intended for use solely in connection with its remedial action



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 7 of 17
Rights of Persons With
Disabilities/Non-Discrimination

obligations or its voluntary or affirmative action efforts and the Board states clearly that the information is being requested on a voluntary basis, that it will be kept confidential, that refusal to provide information will not subject the applicant or employee to any adverse treatment, and that the information will only be used in accordance with this part of the Regulation and applicable section of the Rehabilitation Act.

The Board of Education may condition an offer of employment on the results of a medical examination conducted prior to the employee's entrance on duty provided that all entering employees are subjected to such an examination regardless of disability and the results of such an examination are used only in accordance with the requirements of the policy, regulation and the Rehabilitation Act.

Information obtained in accordance with pre-employment inquiries as to the medical condition or history of the applicant will be collected and maintained on separate forms that will be accorded confidentiality as medical records. Supervisors may be informed of restrictions on the work or duties of disabled persons and any reasonable accommodations. First aid and safety personnel may be informed, where appropriate, if the condition might require emergency treatment. Government officials investigating compliance with the Rehabilitation Act shall be provided relevant information upon request.

Complaints About Employment Discrimination

Complaints about employment discrimination under §504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act shall first be made in writing to the Superintendent of Schools or his/her designee. If the complaint cannot be resolved the following grievance procedure shall be followed:

Grievance Procedure - Employment

This grievance procedure shall apply to qualified disabled persons who are employees with alleged discriminatory act(s) under the provisions of §504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

1. The aggrieved individual shall file a written complaint, stating the specific facts of his/her grievance and the alleged discriminatory act, with the compliance officer.
2. The District Coordinator shall make all reasonable efforts to resolve the matter informally by having the aggrieved individual review the complaint with his/her immediate supervisor.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION

R 1510/page 8 of 17

Rights of Persons With
Disabilities/Non-Discrimination

3. The immediate supervisor shall render a determination to the aggrieved individual within five working days after hearing the complaint. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the next level of appeal.
4. Within three working days after a determination has been made at the preceding stage, the aggrieved individual may present the complaint in writing to the intermediate supervisor, if such there be, who shall orally discuss the complaint with the aggrieved individual. The intermediate supervisor shall render a determination in writing to the aggrieved individual within seven working days after receiving the complaint. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the next level of appeal.
5. Within three working days after a determination has been made by the intermediate supervisor, the aggrieved individual may make a written request to the compliance officer for review and determination.
6. The District Coordinator shall immediately notify the individual, immediate supervisor, and intermediate supervisor in the case to submit written statements to him/her within five working days setting forth the specific nature of the complaint, the facts relating thereto, and the determinations previously rendered.
7. The District Coordinator shall notify all parties concerned in the case of the time and place when an informal hearing will be held where the parties may appear and present oral and written statements supplementing their position in the case and the manner in which the hearing will be conducted. Such hearing shall be held within seven working days of receipt of the written statements pursuant to paragraph 5.
8. The District Coordinator shall render a determination within twelve working days after the written statements pursuant to paragraph 5 have been presented to him/her, or five working days after the completion of the informal hearing. The District Coordinator will provide a written copy of his/her determination to all parties.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 9 of 17
Rights of Persons With
Disabilities/Non-Discrimination

9. The aggrieved individual may appeal the determination of the District Coordinator to the Board within three working days of the receipt of the compliance officer's determination. The appeal shall be in writing and attached to copies of the original complaint, the minutes of the informal hearing, and the written determination of the District Coordinator. The Board or a committee thereof may, in its discretion, convene a hearing at which the parties may present additional testimony and argument.
10. Within forty-five calendar days of the filing of appeal, the Board shall provide both parties with a written decision.
11. If the complaint has not been satisfactorily resolved in the above stages, the aggrieved individual may appeal in writing directly to the Office of Civil Rights.

FACILITIES

Discrimination Prohibited

No qualified disabled person shall, because a Board of Education facility is inaccessible to or usable by disabled persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any activity to which this section of the Regulation applies.

Existing Facilities

The Board of Education will operate its programs and activities so that the program, when viewed in its entirety, is readily accessible to disabled persons. The Board of Education is not required to make each of its facilities accessible to and usable by disabled persons. The Board may comply with these requirements through such means as redesign of equipment, realignment of classes or other services to other buildings, assignment of aides, alternative sites, alterations of existing facilities or construction of new facilities or any other methods that result in making its programs or activities accessible to disabled persons. The Board is not required to make structural changes in existing facilities where other methods that are effective in achieving compliance with this Regulation and the Rehabilitation Act. The Board will give priority to those methods that offer programs and activities to disabled persons in the most integrated setting appropriate. The Board of Education will develop a plan to make its facilities comply with this policy and the Rehabilitation Act. The plan shall be developed with the assistance of interested persons, including disabled persons or organizations representing disabled persons.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 10 of 17
Rights of Persons with Disabilities/
Non-Discrimination

New Construction

The Board of Education will design and construct each new facility or part of each new facility, or in the renovation of facilities or part thereof, in a manner that each such facility is readily accessible to and usable by disabled persons. The alterations are not required if the alteration has little likelihood of being accomplished without removing or altering a load-bearing structural member. The Board of Education will comply with the provisions of N.J.S.A. 18A and N.J.A.C. 6 for the construction, remodeling and/or renovation of its facilities.

Complaints About Accessibility of Facility

Complaints about access to facilities shall first be made to the Superintendent of Schools or his/her designee. If the complaint cannot be resolved the following grievance procedure shall be followed:

Grievance Procedure - Facilities

This grievance procedure shall apply to qualified disabled persons who are not employees or students with alleged discriminatory act(s) under the provisions of §504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

1. The aggrieved individual shall file a written complaint, stating the specific facts of his/her grievance and the alleged discriminatory act, with the District Coordinator.
2. The District Coordinator shall make all reasonable efforts to resolve the matter informally by reviewing the complaint with the aggrieved individual.
3. In the event the complaint cannot be resolved through an informal meeting, the District Coordinator shall notify all parties concerned in the case of the time and place when an informal hearing will be held where the parties may appear and present oral and written statements supplementing their position in the case and the manner in which the hearing will be conducted. Such hearing shall be held within seven working days of receipt of the written statements pursuant to paragraph 5.
4. The District Coordinator shall render a determination within twelve working days after the written statements pursuant to paragraph 5 have been presented to him/her, or five working days after the completion of the informal hearing. The District Coordinator will provide a written copy of his/her determination to all parties.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION

R 1510/page 11 of 17

Rights of Persons With
Disabilities/Non-Discrimination

5. The aggrieved individual may appeal the determination of the District Coordinator to the Board within three working days of the receipt of the District Coordinator's determination. The appeal shall be in writing and attached to copies of the original complaint, the minutes of the informal hearing, and the written determination of the compliance officer. The Board or a committee thereof may, in its discretion, convene a hearing at which the parties may present additional testimony and argument.
6. Within forty-five calendar days of the filing of appeal, the Board shall provide both parties with a written decision.
7. If the complaint has not been satisfactorily resolved in the above stages, the aggrieved individual may appeal in writing directly to the Office of Civil Rights.

EDUCATIONAL PROGRAM

The Board of Education will not, on the basis of disability, exclude qualified disabled persons from the program or activity and will take into account the needs of such persons in determining the aid, benefits or services to be provided under the program or activity.

Students not otherwise eligible for special education programs and/or related services pursuant to N.J.A.C. 6A:14-1 et seq. may be referred to the District 504 Coordinator by the parent(s) or legal guardian(s), staff member and/or a request directly from the student.

The Board will provide a reasonable accommodation(s) to otherwise qualified students notwithstanding any program and/or related services required pursuant to N.J.A.C. 6A:14-1 et seq. Timelines for re-evaluations of students receiving a reasonable accommodation(s) will be established by the District Coordinator. A re-evaluation may be requested by the parent(s) or legal guardian(s) and/or the student at any time upon written request to the District Coordinator.

Location and Notification

The administration will undertake to identify and locate every qualified disabled person residing within the school district who is not receiving a public school education and will take steps to notify such disabled persons and their parent(s) or legal guardian(s) of the school district's duty under the policy and Rehabilitation Act. Students not otherwise eligible for program and/or related services pursuant to N.J.A.C. 6A:14-1 et seq., may be referred to the District Coordinator by the parent(s) or legal guardian(s), staff member and/or a request directly from the student.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 12 of 17
Rights of Persons with Disabilities/
Non-Discrimination

Free Appropriate Public Education

The school district is required to provide a free appropriate public education to each qualified disabled person who resides within the school district regardless of the nature or severity of the person's disability. An appropriate education is the provision of regular or special education and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based upon adherence to procedures that satisfy the requirements of this regulation.

The school district may place a disabled person in or refer such person to a program other than the one it operates as its means of carrying out the provisions of this regulation and IDEA. The school district continues to maintain responsibility for ensuring the requirements of this section are met in respect to any disabled person so placed or referred.

A free appropriate public education must be provided to disabled person without cost to the disabled person or to his/her parent, except for those fees that are imposed on nondisabled persons or their parent. If the disabled person is placed in a program not operated by the school district the school district will ensure adequate transportation to and from the program and it shall be provided at no greater cost than would be incurred by the person or his parent if the disabled person was placed in the program operated by the school district. If a public or private residential placement is necessary to provide a free appropriate education to a disabled person because of his/her disability, the program, including non-medical care and room and board shall be provided at no cost to the person or his/her parent.

Educational Setting

The school administration will place a disabled person in the regular educational environment within the school district unless the school district demonstrates that the education of the disabled person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The administration will consider the proximity of any alternative setting for disabled persons to the person's home. The Board will ensure that disabled persons participate with nondisabled persons in such activities and services to the maximum extent appropriate to the needs of the disabled person in question.

Evaluation and Placement

The Board of Education establishes standards and procedures for the evaluation and placement of students who, because of disability, need or are believed to need special education or related services through Policy No. 2460 and Regulations Nos. 2460 through 2460.16. Individuals qualifying under §504 shall be evaluated using the following procedures:



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 13 of 17
Rights of Persons With
Disabilities/Non-Discrimination

1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel;
2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and
3. Tests are selected and administered so as to best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

In interpreting evaluation data and in making placement decisions, the school district will:

1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior;
2. Establish procedures to ensure that the information obtained from all such sources is documented and carefully considered;
3. Ensure that the placement decision is made by a group of persons, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options; and
4. Ensure that the placement decision is made in conformity with this regulation and the Rehabilitation Act of 1973.

Timelines for re-evaluations of students receiving a reasonable accommodation(s) will be established by the District 504 Coordinator. A re-evaluation may be requested by the parent and/or the student at any time upon written request to the District Coordinator.

Section 504 Accommodation Plan

The District Coordinator based on the evaluation of the student eligible for services under §504 shall prepare a Section 504 Accommodation Plan which contains at least the following elements as related to the student:



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 14 of 17
Rights of Persons With
Disabilities/Non-Discrimination

1. Name.
2. Date of Birth.
3. Current educational placement.
4. Name of the District Coordinator or designee preparing the Section 504 Accommodation Plan.
5. Disabling condition.
 - a. Major life activity impaired.
 - b. Educational impact.
 - c. Impact on related educational progress.
6. Accommodation (as appropriate).
 - a. Physical and learning environment.
 - b. Instructional.
 - c. Behavioral.
 - d. Evaluation.
 - e. Medical.
 - f. Transportation.
 - g. Other.
7. Location of the Accommodation.
8. A listing of individuals participating in the development of the plan, along with their titles and the date(s) of their participation.
9. A certification by the parent of the student that they have participated in the development of the plan and give their consent to its implementation.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 15 of 17
Rights of Persons With
Disabilities/Non-Discrimination

10. A waiver of the fifteen days notice prior to the implementation of the plan by the parent if the plan is to be implemented sooner than the fifteen days.

Procedural Safeguards

The school district will establish and implement, with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special education or related services, a system of procedural safeguards that includes notice, an opportunity for the parent of the person to examine relevant records, an impartial hearing with opportunity for participation by the person's parent and representation by counsel, and a review procedure. These procedural safeguards shall be in accordance with N.J.A.C. 6A:14 et seq. and Policy No. 2460 and Regulation 2460.7 and/or the grievance procedures contained herein.

Grievance Procedure - Students

This grievance procedure shall apply to qualified disabled persons who are students with alleged discriminatory act(s) under the provisions of §504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act.

1. The parent of a qualified disabled student or adult qualified disabled student who believes the student has a valid basis for a grievance under §504, or the American Disabilities Act shall file an informal complaint in writing, stating the specific facts of his/her grievance and the alleged discriminatory act, with the District Coordinator.
2. The District Coordinator shall make all reasonable efforts to resolve the matter informally by reviewing the grievance with appropriate staff which may include, but not be limited to, the Principal, Child Study Team staff and/or the classroom teacher(s).
3. The District Coordinator will investigate and document the complaint including dates of meetings, dispositions and date of dispositions. The District Coordinator will provide a written reply to the aggrieved individual within seven working days.
4. If the complainant is not satisfied with the District Coordinator's written reply, the complainant must file a formal complaint in writing, setting out the circumstances that give rise to the alleged grievance. This written complaint must be filed with the District Coordinator within three working days.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 16 of 17
Rights of Persons With
Disabilities/Non-Discrimination

5. The District Coordinator will appoint a qualified hearing officer within seven working days of the receipt of the written grievance. The hearing officer will conduct a hearing within seven working days. The hearing officer will give the parent, student or adult student a full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent, student or adult student may, at their own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present a written decision to the District Coordinator and aggrieved individual within seven working days of the hearing.
6. The complainant may file a written appeal to the Board if not satisfied with the hearing officer's decision. The Board, through the Superintendent, will provide a written disposition of the alleged grievance.
7. The complainant may request Mediation and Due Process in accordance with N.J.A.C. 6A:14-2.6 and 2.7 if unsatisfied with the written decision of the Board, or if specifically requested by the parent, or adult student the aforementioned N.J.A.C. 6A:14-2.6 and 2.7 grievance procedure must be followed.

Nonacademic Services

The Board of Education will provide non-academic and extracurricular services and activities in such manner as is necessary to afford disabled students an equal opportunity for participation in such services and activities. These services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interest groups or school clubs, referrals to agencies which provide assistance to disabled persons, and employment to students, including both employment by the school district and assistance in making available outside employment.

The Board of Education and administration will ensure that qualified disabled students are not counseled toward more restrictive career objectives than are nondisabled students with similar interests and abilities. The Board will provide to qualified disabled students an equal opportunity for participation in physical education courses, athletics, and similar programs and activities. The school district may offer separate physical education and athletic activities to disabled students only if separate or differentiation is consistent with the requirements of the Rehabilitation Act and no qualified disabled person is denied the opportunity to compete for teams or to participate in courses that are not separate or different.



Policy/Regulations

East Orange Board of Education

ADMINISTRATION - REGULATION
R 1510/page 17 of 17
Rights of Persons with Disabilities/
Non-Discrimination

MISCELLANEOUS

Provisions Applicable to All Grievance Procedures

1. If the same or substantially the same grievance is made by more than one individual, a single individual may process the grievance through the grievance procedure on behalf of all aggrieved individuals. The names of all aggrieved individuals shall appear on all documents related to the settlement of the grievance.
2. An aggrieved individual may be represented or accompanied at any time by a person chosen by the individual.
3. An employee may use personal leave time when it becomes necessary to process a grievance during work hours.
4. A grievance that arises late in the school term will be submitted to an expedited process in order that the grievance may be resolved as soon after the school term as possible.
5. There will be no reprisal of any kind taken against any aggrieved individual for participation in a grievance.
6. All documents, communications, and records regarding the processing of a grievance will be filed in a separate file and will not be kept in the personnel or student file.

Issued: 5 November 2008

Issued:



2416 PROGRAMS FOR PREGNANT STUDENTS

No student, married or unmarried, who is otherwise eligible for enrollment in this district will be denied an educational program because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board of Education reserves the right to require as a prerequisite for participation in the regular instructional program and in the co-curricular program that a pregnant student present to the school Principal her physician's written statement that such participation will not be injurious to her health or jeopardize her pregnancy.

The Superintendent shall develop a program of special instruction in health and nutrition and shall direct appropriate teaching staff members to counsel the pregnant student, to assist her in securing necessary medical services, to cooperate with community resources on her behalf, and to encourage her toward the completion of an appropriate educational program.

A pregnant student who does not wish to attend regular classes or is physically unable to do so during her pregnancy may, with her consent, be assigned to an alternate instructional program which may include home instruction or a program offered by another school district or institution.

The parent of a pregnant student under eighteen years of age shall be notified of any change in the student's regular educational program.

A student who has received an alternate instructional program for reasons associated with pregnancy shall be readmitted to the regular program upon her request and the written statement of her physician that she is physically fit for attendance.

N.J.A.C. 6A:7-1.7

Adopted: 3 June 2009

Adopted:



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 1 of 7

Special Education - Location, Identification, and Referral

M

R 2460.1 **SPECIAL EDUCATION - LOCATION, IDENTIFICATION, AND REFERRAL**

All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, and highly mobile students such as migrant workers' children and homeless students regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3

A. Procedures for Locating Students With Disabilities

1. The Director of Special Education will coordinate the child find activities to locate, identify and evaluate all children, ages three through twenty-one, who reside within the school district or attend nonpublic schools within the school district and who may be disabled.
2. By April 30 of each school year, the Director of Special Education or his/her designee will conduct child find activities including but not limited to:
 - a. Development of child find materials for distribution.
 - b. Translating of child materials in Spanish and Creole.
 - c. **Posting** of child find information on the school district's **website**.
 - d. Distribution of flyers to the parents of all students enrolled in the school district.
 - e. Mailing of child find material to local pediatricians, hospitals and clergy.
 - f. Mailing of child find material to nonpublic schools and early childhood agencies.
 - g. Mailing information letters to the health department, community centers, rescue squads and churches.
 - h. Information is distributed through the Parent Advisory Committee.
 - i. School handbooks distributed to parents contain information describing special education services.
 - j. Intervention and Referral Services Committees (I&RS) have been established in all school buildings.



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 2 of 7

Special Education - Location, Identification, and Referral

3. No later than April 30 of each school year the Director of Special Education will contact by mail the Principal/Director of the nonpublic school official of the nonpublic school(s) to request input from nonpublic school parents and officials for suggestions on ways to conduct child find activities for students attending nonpublic schools.
4. Homeless students are located, identified and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§ 11431 et seq.
5. Students with disabilities are afforded the procedural safeguards by N.J.A.C. 6A:14-2.1 et seq. including appointment of a surrogate parent, when appropriate.

Based on the suggestions from the representatives of the nonpublic schools and parent(s), the Director of Special Education will modify the child find activities for the next school year, as appropriate.

B. Procedures for Intervention in the General Education Program

Criteria/steps for initiating interventions in the general education program are identified. A staff member or agency shall provide in writing a request for intervention services for students ages three to twenty one, to the Building Principal or designee. The request shall contain the following:

1. Reason for request (including parental or adult student request);
2. Descriptive behavior of student performance; and
3. Indication of the prior interventions.

Teachers and other school professionals, as appropriate, will be in-serviced annually by the Building Principal or designee regarding the procedures for initiating and providing interventions in the general education program. The parent will be informed of the procedures to initiate interventions in the general education program.

The Superintendent or designee will oversee the district's implementation and effectiveness of the procedures for interventions in the general education program.

An Intervention and Referral Services Committee (I&RS) will be in place in each school building pursuant to N.J.A.C. 6A:16-8.1.



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 3 of 7

Special Education - Location, Identification, and Referral

The Building Principal or designee will be responsible for the following:

1. The implementation and effectiveness of building level I&RS Committee;
2. Will identify the roles and responsibilities of building staff who participate in planning and providing intervention services; and
3. Review, assess and document the effectiveness of the services provided in achieving the outcome identified in the intervention plan.

*Sample forms are located in the Resource Manual for Intervention and Referral Services published by the NJDOE.

4. The I&RS Committee shall:
 - a. Plan and provide appropriate intervention services;
 - b. Actively involve the parent(s) in the development and implementation of intervention plans;
 - c. Develop an action plan for an identified student which specifies specific tasks, resources, persons responsible, completion dates, date for review;
 - d. Coordinate the services of community based social and health provider agencies;
 - e. Process and complete the documentation forms;
 - f. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan;
 - g. Ensure the type, frequency, duration, and effectiveness of the interventions are documented.
5. The Building Principal will insure that:
 - a. I&RS Committee receive in-service training by the Building Principal or designee by September 30 each school year;
 - b. Staff handbooks are updated by June 30 and include information regarding intervention procedures;



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 4 of 7

Special Education - Location, Identification, and Referral

- c. New instructional staff attend the district's orientation program commencing in the month of September which includes information on I&RS Committee;
- d. School calendars are distributed in the month of August and provide information on intervention services; and
- e. Parent/student handbooks distributed in the month of September and include information on intervention services.

C. Procedures for Referral

Referral procedures are included in professional staff handbooks and referral forms are available in the Principal's office, the Child Study Team office, and the Office of Director of Special Education.

1. Parental Notification of Referral Procedures

Referral procedures shall be included in the handbook, newsletter, special education brochure or pamphlet or other school district publication, which shall be distributed to the parent. These procedures and publications shall be updated annually and be distributed to the parent and appropriate social service and welfare agencies not later than October 1 of each year.

2. Parent Initiated Referral

Steps are in place to refer students directly to the child study team when warranted. When a parent makes a written request for an evaluation to determine eligibility for services:

- a. The written request shall be received and dated by the Director of Special Education;
- b. The written request shall be immediately forwarded to the office of special **education services**;
- c. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting and any forms used to open a case;



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 5 of 7

Special Education - Location, Identification, and Referral

- d. Upon receipt of the referral a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the Child Study Team (CST);
- e. The case manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- f. A "Notice of a Referral/Identification Meeting" will be sent to the parent;
- g. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet; and
- h. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.

3. School Initiated Referral

Referral of a student may be made by administrative, instructional and other professional staff to determine eligibility for special services when:

- a. It is determined (optional: through the I&RS Committee) that interventions in the general education program have not adequately addressed the educational difficulties and it is believed that the student may be disabled.
- b. It can be documented that the nature of the student's educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- c. The Director of Special Education, through in-service training, shall ensure that students who may be potentially disabled are referred even though they are advancing from grade to grade.

The following procedure will be followed for a school initiated referral:

- a. A referral to the CST will be completed by the referring staff member;



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 6 of 7

Special Education - Location, Identification, and Referral

- b. I&RS documentation including, but not limited to: teacher reports, grades and other relevant data (optional: the intervention record) shall be forwarded with the referral to the CST along with any other relevant data;
 - c. I&RS documentation does not need to be forwarded for direct referral when the nature of the student's problem is such that the evaluation is warranted without delay;
 - d. The referral should be dated upon receipt by the CST;
 - e. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting;
 - f. Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
 - g. The case manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral;
 - h. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s);
 - i. The notice shall contain "Parental Rights in Special Education" (PRISE); and
 - j. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.
4. The district may use community rehabilitation programs approved by the New Jersey Department of Labor, Division of Vocational Rehabilitation Services or any other State agency empowered to accept secondary level student placement according to N.J.A.C. 6A:14-4.7(f)1.
 5. Each evaluation of the student requires an assessment to determine appropriate post-secondary outcomes as part of transition services planning.



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.1/page 7 of 7

Special Education - Location, Identification, and Referral

6. Each IEP Team member is required to certify in writing whether the IEP Team report reflects his or her conclusions. In the event the IEP Team report does not reflect the IEP Team member's conclusion, the IEP Team member must submit a dissenting opinion in order to ensure the parent(s) is aware of dissenting opinions regarding the determination of eligibility for a specific learning disability.
7. The parent(s) must receive a copy of their child's evaluation report and any documentation leading to a determination of eligibility not less than ten calendar days prior to the eligibility conference in order to ensure the parent(s) has a reasonable amount of time to review documentation prior to an eligibility conference.
8. A student may be referred directly to the Child Study Team when warranted.

Adopted: 31 March 2009

Adopted:



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.8/page 1 of 4

Special Education - Free and Appropriate Public Education

M

R 2460.8 **SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION**

A free and appropriate public education (FAPE) is available to all students with disabilities between the ages of three and twenty-one including students with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a FAPE to students with disabilities who are suspended or expelled from school.

1. Each time a student with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. Notification must be in written format for documentation.
 - a. Removal for at least half of the school day shall be reported via the Electronic Violence and Vandalism Reporting System.
2. Each Principal or designee will ensure that a system is in place to track the number of days a student with disabilities has been removed for disciplinary reasons. Documentation will include:
 - a. Student's name;
 - b. The infraction;
 - c. Time suspended; and
 - d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.
3. When a series of short-term removals will accumulate to more than ten school days in the year:
 - a. The Principal/Vice Principal or designee and the case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administrator and case manager shall be maintained by the case manager.



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.8/page 2 of 4

Special Education - Free and Appropriate Public Education

- b. If it is determined that there is no change in placement, the Principal/Vice Principal or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:
 - (1) Enable the student to participate and progress appropriately in the general education curriculum; and
 - (2) Advance appropriately toward achieving the goals set out in the student's IEP; and
 - (3) Written documentation of the consultation and services provided shall be maintained in the student's file.
4. When a disabled student is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavior intervention plan according to N.J.A.C. 6A:14 Appendix A 20 U.S.C. §1415(k). The IEP Team shall:
 - a. Review the behavioral intervention plan and its implementation;
 - b. Determine if modifications are necessary; and
 - c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.

The case manager will document the date and the outcome of the meeting.

The documentation shall be placed in the student's file.
5. When a student is suspended from transportation:
 - a. Suspension from transportation is not counted as a day of removal if the student attended school.
 - b. Suspension from transportation is counted as a day of removal if the student does not attend school.



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.8/page 3 of 4

Special Education - Free and Appropriate Public Education

- c. If transportation is included in the student's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
 - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the student does not attend school.
6. When a student with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is considered removal when determining whether a manifestation must be conducted if the program provides the following:
- a. Opportunity for the student to participate and progress in the general curriculum,
 - b. Services and modifications specified in the student's IEP,
 - c. Interaction with non-disabled peers to the extent they would have in the current placement, and
 - d. The student is counted as present for the time spent in the in-school suspension program.

Procedures Regarding the Provision of a FAPE to Preschool Age Students with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

1. A parent of a preschool-age student suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Early Childhood Coordinator or Director of Special Education;
2. Upon receipt, the written request shall be dated and signed by the recipient;
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).



Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION

R 2460.8/page 4 of 4

Special Education - Free and Appropriate Public Education

4. A file will be initiated for the potentially disabled preschooler;
 - a. The assigned case manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
 - b. A "Notice of Referral/Identification Meeting" will be sent to the parent(s);
 - c. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet;
 - d. The meeting will be attended by the CST, including a speech language specialist, the parent(s), and a teacher who is knowledgeable about the district's program; and
 - e. A program shall be in place no later than ninety calendar days from the date of consent.

Procedures Involving Procedural Safeguards to Students Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to students not yet eligible for special education. The parent(s) and/or adult students may assert any of the protections of the law if the district had knowledge the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

Procedures Regarding the Provision of a Free, Appropriate Public Education to Students with Disabilities Who Are Advancing From Grade to Grade

The case manager through in-service training shall ensure students with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the student continues to require specially designed services to benefit from education and progress in the general education curriculum; and the use of functional assessment information to support the IEP Team's determination.

Adopted: 31 March 2009

Adopted:



R 2460.9 **SPECIAL EDUCATION - TRANSITION FROM EARLY INTERVENTION
PROGRAMS TO PRESCHOOL PROGRAMS**

Children with disabilities participating in early intervention programs (EIP) assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14-1.1 et seq. will experience a smooth transition and will have an Individualized Education Program (IEP) developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.

Procedure for Child Study Team (CST) Member Attendance at the Transition Planning Conference

1. The East Orange School District/Department of Special Education will make available a CST member to participate in the preschool transition planning conference arranged by the designated service coordinator from the early intervention system and will:
 - a. Review the Part C Individualized Family Service Plan for the child;
 - b. Provide the parent written registration requirements;
 - c. Provide the parent written information with respect to available district programs for preschool students, including general education placement options; and
 - d. Provide the parent a form to use to request that the Part C service coordinator be invited to the child's IEP meeting.
2. The East Orange School District will work collaboratively with the EIP designated service coordinator or early intervention system to eliminate barriers regarding meeting times and locations.
3. School district officials shall adhere to all procedures contained in N.J.A.C. 6A:14-1.1 et seq. for transitioning children with disabilities from EIP to preschool programs.
4. The Part C service coordinator shall be invited to the initial IEP meeting for a student transitioning from Part C to Part B.

Adopted: 31 March 2009

Adopted:



PROGRAM - REGULATION

R 2460.16/page 1 of 1

Special Education - Instructional Material to
Blind or Print-Disabled Students

M

R 2460.16 **SPECIAL EDUCATION - INSTRUCTIONAL MATERIAL TO
BLIND OR PRINT-DISABLED STUDENTS**

All students that are blind or print-disabled will be provided instructional materials in a timely manner in accordance with a plan developed by the district.

The plan to provide the instructional material to blind or print-disabled students in a timely manner will:

1. Be included in the Individualized Education Program of each student with a disability;
2. Set forth the instructional materials needed by the student;
3. Indicate how the instructional material will be provided to the blind or print-disabled student; and
4. Address any assistive technology needed to permit the student to utilize the instructional material to be provided.

Adopted: 31 March 2009

Adopted:



4240 **EMPLOYEE TRAINING**

The Board recognizes that the skills required of support staff members change with changing technology. In order to ensure both optimum efficiency in district operations, and the continued growth in expertise of the staff, the Superintendent shall ensure that appropriate programs of inservice training shall be developed for support staff as necessary.

The Superintendent may recommend to the Board the granting of leave for attendance of personnel at State, regional, and national job-related meetings without pay deduction and with expenses paid by the school system according to established allowances.

Mandated Inservice Programs

The Superintendent shall arrange development of appropriate inservice presentations, seminars, and/or workshops on affirmative action, special education, child abuse, and other topics specifically required by federal or New Jersey law.

Adopted: 3 December 2008

Adopted:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4240/page 1 of 3

Employee Training

R 4240 EMPLOYEE TRAINING

- A. Programs of Job Skills Improvement
1. The purpose of job skills improvement programs is to increase the knowledge, proficiency, ability, and skills of support staff employees.
 2. Training programs will be structured to meet the immediate needs of the district as well as the personal goals of the employees.
 3. Training programs for support staff members shall be developed **and implemented** by the immediate supervisor.
- B. Determination of Training Needs
1. Principals and supervisors shall annually inventory the training needs of the employees under their supervision by determining whether:
 - a. Assignments are being carried out in a systematic and effective manner,
 - b. Policies of the Board and regulations of the district are being properly implemented,
 - c. Employee evaluations indicate a need for improvement,
 - d. Excessive waste or damage is occurring or safety methods are not being followed,
 - e. Employees have an opportunity to express their views on the manner in which assignments are performed, and
 - f. Career advancement training opportunities are available to employees.
 2. The immediate supervisor shall prepare a report of the training needs for the review of the **Superintendent or his/her designee** that shows:



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4240/page 2 of 3

Employee Training

- a. Identified needs determined from the inventory;
- b. Current programs that meet identified needs and areas in which current programs do not meet identified needs;
- c. Recommendations for on-the-job training procedures in areas in which a need is identified and no current program is available, and
- d. Recommendations for the use of off-the-job training programs known to meet district needs.

C. On-the-Job Training

1. On-the-job training is that given to employees while they are at their assigned work stations.
2. On-the-job training shall be directed primarily to new employees and those whose job responsibilities have been changed.
3. On-the-job training programs shall be developed by the immediate supervisor; the assistance of experts is encouraged with approval of the **Superintendent**.
4. Scheduling of training on the job will be the responsibility of the immediate supervisor.
5. The outcome of training on the job should be a higher level of performance by each affected employee.

D. Off-the-Job Training

1. Off-the-job training is that attended by employees during or after their regular job assignments but away from their assigned work stations.
2. Training off the job should generally be directed to those employees who have specialized workplace needs.



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4240/page 3 of 3

Employee Training

3. Suitable training programs shall be identified for support staff employees by the immediate supervisor with approval of costs by the School Business Administrator/Board Secretary **and Superintendent**.
 4. Scheduling of off-the-job training will be the responsibility of the immediate supervisor.
 5. Allowable fees for attendance at off-the-job training programs shall be reimbursed upon the submission of an expense voucher to the School Business Administrator/Board Secretary in accordance with Policy No. **4240**.
 6. Employees who are recompensed for costs of off-the-job training are expected to continue in their employment for at least one year. Prorata reimbursement will be required for shorter periods of employment.
- E. Training Effectiveness
1. Employees assigned to training off the job shall complete a district form designed to evaluate the effectiveness of the program.
 2. The immediate supervisor shall review the performance of each employee assigned training either on or off the job thirty to forty-five days following the completion of the program.
 3. The immediate supervisor shall report to the **Superintendent** on the effectiveness and cost of the training programs. He/She shall recommend continuation and discontinuance of programs as appropriate.

Issued: 3 December 2008

Issued:



5114 CHILDREN DISPLACED BY DOMESTIC VIOLENCE

The Board of Education will cooperate with the County Office of Education, as appropriate and feasible, in the education of children temporarily displaced by domestic violence. Any student attending the schools of this district, whether regularly enrolled in this or another district, who has been admitted to a shelter for victims of domestic violence will be permitted and encouraged to continue an appropriate educational program with minimal disruption.

The Board will cooperate with other educational institutions in the sharing of pertinent student records and in the establishment of sending-receiving relationships on behalf of displaced children. The confidentiality of all matters concerning displaced children will be strictly observed, and no information regarding the present residence of the child will be released.

N.J.S.A. 18A:38-1 et seq.

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY
5116/page 1 of 2
Education of Homeless Children

5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with State laws and New Jersey Administrative Code. The Board of Education adopts this policy to be in compliance with law and Code to ensure the enrollment of homeless children in school and to respond to appeals made by parent(s) or legal guardian(s) or other parties related to their enrollment.

The district will determine a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles excluding mobile homes; tents or other temporary shelters; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends with whom the homeless child is temporarily residing out of necessity because the family lacks a regular or permanent residence of its own.

The district of residence for a homeless child is responsible for the education of the child and will assume all responsibilities as required in N.J.A.C. 6A:17-2.4 et seq. The district of residence is the district in which the parent(s) or legal guardian(s) last resided prior to becoming homeless. The district liaison for the education of homeless children is the Director of Student Services **or his/her designee**. The liaison will facilitate communication and cooperation between the district of residence and the district where the homeless child is temporarily residing and will develop procedures to ensure that a homeless child temporarily residing in the district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.6.

When a homeless child is living temporarily in the school district, the district liaison, upon receiving notification from the parent(s) or legal guardian(s), the Department of Human Services, a shelter director, an involved agency, or a case manager, will notify the liaison of the district of residence within twenty-four hours of the notification. Upon notification of the need for enrollment of a homeless child, the liaison in the district of residence will coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.6(b).

The Superintendent or designee of the district of residence shall decide the district of enrollment of the homeless child in accordance with N.J.A.C. 17-2.6 et seq.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY
5116/page 2 of 2
Education of Homeless Children

If a dispute occurs regarding the determination of homelessness, the Superintendent of the involved district(s) or the parent of the child must immediately notify the County Superintendent of Schools, who will decide the status of the child within two working days. If a dispute remains between the parent and/or the districts following the County Superintendent's determination, the parent or the involved Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3 et seq.

If the district is designated as the district of residence and disputes such designation, or where no designation can be agreed upon by districts, the Superintendents of the involved districts shall immediately notify the County Superintendent of Schools who will make a determination within two working days. The district may appeal the County Superintendent's determination to the Department of Education pursuant to N.J.A.C. 6A:23-5.2(d), (e), and (f).

If a dispute occurs regarding the determination of the district of enrollment made by the district of residence, the Superintendent of the district of residence shall immediately notify the County Superintendent of Schools. The County Superintendent will determine within two working days where the child shall be enrolled based on the child's best interest pursuant to N.J.A.C. 6A:17-2.6(b). If the County Superintendent's decision is disputed, the Department of Education shall provide for mediation in accordance with N.J.A.C. 6A:17-2.8(c)1.

A dispute or appeal will not delay the homeless child's immediate entrance into school. The homeless child will be enrolled in the district designated by the County Superintendent pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with educational disabilities will be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.9 et seq. The district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 for as long as the parent remains homeless and the child is enrolled in another school district. If a district of residence cannot be determined for a homeless child or if a district of residence is outside of the State, the State will assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12(d). The State will pay the tuition, in accordance with N.J.A.C. 6A:17-2.9(c)1., to the school district in which the child is currently enrolled for as long as the child and his or her parent remain homeless.

N.J.A.C. 6A:17-2.1 et seq.

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5116/page 1 of 6
Education of Homeless Children

R 5116 EDUCATION OF HOMELESS CHILDREN

A. Definitions

1. "District liaison for the education of homeless children" means the person identified in each school district that facilitates all of the activities needed to ensure the enrollment of homeless children.
2. "District of residence" means the district in which the parent last resided prior to becoming homeless.
3. "Homeless child" means a child or youth who lacks a fixed, regular and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.3.
4. "Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, and person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.
5. "Superintendent" means Superintendent and/or Chief School Administrator.

B. Determination of Homeless Status

1. The district will determine a child is homeless when he or she resides in any of the following:
 - a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers.
 - b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles excluding mobile homes; tents or other temporary shelters; temporary shelters provided to migrant workers and their children on farm sites.
 - c. The residence of relatives or friends with whom the homeless child is temporarily residing out of necessity because the family lacks a regular or permanent residence of its own.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5116/page 2 of 6
Education of Homeless Children

C. Responsibilities of the District of Residence

1. The district of residence for a homeless child is responsible for the education of the child and will:
 - a. Determine the district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.6;
 - b. Pay the cost of tuition pursuant to N.J.A.C. 6A:23-3.1 when the child attends school in another district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
2. The determination of the homeless child's district of residence will be made by the Superintendent or designee of the school district(s) involved pursuant to N.J.A.C. 6A:17-2.5. This determination will be based upon information received from the parent, the Department of Human Services, a shelter provider, another school district, an involved agency or a case manager.
3. The district Board of Education identified as the district of residence in accordance with N.J.S.A. 18A:7B-12 for a homeless child is the district of residence for as long as the parent remains homeless.

D. Designation of District Liaisons and Their Responsibilities

1. The Superintendent identifies the Director of Student Services as the district liaison for the education of homeless children. The liaison will facilitate communication and cooperation between the district of residence and the district where the homeless child is temporarily residing. The district liaison will develop procedures to ensure a homeless child temporarily residing in the district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.6.
2. When a homeless child is living temporarily in a school district, the district liaison, upon receiving notification from the parent, the Department of Human Services, a shelter director, an involved agency, or a case manager, will notify the liaison of the district of residence within twenty-four hours of the notification.
3. Upon notification of the need for enrollment of a homeless child, the liaison in the district of residence will coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.6(b).



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5116/page 3 of 6
Education of Homeless Children

E. District Enrollment

1. The Superintendent or designee of the district of residence will decide in which district the homeless child will be enrolled as follows:
 - a. To continue the homeless child's education in the school district of last attendance if the district of last attendance is not the district of residence;
 - b. To enroll the homeless child in the district of residence; or
 - c. To enroll the homeless child in the school district where the child is temporarily living.
2. The Superintendent of the district of residence will decide the district of enrollment of a homeless child based on what is determined to be in the best interest of the child after considering:
 - a. The continuity of the child's educational program;
 - b. The preference of the parent as to where the child should attend school;
 - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood and vocational programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the temporary residence to the school.
3. The Superintendent of the district of residence will determine the child's district enrollment in a timely manner after consultation with the parent as follows:
 - a. Enrollment decisions will be made within three school days of notification of the need for enrollment. When the decision is made, the child will be enrolled immediately; and
 - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision will be documented in writing.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5116/page 4 of 6
Education of Homeless Children

4. When a decision is made to enroll the child in a district other than the district of residence, the Superintendent of the district of residence will forward to the new district all relevant school and health records. When the parent is homeless due to conditions of domestic violence, the transfer of student records will be subject to the provisions of N.J.A.C. 6:3-6.
 5. When a homeless child with educational disabilities is enrolled in a district other than the district of residence, the child will be placed in a program consistent with the goals and objectives of the child's individualized educational program. Within thirty days after placement, the district where the child is placed will review and revise the individualized educational program pursuant to N.J.A.C. 6A:14.
 6. When the district of residence for a homeless child cannot be determined, the Superintendent of the district in which the child is temporarily residing will enroll the child immediately in the district of temporary residence or the district of last attendance.
- F. Parental Rights
1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.
- G. Disputes and Appeals
1. If a dispute occurs regarding the determination of homelessness, the Superintendent of the involved district(s) or the parent of the child will immediately notify the County Superintendent of Schools, who will decide the status of the child within two working days. If a dispute remains between the parent and the involved district(s) following the County Superintendent's determination, the parent or the involved Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3.
 2. If a district designated as the district of residence disputes such designation, or where no designation can be agreed upon by the involved districts, the Superintendents of the involved districts will immediately notify the County Superintendent of Schools who will make a determination within two working days. The district may appeal the County Superintendent's determination to the Department of Education pursuant to N.J.A.C. 6A:23-5.2 (d), (e), and (f).



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5116/page 5 of 6
Education of Homeless Children

3. If a dispute occurs regarding the determination of the district of enrollment made by the district of residence, the Superintendent of the district of residence will immediately notify the County Superintendent of Schools. The County Superintendent will determine within two working days where the child will be enrolled based on the child's best interest pursuant to N.J.A.C. 6A:17-2.6(b).
 - a. If the County Superintendent's decision is disputed, the Department of Education will provide for mediation as follows:
 - (1) The request must be made to the Department of Education in writing.
 - (2) Requests for mediation will cite the issues in dispute and the relief sought.
 - (3) A mediation conference must be conducted within five school days after the request is made at a time and place reasonably convenient to all parties in the dispute.
 - (4) If the mediation does not result in an agreement, an appeal may be made to the Commissioner of Education pursuant to N.J.A.C. 6A:3 et seq.
 4. Any dispute or appeal shall not delay the homeless child's immediate entrance into school. The homeless child will be enrolled in the district designated by the County Superintendent pending resolution of the dispute or appeal.
 5. Disputes and appeals involving the services provided to a homeless child with educational disabilities will be made pursuant to N.J.A.C. 6A:14.
- H. Tuition
1. If the homeless child is enrolled in a district other than the district of residence, the district of residence will pay the costs of tuition for the child to that district pursuant to N.J.S.A. 18A:38-19 and N.J.A.C. 6A:23-3.1.
 2. The district of residence will list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 for as long as the parent remains homeless and the child is enrolled in another school district.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5116/page 6 of 6
Education of Homeless Children

3. If the district of residence cannot be determined for a homeless child or if the district of residence is outside of the State, the State will assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12(d). The State will pay the tuition to the school district in which the child is currently enrolled for as long as the child and his or her parent remain homeless.
 - a. When the State assumes fiscal responsibility for the tuition of a homeless child, the State will pay to the district in which the child is enrolled the appropriate T&E amount, pursuant to N.J.S.A. 18A:7F-3, and any appropriate additional cost factor for special education, pursuant to N.J.S.A. 18A:7F-19.

Issued: 12 January 2010

Issued:



5130 WITHDRAWAL FROM SCHOOL

The Board of Education believes that the educational goals of this district are best implemented by a student's exposure to the entire educational program and that every student enrolled in this district should be encouraged to complete the program of instruction appropriate to his/her needs. No student below the age of sixteen will be permitted to withdraw from school.

The Superintendent shall alert teaching staff members to identify those students who may consider eighth grade graduation the termination of their education. Any student who indicates that he/she may drop out of school before entry to the ninth grade should be reported to the Building Principal and be provided with counseling.

The Board directs that efforts be made to determine the underlying reason for a student's decision to withdraw from school before the completion of the instructional program. A potential dropout student will be offered counseling and an opportunity to plan an instructional program appropriate to his/her career goals. No student under the age of eighteen will be permitted to withdraw without the written consent of the student's parent.

Counseling services and information regarding high school equivalency programs will be made available to any student sixteen years of age or older who decides to withdraw from school before completion of the requirements for a diploma. A student who has withdrawn from school may apply for readmission at any time prior to his/her twentieth birthday, provided application for readmission is made at the beginning of a school term.

Adopted: 12 January 2010

Adopted:



STUDENTS - REGULATION

R 5130/page 1 of 2

Withdrawal from School

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R 5130 **WITHDRAWAL FROM SCHOOL**

Every student in this district shall be encouraged to complete the program of instruction in which he/she is enrolled, in cooperation with school staff members. Although the enrollment and attendance of persons over the age of sixteen cannot be compelled by law, school personnel shall make every reasonable effort to determine whether the school is meeting the educational needs of a student who requests withdrawal.

A. Request for Permanent Withdrawal

1. The student must obtain a withdrawal form from the Building Principal to be taken home for the signature of his/her parent.
2. The student must meet with the Building Principal to discuss the reasons for the requested withdrawal.
3. The Building Principal will review the student's file to determine whether the student has received the educational services to which he/she is entitled.
4. The student will be offered an exit conference with the Building Principal, at which the student will be informed of:
 - a. The desirability of continuing education at some future time toward the award of a high school diploma through an Adult High School Program,
 - b. The possibility of readmission until the student is twenty years of age (or, if the student is disabled, until the end of the school year in which his/her twenty-first birthday occurs),
 - c. The possibility of further education in the Armed Forces of the United States and the application of such training toward a high school diploma pursuant to N.J.A.C. 6:27-4.1, and
 - d. The continuing availability of high school counseling services.
5. The Building Principal will report the withdrawal and the reasons for the withdrawal to the Superintendent to satisfy state reporting requirements.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5130/page 2 of 2
Withdrawal from School

B. Transferring Students

1. A student requesting transfer to another school, public or private, must obtain from the Building Principal a transfer form for approval by the student's parent.
2. A parent who withdraws a student from this district shall be asked to designate the name and location of the school or school district in which he/she intends to enroll the student. The Principal shall be alert to the receipt of a request for records from that school district, for the purpose of implementing Policy No. **8330**.

C. Student's Responsibilities

A student who withdraws, permanently or by transfer, must:

1. Return all books, uniforms, and other school property to the appropriate school staff member, who shall give a proper receipt for returned items;
2. Clear out his/her locker(s) and turn in any locks owned by the district;
3. Clear any obligations, for materials or fines, to the school library;
4. Pay any fines due for damaged or lost textbooks; and
5. Submit a properly authorized withdrawal or transfer form.

D. Records

1. The records of a student who transfers to another school will be sent to that school in accordance with Regulation No. 8330.
2. The permanent records of a student who withdraws from school will be retained in accordance with Regulation No. 8330.

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5230 LATE ARRIVAL AND EARLY DISMISSAL

The Board of Education requires that students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a student be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a student on the prior written request of the student's parent. Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

Truancy

The board will report to the appropriate authorities' infractions of the law regarding the attendance of students below the age of sixteen. The district will then take appropriate action in dealing with truant students. Repeated infractions by enrolled students may result in, but not limited to, suspension or expulsion of the student. It shall be the policy of the board to consider the effectiveness and appropriateness to his/her needs of the educational program that is offered each student who is habitually and repeatedly absent from his/her assigned program and to consult with the Child Study Team (CST), Intervention and Referral for Student Services (I&RSS) Committee, and the Attendance Review Committee for their recommendations.

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5230/page 1 of 4
Late Arrival and Early Dismissal

R 5230 LATE ARRIVAL AND EARLY DISMISSAL

A. Definitions

1. "Late arrival" means the arrival of a student after the beginning of the student's school day for an excused purpose. A late arrival is not an instance of tardiness for the purpose of applying Regulation No. 5240.
2. "Early dismissal" means the release of a student from school prior to the end of the student's school day for an excused purpose; "early dismissal" includes the release of a student for a period of time that occurs during the student's school day. An early dismissal is not an absence for the purpose of applying Regulation No. 5200.
3. "Dismissal from class" means a student's brief absence from his/her assigned class for a reason that has been approved in advance. A "dismissal from class" is not a class "cut" for the purpose of applying Regulation No. 5200.

B. Acceptable Excuses

The following circumstances justify a student's late arrival. The list is not meant to be exhaustive, and the Principal should use his/her best judgment in determining whether or not there is good cause for the student's late arrival.

1. The student's disability from illness or injury, including any necessary emergency visits to a physician or dentist;
2. A bona fide family emergency;
3. The observance of a religious holiday;
4. Religious instruction;
5. Family emergency;
6. Medical or dental appointment that cannot be scheduled at a time other than during the school day;
7. Motor vehicle driver's examination that cannot be scheduled at a time other than during the school day;
8. The student's required attendance in court;



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5230/page 2 of 4

Late Arrival and Early Dismissal

9. Private lessons in music, art, or dance or private practice sessions in preparation for competitive events, such as in figure skating or gymnastics; and
10. An interview with a prospective employer or with an admissions officer of an institution of higher education.

C. Late Arrival

1. A student's late arrival in school should be approved by the Principal in advance.
2. The parent or adult student shall submit a written request for approval of a late arrival to the Principal/designee. The request must include the reason for the student's late arrival and a statement of why it is necessary to delay the student's arrival at school.
3. A student who arrives late at school shall report to the Principal's office and pick up a late arrival permission slip, signed by the Principal/designee. The permission slip will include the date and the time of the student's arrival. The student will proceed to his/her assigned class and present the permission slip to the teaching staff member in charge, who will verify the date and time.

D. Early Dismissal Generally

1. A student's early dismissal must be approved by the Principal in advance. Except for emergencies, an early dismissal that is not approved in advance will be considered to be an absence.
2. The parent or adult student shall submit a written request for approval of an early dismissal to the Principal/designee. The request must include the reason for the student's early dismissal and a statement of why it is necessary to excuse the student before the end of the student's school day.
3. A student must obtain an approved early dismissal permission slip from the Principal/designee and present the slip to the teaching staff member in charge of the class or activity from which the student is to be dismissed. The permission slip will include the date and time of approved dismissal. The teaching staff member in charge must verify the date and time.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5230/page 3 of 4
Late Arrival and Early Dismissal

E. Early Dismissal for Illness or Injury

1. A student who suffers a significant illness or injury during the course of the school day will be treated in accordance with Policy and Regulation No. 8441.
2. A student who suffers a minor illness or injury will be sent to the school nurse. A student in grades Pre-Kindergarten through three who is sent to the school nurse must be accompanied by an adult or responsible student. If the nurse's office is unattended, the student should report to the Principal's office.
3. If the school nurse determines that an elementary student should be sent home, the student's parent(s) or legal guardian(s) or the responsible adult designated by the parent will be telephoned to pick up the student.
4. No student shall be released from school before the end of the school day except in the presence of the student's parent or an agent of parent.

F. Early Dismissal for Family Emergency

1. A student's parent, or caretaker may request the student's early release for a bona fide family emergency. Early dismissal for family emergency must be approved by the Principal.
2. A student will be released to a parent who reports to the school office and explains satisfactorily to the Principal that good and sufficient reason justifies the student's release from school before the end of the student's school day.
3. A student will be released to an agent of the parent provided the parent, or a caretaker personally known to the Principal has requested the student's release by:
 - a. Written request signed by the parent, or caretaker and verified by telephone call to the signer, or
 - b. A telephone call that is verified by a return telephone call to the student's residence or, if the call does not originate in the student's home, by interrogation of the caller to test his/her knowledge of specific facts about the student.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5230/page 4 of 4

Late Arrival and Early Dismissal

4. The Principal shall verify the identity of the agent to whom the student is released by examination of documents or by verification of characteristics supplied by the parent or caretaker.
5. If the Principal believes that a genuine emergency may exist but cannot verify the identity of the person who requests release of the student, the Principal shall arrange for the student's transportation by a school staff member directly to the custody of the parent or designated agent of the parent or legal guardian.
6. The Principal shall maintain a record of each student's parent. The record shall include any legally sufficient notice given the Principal by a parent in sole custody that the noncustodial parent's access to the student has been limited. In the absence of such notice, the Principal shall presume that the student may be released into the care of either parent.

Issued: 12 January 2010

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5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.

Tardiness to school or class that is caused by a student's illness, an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine **and correct** the cause of the tardiness.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5240/page 1 of 2
Tardiness

R 5240 TARDINESS

A. Definitions

The orderly conduct of class activity is predicated upon the prompt and precise beginning of each class. Tardiness hinders the proper conduct of such activity, imposes a distraction, which leads to a loss in instructional time for students properly in attendance and demotes school time loss by the tardy study. Students in all grades will be required to present a written note from the parent/guardian explaining the tardiness, upon arrival at school.

1. Grades 1 – 6: Three (3) unexcused tardies will **result in a parent conference**.
2. Grades 7 – 12: Tardy to class after the first **fifteen (15)** minutes of the instructional time and not in possession of an authorized excuse will be charged with one (1) **cut**. Students less than ten (10) minutes late will be charged with one tardy. Three unexcused tardies will **result in progressive discipline**. Any tardiness, which is unauthorized by or unacceptable to the school administrator, will be considered unexcused.
3. A student who is late to school or class for an excused purpose pursuant to Policy No. 5230 is not tardy for the purpose of this regulation.

B. Procedures for Tardy Arrivals

1. A student who is tardy to school must report to the attendance office **or school designee** to present a written note explaining the reason for the tardiness. The student must sign in and receive a late pass for admission to class.
2. A student who is tardy to class may be sent by the teacher to the attendance office to explain the reason for the tardiness and obtain a late pass for admission to class.
3. No student who arrives at school after attendance has been taken will be admitted to class without a late pass.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5240/page 2 of 2
Tardiness

C. Discipline

1. A student who has been tardy from school or class 3 times in any (marking period, semester, year other) will be reported to the I&RS Committee for counseling. The student's parent will be notified and will be requested to attend a conference with the administration.

Issued: 12 January 2010

Issued:



Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY
5250/page 1 of 1
Excusal from Class or Program

5250 EXCUSAL FROM CLASS OR PROGRAM

The Board of Education directs that a student be excused from any part of the instructions in health education, family life education, sex education, or science that the parent of the student or the adult student finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Building Principal.

An excused student shall be assigned to an alternate class of independent study on a substitute topic within the health education, family life education, or sex education program. The parent's right of excusal applies to any alternate class as well.

No excused student will be penalized by loss of credit as a result of his/her excusal, but a student will be held accountable for successful completion of any alternate class assigned.

N.J.S.A. 18A:35-4.7

Adopted: 12 January 2010

Adopted:



5307 NURSING SERVICES PLAN

The Board of Education shall annually adopt the school district's Nursing Services Plan at a regular meeting and submit it to the County Superintendent of Education for review and approval.

The Superintendent, or designee, shall develop the Nursing Services Plan in consultation with the school physician and certified school nurse.

The Nursing Services Plan shall include a description of the basic nursing services to be provided to all students and a summary of the specific medical needs of individual students, if any, and the nursing services required to address those needs. The Nursing Services Plan shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to students in all of its school buildings as outlined in N.J.A.C. 6A:16-2.3(b) through (d), and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

The Board, in its determination of the number of certified school nurses needed to perform all of the required services as outlined in N.J.A.C. 6A:16 et seq. shall consider: the geographic size including the number and location of school buildings; the general and special education enrollment; the number of children with medical involvement and extent of nursing services required; the requirement that non-certified nurses be assigned to the same school building or school complex as the supervising certified school nurse to ensure that the certified school nurse can provide required supervision pursuant to N.J.A.C. 6A:16-2.3(b) and (d) and N.J.S.A. 18A:40-3.3; and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

N.J.A.C. 6A:16-2.1(b)

Adopted: 12 January 2010

Adopted:



5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A student shall not knowingly be admitted or retained in school if the parent has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-2 – Immunization of Students in School.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 8:57-4.1 et seq.

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5320/page 1 of 10

Immunization

R 5320 IMMUNIZATION

A. Immunizations on Admission

1. No Principal shall knowingly admit or retain any student who has not submitted acceptable evidence of immunization according to the schedule set forth in section E, unless the student is provisionally admitted as provided in paragraph A.2. or exempted as provided in section B., N.J.A.C. 8:57-4.3, and 8:57-4.4.
2. A student shall be admitted to preschool or school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
 - a. A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).
 - b. A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).
 - c. Provisional status shall only be granted one time to students entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school. Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.
 - d. Students transferring into this district from another State or country shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring from within the State of New Jersey.
 - e. The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5320/page 2 of 10

Immunization

- f. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or his/her designee.

B. Exemptions from Immunization

1. A student shall not be required to have any specific immunization(s) that are medically contraindicated.
 - a. A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.
 - b. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the immunization record of the student and shall be reviewed annually.
 - c. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.
2. A student shall be exempted from mandatory immunization if the parent submits a signed statement that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.
 - a. The written statement signed by the parent will be kept by the school as part of the student's immunization record.



- b. Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).
 3. Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.
- C. Documentation of Immunization
 1. Any of the following documents shall be accepted as evidence of a student's immunization history, provided that the document lists the type of immunization and the specific date (month, day and year) when each immunization was administered.
 - a. An official school record from any school or preschool indicating compliance with immunization requirements,
 - b. A record from any public health department indicating compliance with immunization requirements,
 - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements, or
 - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements.
 2. All immunization records submitted by a parent(s) or legal guardian(s) in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of this regulation.
 3. Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5320/page 4 of 10

Immunization

D. Immunization Records

1. Each school shall maintain an official State of New Jersey Immunization Record for every student which shall include the date of each individual immunization.
 - a. When a child withdraws, is promoted, or transfers to another school, preschool or child care center, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school by the original school or shall be given to the parent upon request, within twenty-four hours of such a request.
 - b. The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.
 - c. Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with Department of Education rules and policies on transfer of student records.
 - d. Each student's immunization record, or a copy thereof, shall be retained by a secondary school for a minimum of four years after the student graduates from the secondary school.
 - e. When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent upon request.
 - f. Any computer-generated document or list developed to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey Immunization Record.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5320/page 5 of 10

Immunization

2. A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or other person in charge of a school. The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the school district to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department.
3. The Principal or other person in charge of a school shall make immunization records available for inspection by authorized representatives of the State Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located, within twenty-four hours of notification.

E. Immunization Requirements

1. The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Students in School as outlined below:

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Students in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTPdoses. Laboratory evidence of immunity is also acceptable.
Tdap	GRADE 6 (<i>or comparable age level special education program with an unassigned grade</i>): 1 dose	For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5320/page 6 of 10
Immunization

DISEASE(S)	REQUIREMENTS	COMMENTS
POLIO	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5320/page 7 of 10
Immunization

DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS	1 dose of live Mumps-containing vaccine. 1 dose of live Rubella-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib)	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5320/page 8 of 10
Immunization

DISEASE(S)	REQUIREMENTS	COMMENTS
HEPATITIS B	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
PNEUMOCOCCAL	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i>): 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5320/page 9 of 10
Immunization

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months - 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements.

If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.



Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION
R 5320/page 10 of 10
Immunization

- F. Emergency Powers of the Commissioner of Health and Senior Services
1. If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.
 2. If a threatened outbreak, or outbreak of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
 - a. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in N.J.A.C. 8:57-4.22(c).
 3. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement in accordance with the reasons as outlined in N.J.A.C. 8:57-4.22(d).

Issued: 12 January 2010

Issued:



High School Community Service Requirements

5464 - High School Community Service Requirements

The Board of Education recognizes the need to develop within students a sense of social responsibility in addition to a commitment to their academic and co-curricular endeavors. By providing students with numerous opportunities for service to their community, the Board of Education believes this will help students achieve their full potential as active and productive members of their society.

The objective of the community service requirement for graduation focuses on the development of character, self-esteem, and leadership qualities attained not only through academic achievement, but also through a contribution to one's community. The Board of Education believes that community service involves not only a service to the school community but also to one's local, state, national, and global community.

Through participation in various community service projects, we expect students to:

- a. Demonstrate an ability to perform a community service individually or as part of a group
- b. Recognize personal responsibilities to the larger community
- c. Demonstrate an active concern for the good of the larger community
- d. Demonstrate learning through experienced-based activities
- e. Demonstrate the ability to make difficult judgments
- f. Be able to reflect on personal values

Student Participation

All students are required to perform community service in order to fulfill the current high school graduation requirements as follows:

- a. Class of 2017 10 hours
- b. Class of 2018 20 hours
- c. Class of 2019 and beyond 40 hours



1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

The Superintendent shall devote himself or herself exclusively to the duties of the office.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and **Policy 1530** on equal employment opportunity.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9B-12.4 et seq. and must qualify for employment following a criminal history record check.



Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.



Policy Alerts

East Orange Board of Education

ADMINISTRATION - POLICY

1220/page 3 of 3

Employment of Chief School Administrator

Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e) (12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3

N.J.A.C. **6A:9B-12.3; 6A:9B-12.4**; 6A:23A-3.1; 6A:23A-3.2

Adopted: 5 November 2008

Adopted: 14 September 2010

Adopted:



ADMINISTRATION - POLICY

1310/page 1 of 1

Employment of School Business Administrator/
Board Secretary

1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds such a certificate.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the fields of **economics; law; accounting; organizational theory; management or administration; finance;** and other responsibilities as outlined in the job description **or required by the Board.**

A candidate for the position of School Business Administrator/Board Secretary shall be **recommended to the Board by the Superintendent.** The Board of Education will appoint a suitable person who holds the appropriate certificate as prescribed by the State Board of Education. **The appointment of the School Business Administrator/Board Secretary** shall be made by the Board, which shall also fix the compensation to be paid **to** the School Business Administrator/Board Secretary.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. **6A:9B-12.3;**

Adopted: 5 November 2008

Adopted:



Policy Alerts

East Orange Board of Education

PROGRAM - REGULATION

R 2414/page 1 of 6

Programs and Services for Students in High
Poverty and in High Need School Districts

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R2414 **PROGRAMS AND SERVICES FOR STUDENTS IN HIGH POVERTY
AND IN HIGH NEED SCHOOL DISTRICTS**

[For High Poverty and High Need School District]

A. Definitions

1. "At risk students" mean those resident students from households with a household income at or below the most recent Federal poverty guidelines available on October 15 of the prebudget year multiplied by 1.85.
2. "High poverty school district" means a district in which forty percent or more of the students are at-risk students.
3. "High need school district" means a school district in which forty percent or more of the students are at-risk students and is at one or more of the following proficiency levels on State assessments:
 - a. Less than eighty-five percent of total students have achieved proficiency in language arts on the New Jersey Assessment of Skills and Knowledge (NJ ASK) 3;
 - b. Less than eighty percent of total students have achieved proficiency in language arts on the NJ ASK 8;
 - c. Less than eighty percent of total students have achieved proficiency in language arts on the HSPA;
 - d. Less than eighty percent of total students have achieved proficiency in mathematics on the NJ ASK 4;
 - e. Less than eighty percent of total students have achieved proficiency in mathematics on the NJ ASK 8; and/or
 - f. Less than eighty percent of total students have achieved proficiency in mathematics on the high school State assessment.

B. High Need School District

1. Implementation Timelines



Policy Alerts

East Orange Board of Education

PROGRAM - REGULATION

R 2414/page 2 of 6

Programs and Services for Students in High Poverty and in High Need School Districts

- a. The New Jersey Department of Education shall identify the list of high need school districts based on the State assessments results and shall promptly notify the district that are classified as high need.
 - b. In the first school year immediately following such identification as a high need school district, the district shall begin planning for implementation of, and shall implement where possible, the designated program(s).
 - c. In the subsequent year following identification as a high need school district, the district shall fully implement the designated program(s).
 - d. High need school districts, once identified, shall remain in the status and shall continue to implement the designated program(s) for a minimum of three years.
2. Language Arts Literacy – Intensive Early Literacy for Grades Preschool through Three

High need school districts where less than eighty-five percent of total students have achieved proficiency in language arts literacy on the NJ ASK 3 shall provide an intensive early literacy program for preschool to grade three to ensure that all students achieve proficiency on State standards. The intensive early literacy program shall include the following components:

- a. An emphasis on small group instruction in at least reading, writing and technology;
- b. A comprehensive early literacy assessment program that includes:
 - (1) Assessment of English language learners (ELLs) in accordance with N.J.A.C. 6A:15-1.3;
 - (2) A reading measure used minimally at the beginning of grades Kindergarten through three to determine the reading skills and strategies students has mastered;
 - (3) On-going performance-based assessments;
 - (4) A comprehensive diagnostic assessment of individual students who are exhibiting persistent difficulty in reading following a sustained period of targeted instruction; and



- (5) An annual end-of-year achievement assessment of reading with a norm-referenced and/or criterion referenced test in grades one and two.
- c. At least a daily ninety-minute, uninterrupted language arts literacy block in grades Kindergarten through three with guidance in the use of that time that may include the following instructional strategies:
 - (1) Use of a reading measure to differentiate student needs;
 - (2) Small group instruction;
 - (3) Direct instruction;
 - (4) Guided reading; and
 - (5) Shared reading.
- d. Instructional materials that include concepts and themes from other content areas;
- e. Professional development opportunities for teachers that focus on the elements of intensive early literacy, ways to assist students who exhibit persistent difficulty in reading, or other related topics that have been identified by these teachers as professional development needs and are reflected in the school and school district professional development plans pursuant to N.J.A.C. **6A:9C-4** et. seq;
- f. Consistent and adequate opportunities for teachers to discuss and analyze student work, interim progress measures and assessment results, and to plan any modifications in grouping and/or instruction that may be indicated, consistent with this section;
- g. A classroom library that reflects the diversity and needs of all students and includes assistive technology;
- h. Use of a highly skilled literacy coach or certified teacher to coordinate professional development and collaboration based on the school and school district professional development plan, if documented as necessary to increase achievement of early literacy; and
- i. Methods to involve parents and family members in student learning.



3. Language Arts Literacy – Intensive Literacy for Grades Four through Eight

High need school district where less than eighty percent of total students have achieved proficiency in language arts literacy on the NJ ASK 8 shall implement an intensive literacy program for grades four through eight that includes the following components:

- a. A comprehensive literacy assessment for grades four through eight as part of the school district's curriculum to measure individual and group progress indicated below:
 - (1) Benchmark analysis that gauges students' performance and is used to assist school staff in determining skills that students still need to attain; and
 - (2) Assessment of English language learners (ELLs) pursuant to N.J.A.C. 6A:15-1.3.
- b. Emphasis on small group instruction with scheduling of double periods, including appropriate classroom materials for small group instruction with evidence-based interventions and additional time for students who are not proficient in language arts literacy;
- c. Professional development opportunities for teachers and administrators that are based on effective instructional practices including:
 - (1) Enhancing knowledge of the language arts literacy content and pedagogy to engage all students; and
 - (2) Learning how and having opportunities to analyze student work and assessment results in a collaborative setting.
- d. Involving parents and family in student learning.

4. Language Arts Literacy – Literacy for Students in Grades Nine through Twelve

High need school districts where less than eighty percent of total students have achieved proficiency in language arts literacy on the high school State assessment shall implement a language arts literacy program aligned with college preparatory English I, II, III and IV for grades nine through twelve that incorporates the elements in 3. above with the exception of providing a double period for language arts literacy.



5. Mathematics Literacy – Math Literacy for Students in Grades Three through Four

High need school districts in which less than eighty-five percent of total students have achieved proficiency in mathematics on the NJ ASK 4 shall implement a comprehensive program for mathematics education that prepares students in grades three through four for success in higher order mathematics and that includes the following components:

- a. Curriculum that simultaneously develops conceptual understanding, computational fluency, and problem solving skills, with meaningful instruction and a focus on critical mathematics skills as part of a successful learning experience;
- b. Mathematical reasoning that occurs in contextual learning;
- c. An emphasis on communicating mathematics concepts both verbally and in writing;
- d. The use of frequent questions and opportunities for class discussion in addition to the mathematics textbook activities to improve student problem solving ability;
- e. Professional development in both mathematics content and in the elements pedagogy specified in this section, related to the appropriate grade and based on individual professional needs, pursuant to **N.J.A.C. 6A:9C-3 et seq;**
- f. Use of appropriate instructional materials, technology, and manipulatives, aligned with the Core Curriculum Content Standards (CCCS) in mathematics, that lead students through concrete, symbolic, and abstract mathematical thinking;
- g. Multiple assessment and benchmarks, including use of formative assessments;
- h. Differentiated instruction;
- i. Explicit mathematics instruction for struggling students to ensure that these students possess the foundational skills and conceptual knowledge necessary for understanding the mathematics they are learning at their grade level; and
- j. Methods to involve parents and family members in student learning.



Policy Alerts

East Orange Board of Education

PROGRAM - REGULATION

R2414/page 6 of 6

Programs and Services for Students in High Poverty and in High Need School Districts

6. Mathematics Literacy – Math Literacy for Students in Grades Five through Eight

High need school district where less than eighty percent of total students have not achieved proficiency in mathematics on the NJ ASK 8 shall implement a comprehensive program for mathematics education that prepares all students in grades five through eight for success in Algebra at the high school level and incorporates the elements in 5, above.

7. Mathematics Literacy – Math Literacy for Students in Grades Nine through Twelve

High need school districts where eighty percent or more of total student have not achieved proficiency in mathematics on the high school State assessment shall implement a comprehensive program for mathematics education for grades nine through twelve which incorporates the elements in 5 above is aligned to course expectations as required to meet graduation requirements.

C. High Poverty School District

1. Class Size Requirements

a. Class size in high poverty school districts shall not exceed twenty-one students in grades Kindergarten through three, twenty-three students in grades four and five, and twenty-four students in grades six through twelve; provide that if the district chooses to maintain lower class sizes in grades Kindergarten through three, class size in grades four and five may equal but not exceed twenty-five students.

b. Exceptions to the class size requirements in C.1.a above are permitted for some physical education and performing arts classes, where appropriate.

2. Full-Day Kindergarten Requirements

a. High poverty school districts shall maintain all existing full-day Kindergarten programs with a teacher's aide for each classroom.

b. Class size for these Kindergarten classrooms shall not exceed twenty-one students.

Issued: 3 June 2009

Issued: 10 May 2011

Issued:



3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall, **upon the Superintendent's recommendation**, create new positions as required **and** approve job titles **and job descriptions**. The **job description** shall **outline** the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of students of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position.

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.
N.J.A.C. **6A:9B-5.1; 6A:9B-5.5**

Adopted: 3 December 2008

Adopted:



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3124/page 1 of 1
Employment Contract

3124 **EMPLOYMENT CONTRACT**

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, **if applicable**; the salary at which the teaching staff member will be employed; the intervals at which the salary will be paid.

The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.

Under New Jersey law, the Board may terminate a nontenured employee for any reason. Nonrenewal notice will be duly given in writing by or before May 15th of that school year.

In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.

Retirement

The Board requests employees give a sixty days notice in writing of their intention to retire.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8
N.J.A.C. **6A:9B-5.1; 6A:9B-5.2**

Adopted: 3 December 2008

Adopted:



3125 **EMPLOYMENT OF TEACHING STAFF MEMBERS**

The Board of Education believes it is vital to the successful operation of the district that teaching staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. **6A:9B-7.1(f)**.

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.

The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3125/page 2 of 3
Employment of Teaching Staff Members

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. The Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to **6A:9B-5.16(b)**, to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. **6A:9B-7.4(a)** shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justifies the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3125/page 3 of 3
Employment of Teaching Staff Members

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1 18A:6-7.1b; 18A:6-7.1; 18A:6-7.2;
18:16-1 et seq.; 18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.;
18:27-7; 18A:27-8

N.J.A.C. **6A:9B-5.16; 6A:9B-7.4**

Adopted: 3 December 2008

Adopted: 26 June 2014

Adopted:



3125.2 **EMPLOYMENT OF SUBSTITUTE TEACHERS**

The Board of Education will employ substitutes in order to ensure continuity in the Instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. **6A:9B-7.1 et seq.** All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A.18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A-6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et. seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. **and N.J.A.C. 6A:9B-7.4(c)**, a vacant teaching position **may only** be filled by one or more individuals employed as substitute teachers and holding **an instructional certificate of eligibility (CE)**, certificate of eligibility with advanced standing **(CEAS), or standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement within the scope of the subject being taught for no more than sixty instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:**

- 1. The school district was unable to hire an appropriately certified teacher for the vacant position;**
- 2. The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and**
- 3. Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:**



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3125.2/page 2 of 2
Employment of Substitute Teachers

- a. **CE or CEAS holders obtain a provisional certificate;**
- b. **CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;**
- c. **CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.**

In the event that one individual employed pursuant to **the provisions of N.J.S.A. 18A:16-1.1b.** is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. **and N.J.A.C. 6A:9B-7.4(b),** a vacant teaching position **may only** be filled by one or more individuals employed as substitute teachers and holding **an instructional CE,** or a **CEAS, or a standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement not within the scope of the subject being taught** for **no more than forty instructional days in the same classroom per year.** The Executive County Superintendent of Schools shall **be notified by the Superintendent or designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom.**

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. **and N.J.A.C. 6A:9B-7.4(a),** a vacant teaching position **may only** be filled by one or more individuals holding a substitute credential **or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate** issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for **no more than twenty instructional days in the same classroom per year.** The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.; 18A:16-1.1c.; 18A:16-1.1d.
N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Approved: 13 September 2011

Approved:



3126 DISTRICT MENTORING PROGRAM

The Board of Education **shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.**

The **goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a).**

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. **6A:9C-5.1 et seq.**

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

The Board of Education shall budget any State funds appropriated for the novice teacher mentoring program **in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f).** The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for **one or more of the following:** stipends for mentor teachers, the costs associated with release time, substitutes for mentor teachers and novice teachers, and/or professional development and training activities related to the program.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3126/page 2 of 2
District Mentoring Program

Evaluations **for a provisional teacher** shall be completed in accordance with the requirements of N.J.A.C. **6A:9B-8.6**.

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. **6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1**

Adopted: 14 September 2010

Adopted: 20 September 2016

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R3126 DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. **6A:9C-5.1**.

A. Definitions

1. "Certificate of Eligibility or CE" means a **certificate** with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in **corresponding** positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or CEAS" means a **certificate** with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and **CEAS educator** preparation programs for certification. The CEAS permits the applicant to see and accept employment in positions requiring certification.
3. "**District mentoring program**" means a **program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.**
4. "**Endorsement**" means an **authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).**
5. "Mentor teacher" means an **experienced, certified** New Jersey teacher who is assigned to provide support and guidance to a novice teacher.
6. "Novice teacher" means any teacher **-serving full- or part-time under a provisional certificate** who has not **yet been issued a standard instructional certificate in any endorsement area.**
7. "Professional Standards for Teachers" means the knowledge, skills, and dispositions that all teachers must acquire **to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.**
8. "**Provisional teaching period**" means a **minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.**



B. Requirements for **District Mentoring Plan**

1. **The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.**
2. **The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.**
3. **The Board of Education shall determine how each non-tenured teacher in his or her first year of employment shall be provided with the following supports:**
 - a. **Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;**
 - b. **Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:**
 - (1) **The non-tenured teacher's degree of preparation and experience;**
 - (2) **The non-tenured teacher's individual professional development plan (PDP) developed within thirty instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9C-4.4(f);**
 - (3) **Areas of focus within the district mentoring plan; and**
 - (4) **Goals of the school and school district plans for professional development as described in N.J.A.C. 6A:9C-4.2.**



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3126/page 3 of 6

District Mentoring Plan

- c. **One-to-one mentoring, which is required for each novice provisional teacher as set forth in 4. below.**
4. **The district shall provide an individual mentor to work one-to-one with a novice provisional teacher and ensure:**
 - a. **Each novice provisional teacher is assigned an individual mentor at the beginning of the contracted teaching assignment;**
 - b. **The mentor teacher provides observation and feedback, opportunities for the novice teacher to observe effective practice, and confidential guidance and support in accordance with the Professional Standards for Teachers, and guides the teacher in a self-assessment on the school district's Commissioner-approved teaching practice instrument;**
 - c. **The one-to-one mentoring includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment;**
 - d. **The mentor teacher and the novice provisional teacher holding a CEAS meet at least once per week for the first four weeks of the teaching assignment;**
 - e. **The mentor teacher and the novice provisional teacher holding a CE meet at least once per week for the first eight weeks of the teaching assignment:**
 - (1) **The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.**
 - f. **All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.**
5. **All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.**



District Mentoring Plan

6. **The district shall budget State funds appropriated for the novice teacher mentoring program.**
 - a. **Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.**
 - b. **The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.**
 - c. **The Board of Education shall ensure State funds are used for one or more of the following:**
 - (1) **Stipends for mentor teachers;**
 - (2) **The costs associated with release time;**
 - (3) **Substitutes for mentor and novice teachers; and**
 - (4) **Professional development and training activities related to the program.**
 - d. **If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.**
 7. **The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.**
- C. Mentor requirements**
1. **The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:**
 - a. **Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;**



District Mentoring Plan

- b. Has at least three years of experience and has taught full-time for at least two years within the last five years;
- c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
- d. Demonstrates a record of success in the classroom:
 - (1) Beginning academic year 2014-2015, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.
 - (a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.
 - e. Understands the social and workplace norms of the school district and the community it serves;
 - f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and
 - g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, CCCS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.

D. District Mentoring Plan

- 1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.
 - a. The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.



District Mentoring Plan

- b. The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.**
- c. The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.**

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Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3141/page 1 of 1
Resignation

3141 RESIGNATION

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy No. 3124.

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days **written** notice to the Board **unless the Board approves the tenured teaching staff member's release on shorter notice. The Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice.**

N.J.S.A. 18A:26-10; 18A:28-8
N.J.A.C. 6A:9-17.9

Adopted: 3 December 2008

Adopted:



3144 **CERTIFICATION OF TENURE CHARGES**

Tenure charges may be instituted against a tenured teaching staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals, Assistant Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges filed with the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention. In place of the usual petition, the Board of Education or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file within fifteen days, written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3144/page 2 of 2
Certification of Tenure Charges

The certificate of determination that accompanies the written charges shall contain a certification by the Board Secretary or the State District Superintendent including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5. Any withdrawal, settlement, or mooted of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.

Certification of tenure charges for Charter School employees shall be governed by N.J.A.C. 6A:11-6.1 et. seq.

N.J.S.A. 18A:8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14; 18A:6-16
N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.5; 6A3.5.6

Adopted: 3 December 2008

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Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3144/page 1 of 7
Certification of Tenure Charges

R 3144 **CERTIFICATION OF TENURE CHARGES**

A. Definition

1. For the purposes of Policy 3144 and this regulation, “day” means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

B. Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1

1. N.J.A.C. 6A:3-1.3 – Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee’s representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.
 - a. In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor disciplines shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.
2. In all instances of the filing and certification of tenure charges, except charges against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of efficiency pursuant to N.J.S.A. 18A:6-17.3 the following procedures and timelines shall be observed:
 - a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person(s) instituting such charges.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3144/page 2 of 7
Certification of Tenure Charges

- b. Along with the required sworn statement of evidence, charges shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
- c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.
- d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.
- e. The Board of Education or the State District Superintendent shall provide, within three working days, written notification of the determination to the employee against whom the charge has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
- f. If the Board of Education or the State District Superintendent Ends probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3144/page 5 of 7
Certification of Tenure Charges

2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c), and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.
 - a. A request for extension that is received after the fifteen-day period allotted for an answer to tenure charges, or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c) will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.
 3. If no answer is filed within the requisite time period and no request for extension is made, or if the request is denied by the Commissioner, or the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.
 - a. The provisions of N.J.A.C. 6A:3-5.3 shall not apply to employees of Chaffer Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.
- E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5
1. Except as specified in N.J.A.C. 6A:3-5.1(c), within ten days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. If the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. If the charges are determined sufficient, the matter shall, be transmitted immediately to an arbitrator for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.12.
 - a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to an arbitrator.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3144/page 6 of 7
Certification of Tenure Charges

2. Where a party to a tenure matter so requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to an arbitrator. Thereafter, requests to hold the matter in abeyance shall be directed to the arbitrator. Any request for abeyance, whether directed to the Commissioner or the arbitrator, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.
- F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6
1. Once tenure charges are certified to the Commissioner, they may be withdrawn or settled only with approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the arbitrator, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions* (S.L.D.) 842, 846):
 - a. Accompaniment by documentation as to the nature of the charges;
 - b. Explication of the circumstances justifying settlement or withdrawal;
 - c. Consent of both the charged and charging parties;
 - d. Indication the charged party entered into the agreement with a full understanding of his or her rights;
 - e. A showing the agreement is in the public interest; and
 - f. If the charged party is a teaching staff member, a showing that the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.
 2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. If tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, which the Board of Education has consented to the terms of the settlement.
 3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the arbitrator; thereafter, it shall be submitted to the arbitrator.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3144/page 7 of 7
Certification of Tenure Charges

4. If tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. 6A:9-17.4.
5. If a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. **6A:9B-4.10**.

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TEACHING STAFF MEMBERS - REGULATION
R 3159/page 1 of 2

**Teaching Staff Member/School District
Reporting Responsibilities**

**3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT
REPORTING RESPONSIBILITIES**

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. For purposes of this policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ;
or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS
3159/page 2 of 2
Teaching Staff Member/School District
Reporting Responsibilities

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

**N.J.S.A. 18A:16-1.3
N.J.A.C. 6A:9B-4.3; 6A:9B-4.4**

Adopted:



3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.

N.J.A.C. 6A:9B-5.16

Adopted: 3 December 2008

Adopted:



3240 **PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS**

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or reimbursed for a professional development activity shall submit to the Assistant Superintendent for Curriculum and Instruction, within ten working days, a brief written report of the activity that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. **6A:9C-8 through 11 and 13** and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. **6A:9B-12** shall comply with the professional development requirements as outlined in N.J.A.C. **6A:9C-4.1** et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. **6A:9C-4.4**. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in **N.J.A.C. 6A:9-3.3** and the Standards for Professional Learning in N.J.A.C. **6A:9C-3.3**. The PDP shall be effective for one year and shall include, at least the minimum requirements outlined in N.J.A.C. **6A:9C-4.4(c)**.

District-level and school-level professional development planning and implementation shall be in accordance with the requirements of **N.J.A.C. 6A:9C-4-2**.

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. **6A:9C-4.3**.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3240/page 2 of 2
Professional Development
For Teachers and School Leaders

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. **6A:9C-4.4**.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. **6A:9C-4.1** et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18AL6-111

N.J.A.C. **6A:9B-12; 6A:9C-3.3; 6A:9C-4.1 et seq.; 6A:9C-8 through 11 and 13**

Adopted: 3 December 2008

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Adopted:



TEACHING STAFF MEMBERS - REGULATION
R 3240/page 1 of 8
Professional Development
for Teachers and School Leaders

R 3240 **PROFESSIONAL DEVELOPMENT FOR
TEACHERS AND SCHOOL LEADERS**

A. Definitions (N.J.A.C. 6A:9C-2.1)

- 1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.**

B. Components of Professional Development – (N.J.A.C 6A:9C-3.2)

- Professional development shall **align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for professional learning in N.J.A.C. 6A:9C-3.3**, student learning and educator development needs, and school, school district, and/or State improvement goals.
- Professional development shall **encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, participation in** the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 - Evaluating student learning needs through ongoing reviews of data on student performance; and
 - Defining a clear set of educator learning goals based on the rigorous analysis of data **on student performance**.
- Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, **such as** job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
- Professional **learning** may be supported by external expert assistance or additional activities that:
 - Address defined student and educator learning goals;
 - Advance primarily ongoing school-based professional **learning**; and



TEACHING STAFF MEMBERS - REGULATION
R 3240/page 2 of 8
Professional Development for Teachers and
School Leaders

- c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
- C. Standards for Professional Learning (N.J.A.C. 6A:9C-3.3)**
 1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
 - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
 - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
 - c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
 - d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
 - e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
 - f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
 - g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.
 2. The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.
- D. Requirements for **and Implementation of Teachers'** Individual Professional Development **Plans** (N.J.A.C. 6A:9C-4.4)**



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3240/page 3 of 8
Professional Development for Teachers and
School Leaders

1. Each teacher shall be guided by an individualized Professional Development Plan (PDP), **pursuant to N.J.S.A. 18A:6-128.a**, which shall include at least twenty hours per year of qualifying **experiences**. The twenty-hour annual requirement shall be **based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including** the use of family or medical leave.
2. The content of each PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. **6A:9C-3.3**.
3. The **individual** PDP shall be effective for one year, **updated annually**, and **modified during the year, as necessary, and** shall specify, at **least**:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; **and**
 - b. **One** area for development of professional practice **derived from individual**, collaborative team, **school, or school district improvement goals**;
4. The **Progress of on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.**
5. **Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference.**
6. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.
7. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. **6A:9C-4**.
8. Additional hours of qualifying **experiences** may be required for teachers in low-performing schools, as determined by the Commissioner of Education.



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3240/page 4 of 8
Professional Development for Teachers and
School Leaders

9. **The teacher's designated supervisor shall:**
 - a. **Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and**
 - b. **Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.**
 10. **If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.**
- E. School-Level Plans for Professional Development Implementation (N.J.A.C. 6A:9C-4.2)**
1. The Principal shall oversee the development and implementation of a plan for school-level professional development **and shall ensure:**
 - a. The school-level professional development plan includes a description of school-level and team-based professional learning aligned with identified school goals, and **includes** teacher and student learning needs; **and**
 - b. **All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).**



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3240/page 5 of 8
Professional Development for Teachers and
School Leaders

2. The school-level plan shall become part of the **school district plan for professional development overseen and reviewed by the Superintendent of Schools.**
- F. Requirements for District-Level **Plans for Professional Development Implementation** (N.J.A.C. **6A:9C-4.2**)
1. **The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.**
 2. The Superintendent of Schools or designee shall oversee the development and implementation of **the school district** plans to address the school district's professional development needs **and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.**
 3. **When overseeing and reviewing the school district plan, the Superintendent or designee shall:**
 - a. Review school-level professional development plans;
 - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plan, and data from school- and district-level performances;
 - c. Plan, support, and implement professional **learning** activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. **6A:9C-3.3** and the Professional Standards for Teachers and School Leaders in N.J.A.C. 6A:9-3;
 - d. Develop and update, as necessary, the district mentoring plan for **non-tenured teachers including novice professional teachers who hold a CE or CEAS** in accordance with N.J.A.C. **6A:9C-5.3.**
 - e. **Present the plan to the Board of Education to review for fiscal impact; and**



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3240/page 6 of 8
Professional Development for Teachers and
School Leaders

- f. **Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.**
4. **School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.**
- G. **Requirements for and Implementation of School Leaders' Professional Development Plans (N.J.A.C. 6A:9C-4.3)**
 1. **Each school leader shall create, implement, and complete an individual PDP that:**
 - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3;
 - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the **school leader**;
 - c. Identifies professional **learning** goals that address specific individual, school, or school district goals;
 - d. Grounds professional **learning** in objectives related to improving teaching, learning, and student achievement, and **aligns to the school and/or school district plan for professional development; and**
 - e. **Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.**
 2. **The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:**
 - a. **The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.**



ABOLISHED

3244 IN-SERVICE TRAINING

~~The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district-wide and school-wide programs as well as individual personal improvement programs.~~

~~The Superintendent shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.~~

~~The Superintendent shall report periodically to the Board on the conduct of the in-service training program and the results of its evaluation.~~

~~N.J.A.C. 6A:9-15.1 et seq.~~

~~Adopted: 3 December 2008~~



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION
R 3244/page 1 of 1
In-service Training

ABOLISHED

R 3244 - IN-SERVICE TRAINING

~~In-Service programs shall be the responsibility of an administrative management team. He/She shall solicit from teachers and staff input on the need for in-service instruction and shall develop an appropriate program, establish a schedule and notify the appropriate individuals and inform the Superintendent of Schools, who shall apprise the Board of Education regarding the in-service program for teachers and staff.~~

~~N.J.A.C. 6:8-2.8(a)4~~

~~Issued: 3 December 2008~~

Abolished:



Policy Alerts

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4159/page 1 of 1
Support Staff Member/School District
Reporting Responsibilities
Aug 10

4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Support staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and **N.J.A.C. 6A:9B-4.3**.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted: 11 January 2011

Adopted:



5305 **HEALTH SERVICES PERSONNEL**

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology supported and medically fragile children, including students covered by 20 U.S.C. §§ 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of a sports physical examination;
4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;



Policy Alerts

East Orange Board of Education

STUDENTS - POLICY
5305/page 2 of 4
Health Services Personnel

9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to **N.J.A.C. 6A:9B-14.3 or 14.4**. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;



Policy Alerts

East Orange Board of Education

STUDENTS - POLICY
5305/page 3 of 4
Health Services Personnel

3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8 and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. **6A:9B-14.3**;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;



Policy Alerts

East Orange Board of Education

STUDENTS - POLICY
5305/page 4 of 4
Health Services Personnel

15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. **6A:9B-14.4**.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3(a) and is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.

N.J.A.C. **6A:9B-14.3**; **6A:9B-14.4**; 6A:16-2.3

Adopted: 12 January 2010
Adopted: 11 November 2014
Adopted:



R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. **6A:9B-7.6**.
8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION
R 5330/page 2 of 9
Administration of Medication

10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate with a school nurse** endorsement, school nurse, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. **6A:9B-14.3 and 14.4.**
- B. Permission for Administration by a School Nurse or Registered Nurse
1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the student.
 2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
 3. Parent requests for the administration of medication in school must be made in writing and signed by the parent or guardian.
 4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION
R 5330/page 3 of 9
Administration of Medication

5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
 - a. An approved request will be signed by the Principal and given to the school nurse and the student's parent.
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
- C. Administration of Epinephrine to Students
 1. The parent may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
 - a. The parent provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.
 - b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).
 - c. The parent must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.



STUDENTS - REGULATION
R 5330/page 4 of 9
Administration of Medication

- d. The parent must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
- g. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
- h. The school nurse or trained designee shall arrange for the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.
- i. In accordance with the provisions of N.J.S.A.18A:40-12.5.f, the school nurse or a designated employee trained to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.



- j. Each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a student with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent of the student must provide the Board written authorization for the self-administration of medication;
2. The parent of the student must also provide the Board with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the student would not be able to attend school.



STUDENTS - REGULATION
R 5330/page 6 of 9
Administration of Medication

3. The parent of the student have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;
 4. The parent's written authorization and the physician's written certification shall be reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
 - a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
 5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
 6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.
- E. Custodianship of Medication
1. Medications to be administered by the school nurse or a registered nurse:
 - a. All medications must be delivered to the school by the parent.
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of students' medication, which will be properly secured.
 - d. Any unused medication must be picked up by the student's parent.



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION
R 5330/page 7 of 9
Administration of Medication

- e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
 - a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a student must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.
 - d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
 - e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.
- F. Administration of Medication
1. No medication shall be administered to or taken by a student in school or at a school-sponsored event except as permitted by Board policy and this regulation.



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION
R 5330/page 8 of 9
Administration of Medication

2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.
 3. When practicable, self-administration of medication should be observed by the school nurse.
 4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the reported or observed to the school nurse within twenty-four hours.
 5. When a student attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the event.
- G. Emergencies
1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A.18A:40-12.5.e.(3).
 2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.
- H. Records
- The school nurse shall include the following in a student's health record:



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION
R 5330/page 9 of 9
Administration of Medication

1. The approved written request for the administration or self-administration of medication;
 2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
 3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
 4. Any side effects that resulted from the administration of medication; and
 5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.
- I. Notification
1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
 2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
 3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
 4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted 12 January 2010
Adopted: 13 October 2015
Adopted:



5339 SCREENING FOR DYSLEXIA

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student enrolls in the district in Kindergarten through grade six and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2, the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.21. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities, or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, "dyslexia" **means** a specific learning disability that is **neurobiological** in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, "potential indicators of dyslexia or other reading disabilities" means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.



Policy Alerts

East Orange Board of Education

STUDENTS - POLICY
5339/page 2 of 2
Screening for Dyslexia

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. **6A:9C** et seq. Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4; 18A:6-131

Adopted: 11 November 2014

Adopted: 13 October 2015

Adopted:



5350 **STUDENT SUICIDE PREVENTION**

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the student's parent and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the **Department of Children and Families, Division of Child Protection and Permanency** to request that agency's intervention on the student's behalf.

The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades K through 12 to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. **6A:9C-3** et. seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. **6A:9C-3 et. seq.**

Adopted: 12 January 2010
Adopted: 23 June 2011

Adopted:



R 5350 **STUDENT SUICIDE**

The following regulations are established for guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;
11. Substance abuse; and
12. Loss of economic resources.



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION

R 5350/page 2 of 5

Student Suicide

13. Staff members notice suspicious marks or cuts on wrists, neck, etc. That may indicate a suicide threat.
14. A third party, (peer, family member, adult, etc.) contacts the staff member about his/her concern for a student he/she feels is at risk for suicide.

Any of these signs in isolation may be representative of other things, however, in combination deserve serious consideration.

B. Response to Potential Suicide

1. **Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.**
2. **The Principal shall immediately inform the Child Study Team, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.**
3. **The Principal will inform the student's parent, in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the Department of Children and Families, Division of Child Protection and Permanency in accordance with Policy 8462.**
4. **If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:**
 - a. **Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,**
 - b. **The student's feelings of hopelessness and the length of time the student has had such feelings,**
 - c. **The student's thoughts of suicide and how persistent and strong those thoughts are, and**
 - d. **Whether the student has considered alternative courses of action to resolve his/her problems.**



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION
R 5350/page 3 of 5
Student Suicide

5. **After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.**
 6. **If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:**
 - a. **Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,**
 - b. **Refer the student to the Child Study Team for comprehensive evaluation,**
 - c. **Notify the student's parent immediately and strongly recommend consultation with a licensed mental health professional or agency,**
 - d. **Request the parent to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.**
 7. **A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent has consulted a mental health professional or agency. Follow up reports will be made to the Principal.**
 8. **If the student's parent does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the Department of Children and Families, Division of Child Protection and Permanency.**
- C. **Response to Suicide Attempt**
1. **Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.**
 2. **The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy 8441 and summon medical assistance as appropriate.**



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION
R 5350/page 4 of 5
Student Suicide

- 3. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.**

D. Prevention of Suicide Contagion

- 1. All district Principals will be promptly informed when a student of this district commits suicide.**
- 2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.**
- 3. The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.**
- 4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.**
- 5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.**
- 6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.**
- 7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.**
- 8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:**
 - a. Preventing glorification or romanticization of the suicide,**
 - b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems,**
 - c. Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teaching staff member, and**



Policy Alerts

East Orange Board of Education

STUDENTS - REGULATION
R 5350/page 5 of 5
Student Suicide

- d. Discussing ways of handling depression and anxiety without resort to self-destruction.**
- 9. Students who were close to the victim, and their parent, shall be offered special counseling services and notified of available community mental health services.**

Issued: 12 January 2010

Issued:

DRAFT



5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a state-endorsed diploma certifying the student has met all state and local requirements for high school graduation. The Board will annually certify to the County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

A. Curriculum Requirements

A graduating student must have earned a minimum of one hundred twenty credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to the following credits:

1. At least twenty credits in language arts literacy aligned to grade nine through twelve standards. Completion of 4 courses, grades 9 through 12, of English Language Arts, earning a total of twenty credits may be earned by completing English I – IV, Honors, English I – IV and a combination of Advanced Placement, English Language and Composition and/or Advanced Placement, English Literature and Composition courses;
2. At least fifteen credits in mathematics, including Algebra I, Geometry and Algebra II or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3) including geometry or the content equivalent and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
3. At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; 10 credits in United States History courses including the integration of civics, economics, geography, and global content in all course offerings.
4. At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics and one additional laboratory/inquiry-based science course;
5. At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;



STUDENTS - POLICY
5460/page 2 of 9
High School Graduation

6. At least five credits in visual and performing arts;
7. At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum
10. At least five credits in 21st century life and careers, or career-technical education
11. Electives as determined by the high school program sufficient to total a minimum of eleven of the one hundred twenty credits required to graduate.

As defined in N.J.A.C. 6A:8-1.3, "credit" is defined as the equivalent of a class period of instruction which meets for a minimum of forty minutes one time per week during the school year. Advanced Placement (AP) and College Credit Courses may fulfill credit completion requirements.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

- a. Individualized student learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;
 - (4) Study abroad programs;
 - (5) Student exchange programs; and
 - (6) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.



- b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
 - (1) Be based on student interest and career goals as reflected in the Personalized Student;
 - (2) Include demonstration of student competency;
 - (3) Be certified for completion based on the district process adopted according to 2. below; and
 - (4) Be on file in the school district and subject to review by the Commissioner or designee.
 - c. The Principal shall certify completion of curricular activities or programs based upon specified instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards.
 - d. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be approved in the same manner as other approved courses.
 - e. Individual programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be on file in the local district and subject to review by the Commissioner or his/her designee;
2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJ Core Curriculum Content Standards and Core Curriculum State Standards in English Language Arts, Mathematics and Science at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
- a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and Core Curriculum State Standards and may include locally designed assessments.



STUDENTS - POLICY
5460/page 4 of 9
High School Graduation

- b. The district shall choose from among the following assessment options to determine if students have achieved the level of world language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.
 3. The district shall establish a process to approve post-secondary learning opportunities that consist of:
 - (1) Advanced Placement (AP) courses;
 - (2) the College-Level Examination Program (CLEP); or
 - (3) concurrent/dual enrollment at accredited higher education institutions.
 - a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.
- B. Additional Graduation Requirements
1. Attendance requirements as indicated in Policy and Regulation 5200.
 2. Other requirements established by the Board of Education as indicated below:

Community Service;



Policy Alerts

- 3. Any statutorily mandated requirements for earning a high school diploma; and
- 4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

C. Statewide Assessment Graduation Requirements

- 1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) Performance-based and End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, 2018 and 2019.
- 2. Students in the classes of 2016, 2017, 2018 and 2019 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.
- 3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.
- 4. The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018 **and 2019**, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:

English Language Arts (ELA)	Mathematics
PARCC ELA Grade 9 > = 750 (Level 4) or	PARCC Algebra I > = 750 (Level 4) or
PARCC ELA Grade 10 > = 750 (Level 4) or	PARCC Geometry > = 725 (Level 3) or
PARCC ELA 11 > = 725 (Level 3) or	PARCC Algebra II > = 725 (Level 3) or
SAT Reading > = 400 Prior to 3/1/16; 3/1/16 or later = 450 or SAT Reading Test > = 22 or	SAT Math > = 400 3/1/16 or later = 440 or SAT Reading Test > = 22 or
ACT Reading or ACT Plan Reading > = 16 or	ACT or ACT Plan Math > = 16 Or



Policy Alerts

East Orange Board of Education

STUDENTS - POLICY
5460/page 6 of 9
High School Graduation

English Language Arts (ELA)	Mathematics
Accuplacer Write Placer ≥ 6	Accuplacer Elementary Algebra ≥ 76
or	or
PSAT 10 Reading or PSAT/NMSQT Reading** ≥ 40	PSAT 10 Math or PSAT/NMSQT Math* ≥ 40
or	or
PSAT 10 Reading or PSAT/NMSQT Reading*** ≥ 22 or	PSAT 10 Math or PSAT/NMSQT Math*** ≥ 22
ACT Aspire Reading ≥ 422	ACT Aspire Math ≥ 422
or	Or
ASVAB-AFQT Composite ≥ 31	ASVAB-AFQT Composite ≥ 31
or	Or
Meet the criteria of the NJDOE Portfolio Appeal	Meet the criteria of the NJDOE Portfolio Appeal

Note: * PSAT taken prior to October 2015; ** PSAT taken after October 2015.

The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, 2018, and 2019, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics in accordance with the current NJDOE approved “concurrent” cut scores for additional substitute assessments.

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy Nos. 5200 and 5240. A student absent from a class scheduled for a course of study more than eighteen days on which the class meets shall not receive credit for that course except that a student whose absence is for good cause and has demonstrated the required proficiencies may apply for and receive course credit notwithstanding an excessive number of absences.

E. Students with Disabilities

1. Through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
 - a. District Boards of Education shall specifically address any alternate requirements for graduation in a student’s IEP, in accordance with N.J.A.C. 6A:14-4.11.



Policy Alerts

East Orange Board of Education

STUDENTS - POLICY
5460/page 8 of 9
High School Graduation

- a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements. Upon certification of meeting these requirements, a State-endorsed diploma shall be granted by the high school of record.
 3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
 4. **The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.**
- G. Notification
- Each student who enters or transfers into the high school and the student's parent will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs to assist students in attaining the state endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.
- Each student and his/her parent will be notified during the school year of the student's progress toward meeting graduation requirements. The parent of a student who demonstrates significant deficiencies in meeting requirements will be so notified within ten days of the date on which the deficiencies are discovered and will be offered an opportunity for immediate consultation with appropriate teaching staff members.
- H. Reporting
- The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.



Policy Alerts

East Orange Board of Education

STUDENTS - POLICY
5460/page 9 of 9
High School Graduation

- I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1;
18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Adopted: 12 January 2010

Adopted: 12 May 2015

Adopted: 10 May 2016

Adopted:



STUDENTS - POLICY
5514/page 1 of 1
Student Use of Vehicles
On School Grounds

5514 **STUDENT USE OF VEHICLES ON SCHOOL GROUNDS**

The safety of students, staff members, school visitors, and others while on school grounds is of significant importance to the Board of Education. A student's use of a vehicle and/or other modes of transportation on school grounds has the potential to present a safety hazard for the student operator and to other students, staff members, school visitors and others while on school grounds.

The Board will permit the use of motor vehicles by students in accordance with district rules provided that such students present written parental approval, have been granted permission by the Building Principal to operate a motor vehicle on school grounds, possess a valid New Jersey driver's license, and have successfully completed a course in driver education. Parking on school property is not permitted due to parking space limitations.

The Board will permit the use of bicycles in accordance with district rules provided such students present written parental approval; have been granted permission by the Building Principal.

Students are not permitted to bring non-motorized skateboards, scooters, roller skates, or any other non-motorized mode of transportation on school grounds during the school day.

Students are not permitted to bring any motorized bicycle, skateboard, scooter, roller skates, hoverboard, or any other motorized mode of transportation on school grounds during the school day.

The Principal of each school building may revoke the privilege of a student's use of any vehicle or mode of transportation permitted by this Policy for the student's failure to follow the provisions of this Policy and any requirements of State or local law or any school rule. The Board of Education assumes no responsibility for the loss, damage, or theft of any vehicle or any mode of transportation permitted on school grounds in accordance with this Policy.

The Board will not be responsible for any vehicle that is lost, stolen, or damaged.

N.J.S.A. 39:4-10 et seq.; 39:4-10.5

Adopted: 12 January 2010

Adopted:



ABOLISHED

5514 STUDENT USE OF VEHICLES

~~The Board of Education regards the operation by students of any vehicle for transportation to and from school as a matter subject to Board authority because student safety is of paramount concern to the Board.~~

~~The Board will permit the use of motor vehicles by students in accordance with district rules provided that such students present written parental approval, have been granted permission by the Building Principal to operate a motor vehicle on school grounds, possess a valid New Jersey driver's license, and have successfully completed a course in driver education. Parking on school property is not permitted due to parking space limitations.~~

~~The Board will permit the use of bicycles in accordance with district rules provided such students present written parental approval; have been granted permission by the Building Principal.~~

~~The Board will not be responsible for any vehicle that is lost, stolen, or damaged.~~

~~N.J.S.A. 39:4-10 et seq.; 39:4-10.5~~

Adopted: 12 January 2010



[See POLICY ALERT No. 209]

7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board of Education prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times.

However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Board of Education. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board of Education. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

The Board of Education may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board of Education approval is prohibited at all times.



Policy Alerts

East Orange Board of Education

PROPERTY
7481/page 2 of 2
Unmanned Aircraft Systems
(UAS also known as Drones)

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted: 12 January 2010

Adopted:

DRAFT



8441 CARE OF INJURED AND ILL PERSONS

The Board of Education **will** provide **the** prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school **grounds** or **during a** school sponsored events, **activity, or field trip**.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal **or designee**. Immediate steps may be taken as necessary to remove the injured or ill person from danger and/or **to** prevent exacerbation of the **injury or illness**. **Basic** first aid **may** be administered by district personnel to ensure the safety and comfort of the injured or ill person **until the school nurse or other medical professional arrives on the scene**.

The parent of an injured or ill student and, if necessary, the family of an injured or ill staff member or visitor will be notified promptly of the injury or illness **and the ongoing health status of the injured or ill person**. If the school nurse or school **physician** or, in the absence of both, the Principal **or designee** determines the injured or ill person should **receive a medical examination from their medical professional**, the parent, or family member **will be required to remove the injured or ill person from the school or school event or activity**. **In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted**.

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.

The **school nurse(s)**, in consultation with the school **physician**, **will develop basic emergency first aid procedures** for the emergency treatment of **an injury or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene**.

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of **Policy 2431** and implementing regulations. Student disabilities attributable to substance abuse will be handled in accordance with **Policy 5530**. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing **Policy 8630**.

N.J.A.C. **6A:16-2.1(a)4**

Adopted: 12 January 2010

Adopted:



R 8441 CARE OF INJURED AND ILL PERSONS

A. **Injuries and/or Illness Requiring** Immediate Attention

These regulations apply when a student, staff member, visitor, **or other person** on school **grounds** or **during** a school-sponsored event, **activity**, or field trip is injured or becomes suddenly ill. **A school staff member shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.**

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal **or designee**.
2. If it is evident the illness or injury is serious **and immediate medical attention may be required**, emergency medical assistance shall be immediately summoned by **a** telephone call to 911.
3. The **injured or ill person** shall be examined for **any obvious injuries or health problems**.
4. The **injured or ill person** shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem.
5. The **injured or ill person shall** not be moved, except as may be necessary to remove the person from a dangerous environment.
6. The **injured or ill person** should be made as comfortable as possible, without moving him/her.
7. No food or liquid should be given to the **injured or ill person** except on the orders of **the school nurse or another a medical** professional.
8. The **injured or ill person shall** be **informed when emergency medical assistance has been contacted**.

B. Emergency First Aid Procedures

1. **The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.**



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8441/page 2 of 2
Care of Injured and Ill Persons

2. **In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.**
 - a. **The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.**
 - b. **The school nurse will make such basic emergency first aid procedures available to school staff members.**

Adopted: 12 January 2010

Adopted:



8454 MANAGEMENT OF PEDICULOSIS

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.

The Board recognizes parents have the primary responsibility for the detection and treatment of head lice and school staff members will work in a cooperative and collaborative manner to assist all families in managing pediculosis. The school nurse will compile a Management of Pediculosis Information Packet. The Board of Education's Management of Pediculosis Information Packet and this Policy will be provided to parents of children identified with active head lice or nits and be made available to all parents upon request. The Information Packet will include information about identifying, treating, and managing pediculosis.

If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best interest of their child and treatment shall be required before the student can return to school. The school nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse informing the parent of the presence of active head lice or nits will be sent home with the student. In the



event the parent cannot be reached on the day it is determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

The following action will be taken to prevent the spread of head lice in district schools:

1. **Grades Kindergarten through Four – When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district’s Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.**
 - a. **The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child’s scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child’s scalp. The school nurse will perform a head check of any student if requested by the parent.**
 - b. **The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.**
2. **Grades Five through Eight – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district’s Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.**
3. **Grades Nine through Twelve – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district’s Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.**



OPERATIONS
8454/page 3 of 3
Management of Pediculosis

When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student's siblings in the school. If a sibling(s) attends a different school in the district, the school nurse in the sibling's school will be notified and the school nurse may conduct a head check of the sibling(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration. Parental approval shall be obtained by the Principal or designee or school nurse.

Each school in the district will make available to parents the district's Management of Pediculosis Policy.

All school staff members will maintain a sympathetic attitude and will not stigmatize and/or blame families who experience difficulty with control measures. All school staff members will act responsibly and respectfully when dealing with members of the school and broader community regarding issues of head lice.

Each school in the district will educate and encourage children and parents to learn about head lice in an attempt to remove any stigma or to prevent any harassment, intimidation, and bullying associated with this issue. Any instances of harassment, intimidation, and bullying shall be reported and investigated in accordance with the provisions of the district's Harassment, Intimidation, and Bullying Policy.

A student excluded from school for reasons outlined in this Policy shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse may be, but is not required to be, in the presence of the student's parent.

Cases of active head lice will be recorded by the school nurse in each school for the purpose of tracking incident rates and mandatory reporting of outbreaks will be done according to the New Jersey Department of Health criteria for reporting outbreaks.

Adopted:



8630 **BUS DRIVER/BUS AIDE RESPONSIBILITY**

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 30 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1. School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with the Board of Education that the individual has completed the training program within five business days of its completion. The Board shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.



Policy Alerts

East Orange Board of Education

OPERATIONS - POLICY

8630/page 2 of 3

Bus Driver /Bus Aide Responsibility

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation drills at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular or other wireless telephone **or other electronic communication device** while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.



Policy Alerts

East Orange Board of Education

OPERATIONS - POLICY

8630/page 3 of 3

Bus Driver /Bus Aide Responsibility

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:25-2; 18A:39-28

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: 12 January 2010

Adopted: 12 May 2015

Adopted:

DRAFT



R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **Board of Education will** administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The Board of Education will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 for all school bus drivers and school bus aides:**
 - a. **In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;**
 - b. **In the case of a school bus driver or aide who is employed after the development and availability of the training program, the Board shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;**



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 2 of 10
Emergency School Bus Procedures

- c. **In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The Board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or**
- d. **Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3.**

B. Emergency Bus Evacuation Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year
2. School bus drivers and bus aides shall participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 3 of 10
Emergency School Bus Procedures

- d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.
- C. Additional Precautions
1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the **Transportation Supervisor**.



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 4 of 10
Emergency School Bus Procedures

- 2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.**
 - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.**
3. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A first aid kit approved by the school nurse and inspected regularly by the school bus driver;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
 - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 5 of 10
Emergency School Bus Procedures

- d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the **Transportation Supervisor** any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the **Transportation Supervisor and School District** any deviation in the bus route or schedule;
 - g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
 - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
 - j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
 - k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.
- D. General Emergency Rules
- 1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
 - 2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 6 of 10
Emergency School Bus Procedures

3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the **Transportation Supervisor and School District** of the number and location of the bus and the circumstances of the disability. The **Principal** will make arrangements for the safety of the students.



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 7 of 10
Emergency School Bus Procedures

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
 - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
 - c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
 - d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 8 of 10
Emergency School Bus Procedures

- (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
 - e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
 - f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file, within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 9 of 10
Emergency School Bus Procedures

- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The **Transportation Supervisor** shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - a. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury is not serious, and
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent.



Policy Alerts

East Orange Board of Education

OPERATIONS - REGULATION
R 8630/page 10 of 10
Emergency School Bus Procedures

- (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room.
- (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued: 12 January 2010

Issued: 12 May 2015

Issued:



9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with the state colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve all student teachers/interns.

The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/intern shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

The Board of Education requires that every student teacher/intern undergo a criminal background check in accordance with N.J.S.A. 18A:6-7.1.

The Board of Education requires every student teacher/intern to possess a county substitute credential issued in accordance with N.J.A.C. **6A:9B-7.1**.

Student teachers shall at all times be subject to the policies of this Board. Student teachers serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. **6A:9A-4 et seq;** 6A:9-10.3 **6A:9A-5 et seq.; 6A:9B-7.1**

Adopted: 14 January 2009

Adopted: 10 December 2013

Adopted:



High School Community Service Requirements

Examples of Appropriate Student Activities

- a. Perform public relations tasks
- b. Participate in special events
- c. Tutor children or adults
- d. Improve the environment
- e. Organize/assist with recreation programs
- f. Visit the homebound
- g. Provide special skills/talents
- h. Guide visitors
- i. Assist the elderly
- j. Collect and distribute food, toys and specialties
- k. Participate with hospitals/churches/Houses of worship
- l. Participate in local, state or federal community service opportunities

Students may perform community service after school, on weekends, during vacations, etc. The service must be performed outside of the hours during which the student is required to be at school and cannot be imposed by the courts.

All community service forms must be returned to the Guidance Department within 30 days of completing the activity. If the form is not handed in within this time frame, the student will not receive credit for the hours. Forms for approved activities performed over the summer must be handed in by September 30th.

No community service forms will be accepted after June 10th. All students, including seniors, must have all paperwork handed in by this time in order to receive credit for the activity. Any senior who does not perform and submit the required number of hours on or before June 10th will not be permitted to participate in the high school graduation ceremony and will not receive their diploma until the requirements are met.

Approved:

BUSINESS SERVICES

RESOLUTIONS

a.

A/P Summary Check Register *Replacement* FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
30	12000103	11,016.80	08/10/16	5651 PCS REVENUE CONTROL SYSTEMS, INC.	C
Total Bank No 30		11,016.80			

Total Hand Checks	.00
Total Computer Checks	11,016.80
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 11,016.80

<u>Batch Yr</u>	<u>Batch No</u>	<u>Amount</u>
17	000106	11,016.80

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12019503	4,925.00	08/11/16	6980 TECH SQUAD	C
total Bank No 10		4,925.00			
30	12000104	1,000.00	08/11/16	5905 POSTMASTER - NEWARK	C
total Bank No 30		1,000.00			

Total Hand Checks	.00
Total Computer Checks	5,925.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 5,925.00

<u>Batch Yr</u>	<u>Batch No</u>	<u>Amount</u>
17	000112	1,000.00
17	000113	4,925.00

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12019504	511,062.41	08/23/16	29823 BENECARD SERVICES	C
10	12019505	61,093.78	08/23/16	29831 DELTA DENTAL OF NJ	C
10	12019506	2,121,739.95	08/23/16	5780 STATE OF NEW JERSEY	C
10	12019507	23,266.12	08/23/16	5780 STATE OF NEW JERSEY	C
total Bank No 10		2,717,162.26			

Total Hand Checks	.00
Total Computer Checks	2,717,162.26
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 2,717,162.26

<u>Batch Yr</u>	<u>Batch No</u>	<u>Amount</u>
17	000137	2,717,162.26

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019508	500.00	08/26/16	17167 MARISSA MCKENZIE - PETTY CASH	C
10	12019509	400.00	08/26/16	5582 SHARON ALSBROOK-DAVIS - PETTY	C
Total Bank No 10		900.00			

Total Hand Checks	.00
Total Computer Checks	900.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 900.00

Batch Yr	Batch No	Amount
17	000151	900.00

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12019510	400.00	08/26/16	2128 CRYSTAL DAVIS - PETTY CASH	C
Total Bank No 10		400.00			

Total Hand Checks	.00
Total Computer Checks	400.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 400.00

Batch Yr	Batch No	Amount
17	000153	400.00

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019511	306,518.97	08/29/16	59 ATLANTIC ASSOCIATES INSURANCE AGENCY, IN	C
total Bank No 10		306,518.97			

Total Hand Checks	.00
Total Computer Checks	306,518.97
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 306,518.97

Batch Yr	Batch No	Amount
17	000163	306,518.97

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019512	137,703.50	09/01/16	1546 COMMUNITY DAY NURSERY	C
10	12019513	131,402.08	09/01/16	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12019514	100,766.67	09/01/16	3182 HARAMBEE FAMILY ACADEMY	C
10	12019515	66,425.25	09/01/16	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12019516	36,758.17	09/01/16	5280 NORJENES	C
10	12019517	35,776.08	09/01/16	3076 SARAH WARD NURSERY CORPORATION	C
10	12019518	162,524.59	09/01/16	4426 THE LITTLE ONES	C
10	12019519	92,109.33	09/01/16	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		763,465.67			

Total Hand Checks	.00
Total Computer Checks	763,465.67
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 763,465.67

Batch Yr	Batch No	Amount
17	000169	763,465.67

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12019520	443,103.00	09/01/16	3166 THREE STAGES LEARNING CENTER	C
Total Bank No 10		443,103.00			

Total Hand Checks	.00
Total Computer Checks	443,103.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 443,103.00

Batch Yr	Batch No	Amount
17	000185	443,103.00

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12019521	24,647.00	09/08/16	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12019522	15,106.00	09/08/16	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		39,753.00			

Total Hand Checks	.00
Total Computer Checks	39,753.00
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total: 39,753.00

Batch Yr	Batch No	Amount
16	002224	39,753.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019814	497,298.80	09/14/16	29823 BENECARD SERVICES	C
10	12019815	59,449.52	09/14/16	29831 DELTA DENTAL OF NJ	C
10	12019816	2,039,317.71	09/14/16	5780 STATE OF NEW JERSEY	C
10	12019817	23,817.78	09/14/16	5780 STATE OF NEW JERSEY	C
10	12019818	61,641.17	09/14/16	5019 WEIDENHAMMER	C
Total Bank No 10		2,681,524.98			

Total Manual Checks	.00
Total Computer Checks	2,681,524.98
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 2,681,524.98

Number of Checks 5

Batch Yr	Batch No	Amount
17	000253	2,681,524.98

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019554	16,000.00	09/20/16	7009 532 HOLDING CO. LLC	C
10	12019555	29,947.17	09/20/16	27090 ACADEMY CONSTRUCTION INC.	C
10	12019556	42,625.00	09/20/16	4077 ACHIEVE 3000	C
10	12019557	55,917.30	09/20/16	3543 ACTION CARTING ENVIRONMENTAL GROUP	C
10	12019558	3,003.50	09/20/16	27669 AKJ WHOLESALE LLC DBA AKJ EDUCATION	C
10	12019559	754.70	09/20/16	257 ALINI MAGAZINE SERVICE	C
10	12019560	37.95	09/20/16	352 AMERICAN ASSOCIATION OF SCHOOL PERSONNEL	C
10	12019561	2,803.88	09/20/16	17736 AMERICAN PAD-EX OF NEW YORK	C
10	12019562	379.00	09/20/16	341 AMERICAN WEAR, INC.	C
10	12019563	402.00	09/20/16	443 ANDERSON AQUARIUMS	C
10	12019564	15,261.00	09/20/16	453 AP EXAMINATIONS DBA/ ADVANCED PLACEMENT	C
10	12019565	42,501.95	09/20/16	452 APPLE COMPUTER, INC	C
10	12019566	1,329.00	09/20/16	29947 APRIL HART	C
10	12019567	359.90	09/20/16	626 ARCTIC FALLS SPRING WATER INC	C
10	12019568	2,679.16	09/20/16	11320 ASCD	C
10	12019569	1,920.00	09/20/16	1414 ATHONIA CUNNINGHAM	C
10	12019570	648.00	09/20/16	27839 BAHIIYA CLEVELAND	C
10	12019571	381.96	09/20/16	650 BARNES & NOBLE INC.	C
10	12019572	2,811.75	09/20/16	659 BEAR COM	C
10	12019573	1,670.90	09/20/16	617 BENCHMARK EDUCATION	C
10	12019574	4,200.00	09/20/16	739 BERGEN COUNTY SPECIAL SERVICES	C
10	12019575	419.60	09/20/16	759 BEVERLY A. BUDGESS	C
10	12019576	1,595.00	09/20/16	21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE	C
10	12019577	1,550.00	09/20/16	866 BORGATA CASINO HOTEL & SPA	C
10	12019578	1,469.00	09/20/16	872 BRANCH BROOK PARK	C
10	12019579	70.93	09/20/16	7991 BRIDGETT GREEN	C
10	12019580	7,419.35	09/20/16	603 BSN SPORTS/PASSON'S SPORTS SUPPLY GROUP	C
10	12019581	389.49	09/20/16	1142 CAMCOR, INC.	C
10	12019582	1,850.00	09/20/16	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12019583	3,761.58	09/20/16	1203 CARTRIDGE WORLD OF RAMSEY CO-OP NJ	C
10	12019584	531.00	09/20/16	4447 CATHY BATTLE	C
10	12019585	21,623.73	09/20/16	1012 CDW GOVERNMENT, INC.	C
10	12019586	2,200.00	09/20/16	1848 CENTRAL JERSEY PIANO & ORGAN RENTAL/DBA	C
10	12019587	42,577.83	09/20/16	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12019588	6,174.00	09/20/16	1543 COASTAL LEARNING CENTER MONMOUTH CORP.	C
10	12019589	65.41	09/20/16	18287 COMCAST	C
10	12019590	47.92	09/20/16	1587 COMCAST	C
10	12019591	300.00	09/20/16	1641 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12019592	4,297.28	09/20/16	507 CONNECTIONS PERSONNEL INC.	C
10	12019593	1,455.00	09/20/16	8400 COOLE SCHOOL, INC.	C
10	12019594	107,295.00	09/20/16	1597 CROSSROADS PAVEMENT MAINTENANCE, LLC	C
10	12019595	17,126.88	09/20/16	1822 CROSSTOWN PLUMBING SUPPLY	C
10	12019596	2,275.16	09/20/16	2267 CRYSTAL AUTO REPAIR	C
10	12019597	625.00	09/20/16	15903 CRYSTAL CLEAR GLASS, LLC	C
10	12019598	840.00	09/20/16	1720 CRYSTAL M NEWBY-REYNOLDS	C
10	12019599	940.68	09/20/16	30600 DAVONAN WILLIS	C
10	12019600	3,000.00	09/20/16	1421 DEANNA L. PHILLIPS	C
10	12019601	327,702.00	09/20/16	14486 DELTA-T GROUP NORTH JERSEY, INC.	C
10	12019602	546.23	09/20/16	2066 DEMCO EDUCATIONAL CORP.	C
10	12019603	7,800.00	09/20/16	27847 DILLION LANDSCAPING	C
10	12019604	85.59	09/20/16	8086 DION L. BAILEY, SR.	C
10	12019605	3,250.00	09/20/16	2806 DR. DONALD MERACHNIK, PHD.	C
10	12019606	1,149.00	09/20/16	24554 ELEVATOR MAINTENANCE CORP.	C
10	12019607	5,800.85	09/20/16	2268 EMC PUBLISHING LLC	C
10	12019608	3,319.90	09/20/16	24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019609	156.50	09/20/16	2494 EQUIPMENT SALES & SERVICE INC.	C
10	12019610	417,543.81	09/20/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12019611	2,998.64	09/20/16	1236 FACTS ON FILE DBA INFOBASE LEARNING	C
10	12019612	18,501.24	09/20/16	12211 FILEBANK, INC.	C
10	12019613	457.61	09/20/16	2667 FISHER SCIENTIFIC EDUCATION	C
10	12019614	1,244.74	09/20/16	2687 FLAGHOUSE INC.	C
10	12019615	2,019.07	09/20/16	2698 FLINN SCIENTIFIC, INC.	C
10	12019616	8,686.25	09/20/16	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12019617	149.00	09/20/16	9849 FRED PRYOR SEMINARS/CAREER TRACK	C
10	12019618	25,417.50	09/20/16	2767 FRONTLINE PLACEMENT TECH.	C
10	12019619	770.00	09/20/16	2814 G & R GRAPHICS, INC.	C
10	12019620	230.00	09/20/16	12130 GANN LAW BOOKS - LAW PUBLISHERS	C
10	12019621	3,643.00	09/20/16	2830 GANN LAW BOOKS, INC.	C
10	12019622	630.00	09/20/16	2836 GARDEN STATE LABORATORIES	C
10	12019623	50.52	09/20/16	2858 GAS ARC DIV. AWISCO NY CORP	C
10	12019624	22,110.00	09/20/16	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12019625	22,110.00	09/20/16	3001 GRAMON SCHOOL DBA ELO INCORPORATED	C
10	12019626	74.50	09/20/16	3354 HEINEMANN	C
10	12019627	110.52	09/20/16	4774 HENRY SCHEIN, INC.	C
10	12019628	969.73	09/20/16	3394 HERTZ EQUIPMENT RENTAL	C
10	12019629	9,268.04	09/20/16	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12019630	10,900.00	09/20/16	30775 IMANI ENTERPRISES CONSULTING LLC	C
10	12019631	20,456.29	09/20/16	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12019632	298.98	09/20/16	3664 JERRY'S ARTIST OUTLET - ESSEX GREEN	C
10	12019633	12,145.00	09/20/16	3807 JEWEL ELECTRIC SUPPLY	C
10	12019634	152.21	09/20/16	16861 JOHN ENGLISH	C
10	12019635	4,062.27	09/20/16	17728 JOHNSTONE SUPPLY	C
10	12019636	1,693.26	09/20/16	27308 JOSEPH CAPORELLA	C
10	12019637	1,693.26	09/20/16	28584 JUANITA WALLACE	C
10	12019638	7,260.00	09/20/16	30759 JV'S ESSENTIALS	C
10	12019639	566.92	09/20/16	4002 FERGUSON ENTERPRISES INC. #501	C
10	12019640	1,482.80	09/20/16	3929 KEISHA MARSH	C
10	12019641	396.84	09/20/16	29157 KEVIN L. COX	C
10	12019642	407.22	09/20/16	29130 KEVIN PHILEMON	C
10	12019643	2,359.98	09/20/16	30317 KIANNA FRAKES	C
10	12019644	24.26	09/20/16	21377 KISHORE PERSAD	C
10	12019645	4,068.00	09/20/16	30813 KOFI OWENS	C
10	12019646	161.21	09/20/16	4027 KEICHA BYRD	C
10	12019647	413.74	09/20/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12019648	149.75	09/20/16	4236 LEARNING RESOURCES INC.	C
10	12019649	47,233.75	09/20/16	4224 LERCH, VINCI & HIGGINS, L.L.P.	C
10	12019650	2,503.25	09/20/16	4289 LERRO ENTERPRISES, INC.	C
10	12019651	283.75	09/20/16	4315 LIBERTY SCIENCE CENTER INC	C
10	12019652	154.76	09/20/16	28355 LIZBETH LORENZO	C
10	12019653	2,250.00	09/20/16	4528 MARY ELLEN LAUGHLIN	C
10	12019654	31,495.00	09/20/16	11401 MATHUSEK INCORPORATED	C
10	12019655	8,217.00	09/20/16	2781 MAXIM HEALTHCARE SERVICES, INC.	C
10	12019656	1,347.23	09/20/16	11185 MELAINE CRUZ	C
10	12019657	446.10	09/20/16	19429 MELISSA GRIFFIN	C
10	12019658	49,246.00	09/20/16	16977 MK LIONS LLC	C
10	12019659	5,000.00	09/20/16	29963 MOMENTUM EDUCATION	C
10	12019660	35.52	09/20/16	4872 MONICA MORGAN	C
10	12019661	198.00	09/20/16	4900 MONTCLAIR ART MUSEUM	C
10	12019662	67.00	09/20/16	4889 MONTCLAIR FLORISTS	C
10	12019663	328.00	09/20/16	16942 MORRIS SCHOOL DISTRICT	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019664	400.00	09/20/16	4928 MORRISON CONSULTING, INC.	C
10	12019665	223.41	09/20/16	21610 NAOMIE ULYSSE	C
10	12019666	124.14	09/20/16	5227 NATIONAL SCHOOL PRODUCTS	C
10	12019667	1,975.00	09/20/16	5322 NEW JERSEY ASSOCIATION OF SCHOOL ADMINIS	C
10	12019668	7,800.00	09/20/16	5375 NEW JERSEY CENTER FOR TEACHING&LEARNING	C
10	12019669	675.00	09/20/16	5382 NEW JERSEY SCHOOL BOARDS ASSN.	C
10	12019670	4,800.00	09/20/16	5289 NEWARK RENAISSANCE HOUSE, INC.	C
10	12019671	172.87	09/20/16	14770 NICOLE CREWS	C
10	12019672	55.00	09/20/16	256 NJLM	C
10	12019673	1,400.00	09/20/16	5387 NJSBA INSERVICE EDUCATION DEPT	C
10	12019674	5,000.00	09/20/16	30562 NORTH CLINTON 291 LLC	C
10	12019675	262.36	09/20/16	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12019676	1,875.00	09/20/16	5067 NSBA REGISTRAR	C
10	12019677	1,146.90	09/20/16	7351 OMNI TRAVEL & TOURS	C
10	12019678	7,900.00	09/20/16	5566 OPEN SYSTEMS INTEGRATORS, INC	C
10	12019679	25.75	09/20/16	5776 PEARSON DIGITAL LEARNING	C
10	12019680	140.09	09/20/16	2042 READYREFRESH	C
10	12019681	139.15	09/20/16	5899 POSITIVE PROMOTIONS, INC	C
10	12019682	215.00	09/20/16	5905 POSTMASTER - NEWARK	C
10	12019683	13,110.04	09/20/16	116 PRAD'S HARDWARE	C
10	12019684	255.00	09/20/16	5933 PREMIUM MARKETING GROUP, INC.	C
10	12019685	2,185.78	09/20/16	5944 PRESENTATION SYSTEMS INC.	C
10	12019686	1,701.02	09/20/16	5949 PRESTWICK HOUSE INC.	C
10	12019687	13,241.80	09/20/16	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12019688	45,959.33	09/20/16	6008 PSE & G	C
10	12019689	380.00	09/20/16	22837 FUGLIESE POOL SERVICE	C
10	12019690	749.58	09/20/16	29122 RAFAELINA ALMONTE	C
10	12019691	4,167.45	09/20/16	6113 RALLY! EDUCATION	C
10	12019692	359.10	09/20/16	6111 RANDI LEIFER	C
10	12019693	500.00	09/20/16	15059 RAPISCAN SYSTEMS INC.	C
10	12019694	500.00	09/20/16	30511 RAY AND ASSOCIATES	C
10	12019695	839.12	09/20/16	6168 REALLY GOOD STUFF A DIV OF FILMIC ARCHIV	C
10	12019696	757.20	09/20/16	6201 RELIABLE LOCK & SAFE	C
10	12019697	90,211.26	09/20/16	14788 RENAISSANCE LEARNING, INC.	C
10	12019698	2,664.00	09/20/16	30228 RENE DUVAL	C
10	12019699	28,339.00	09/20/16	26557 RIS CONSTRUCTION CORP.	C
10	12019700	735.00	09/20/16	9253 ROCHESTER 100, INC.	C
10	12019701	4,775.08	09/20/16	1795 SAL ELECTRIC COMPANY	C
10	12019702	5,437.29	09/20/16	21849 SCARINCI & HOLLENBECK, LLC	C
10	12019703	10,115.75	09/20/16	6510 SCHOOL HEALTH CORP.	C
10	12019704	385.00	09/20/16	5991 SCHOOL PUBLICATIONS	C
10	12019705	3,963.87	09/20/16	6539 SCHOOL SPECIALTY INC.	C
10	12019706	19,398.82	09/20/16	15580 SECURE WATCH 24, LLC	C
10	12019707	110.17	09/20/16	3309 SHAHEEDAH HASSEN	C
10	12019708	265.00	09/20/16	1392 SHAHIDAH MACK	C
10	12019709	431.16	09/20/16	20036 SHARICE JAMES	C
10	12019710	774.00	09/20/16	30899 SHERATON ATLANTIC CITY	C
10	12019711	379.00	09/20/16	6652 SIMPLICE AVIT	C
10	12019712	337.35	09/20/16	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12019713	5,497.69	09/20/16	272 SOLUTION TREE INC.	C
10	12019714	4,068.00	09/20/16	4410 STACI LOVE	C
10	12019715	3,444.19	09/20/16	1721 STAPLES ADVANTAGE	C
10	12019716	450.65	09/20/16	17701 STEWART BUSINESS SYSTEMS	C
10	12019717	1,493.90	09/20/16	6831 SUMMIT HEARING AID CENTER	C
10	12019718	2,034.00	09/20/16	12904 TAMARA L. COLBERT	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019719	361.87	09/20/16	6970 TEACHER'S DISCOVERY	C
10	12019720	224.00	09/20/16	6994 TELE-MEASUREMENTS, INC.	C
10	12019721	55.00	09/20/16	3296 HARTFORD STEAM BOILER	C
10	12019722	2,451.00	09/20/16	4246 THE LEARNING INTERNET, INC.	C
10	12019723	2,500.00	09/20/16	13501 THE PALEY CENTER FOR MEDIA	C
10	12019724	756.96	09/20/16	22160 TIFFANY PINCKNEY	C
10	12019725	439.65	09/20/16	7235 UNITED PARCEL SERVICE	C
10	12019726	8,480.66	09/20/16	2540 W.B. MASON INC.	C
10	12019727	5,906.07	09/20/16	4516 WILLIAM H. SADLER, INC.	C
10	12019728	125,589.13	09/20/16	7548 XEROX CORP	C
10	12019729	439.18	09/20/16	7549 XEROX CORP	C
10	12019730	9,629.21	09/20/16	7579 ZANER BLOSER, INC.	C
10	12019731	1,693.26	09/20/16	29912 ARCHADELIA YOUNG LEWIS	C
10	12019732	11,462.76	09/20/16	642 BANCROFT, INC.	C
10	12019733	12,093.90	09/20/16	202 BANYAN SCHOOL, INC.	C
10	12019734	13,433.10	09/20/16	734 BERGEN CENTER FOR CHILD DEVELOPMENT INC.	C
10	12019735	3,720.00	09/20/16	30724 BETHANY SWIFT	C
10	12019736	2,550.00	09/20/16	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12019737	123,848.79	09/20/16	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12019738	13,657.28	09/20/16	1543 COASTAL LEARNING CENTER MONMOUTH CORP.	C
10	12019739	8,999.50	09/20/16	25259 CPC BEHAVIORAL HEALTHCARE	C
10	12019740	164,743.13	09/20/16	2105 DERON SCHOOL OF NEW JERSEY	C
10	12019741	40,044.78	09/20/16	2314 EAST MOUNTAIN SCHOOL CARRIER CLINIC	C
10	12019742	484,374.00	09/20/16	2333 EAST ORANGE COMMUNITY CHARTER SCHOOL	C
10	12019743	2,390.00	09/20/16	30589 EDUSCAPE PARTNERS	C
10	12019744	27,493.00	09/20/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12019745	2,997.54	09/20/16	2534 ESSEX VALLEY SCHOOL	C
10	12019746	16,353.30	09/20/16	2640 FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN	C
10	12019747	116,382.00	09/20/16	1190 FIRST CHILDREN, LLC PAM VENKUS	C
10	12019748	184.49	09/20/16	2747 FREY SCIENTIFIC	C
10	12019749	15,957.54	09/20/16	2860 GATEWAY SCHOOL	C
10	12019750	41,961.22	09/20/16	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12019751	64,478.49	09/20/16	3001 GRAMON SCHOOL DBA ELO INCORPORATED	C
10	12019752	19,364.00	09/20/16	7064 GREAT OAKS CHARTER SCHOOL	C
10	12019753	5,749.88	09/20/16	4774 HENRY SCHEIN, INC.	C
10	12019754	12,460.70	09/20/16	30520 HUNTERDON PREPARATORY SCHOOL	C
10	12019755	773.13	09/20/16	5783 J.W. PEPPER & SON, INC.	C
10	12019756	1,500.00	09/20/16	3799 JOEL THERVIL	C
10	12019757	19,731.00	09/20/16	4166 LADY LIBERTY ACADEMY CHARTER SCHOOL	C
10	12019758	1,081.48	09/20/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12019759	42,484.00	09/20/16	24740 LINK COMMUNITY CHARTER SCHOOL	C
10	12019760	27,120.00	09/20/16	6636 LORD STIRLING SCHOOLS	C
10	12019761	30,229.00	09/20/16	21717 MARION P. THOMAS CHARTER SCHOOL	C
10	12019762	7,884.60	09/20/16	1411 LEGACY TREATMENT SERVICES	C
10	12019763	17,786.00	09/20/16	17981 MERIT PREPARTORY OF NEWARK CHARTER SCHOO	C
10	12019764	62,018.79	09/20/16	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12019765	1,322.00	09/20/16	5296 NEW HORIZONS COMMUNITY CHARTER SCHOOL	C
10	12019766	53,194.68	09/20/16	3405 NEW ROAD SCHOOLS OF NEW JERSEY DBA HIGH	C
10	12019767	3,034.00	09/20/16	19046 NEWARK EDUCATORS COMMUNITY CHARTER	C
10	12019768	25,586.00	09/20/16	13927 NEWARK PREP CHARTER	C
10	12019769	171,650.36	09/20/16	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12019770	6,804.00	09/20/16	17973 PEOPLE'S PREPARATORY CHARTER SCHOOL	C
10	12019771	123,495.00	09/20/16	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12019772	77,360.40	09/20/16	5839 PHOENIX CENTER	C
10	12019773	512.05	09/20/16	2042 READYREFRESH	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019774	322,523.00	09/20/16	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12019775	37,980.00	09/20/16	14788 RENAISSANCE LEARNING, INC.	C
10	12019776	5,529.74	09/20/16	6244 RICCIARDI BROTHERS HOME DECORATING STORE	C
10	12019777	69,805.00	09/20/16	26557 RIS CONSTRUCTION CORP.	C
10	12019778	10,997.00	09/20/16	5258 ROSEVILLE COMMUNITY CHARTER SCHOOL	C
10	12019779	332.96	09/20/16	6510 SCHOOL HEALTH CORP.	C
10	12019780	1,131.00	09/20/16	6511 SCHOOL MATE	C
10	12019781	5,145.58	09/20/16	6512 SCHOOL NURSE SUPPLY INC.	C
10	12019782	5,392.29	09/20/16	6539 SCHOOL SPECIALTY INC.	C
10	12019783	13,937.98	09/20/16	4503 SCHOOLDUDE.COM	C
10	12019784	2,749.98	09/20/16	6557 SCIENTIFIC WATER CONDITIONING CO	C
10	12019785	2,745.07	09/20/16	13862 SHERWIN WILLIAMS CO.	C
10	12019786	1,012.75	09/20/16	5656 SMART SOURCE LLC	C
10	12019787	162.50	09/20/16	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12019788	5,458.52	09/20/16	6728 SOUTH JERSEY ENERGY	C
10	12019789	11,346.60	09/20/16	6437 ST.JOSEPH SCHOOL FOR THE BLIND DBA/ CONC	C
10	12019790	1,652.78	09/20/16	3276 TALK UCXEPRESS	C
10	12019791	100,356.00	09/20/16	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12019792	48,673.04	09/20/16	4228 THE LEARNING CENTER FOR EXCEPTIONAL	C
10	12019793	17,020.00	09/20/16	4693 THE MATHENY SCHOOL & HOSPITAL	C
10	12019794	9,735.48	09/20/16	4841 THE MILTON SCHOOL	C
10	12019795	40,329.00	09/20/16	13951 THE PAULO FREIRE SCHOOL	C
10	12019796	210.80	09/20/16	6785 NJ ADVANCE MEDIA	C
10	12019797	750.00	09/20/16	7125 TRI-STATE FOLDING PARTITIONS INC.	C
10	12019798	32,097.50	09/20/16	15210 TSP MAINTENANCE SUPPLY, LLC	C
10	12019799	4,210.00	09/20/16	7037 TTI ENVIRONMENTAL, INC.	C
10	12019800	49,895.00	09/20/16	8173 UNITED WELDING & PLUMBING	C
10	12019801	21,266.00	09/20/16	7228 UNIVERSITY HEIGHTS CHARTER SCHOOL	C
10	12019802	1,250.00	09/20/16	29440 VALERIE D. WESLEY	C
10	12019803	186.56	09/20/16	7259 VALIANT NATIONAL AV SUPPLY	C
10	12019804	22,438.56	09/20/16	7267 VERIZON	C
10	12019805	17,931.25	09/20/16	14796 VERIZON BUSINESS	C
10	12019806	13,364.05	09/20/16	7390 WASHINGTON ACADEMY, INC	C
10	12019807	21,960.00	09/20/16	7501 WINDSOR LEARNING CENTER	C
10	12019808	39,023.53	09/20/16	7499 WINDSOR PREP INC	C
10	12019809	29.00	09/20/16	7523 WORRALL COMMUNITY NEWSPAPERS	C
10	12019810	944.78	09/20/16	7548 XEROX CORP	C
10	12019811	439.18	09/20/16	7549 XEROX CORP	C
10	12019812	3,648.46	09/20/16	19500 XEROX FINANCIAL SERVICES	C
10	12019813	59,915.42	09/20/16	7570 YOUTH CONSULTATION SERVICE	C
10	12019820	425.00	09/20/16	352 AMERICAN ASSOCIATION OF SCHOOL PERSONNEL	C
10	12019821	578.00	09/20/16	452 APPLE COMPUTER, INC	C
10	12019822	63,085.00	09/20/16	1473 CITY OF EAST ORANGE POLICE DEPARTMENT	C
10	12019823	120.41	09/20/16	3190 DARON M. HOGES	C
10	12019824	79,792.47	09/20/16	21814 DECOTIIS, FITZPATRICK & COLE, LLP	C
10	12019825	3,654.99	09/20/16	2057 DELL MARKETING L.P.	C
10	12019826	6,000.00	09/20/16	14265 EDUCATIONAL DEVELOPMENT SOFTWARE,LLC	C
10	12019827	15,000.00	09/20/16	2240 EBOOE ATHLETICS IMPREST ACCOUNT	C
10	12019828	962.00	09/20/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12019829	8,858.22	09/20/16	12211 FILEBANK, INC.	C
10	12019830	115.11	09/20/16	2667 FISHER SCIENTIFIC EDUCATION	C
10	12019831	2,281.93	09/20/16	15873 LANGAN ENGINEERING & ENVIRONMENTAL SVC	C
10	12019832	35,000.00	09/20/16	30295 MENTORING IN MEDICINE	C
10	12019833	461.00	09/20/16	30856 NATIONAL DANCE EDUCATION ORGANIZATION	C
10	12019834	6,000.00	09/20/16	5905 POSTMASTER - NEWARK	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019835	2,695.00	09/20/16	11738 SYMANTEC CORPORATION	C
10	12019836	4,711.00	09/20/16	2540 W.B. MASON INC.	C
10	12019837	64,000.00	09/20/16	2539 W.E.B. DUBOIS SCHOLARS INSTITUTE AT	C
Total Bank No 10		5,198,179.09			
30	12000105	6,266.30	09/20/16	12335 DIRECT MAIL DEPOT, INC	C
Total Bank No 30		6,266.30			

Total Manual Checks	.00
Total Computer Checks	5,204,445.39
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	5,204,445.39
Number of Checks	279

Batch Yr	Batch No	Amount
17	000203	37,579.28
17	000205	115,807.20
17	000215	178,759.46
17	000216	444,317.50
17	000217	1,269,680.00
17	000218	816,486.44
17	000219	491,709.54
17	000224	113,042.09
17	000229	340,649.59
17	000231	119,905.28
17	000235	354,516.54
17	000241	196,780.95
17	000242	119,545.56
17	000246	130,934.73
17	000248	174,724.80
17	000278	293,740.13
17	000285	6,266.30

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12019523	5,069.75	09/20/16	7590 ACKERSON DRAPERY & DECORATOR SERVICES IN	C
10	12019524	2,594.50	09/20/16	330 ANACONDA SPORTS, INC.	C
10	12019525	36.00	09/20/16	626 ARCTIC FALLS SPRING WATER INC	C
10	12019526	2,570.00	09/20/16	11320 ASCD	C
10	12019527	442.00	09/20/16	23833 BEVERLY GADSDEN	C
10	12019528	1,500.00	09/20/16	872 BRANCH BROOK PARK	C
10	12019529	5,889.98	09/20/16	1477 CITY OF EAST ORANGE	C
10	12019530	883.25	09/20/16	29688 COMCAST SPOTLIGHT	C
10	12019531	24,401.93	09/20/16	507 CONNECTIONS PERSONNEL INC.	C
10	12019532	101.22	09/20/16	1990 DAWN STOKES-TYLER	C
10	12019533	799.99	09/20/16	11436 E & G EXTERMINATORS, INC.	C
10	12019534	5,500.00	09/20/16	29602 EMMIS OPERATING COMPANY	C
10	12019535	21,662.80	09/20/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12019536	1,465.32	09/20/16	12211 FILEBANK, INC.	C
10	12019537	74.50	09/20/16	3345 HECHT TRAILERS	C
10	12019538	134.18	09/20/16	7852 JACQUELINE NISENSEN	C
10	12019539	153.05	09/20/16	12173 JALIVLA FRASER	C
10	12019540	111.86	09/20/16	7994 KORI WASHINGTON	C
10	12019541	5,223.50	09/20/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12019542	115.00	09/20/16	21741 LIFESAVER, INC.	C
10	12019543	1,605.89	09/20/16	7351 OMNI TRAVEL & TOURS	C
10	12019544	213,767.34	09/20/16	6008 PSE & G	C
10	12019545	250.00	09/20/16	22080 TEQUIPMENT, IN.	C
10	12019546	9,152.50	09/20/16	27804 THERAPEUTIC OUTREACH INC.	C
10	12019547	88.76	09/20/16	2868 THERESE BIALKIN	C
10	12019548	11,234.59	09/20/16	14796 VERIZON BUSINESS	C
10	12019549	1,655.83	09/20/16	2540 W.B. MASON INC.	C
10	12019550	1,422.15	09/20/16	7390 WASHINGTON ACADEMY, INC	C
10	12019551	290.50	09/20/16	8761 WILLIAM MINCY	C
10	12019552	73.44	09/20/16	7524 WORRALL COMMUNITY NEWSPAPERS	C
10	12019553	2,592.67	09/20/16	7549 XEROX CORP	C
10	12019838	2,307.50	09/20/16	1473 CITY OF EAST ORANGE POLICE DEPARTMENT	C
10	12019839	52,169.41	09/20/16	21814 DECOTIIS, FITZPATRICK & COLE, LLP	C
10	12019840	10,553.54	09/20/16	29785 PNTA	C

Total Bank No 10 385,892.95

Total Manual Checks	.00
Total Computer Checks	385,892.95
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 385,892.95

Number of Checks 34

Batch Yr	Batch No	Amount
16	002233	63,880.90
16	002234	23,361.77
16	002238	233,619.83

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				16	002240
					65,030.45