

**EAST ORANGE BOARD OF EDUCATION  
199 4<sup>th</sup> AVENUE  
EAST ORANGE, NEW JERSEY 07017**

**REGULAR PUBLIC MEETING**

East Orange Board of Education  
199 4<sup>th</sup> Avenue, East Orange, NJ 07017

Tuesday, October 11, 2016 – 6:00 P.M.

**AGENDA**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. BOARD OF EDUCATION**

**V. REPORT OF THE INTERIM SUPERINTENDENT OF SCHOOLS**

**A. PRESENTATIONS**

1. East Orange: Our Road to Future Ready, presented by Ms. Paulette Salomon, Supervisor, Educational Technology K-12
2. 2016 PARCC Result Presentation – Mr. James Leutz, Supervisor, Accountability & Testing
3. District Report of Violence, Vandalism and HIB Summary – 2015-2016 (Period 2) – Dr. Deborah Harvest – Assistant Superintendent, Division of Operations, Compliance & Educational Support Services

**B. 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
1100	District Organization	Revised Policy
2460	Special Education	Revised Policy & Regulation
5331	Management of Life-Threatening Allergies in School	Revised Policy & Regulation
5335	Treatment of Asthma	Revised Policy
5338	Diabetes Management	Revised Policy & Regulation
5410	Promotion and Retention	Revised Policy & Regulation
5411	Promotion	Revised Policy
5420	Reporting Student Progress	Revised Policy & Regulation
5440	Honoring Student Achievement	Revised Policy & Regulation
5460	High School Graduation	Revised Policy
5466	Graduation & Yearbook Fees	Revised Policy
5500	Expectations for Student Conduct	Revised Policy & Regulation
5752	Marital Status and Pregnancy	Revised 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.**

<b>Policy No.</b>	<b>Description</b>	<b>New/Revised</b>
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

**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. NCJW Center for Women to Speak to Students about Teen Dating Abuse Project
- b. Violence Prevention & Cyber Safety Awareness provided by the Essex County Prosecutors Office
- c. Mobile Dentist – Smile Program at STEM Academy
- d. Professional and Dining Etiquette Training
- e. Quiver Farm Chick Hatching Project
- f. Quiver Farm Chick Hatching Project
- g. Houston Academy’s “Trunk or Treat”
- h. Fire Safety Assembly
- i. Kidbiz3000 for Parents
- j. Participation in Jobs for Americas Graduates (JAG) NJ
- k. Becoming Trauma Informed
- l. Junior Achievement, Biz Town
- m. Girls and Boys Mentoring Program
- n. YMCA Garden Enrichment Learning Partnership
- o. Tyson Elementary School Fractionville
- p. Girls on the Run of New Jersey East
- q. Tyson Elementary School Twilight Ram Program
- r. Tyson Elementary School Basketball Program
- s. Little Kids Rock Music Education Program
- t. Special Education Transportation Services
- u. Special Education Transportation Services
- v. Special Education Out of District Placements
- w. Smile Program: The Mobile Dentists
- x. KinderSmile Foundation
- y. Literacy and Language for School Based Speech Language Professionals
- z. Special Education Home Instruction Students
- aa. Community Food Bank of New Jersey Partnership
- bb. Training on Children with Sexual Behavior Problems
- cc. Phase I/II – Professional Development for the Consistent Use of Manipulatives in the Mathematics Classroom
- dd. Assessment and Curriculum Writers
- ee. 2016-2017 Curriculum Guide for AP Computer Science Principles
- ff. Family Connections Program
- gg. Read to Achieve – Montclair University Basketball Team
- hh. Afterschool/Saturday Program Costs
- ii. Afterschool Tutoring, AP Preparation and PARCC
- jj. Harassment, Intimidation and Bullying Monthly Incident
- kk. Field Trips

## **XII. CONSIDERATION OF RESOLUTIONS**

### **A. INTERIM SUPERINTENDENT OF SCHOOLS**

#### **2. LABOR RELATIONS & EMPLOYMENT SERVICES**

- a. Retirements
- b. Resignations
- c. Other Separations
- d. Leaves of Absence
- e. Transfers
- f. Reclassifications
- g. Salary Adjustments
- h. Staff Appointments
- i. Approval of Extra-Curricular and Co-Curricular Activities – Various Locations -2016-2017 SY
- j. Extra-Curricular and Co-Curricular Appointments – Various Locations – 2016-2017 SY
- k. Appointment of Per Diem Substitute Teachers – 2016-2017 School Year
- l. Attendance Incentive Bonus – Various Locations – 2015-2016 School Year
- m. Approval of Job Descriptions
- n. Agenda Changes/Corrections
- o. Appointments
- p. Rescission of Resignation
- q. Rescission of Appointments
- r. Separation
- s. 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. 2016-2017 Family Worker Waiver for Collaborating Community Providers and Head Start
- h. Attendance Incentives – Healy Middle School
- i. Resolution regarding new George Washington Carver Elementary School Schematic Design Submission to the New Jersey Department of Education
- j. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017
- k. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017 SY
- l. A-148 Secretary’s Report
- m. A-149 Treasurer’s Report
- n. Budgetary Major Account/Fund Status Certificate
- o. Establish Petty Cash Fund

#### **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. NCJW Center for Women to Speak to Students about Teen Dating Abuse Project – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the attendance of Lisa Delli Santi from the NCJW Center for Women to speak to STEM students about the Teen Dating Abuse Project on Friday, October 14, 2016 with no cost to the District.

- b. Violence Prevention & Cyber Safety Awareness provided by Essex County Prosecutors Office – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the attendance of the Essex County Prosecutors Office to present awareness on Violence Prevention & Cyber Safety on Tuesday, October 25, 2016 for school violence awareness week with no cost to the District.

- c. Mobile Dentist – Smile Program at STEM Academy – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the students at STEM Academy to participate in the Mobile Dentist Smile Program on the school premises at 129 Renshaw Avenue on Monday and Tuesday, December 12<sup>th</sup> and 13<sup>th</sup>, 2016 and June 5<sup>th</sup> and 6<sup>th</sup>, 2017 at no cost to the District.

- d. Professional and Dining Etiquette Training at STEM Academy – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the attendance, the establishment of an after-school program for Professional and Dining Etiquette Training for 6<sup>th</sup> and 7<sup>th</sup> graders conducted by Ms. Darlene Williams, protocol consultant for the 2016-2017 school year at no cost to the District.

- e. Quiver Farm Chick Hatching Project – (Heaphy)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Quiver Farm’s Chick Hatching Project from Pennsburg, Pennsylvania visit to Edward T. Bowser, Sr., School on Monday, April 24, 2017 through Friday, May 5, 2017 at a cost to the District of \$325.00.

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: 17.15.000.218.500.304.004.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

f. Quiver Traveling Farm - (Heaphy)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Quiver's Traveling Farm from Pennsburg, Pennsylvania visit to Edward T. Bowser Sr. School on Friday, June 2, 2017 at a cost to the District of \$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: 17.15.000.218.500.304.004.0000)

g. Houston Academy's Trunk or Treat - (Hamilton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Houston Academy staff and students to conduct a Trunk or Treat Halloween activity on school property, at the end of the school day at no cost to the District.

h. Fire Safety Assembly- (Jacob)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the East Orange Fire Department, to present an assembly on "Fire Safety" to grades K-3 students at Johnnie L. Cochran, Jr. Academy, 190 Midland Avenue, East Orange, NJ on October 27, 2016 at no cost to the District.

i. Kidbiz3000 for Parents Workshop- (Jacob)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Huriya Edens, technology teacher to present a workshop to parents at Johnnie L. Cochran, Jr., 190 Midland Avenue, East Orange, NJ on November 3, 2016 from 5:00 to 6:00 pm at no cost to the District.

j. Participation in Jobs for Americas Graduates (JAG) NJ - (Trono)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the participation of Costley in Jobs for America's Graduates - NJ at an estimated cost to the District of \$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 Codes: 17.15.000.270.512.215.015.5523  
17.15.190.100.800.215.015.0000  
17.15.000.240.580.215.015.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESk. Becoming Trauma Informed – (Davis)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves a proposal to have Trauma Informed training workshops conducted on October 26, 2016 (for teachers, counselors, social workers and administrators of George Washington Carver and Jackson Academy) and for parents of the two schools on November 15, 2016. The training will be conducted by Mrs. Madinah Brown-Day, MSW, LCSW, CCS, Consultant of Beacon of Wellness, and Incorporated at a cost to the District not to exceed \$2,900.

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:       17.15.000.223.320.305.005.0000  
                                  17.15.190.100.320.305.005.0000)

l. Junior Achievement, Biz Town – (Stallings)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the kindergarten – 5<sup>th</sup> grade students from Langston Hughes School to participate in the program, Junior Achievement Biz Town for Success for the 2016-2017 academic year at no cost to the District.

m. Girls and Boys Mentoring Program – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves mentoring programs for 4<sup>th</sup> and 5<sup>th</sup> grade girls and boys from Cicely Tyson Elementary School. Meetings will be held bi-monthly as well as on designated Saturdays from November 2016 through June 2017. There will be no cost to the District.

n. YMCA Garden Enrichment Learning Partnership – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves a pilot project (serving grades 1-5 at the YMCA gardens in the adjacent lot and grades PK and K in the CTES school yard area implemented by the CTES Art Teacher, Ms. Konopinski and CTES Science teacher, Ms. Solyman along with YMCA Site director Emilio Panasci. The project will involve learning various farming and gardening processes as well as creating and cultivating a school garden to incorporate growing herbs, flowers and vegetables. This partnership will extend from an ongoing garden project at CTES and expand the children's access to outdoor learning centers. There will be no cost to the District.

o. Cicely L. Tyson Elementary School Fractionville – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves CTES Fractionville eLearning math program at no cost to the District.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- p. Girls on the Run of New Jersey East - (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves an extracurricular, non-profit "Girls on the Run" for 3<sup>rd</sup> through 5<sup>th</sup> grade girls at Cicely L. Tyson Elementary School. There is no cost to the District.

- q. Cicely L. Tyson Elementary School Twilight Ram - (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves CTES Twilight Ram Program at a cost to the District of \$23,038.16

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:      15.120.100.101.312.012.9718  
                                 15.000.266.100.312.012.9730)

- r. Cicely Tyson Elementary Basketball Program - (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the Cicely Tyson Elementary School Basketball Program to be held from November 2016 through May 2017. There will be no cost to the District.

- s. Little Kids Rock Music Education Program - (Sturdivant)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the Little Kids Rock program at Mildred Barry Garvin School at no cost to the District.

- t. Special Education Transportation Services - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the 2016-2017 school year contract from the Neptune Township for joined transportation services at an estimated cost of \$19,677.

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:      11.000.270.0518.000.028.031.5521)



A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

u. Special Education Transportation Services – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the 2016-2017 school year contract from the Hunterdon Central Regional High School for joined transportation services at an estimated cost of \$11,813.

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: 11.000.270.0518.000.028.031.5521)

v. 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 7 Out of District Special Education students and contracts. Placements at a total cost of \$269,611.

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: 11.000.100.0562.028.031.0000 – Public  
11.000.100.0564.028.031.0000 – Vocational  
11.000.100.0565.028.031.0000 – County  
11.000.100.0566.028.031.0000 – Private)

w. Smile Program: The Mobile Dentists – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the Smiles Programs: The Mobile Dentists to provide oral hygiene services to students at the following schools at no cost to the District or parents: Jackson Academy, Tyson Elementary School, Tyson M/H School, Hart Complex, Gibson Academy and Cochran Academy.

x. KinderSmile Foundation – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the oral health program provided by KinderSmile Foundation located in Montclair, NJ for the 2016-2017 school year at no cost to the District.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- y. Literacy and Language for School Based Speech Language Professionals – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the proposal from Dr. Anthony D. Koutsoftas, Certified Speech Pathologist, to present a full-day professional development program to district speech therapists. The services to be provided on October 26, 2016 will not exceed the cost of \$1,200.

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: 17.20.255.200.500.028.031.0000)

- z. Special Education Home Instruction Students – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves 31 students for Home Instruction Services.

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: 11.150.100.0500.000.028.031.)

- aa. Community Food Bank of New Jersey Partnership – (Watson, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves participation of East Orange School District in the following programs sponsored by the Community Food Bank of New Jersey: Tools 4 Schools, Kids Closet, The Back Pack project and Family Pack Program from September 2016 through June 2017 to include orientations to the aforementioned programs and prearranged pick up of items from the agencies at no cost to the District.

- bb. Training on Children with Sexual Behavior Problems – (Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves a workshop by Dr. Smarz from RWJ Barnabas Health on “Children with Sexual Behavior Problems” for all Educational Support Services staff on Wednesday, November 23, 2016 from 8:30 am – 12:30 pm at no cost to the District.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- cc. Phase I/II – Professional Development for the Consistent Use of Manipulatives in the Mathematics Classroom – (Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves SDM Learning (formerly ETA hand2mind) to provide 2 days of In-Class Support for all math teachers and TAs at Patrick F. Healy, East Orange STEM Academy, Cicely L. Tyson Middle/High and Campus High. The total cost will not exceed \$15,750.

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: 17.11.000.221.320.028.025.4336)

- dd. Assessment and Curriculum Writers – (Harvest, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves assessment and curriculum writers for English/Language Arts, Mathematics and English Language Learners at a cost not to exceed \$18,150.

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: 17.20.295.200.100.028.025.0000  
17.11.300.221.104.028.025.9730)

- ee. 2016 – 2017 Curriculum Guide for AP Computer Science Principles – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves adopting the secondary AP Computer Science Principles curriculum at no cost to the District.

- ff. Family Connections Program – (Joseph)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the Family Connections 8 Week Program at J. Garfield Jackson, Sr Academy beginning on October 18, 2016 and ending on December 8, 2016 at no cost to the District.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- gg. Read to Achieve – Montclair University Basketball Team – (Harvest, Bialkin)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves Coach Andrew Ling, Assistant Coach of the Montclair Basketball Team and up to seven current team members to visit Parks Academy and Garvin School on Monday, October 17, 2016 to discuss the importance of reading at no cost to the District.

- hh. Afterschool/Saturday Program Costs – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the operation of Afterschool/Saturday Programs at a cost not to exceed \$203,274.83 for salaries and \$120,000 for transportation. The programs will provide additional time on task for identified students in the content areas of Language Arts and Mathematics. All programs will begin on or after November 15, 2016 and conclude on or before May 11, 2017. All costs are budgeted in school based accounts as certified by the school accountant.

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: School Based Budgets, Priority and Focus Accounts and Title I)

- ii. Afterschool/Saturday Program Costs – (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the implementation of Afterschool Tutoring for Intervention and AP preparation and a PARCC preparation program for 60 minutes after school (3:10 – 4:10 pm), Tuesday – Thursday, at a cost not to exceed \$10,500 with benefits to be determined for a total of four teacher tutors. The program will commence on November 1, 2016 and continue through May 7, 2017.

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: 17.15.140.100.101.203.003.9727)

- jj. Harassment, Intimidation and Bullying Monthly Incident Reporting – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, accepts the report of 3 incidents for September 2016 for the NJDOE monthly reporting of HIB.

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. 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. Rae-Dudley 8 students (per date) 3 staff members Tyson M/H School	New York, NY	To attend the Open Doors Scholarship Program at the Theater Development Fund (Educational)	2016-2017 SY	<u>\$3,536.00</u> Transportation \$3,536.00 Total 17.15.100.270.512.203.003.5523 (SB)
2	Ms. P. Thompson 6 students 3 staff members Tyson M/H School	East Orange, NJ	To participate in the YMCA Community Garden (Educational)	10/3/16 Thru 6/23/17	No cost to the district
3	Ms. D. Moor 194 students 40 staff members Cochran Academy	East Orange, NJ	To participate in the School Walk for Breast Cancer Awareness (Enrichment)	10/14/16	No cost to the district
4	Mr. D. Horsford 84 students 8 staff members Langston Hughes	Mahwah, NJ	To visit the Secor Farms (Educational)	10/18/16	\$ 780.00 Transportation <u>\$ 840.00</u> Admissions \$1,620.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
5	Ms. D. Evans 50 students 5 staff members 3 parent chaperones Tyson M/H School	New York, NY	To attend the Performing & Visual Arts College Fair at the Jacob K. Javits Convention Center (Educational)	10/19/16	<u>\$884.00</u> Transportation \$884.00 Total 17.15.100.270.512.203.003.5523 (SB)
6	Ms. Clerkin 225 students 20 staff members Carver Institute	East Orange, NJ	To visit the Jersey Explorer Children's Museum (Educational)	10/19/16 10/20/16 10/27/16	No cost to the district
7	Ms. D. Evans 35 students 3 staff members Tyson M/H School	Ewing, NJ	To attend the College of NJ College Tour (Educational)	10/20/16	\$416.00 Transportation \$416.00 Total 17.15.100.270.512.203.003.5523 (SB)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
8	Mr. S. Webb 40 students 10 staff members FSA High School	Newark, NJ	To visit Rutgers University for Forensic Science (Educational)	10/20/16	<u>\$260.00</u> Transportation \$260.00 Total 17.11.423.270.512.145.045.5523 (SB)
9	Ms. I. Gorbunoff 175 students 10 staff members 10 parent chaperones Gibson Academy	Hazlet, NJ	To visit Green Meadow Farms (Educational)	10/21/16	\$1,352.00 Transportation <u>\$2,190.00</u> Total \$3,542.00 Total
10	Ms. B. Froehlich 20 students 2 staff members STEM Academy	Penns Grove, NJ	To attend the FRC Competition at Salem Community College (Educational)	10/22/16	<u>\$572.00</u> Transportation \$572.00 Total 17.15.000.270.512.102.002.5523 (SB)
11	Ms. D. Evans 35 students 3 staff members Tyson M/H School	Union, NJ	To attend the Kean University College Tour (Educational)	10/25/16	<u>\$275.60</u> Transportation \$275.60 Total 17.15.100.270.512.203.003.5523 (SB)
12	Ms. D. Evans 30 students 3 staff members Tyson M/H School	New Brunswick, NJ	To attend Rutgers University College Tour (Educational)	10/25/16	<u>\$442.00</u> Transportation \$442.00 Total 17.15.100.270.512.203.003.5523 (SB)
13	Ms. J. Leszczynski 160 students 28 staff members Wahlstrom Academy	Hazlet, NJ	To visit the Green Meadows Children's Farm (Educational)	10/25/16	\$1,331.20 Transportation <u>\$2,016.00</u> Admissions \$3,347.20 Total 17.15.190.100.800.339.039.0000 (SB) 17.20.218.100.500.339.026.9019 (GB) 17.20.218.200.516.339.026.9019 (GB)
14	Mr. S. Webb 40 students 20 staff members FSA High School	Philadelphia, PA	To visit historic Philadelphia (Indep. Hall) (Educational)	10/28/16	<u>\$1,066.00</u> Transportation \$1,066.00 Total 17.11.423.270.512.145.045.5523 (SB)
15	Ms. R. Richardson 27 students 7 staff members FSA Middle School	Newton, NJ	To visit the Fairview Lake YMCA Camp and Conference Center (Educational)	10/31/16	\$1,040.00 Transportation <u>\$1,203.00</u> Admissions \$2,243.00 Total 17.11.423.270.512.145.045.0000 (SB) 17.11.423.100.800.145.045.0000 (SB)
16	Ms. Villasuso 315 students 35 staff members Bowser Elementary	Chester, NJ	To visit the Alstede Farms (Educational)	11/2/16	\$2,704.00 Transportation <u>\$3,452.65</u> Admissions \$6,156.65 Total 17.15.000.270.512.304.004.5523 (SB) 17.15.190.100.800.304.004.0000 (SB) 17.20.218.100.500.304.026.9019 (GB) 17.20.218.100.500.304.026.0019 (GB)

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
17	Ms. N. Hughes 10 students 1 staff member Tyson M/H School	West Orange, NJ	To attend Retirement Dinner for Jean James at Wilshire Grand Hotel (Enrichment)	11/3/16	\$390.00 Transportation \$390.00 Total 17.15.000.270.512.203.003.5523 (SB)
18	Ms. C. Elias 135 students 15 staff members Costley Middle School	Newark, NJ	To visit the Branch Brook Skating Rink (Incentive)	11/4/16	\$1,500.00 Admissions \$ 514.80 Transportation \$2,014.80 Total 17.15.000.270.512.215.015.5523 (SB) 17.15.190.100.800.215.015.0000 (SB)
19	Ms. D. Evans 35 students 4 staff members Tyson M/H School	Madison, NJ	To attend the Annual EOF Conference at Fairleigh Dickinson University (Educational)	11/15/16	\$291.20 Transportation \$291.20 Total 17.15.100.270.512.203.003.5523 (SB)
20	Ms. A. Stewart 1111 students 119 staff members Tyson M/H School	East Orange, NJ	To attend audition process - school tours (Educational)	11/15/16 11/16/16	\$4,992.00 Transportation \$4,992.00 Total 17.15.000.270.512.203.003.5523 (SB)
21	Ms. D. Evans 30 students 3 staff members Tyson M/H School	Newark, NJ	To attend the Historically Black Colleges and Universities Tour (Educational)	11/17/16	\$208.00 Transportation \$208.00 Total 17.15.000.270.512.203.003.5523 (SB)
22	Ms. D. Evans 30 students 3 staff members Tyson M/H School	Montclair, NJ	To attend the Annual EOF Conference at Montclair State University (Educational)	11/18/16	\$286.00 Transportation \$286.00 Total 17.15.100.270.512.203.003.5523 (SB)
23	TSgt Thomas 20 students 2 staff members Campus High School	Jackson, NJ	To attend the Jackson High School Drill Competition (Educational)	11/19/16	\$728.00 Transportation \$728.00 Total 17.15.140.100.101.101.001.9727 (SB)
24	Ms. E. Lesko-Eckert 10 students 1 staff members STEM Academy	Newark, NJ	To visit Saint John's Soup Kitchen (Educational)	11/29/16 11/30/16	\$130.00 Substitute Salary \$130.00 Total 17.15.130.100.101.102.002.9729 (SB)
25	Ms. McPherson 98 students 9 staff members 8 parent chaperones Langston Hughes	Easton, PA	To visit the Crayola Factory (Educational)	11/30/16	\$2,007.20 Transportation \$ 782.75 Admissions \$2,789.95 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
					<b>F/T Board Agenda 10/11/16</b>

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
26	Ms. Taliaferro 88 students 6 staff members 6 parent chaperones Langston Hughes	Ogdensburg, NJ	To visit the Sterling Hill Mining Museum (Educational)	12/6/16	\$ 770.00 Admissions \$ 936.00 Transportation \$1,706.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
27	Mrs. Loiacono 99 students 10 staff members 8 parent chaperones Langston Hughes	Camden, NJ	To visit the Camden Adventure Aquarium (Educational)	12/8/16	\$1,638.00 Transportation \$1,046.00 Admissions \$2,684.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
28	Mr. S. Webb 40 students 10 staff members FSA High School	Rahway, NJ	To visit the Union County Performing Arts Center (Educational)	12/9/16	\$ 858.00 Transportation \$ 900.00 Admissions \$1,758.00 Total 17.11.423.100.800.029.029.0000 (SB) 17.11.423.270.512.029.029.5523 (SB)
29	Ms. C. Elias 135 students 15 staff members Costley Middle School	Belleville, NJ	To visit the Brunswick Zone Bowling Alley (Incentive)	12/9/16	\$ 842.40 Transportation \$1,755.60 Admissions \$2,598.00 Total 17.15.000.270.512.215.015.5523 (SB) 17.15.190.100.800.215.015.0000 (SB)
30	Mr. D. Horsford 84 students 8 staff members Langston Hughes	Easton, PA	To visit the Crayola Factory (Educational)	12/13/16	\$1,144.00 Transportation \$ 840.00 Admissions \$1,984.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
31	Ms. L. Horn 80 students 7 staff members Langston Hughes	New York, NY	To visit the American Museum of Natural History (Educational)	12/15/16	\$1,457.00 Transportation \$1,092.00 Admissions \$2,549.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
32	Dr. N. Crews 84 students 8 staff members Tyson M/H School	Belleville, NJ	To visit the Brunswick Zone Bowling Alley (Rewards & Incentives)	12/21/16	\$ 965.16 Admissions \$ 540.80 Transportation \$1,505.96 Total 17.20.231.200.500.203.003.0000 (GB) 17.20.231.100.800.203.003.0000 (GB)
33	Ms. C. Elias 135 students 15 staff members Costley Middle School	Little Falls, NJ	To visit the Floyd Hall Ice Skating Rink (Incentive)	1/6/17	\$ 873.60 Transportation \$ 750.00 Admissions \$1,623.60 Total 17.15.000.270.512.215.015.5523 (SB) 17.15.190.100.800.215.015.0000 (SB)
34	Ms. Riley-Lavendar 160 students 9 staff members 7 parent chaperones Langston Hughes	Newark, NJ	To attend performance at NJPAC (Educational)	1/13/17	\$1,360.00 Admissions \$ 832.00 Transportation \$2,192.00 Total
					<b>F/T Board Agenda 10/11/16</b>



A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
35	Ms. Loiacono 84 students 5 staff members 8 parent chaperones Langston Hughes	Jersey City, NJ	To visit the Liberty Science Center (Educational)	1/18/17	\$ 835.75 Admissions <u>\$ 780.00</u> Transportation \$1,615.75 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB)
36	Ms. D. Moor 194 students 40 staff members Cochran Academy	East Orange, NJ	To conduct School Walk for Heart Disease Awareness (Enrichment)	2/14/17	No cost to the district
37	Ms. C. Elias 135 students 15 staff members Costley Middle School	East Hanover, NJ	To visit Funplex (Incentive)	3/10/17	\$ 936.00 Transportation <u>\$1,657.81</u> Admissions \$2,593.81 Total 17.15.000.270.512.215.015.5523 (SB) 17.15.190.100.800.215.015.0000 (SB)
38	Mr. Pierre 30 students 3 staff members Tyson M/H School	Montclair, NJ	To attend the 6th Annual Boys to Men Empowerment Conference (Educational)	3/17/17	<u>\$275.60</u> Transportation \$275.60 Total 17.15.100.270.512.203.003.5523 (SB)
39	Ms. C. Elias 135 students 15 staff members Costley Middle School	Newark, NJ	To visit the Branch Brook Skating Rink (Incentive)	4/7/17	\$1,500.00 Admissions <u>\$ 546.00</u> Transportation \$2,046.00 Total 17.15.000.270.512.215.015.5523 (SB) 17.15.190.100.800.215.015.0000 (SB)
40	Ms. C. Elias 135 students 15 staff members Costley Middle School	Ringwood, NJ	To visit Ringwood State Park (Incentive)	5/25/17	<u>\$1,216.80</u> Transportation \$1,216.80 Total 17.15.000.270.512.215.015.5523 (SB) 17.15.190.100.800.215.015.0000 (SB)
41	Ms. T. McNeill 125 students 12 staff members Tyson M/H School	Orange, NJ	To attend the 8th Grade Social at the Appian Way (Incentive & Rewards)	6/7/17	No cost to the district
42	Ms. Fulchini 6 students 2 staff members Truth Middle School	Hillside, NJ	To visit the Community Food Bank of NJ (Educational)	6/15/17	No cost to the district
43	Ms. Elias 50 students 5 staff members Costley Middle School	Lyndhurst, NJ	To visit the Medieval Tims	6/19/17	\$ 338.00 Transportation <u>\$ 1,516.85</u> Admission \$ 1,854.85 Total 17.15.000.270.512.015.5523 17.15.190.100.800.215.0000

XII. CONSIDERATION OF RESOLUTIONS

OCTOBER 11, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

kk. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
44	Ms. Elias 135 students 15 staff members Costley Middle School	Jackson, NJ	To visit Great Adventure	6/20/17	\$ 3,716.40 Transportation \$ 4,244.20 Admission \$ 7,960.60 Total 17.15.000.270.512.015.5523 17.15.190.100.800.215.0000
45	Ms. Moore 16 Pre-K 23 K 6 staff members 6 chaperones Houston Academy	Hazlet, NJ	To visit Green Meadow Farms	10/25/16	\$ 338.00 - Transportation \$ 535.50 - Admission \$ 873.50 - Total 17.20.218.200.516.307.007.026.9019 17.20.218.100.500.307.007.026.9019 17.15.000.270.512.307.007.5523 17.15.190.100.800.307.007.0000
46	Ms. Buckham-Reid 50 students 4 staff members 2 chaperones Jackson Academy	East Orange, NJ	Public Library	10/21/16	No Cost to the District
47	Ms. Marlene Rice 36 students 4 staff members Tyson M/H School	New York, NY	To attend a concert at Carnegie Hall	10/20/16	\$483.60 Transportation \$483.60 Total 17.15.190.100.270.203.003.5523
					<b>F/T Board Agenda 10/11/16</b>

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

a. Retirements

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

1. Ms. Gloria Crossley - Teacher of the Handicapped (ICS) - East Orange Campus High School  
Effective January 1, 2017 (14 years 2 months of service)  
(15.213.100.0101.000.101.001.0000)
2. Ms. Susan Gittens - Secretary - Department of Early Childhood  
Effective January 1, 2017 (35 years of service)  
(20.218.200.0105.000.028.026.9024)

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. Andrea Brown - Lunch Period Supervisory Aide - Warwick Institute  
Effective September 26, 2016 (personal reasons) (1 month of service)  
(11.000.262.0100.000.000.000.0000)
2. Ms. Rebecca Deangelo - Teacher of Elementary - Cochran Academy  
Effective October 15, 2016 (home duties) (8 years 3 months of service)  
(15.120.100.0101.000.338.038.0000)
3. Ms. Donna Edwards Hawthorne - Lunch Period Supervisory Aide - Jackson Academy  
Effective September 22, 2016 (no reason) (9 months of service)  
(11.000.262.0100.000.000.000.0000)
4. Ms. Heather Schumacher - Assistant Principal - Healy Middle School  
Effective September 26, 2016 (relocating) (7 years 2 months of service)  
(15.000.240.0103.000.217.017.0000)
5. Ms. Yasmeen Williams - Lunch Period Supervisory Aide - Costley Middle School  
Effective October 23, 2016 (to continue education) (1 year of service)  
(11.000.262.0100.000.000.000.0000)

c. Other Separations

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

1. Mr. William Danzy - Maintenance Mechanic - Division of Maintenance Services  
Effective September 23, 2016 (deceased) (21 years 4 months of service)  
(11.000.263.0100.000.000.000.0000)
2. Mr. Jahmad Smith - Hourly Custodian - Division of Maintenance Services  
Effective September 8, 2016 (deceased) (7 months of service)  
(15.213.100.0106.000.215.015.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESd. 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. Sharonda Armour – Teacher Assistant for Special Ed (LD) – Campus High  
Child Rearing LOA Effective September 1, 2016 to June 30, 2017  
(15.204.100.0106.000.101.001.0000)
2. Ms. Angela Avery-Devlugt – Teacher of Elementary – Tyson Elementary  
Family Act LOA Effective September 19, 2016 to September 30, 2016  
(15.120.100.0101.000.312.012.0000)
3. Ms. Angela Cabrera – Teacher Assistant for Pre-Kindergarten – Langston Hughes School  
Family Act LOA Effective September 1, 2016 to October 13, 2016  
(20.218.100.0106.000.028.026.9013)
4. Ms. Patricia Ciccone – Teacher Tutor – Garvin School  
Family Act LOA (Intermittent) Effective September 15, 2016 to June 30, 2017 (NTE 15 days)  
(15.120.100.0101.000.308.008.0000)
5. Ms. Norma Diaz – CTE Teacher (Business) – Campus High  
Family Act LOA Effective September 2, 2016 to September 30, 2016  
(15.140.100.0101.000.101.001.0000)
6. Ms. Betty Elam – Teacher Assistant for Special Ed (PSD) – Langston Hughes School  
Family Act LOA Effective September 6, 2016 to September 19, 2016  
(15.216.100.0106.000.306.006.0000)
7. Mr. Brandon Ellis – Teacher of Health/Physical Education – Tyson 6-12  
Family Act LOA Effective September 1, 2016 to September 9, 2016  
(15.130.100.0101.000.203.003.0000)
8. Ms. Shelley Fleming – Confidential Secretary – Division of Business Services  
Family Act LOA (Intermittent) Effective August 25, 2016 to February 25, 2017 (NTE 15 days)  
Family Act LOA Effective October 21, 2016 to November 7, 2016  
(11.000.251.0100.000.000.000.0000)
9. Mr. Jose Garcia – Teacher of Mathematics – Tyson 6-12  
Family Act and Bonding LOA Effective December 8, 2016 to December 23, 2016  
(15.140.100.0101.000.203.003.0000)
10. Mr. Derrick Gibbs – Teacher Assistant for Special Ed (CSM) – Tyson 6-12  
Family Act LOA Effective September 12, 2016 to October 12, 2016  
Family Act LOA (without pay) Effective October 13, 2016 to December 5, 2016  
(15.213.100.0106.000.203.003.0000)
11. Mr. Simeon Ibeh – Teacher of Science – Fresh Start Academy High School  
Family Act LOA Effective September 7, 2016 to September 28, 2016  
(11.423.100.0101.000.029.029.0000)
12. Ms. Terri Jackson – Teacher Assistant for Kindergarten – Garvin School  
Health LOA Effective September 1, 2016 to October 3, 2016  
(15.190.100.0106.000.308.008.9704)

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

13. Ms. Melissa Jones - Teacher of Social Studies - East Orange STEM Academy High School  
Family Act LOA Effective October 17, 2016 to November 28, 2016  
(15.140.100.0101.000.102.002.0000)
14. Ms. Julia King - Teacher of the Handicapped (MCI) - Ecolè Toussaint Louverture  
Family Act LOA Effective October 5, 2016 to January 11, 2017  
(15.201.100.0101.000.310.010.0000)
15. Ms. Lucia Lee - Teacher of Elementary - Bowser Elementary School  
Family Act LOA Effective November 17, 2016 to December 16, 2016  
Family Act and Bonding LOA Effective December 19, 2016 to January 31, 2017  
Family Act and Bonding LOA (without pay) Effective February 1, 2017 to February 23, 2017  
Child Rearing LOA (without pay) Effective February 24, 2017 to June 30, 2017  
(15.120.100.0101.000.304.004.0000)
16. Ms. Shirlyse Lewis - Data Entry Clerk - Campus High  
Family Act LOA Effective September 26, 2016 to October 11, 2016  
(15.000.218.0105.000.101.001.0000)
17. Ms. Kamellah Marsh - Teacher Assistant for Special Ed (AUT) - Tyson 6-12  
Family Act LOA (Intermittent) Effective September 15, 2016 to June 30, 2017 (NTE 20 days)  
(15.214.100.0106.000.203.003.0000)
18. Ms. Oneka Mends-Cole Sangster - Co-Teacher - Tyson 6-12  
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 10 days)  
(15.130.100.0101.000.203.003.0000)
19. Ms. Julia Mohamed - Teacher of Spanish - Healy Middle School  
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 29.5 days)  
(15.130.100.0101.000.217.017.0000)
20. Ms. Debra Moore - Secretary (Assistant) - Tyson 6-12  
Family Act LOA Effective July 1, 2016 to October 18, 2016  
Health LOA Effective October 19, 2016 to October 30, 2016  
(15.000.240.0105.000.203.003.0000)
21. Ms. Margaret Moore - Teacher of Health/Physical Education - Garvin School  
Family Act LOA (Intermittent) Effective September 19, 2016 to February 19, 2017 (NTE 15 days)  
(15.120.100.0101.000.308.008.0000 - 81.0000%)  
(20.218.100.0101.000.028.026.9011 - 19.0000%)
22. Ms. Caroline Salters - Teacher of Mathematics - Campus High  
Family Act LOA Effective September 15, 2016 to September 30, 2016  
(15.140.100.0101.000.101.001.0000)
23. Mr. Darnell Starkes - Teacher of Music (Voc) - Parks Academy  
Health LOA Effective September 1, 2016 to October 6, 2016  
Health LOA (without pay) Effective October 7, 2016 to November 25, 2016  
(15.120.100.0101.000.311.011.0000 - 50.6200%)  
(15.120.100.0101.000.338.038.0000 - 40.0000%)  
(20.218.100.0101.000.028.026.9011 - 9.3800%)

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

24. Ms. Amirah Toler-Stoute – Secretary (Head) – Ecolè Toussaint Louverture  
Family Act LOA Effective September 15, 2016 to September 27, 2016  
Family Act LOA (Intermittent) Effective September 28, 2016 to June 30, 2017 (NTE 15 days)  
(15.000.240.0105.000.310.010.0000)
25. Ms. Bonnie Triolo – School Social Worker – Ecolè Toussaint Louverture  
Family Act LOA (Intermittent) Effective October 1, 2016 to February 3, 2017 (NTE 06 days)  
(15.000.211.0100.000.310.010.0000)
26. Ms. Monique Ware – Teacher of Elementary – Bowser Elementary School  
Family Act LOA Effective May 25, 2016 to June 7, 2016  
Family Act LOA (Intermittent) Effective September 30, 2016 to June 30, 2017 (NTE 20 days)  
(15.120.100.0101.000.304.004.0000)
27. Ms. Helen Watson – Security Monitor – Houston Academy  
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 10 days)  
(15.000.266.0100.000.307.007.0000)
28. Dr. Rita Wenger – Teacher of Grades 6-8 (Mth) – Healy Middle School  
Family Act LOA (Intermittent) Effective October 1, 2016 to June 30, 2017 (NTE 10 days)  
Family Act LOA Effective October 10, 2016 to October 14, 2016  
(15.130.100.0101.000.217.017.0000)
29. Mr. Robert Wilson – School Social Worker – Fresh Start Academy Middle School  
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 20 days)  
(11.000.211.0100.000.000.000.0000)
30. Ms. Yvonne Wilson-Jones – School Nurse – Department of Special Education  
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 20 days)  
(11.000.213.0100.000.000.000.0000)

e. 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.e.”

f. 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.f.”

g. 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. Ms. Larisha DeJesus – Culture and Climate Specialist – Healy Middle School  
(Original Hire Date: September 21, 2016)  
From: Level 4/BA Step 1 \$51,873.00 p/a  
To: Level 5/MA Step 1 \$57,573.00 p/a  
Effective September 21, 2016 to June 30, 2017  
(higher training level)  
(20.231.200.0100.000.217.017.0000)

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

2. Ms. Barbara Froehlich – Teacher of Science (Bio) – East Orange STEM Academy High School  
(Original Hire Date: September 1, 2007)  
From: Level 4/BAH Step 6½ \$54,973.00 p/a  
To: Level 5/MA Step 6½ \$60,873.00 p/a  
Effective September 1, 2016 to June 30, 2017  
(higher training level)  
(15.140.100.0101.000.102.002.0000)
3. Mr. John Giotta – Teacher of Grades 6-8 (LAL) – Truth Middle School  
(Original Hire Date: September 1, 2008)  
From: Level 4/BA Step 5 \$54,273.00 p/a  
To: Level 5/MA Step 5 \$59,973.00 p/a  
Effective September 1, 2016 to June 30, 2017  
(higher training level)  
(15.130.100.0101.000.216.016.0000)
4. Ms. Sussanna Gonzalez – Teacher of Elementary – Tyson Elementary  
(Original Hire Date: September 21, 2016)  
From: Level 5/MA Step 1 \$57,573.00 p/a  
To: Level 5/MA Step 2 \$58,173.00 p/a  
Effective September 21, 2016 to June 30, 2017  
(verified prior experience)  
(15.120.100.0101.000.312.012.0000)
5. Ms. Adrienne Guagenti – Teacher of Grades 6-8 (Sci) – Healy Middle School  
(Original Hire Date: September 6, 2016)  
From: Level 5/MA Step 1½ \$57,873.00 p/a  
To: Level 5/MA Step 5½ \$60,273.00 p/a  
Effective September 6, 2016 to June 30, 2017  
(verified prior experience)  
(15.130.100.0101.000.217.017.0000)
6. Mr. Byron Hamby – Teacher of Health/Physical Education – Tyson 6-12  
(Original Hire Date: October 13, 2010)  
From: Level 4/BA Step 6 \$54,673.00 p/a  
To: Level 5/MA Step 6 \$60,573.00 p/a  
Effective September 1, 2016 to June 30, 2017  
(higher training level)  
(15.130.100.0101.000.203.003.0000)
7. Ms. Antoinette Hare – Administrative Confidential Secretary – Office of the Superintendent  
(Original Hire Date: September 24, 1990)  
From: 2 \$63,725.00 p/a + \$2,000 Stipend + \$2,000 Longevity  
To: 2 \$75,750.00 p/a + \$2,000 Stipend + \$2,000 Longevity  
Effective October 12, 2016 to June 30, 2017  
(placement on correct step) (11.000.230.0100.000.000.000.0000)
8. Mr. Daron Hoges – Athletic Director (Acting) – Campus High  
(Original Hire Date: February 14, 1996)  
From: Level 5½/MA+15 Step 16 \$97,002.00 p/a + \$1,250 Longevity  
To: Step 1 \$97,765.00 p/a + \$1,250 Longevity  
Effective September 1, 2016 to June 30, 2017  
(placement on correct step & moved from teacher's guide to dept head's guide)  
(15.000.221.0104.000.101.001.0000)

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

g. Salary Adjustments (cont'd)

- 9. Ms. Maria Jones – School Social Worker – Bowser Elementary School  
 (Original Hire Date: September 1, 2000)  
 From: Level 5/MA Step 13 \$79,453.00 p/a + \$750 Longevity  
 To: Level 5½/MA+15 Step 13 \$81,953.00 p/a + \$750 Longevity  
 Effective September 1, 2016 to June 30, 2017  
 (higher training level)  
 (15.000.211.0100.000.304.004.0000)
  
- 10. Mr. Jihad Jubran – Teacher of Social Studies – Healy Middle School  
 (Original Hire Date: February 25, 2013)  
 From: Level 5/MA Step 1 \$57,573.00 p/a  
 To: Level 5½/MA+15 Step 1 \$59,073.00 p/a  
 Effective September 1, 2016 to June 30, 2017  
 (higher training level)  
 (15.130.100.0101.000.217.017.0000)
  
- 11. Ms. Ameenah Poole – Literacy Coach – Tyson 6-12  
 (Original Hire Date: September 20, 2016)  
 From: Level 5/MA Step 1 \$57,573.00 p/a  
 To: Level 5/MA Step 10 \$66,573.00 p/a  
 Effective September 20, 2016 to June 30, 2017  
 (verified prior experience)  
 (15.000.221.0104.000.203.003.0000)
  
- 12. Ms. Mary Twomey – Teacher of Art – Truth Middle School  
 (Original Hire Date: September 19, 2016)  
 From: Level 6/MA+32 Step 1 \$65,873.00 p/a  
 To: Level 6/MA+32 Step 7½ \$69,773.00 p/a  
 Effective September 19, 2016 to June 30, 2017  
 (verified prior experience)  
 (15.130.100.0101.000.216.016.0000)
  
- 13. Ms. Yaritza Yens – Teacher of Pre-Kindergarten – Ecolè Toussaint Louverture  
 (Original Hire Date: September 12, 2016)  
 From: Level 4/BA Step 1 \$51,873.00 p/a  
 To: Level 4/BA Step 2 \$52,473.00 p/a  
 Effective September 1, 2016 to June 30, 2017  
 (verified prior experience)  
 (20.218.100.0101.000.028.026.9010)

h. 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.h.”

i. 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.i for the 2016-2017 school year.”



A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

j. 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.j for the 2016-2017 school year.”

k. 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.k for the 2016-17 school year at a rate of \$75 p/d and \$130 p/d.”

l. 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.l.”

m. Approval of Job Descriptions

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the job descriptions effective October 11, 2016 listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.m.”

Assistant Purchasing Agent  
Volunteer Athletic Coach

n. 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. Ms. Idrissa Castlewood – Teacher of Elementary – Warwick Institute  
Change in Family Act LOA Effective Dates  
From: September 8, 2016 to October 20, 2016  
To: September 8, 2016 to October 31, 2016
2. Mr. Abba Onyeani – Teacher of Grades 6-8 (LA) – Tyson 6-12  
Change in Family Act and Bonding LOA Effective Dates  
From: October 3, 2016 to November 4, 2016  
To: October 17, 2016 to October 28, 2016
3. Ms. Charlene Powell – Teacher of Mathematics – Fresh Start Academy High School  
Change in Family Act LOA Effective Dates  
From: September 1, 2016 to October 1, 2016  
To: September 1, 2016 to October 14, 2016
4. Ms. Myra Robinson – CST-Social Worker – Department of Special Education  
Change in Retirement Effective Dates  
From: January 1, 2017  
To: July 1, 2017

A. INTERIM SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESo. 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. Charles Copeland – Custodian (hourly) – Division of Maintenance Services  
Salary \$14.01 p/h Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.0000) (replacement)
2. Ms. Debbie Dawkins – Custodian (hourly) – Division of Maintenance Services  
Salary \$14.01 p/h Effective October 12, 2016 to June 30, 2017  
(11.262.000.0100.000.000.0000) (replacement)
3. Ms. Susan Decarlo – Teacher Assistant for Special Education (ICS) – Warwick Institute  
Salary \$26,557.00 p/a Step 3 Effective October 12, 2016 to June 30, 2017  
(15.190.100.0106.000.309.009.0000) (replacement)
4. Ms. Marcia Dickens – Lunch Period Supervisory Aide – Gibson Academy  
Salary \$8.75 p/h Step 1 Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (replacement)
5. Mr. Rodolfo Gutierrez – Custodian (night) – Tyson Elementary  
Salary \$29,139.00 p/a Step 1 + \$910 Diff Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (replacement)
6. Ms. Altarelle Howard – Custodian (hourly) – Division of Maintenance Services  
Salary \$14.01 p/h Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (replacement)
7. Ms. Shakira Howard – Teacher of Art – Costley Middle School  
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective October 12, 2016 to June 30, 2017  
(15.120.100.0101.000.305.005.0000)
8. Ms. Cathy Rutledge – Lunch Period Supervisory Aide – Ecolè Toussaint Louverture  
Salary \$18.00 p/h Step 22 Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (replacement)
9. Mr. Donald Scott – Lunch Period Supervisory Aide – Garvin School  
Salary \$8.75 p/h Step 1 Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (replacement)
10. Mr. Evan Shoulars – Custodian (hourly) – Division of Maintenance Services  
Salary \$14.01 p/h Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (replacement)
11. Mr. Alex Sieira – Teacher of Music (Voc) – Costley Middle School  
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective October 12, 2016 to June 30, 2017  
(15.130.100.0101.000.215.015.0000) (replacement)
12. Ms. Cindy Taveras – Teacher of Grades 6-8 (Sci) – Healy Middle School  
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective October 12, 2016 to June 30, 2017  
(15.130.100.0101.000.217.017.0000) (replacement)
13. Ms. Lana Taylor – Lunch Period Supervisory Aide – East Orange Campus High School  
Salary \$8.75 p/h Step 1 Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (new)

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

o. Appointments (cont'd)

14. Ms. Yvonna Wade - Teacher Tutor - Langston Hughes School  
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective October 12, 2016 to June 30, 2017  
(15.120.100.0101.000.306.006.0000) (replacement)
15. Ms. Danyelle Williams - Lunch Period Supervisory Aide - Gibson Academy  
Salary \$8.75 p/h Step 1 Effective October 12, 2016 to June 30, 2017  
(11.000.262.0100.000.000.000.0000) (replacement)
16. Ms. Thelesa Williams - Teacher of Elementary - Cochran Academy  
Salary \$57,573.00 p/a Level 5/MA Step 1 Effective October 17, 2016 to June 30, 2017  
(15.120.100.0101.000.338.038.0000) (replacement)

p. Rescission of Resignation

BE IT RESOLVED: "that the Board of Education, upon the recommendation of the Superintendent of Schools, rescinds the following resignation."

1. Mr. Elvin Wong - Teacher of Science - East Orange STEM Academy High School  
Resignation was approved at the September 20, 2016 Board Meeting  
(15.140.100.0101.000.102.002.0000)

q. 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. Amber Bryant - Teacher Assistant for Kindergarten - Warwick Institute  
Appointment was approved at the September 20, 2016 Board Meeting  
(15.190.100.0106.000.309.009.9704)
2. Ms. Imani Thomas - Lunch Period Supervisory Aide - East Orange Campus High School  
Appointment was approved at the September 20, 2016 Board Meeting  
(11.000.262.0100.000.000.000.0000)

r. Separation

BE IT RESOLVED: "that the Board of Education, upon the recommendation of the Superintendent of Schools, rescinds the following separation."

1. Ms. Diane Pagan - Lunch Period Supervisory Aide - East Orange Campus High School  
Effective June 30, 2016 (abandoned position)  
(11.000.262.0100.000.000.000.0000)

**XII. CONSIDERATION OF RESOLUTIONS**

**OCTOBER 11, 2016**

**A. INTERIM SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

**s. 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."

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>
1.	Various Staff and Locations	Various locations throughout NJ	NJDOE Trainings/Meetings	10/1/2016 – 6/30/2017	NO COST TO THE DISTRICT
2.	Krystle Edwards Fabrese Logan Ashley Elio Maria B. Johnson <i>Gordon Parks Academy</i>	Somerset, NJ	NJ Literacy Workshop "Creating Powerful Readers and Writers in 21 <sup>st</sup> Century Classrooms"	10/7/2016	NO COST TO THE DISTRICT
3.	Renee McGrady Lynnette Horn <i>Hughes School</i>	Edison, NJ	Junior Achievement Biztown Training	10/12/2016	\$25.00 Transportation Costs \$20.00 Meals & Gratuities \$45.00 Total Est. Cost 17.15.000.223.580.306.006.0000
4.	Paul Wambugu Dr. Asha Parayanthal <i>Campus High</i>	Scotch Plains, NJ	The Allied Health Teachers and Advisor(s) Meeting	10/13/2016, 3/9/2017	\$130.00 Substitute Salary \$130.00 Total Est. Cost 17.11.120.100.101.000.000.0000
5.	Gregory Jenkins <i>Houston Academy</i>	Ewing, NJ	New Jersey School Counseling Association Fall Conference	10/14/2016	NO COST TO THE DISTRICT
6.	Tanzania Guyton <i>Parks Academy</i>	Somerset, NJ	NJAAP School Health Conference	10/18/2016	NO COST TO THE DISTRICT
7.	Carolyn Hayward-King <i>Costley Middle</i>	Somerset, NJ	American Academy of Pediatrics 25 <sup>th</sup> Annual School Health Conference	10/18/2016	NO COST TO THE DISTRICT
8.	Teresa Nwaneri <i>Warwick Institute</i>	Somerset, NJ	NJAAP Professional Conference - 25 <sup>th</sup> Annual School Health Conference	10/18/2016	NO COST TO THE DISTRICT
9.	Ella Tidwell Anestis Kerzelis <i>Hughes School</i>	Paterson, NJ	Close the Reading Gap Workshop	10/20/2016	\$25.00 Transportation Cost \$25.00 Total Est. Cost 17.15.120.100.101.306.006.9727

XII. CONSIDERATION OF RESOLUTIONS

OCTOBER 11, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>
10.	Bonnie Triolo Ryan Tol Stephanie Hill Jennifer Stevenson Ericka Currie <i>Louverture School</i>	East Orange, NJ	Rethinking Leadership Workshop – The Leader in Me	10/20/2106	\$196.00 Registration Fee \$196.00 Total Est. Cost 17.15.000.223.580.310.010.0000
11.	Fidelia Sturdivant <i>Garvin School</i>	Long Branch, NJ	NJDOE/NJPSA/NAESP and other District Consultant Trainings/Workshops/Meetings	10/20/2016, 10/21/2016, 12/1/2016, 1/19/2017, 3/17/2017	NO COST TO THE DISTRICT
12.	Angela Magliaro <i>Special Education</i>	Eatontown, NJ	NJ Association of Learning Consultants Fall Symposium 2016	10/21/2016	NO COST TO THE DISTRICT
13.	Esther Stolberg Alexandra Pujlos Ivy Best <i>Special Education Department</i>	Eatontown, NJ	NJ Association of Learning Consultants Fall Symposium 2016	10/21/2016	NO COST TO THE DISTRICT
14.	Robert Wilson <i>Fresh Start Middle School</i>	South Orange, NJ	Field Instruction Classes at Seton Hall University	10/21/2016, 11/18/2016, 1/20/2017, 3/17/2017	NO COST TO THE DISTRICT
15.	Patricia Henderson <i>STEM Academy</i>	Monroe Township, NJ	NJ Association of School Social Workers Association Fall Workshop	10/24/2016	NO COST TO THE DISTRICT
16.	Magdalie Saint-Preux <i>Houston Academy</i>	Monroe Township, NJ	NJ Association of School Social Workers Fall Workshop	10/24/16	\$125.00 Registration Fee \$125.00 Total Est. Cost 17.15.000.223.580.307.007.0000
17.	Fatimah McEntyre <i>Special Education Services</i>	Trenton, NJ	Preschool Training Series: Improving the Preschool Classroom Environment for Young Children with Disabilities Pilot	10/28/2016, 11/28/2016, 12/16/2016, 1/20/2017, 2/23/2017, 3/7/2017, 4/6/2017	\$910.00 Substitute Salary \$910.00 Total Est. Cost 17.11.120.100.101.000.000.0000
18.	Andrew Moe Heather Pederson Jose Garcia <i>Tyson Middle/High</i>	Verona, NJ	AP Professional Development Workshop	10/29/2016	\$675.00 Registration Fee \$675. 00 Total Est. Cost 17.15.000.240.580.203.003.0000

XII. CONSIDERATION OF RESOLUTIONS

OCTOBER 11, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>
19.	Sharon Johnson <i>Houston Academy</i>	Philadelphia, PA	NCTM 2016 Regional Conference & Exposition	10/31/2016 – 11/2/2016	\$300.00 Substitute Salary \$75.00 Meals and Gratuities \$290.00 Registration Fee \$665.00 Total Est. Cost 17.15.000.223.580.307.007.0000
20.	Tracy Smith <i>Division of Operations, Compliance &amp; Educational Support Services</i>	Westbury, NY	Employee Evaluation Management Super Admin Certification Course	11/1-3/2016	\$150.00 Mileage and tolls \$250.00 Lodging and Gratuities \$100.00 Meals and Gratuities \$525.00 Registration Fee \$1,025.00 Total Est. Cost 17.20.271.200.500.028.023.0000
21.	Shahidah Mack <i>Warwick Institute</i>	Los Angeles, CA	NAEYC Annual Conference & Expo	11/2-5/2016	\$130.00 Substitute Teacher \$325.00 Registration Fee \$455.00 Total Est. Cost 17.15.000.240.580.309.009.0000 17.11.120.100.101.000.000.0000
22.	Michele Moore <i>Carver School</i>	Monroe Township, NJ	Maximizing Essential Math Skills and Concepts for Students with Disabilities and Struggling Learners	11/9/2016, 1/18/2017, 3/1/2017	\$375.00 Registration Fee \$375.00 Total Est. Cost 17.15.000.223.580.305.005.0000
23.	Wayland Allrich Fatayah Salaam Jennifer Betancourt <i>Campus High School</i>	New Jersey	HESAA Fall 2016 Training Institute for School Counselors	11/4/2016	NO COST TO THE DISTRICT
24.	Terrie Roberts <i>Garvin School</i>	Long Branch, NJ	NJASL 2016 Fall Conference	11/17-19/2016	\$130.00 Substitute Salary \$35.00 Mileage and Tolls \$322 Lodging and Gratuities \$60.00 Meals and Gratuities \$112.00 Other Expenses \$809.00 Total Est. Cost 17.15.000.223.580.308.008.0000
25.	Ann Marie Rogalcheck-Frissell <i>Houston Academy</i>	Long Branch, NJ	NJASL 2016 Fall Conference	11/17-19/2016	\$112.00 Meals and Gratuities \$150.00 Registration/Tuition fee \$262.00 Total Est. Cost 17.15.000.223.580.307.007.0000
26.	Thomas Tamburin <i>Campus High School</i>	Long Branch, NJ	New Jersey Association of School Librarians 2016 Fall Conference	11/17-19/2017	\$31.00 Mileage and Tolls or Transportation \$322.00 Lodging and Gratuities \$150.00 Meals and Gratuities \$150.00 Registration Fee \$65.00 Other Expenses \$728.00 Total Est. Cost 17.15.000.240.580.101.001.0000

XII. CONSIDERATION OF RESOLUTIONS

OCTOBER 11, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>
27.	Devinn Waithe <i>Garvin School</i>	Philadelphia, PA	American Speech-Language Hearing Association (ASHA) 2016 Convention	11/17-19/2016	\$30.00 Mileage and Tolls \$385.00 Registration Fee \$415.00 Total Cost 17.15.000.223.580.308.008.0000
28.	Barbara Chroman <i>Carver Institute</i>	Philadelphia, PA	American Speech and Hearing Convention at the Pennsylvania Convention Center	11/18/2016	\$275.00 Registration Fee \$275.00 Total Est. Cost 17.15.000.223.580.305.005.0000
29.	Millicent Godfrey <i>Wahlstrom Academy</i>	Philadelphia, PA	American Speech-Language Hearing Association (ASHA) 2016 Convention	11/18/2016	\$25.00 Mileage and Tolls \$275.00 Registration Fee \$300.00 Total Est. Cost 17.15.000.240.580.339.039.0000
30.	Lori Clerkin <i>Carver Institute</i>	New Brunswick, NJ	An Introduction to Teasing and Bullying	11/30/2016	\$130.00 Substitute Salary \$130.00 Total Est. Cost 17.11.120.100.101.000.000.0000
31.	LaShawn Johnson Rosemanie Sain Elien Ernestine Johnson Ruth Layne Angelique Iriarte <i>Early Childhood Department</i>	Fairfield, NJ	BER – Improve Behavior and Increase Learning: Develop self-regulation skills, increase attention and build tolerance in young children (Preschool – Second)	12/1/2016	\$1,125.00 Registration Fee \$1,125.00 Total Est. Cost 17.20.219.329.026.000.000.9033
32.	Tracy Smith <i>Division of Operations, Compliance &amp; Educational Support Services</i>	St. Pete Beach, FL	Focus User Conference	1/9-13/2017	\$450.00 Transportation Costs \$700.00 Lodging and Gratuities \$150.00 Meals and Gratuities \$1,300.00 Total Est. Cost 17.11.000.230.580.028.021.0000
33.	Dr. Deborah Harvest <i>Division of Operations, Compliance &amp; Educational Support Services</i>	New Orleans, LA	AASA National Conference on Education	3/1-5/2017	\$429.00 Mileage and Tolls or Transportation \$900.00 Lodging and Gratuities \$220.00 Meals and Gratuities \$685.00 Registration Fee \$40.00 Other Expenses \$2,274.00 Total Est. Cost 17.20.271.200.500.028.023.0000

XII. CONSIDERATION OF RESOLUTIONS

OCTOBER 11, 2016

A. INTERIM SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

	Name(s)	Destination	Reason	Date(s)	Cost
34.	LaShawn Johnson Rosemarie Saint Elien <i>Early Childhood Department</i>	St. Petersburg, FL	NTI Addressing Challenging Behavior Conference	4/3 – 8/2017	\$1600.00 Mileage and Tolls or Transportation Cost \$2508.92 Lodging and Gratuities \$500.00 Meals and Gratuities \$750.00 Registration/Tuition Fee \$5358.92 Total Est. Cost 17.20.218.200.329.028.026.9033 17.20.218.200.580.028.026.9033

**CHANGE/CORRECTION**

1.	<i>Correction of Attendee name – Approved on the September 20, 2016 Board Agenda:</i>  From: Flore-Nadeige Lovett To: Ellie Abdi	New York, NY	18 <sup>th</sup> International Conference on Early Childhood Education and Care	10/10/2016	NO COST TO THE DISTRICT
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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 \$1,597,240.88. (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, October 11, 2016 board meeting in the amount of \$5,245,166.91 . (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 \$1,754,936.58 for the month of October 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. 2016-2017 Family Worker Waiver for Collaborating Community Providers and Head Start

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 East Orange Child Development Corporation-Head Start. The code citation for the Family Worker Waiver is 6A:13A-4.6(b)2. (Attachment 3-g)

h. Attendance Incentives – Healy Middle School

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Interim Superintendent of Schools, approves the solicitation of donations from businesses in the form of gift certificate for students with good attendance. (Attachment 3-h)

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- i. Resolution regarding new George Washington Carver Elementary School Schematic Design Submission to the New Jersey Department of Education

WHEREAS, the East Orange Public School District's approved Long Range Facility Plan includes the construction of a new George Washington Carver Elementary School on a site acquired by the NJSDA and the City of East Orange; and

WHEREAS, the New Jersey Schools Development Authority's 2012 Capital Program identified the new George Washington Carver Elementary School for advancement; and

WHEREAS, Schematic Design documents have been prepared by the New Jersey Schools Development Authority;

NOW, THEREFORE, BE IT RESOLVED, that, in accordance with, NJAQC 6A:26-3.2(b)13 the East Orange Board of Education approves the submission of Schematic Design documents dated September 9, 2016 to the New Jersey Department of Education for their review and approval in accordance with N.J.A.C. 6A:26-5.3.

BE IT FURTHER RESOLVED, that, a copy of this resolution is forwarded to the New Jersey School Development Authority and the New Jersey Department of Education, Office of School Facilities.

- j. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017

WHEREAS, the Hunterdon County Educational Services Committee 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, Hunterdon County Educational Services Committee 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 Hunterdon County Educational Services Commission 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 Hunterdon County Educational Services Commission 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 Hunterdon County Educational Services Commission on various contracts and awards were made by resolution;

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

- j. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017 – Cont’d

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 Hunterdon County Educational Services Commission 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 *Grounds Equipment, ATV's & Golf Carts- Service & Parts* awarded to various vendors listed below (Bid #2719)

Power Place Inc. (Parts & Supplies)
Keehn Power Products, Inc. (Parts & Supplies)
Power Place Inc. (Service & Part)
Cammps Hardware & Lawn Products (Service & Parts)
Northeastern Arborist Supply (Service & Parts)
Keehn Power Products, Inc. (Service & Parts)

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Copy Duplicator Paper Bid* awarded to various vendors listed below (Bid #2307), has been extended to January 12, 2017

W.B. Mason Co. Inc.
Paper Mart Inc.

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Chromebook Refurbishment Parts & Accessories* awarded to various vendors listed below (Bid #2616), has been extended to June 30, 2017

PC Parts Plus
Asset Genie, Inc.

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Interactive Technology for Classrooms & Meeting Rooms* awarded to various vendors listed below (Bid #2586), has been extended to April 8, 2017

Tele-Measurements, Inc.
Installation & Design Services

A. INTERIM SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- j. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017 – 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 *Commercial Floor Coverings & Installation* awarded to Commercial Interiors Direct, Inc. (Bid #2465), has been extended to June 30, 2017

- k. 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 *Athletic Equipment Reconditioning and Repair* awarded to Riddell. (Bid #1970), has been extended to November 18, 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 *Pest Control Services with IPM Management* awarded to Tri-County Termite & Pest Control Inc. (Bid #2718),

A. INTERIM SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

l. 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-l)

<b>Period Ending</b>	<b>Appropriation Balance</b>	<b>Cash Balance</b>
July 31, 2016	\$	\$39,044,840.78

m. 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 July 31, 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-m)

<b>Period Ending</b>	<b>Cash Balance</b>
July 31, 2016	\$39,044,840.78

n. 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

3. BUSINESS SERVICES

o. Establish Petty Cash Fund

RESOLVED: that the East Orange Board of Education of the City of East Orange hereby authorizes the establishment of the below listed petty cash accounts in the amount as set forth below with the responsibilities and signatories and that any receipt being reimbursed cannot exceed \$50.00:

<b>School</b>	<b>Amount</b>	<b>Signatory</b>
Educational Support Services & Parent Relations Department	500.00	Dr. Gloria Watson
Special Education Department	500.00	Tonya Santos

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 CITY COUNCIL	DOUBLE DUTCH COMPETITION	EO CAMPUS - GYM	NOVEMBER 26, 2016 (SAT)
2	EO RECREATION	REC SMART PROGRAM	GARVIN - GYM	NOVEMBER 9, 2016 - DECEMBER 23, 2016 (M-F)
3	EO JR JAGUARS	AED FUNDRAISER	STEM - GYM	OCTOBER 1, 2016 (SAT)
4	EO WILDCATS	POP WARNER FOOTBALL CHEER PRACTICE	BOWSER - GYM	OCTOBER 12, 2016 - NOVEMBER 18, 2016 (TUES - FRI)
5	EO JR JAGUARS	EOJJ OCT GAMES	ROBESON STADIUM	OCTOBER 1, 2016 & OCTOBER 9, 2016 (SAT)
6	SODEXO	AALF MEETING	TYSON MIDDLE/HIGH	OCTOBER 27, 2016 (THURS)

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.

**ADJOURNMENT**



# **POLICY COVER PAGE**



# Policy/Regulations

East Orange Board of Education

ADMINISTRATION - POLICY  
1100/page 1 of 1  
District Organization

## 1100 DISTRICT ORGANIZATION

The Board of Education directs the establishment and implementation of an organizational plan for the management and control of school district operations. The plan will require the identification and resolution of problems at appropriate organizational levels. All references to school district administrators in policies or regulations shall be construed to mean that administrator or his/her designee.

The Board desires the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of responsibility for carrying out policies must be established no matter how democratically the policies have evolved. These channels for authority and responsibility must be so clarified that no one is left in doubt as to who does what and should be given to new staff at least every four years until they receive tenure and then every three years.

Lines of responsibility and authority do not restrict in any way the cooperative, sensible working together of all people on all professional levels in order to develop the best possible school program. The established lines represent direction of authority and responsibility in the implementation of policy; when the staff is working on the development of new policies, the lines represent avenues for a two-way flow of ideas.

East Orange is a unit control district. Administration of all educational functions and all non-instructional operations of the East Orange School District shall be the responsibility of the Superintendent.

**Any concerns, suggestions or special programs from any staff member must be brought to the attention of District Administration and not Board Members.**

An administrative group composed of Assistant Superintendents, Principals, and Directors shall serve as the Superintendent's "cabinet." This group will meet at the call of the Superintendent.

The Superintendent is authorized to form any other temporary or permanent committees he/she believes necessary. He/she may select the committee members or ask key personnel to advise him/her in making the committee appointments.

The Superintendent, Deputy Superintendent, Assistant Superintendent, Directors, and all Principals shall be officially designated as the executive council. The central office administrators shall work together planning, integrating, and carrying out a program of work with Principals.

N.J.S.A. 18:11-1; 18A:27-4  
Adopted: 5 November 2008

**Adopted:**



### 2460 SPECIAL EDUCATION

The East Orange School Board of Education assures compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq. Furthermore, the Board will have programs and procedures in effect to ensure the following:

1. All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3.
2. 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.
3. Students with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.
4. An Individualized Education Program (IEP) is developed, reviewed and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.
5. To the maximum extent appropriate, students with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.
6. Students with disabilities are included in State-wide and district-wide assessment programs with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All students with disabilities will participate in State-wide assessments or the applicable Alternative Proficiency Assessment in grades three, four, five, six, seven, eight, and eleven in accordance with their assigned grade level.
7. Students with disabilities are afforded procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq., including appointment of a surrogate parent, when appropriate.
8. A free appropriate public education 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.



# Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY  
2460/page 2 of 4  
Special Education

- a. The obligation to make a free, appropriate public education available to each eligible student begins no later than the student's third birthday and that an individualized education program (IEP) is in effect for the student by that date;
  - b. If a child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP will begin;
  - c. A free appropriate public education is available to any student with a disability who is eligible for special education and related services, even though the student is advancing from grade to grade;
  - d. The services and placement needed by each student with a disability to receive a free, appropriate public education and related services, even though the student is advancing from grade to grade;
  - e. The services and placement needed by each student with a disability to receive a free, appropriate educational settings as close to the student's home as possible and, when the IEP does not describe specific restrictions, the student is educated in the school he or she would attend if not a student with a disability.
9. Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14 will experience a smooth transition and have an IEP developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.
  10. Full educational opportunity to all students with disabilities is provided.
  11. The compilation, maintenance, access to, and confidentiality of student records are in accordance with N.J.A.C. 6A:32-7.
  12. Provision is made for the participation of students with disabilities who are placed by their parent(s) in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.
  13. Students with disabilities who are placed in private schools by the district Board are provided special education and related services at no cost to their parent(s) according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.



# Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY  
2460/page 3 of 4  
Special Education

14. All personnel serving students with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law.
15. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified, and that appropriate in-service training is provided. The district Board shall maintain information to demonstrate its efforts to:
  - a. Prepare general and special education personnel with content knowledge and collaborative skills needed to meet the needs of children with disabilities;
  - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of students with disabilities that impedes the learning of students with disabilities and others;
  - c. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
  - d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
  - e. Provide for joint training activities of parent(s) and special education, related services and general education personnel.
16. Instructional material will be provided to blind or print-disabled students in a timely manner.
17. For students with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services, the district will provide, pursuant to the Uniform Application Act, N.J.S.A. 30:4-25.10 et. seq., the necessary materials to the parent for such services.



# Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY  
2460/page 4 of 4  
Special Education

18. When the school district utilizes electronic mail, parents are informed as to whether they may use electronic mail to submit request to submit requests to school officials regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education. If this is permitted, parents shall be informed of the procedures to access the electronic mail system and they may not utilize mail to provide written consent when the district provides written notice and seeks parental consent as required by N.J.A.C. 6A:14.
19. The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each student's IEP.

The school district shall provide an Assurance Statement to the County Office of Education that the Board of Education has adopted the required special education policies and procedures/regulations and the district is complying with the mandated policies and procedures/regulations.

This policy will be posted on the district's website.

N.J.A.C. 6A:14-1 et seq.  
20 USC §1400 et seq.  
34 C.F.R. §300 et seq.

Adopted: 31 March 2009

**Adopted:**



# Policy/Regulations

East Orange Board of Education

PROGRAM - REGULATION  
R 2460/page 1 of 1  
Special Education  
**M**

## R 2460 SPECIAL EDUCATION

School district officials and staff shall adhere to all regulations included in N.J.A.C. 6A:14-1.1 et seq. and the following special education regulations:

- R 2460.1 Special Education - Location, Identification, and Referral
- R 2460.5 Special Education – Participation in Districtwide and Statewide Testing
- R 2460.7 Special Education – Free and Appropriate Public Education
- R 2460.8 Special Education - Transition From Early Intervention Programs to Preschool Programs
- R 2460.10 Special Education – Maintenance, Access to and Confidentiality of Student Records
- R 2460.14 Special Education – In-service Training
- R 2460.16 Special Education - Instructional Material to Blind or Print-Disabled Students

Definitions:

Refer to N.J.A.C. 6A:14-1.3 for definitions of terms used in Regulations 2460.1 through 2460.16.

Adopted: 31 March 2009

**Adopted:**



### 5331 **MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS**

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any student. At the same time, the Board recognizes a student's health and safety may be contingent upon timely administration of medication duly prescribed by a physician. Any administration of medications to students in school will be in accordance with Policy No. 5330 and applicable State laws.

The Board recognizes students may have anaphylaxis to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Symptoms can occur within minutes to hours after contact with the allergy-causing substance and these reactions can be mild to life-threatening. Therefore, it is very important the parent of students with anaphylaxis to food and other substances inform the Building Principal and the school nurse in the event the student may have an anaphylactic reaction while in school. The Building Principal and the school nurse will notify school staffs that interact with the student. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction. The Board will permit the self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with for a student with anaphylaxis to food and other substances pursuant to N.J.S.A. 18A:40-12.3 through N.J.S.A. 18A:40-12.6 and Policy No. 5330. School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The parent of a student with anaphylaxis to food and other substances must provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism for the student in accordance with Policy No. 5330.

The Building Principal and the school nurse will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before - and after - school programs, at all school sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of parent, staff, and students to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.





# Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

5331/page 2 of 2

## Management of Life-Threatening Allergies in Schools

Based on the school cafeteria's use of government commodity foods and beverages and donations of food and beverages by parent(s) and organizations, the district may not know the exact ingredients used in the preparation of all food and beverage items served within the school lunch program, by parent(s) and/or by school organizations. Therefore, the parent(s) and/or the student with anaphylaxis to food should be responsible for the student's purchase and consumption of any food products sold or provided by the school and/or by any school related organizations that may cause an anaphylactic reaction. Upon the request of a parent(s) of a student with anaphylaxis to food, the Building Principal, working with the school nurse and school cafeteria personnel, will accommodate a student with anaphylaxis to food by offering limited food substitutions that are free of the student's food allergy.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip and/or classroom experience, field trip, and/or celebration. Because the ingredients of these food products may be unknown to the food preparation person and/or server, a student with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide the student with advance notice of the classroom experience, field trip and/or classroom celebration in order for the student to bring a food or beverage from their home so they may participate in the activity.

When a parent informs the Building Principal and the school nurse the student may have an anaphylactic reaction to substances other than food while in school, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent and the student to avoid the student's exposure to these substances if present on school grounds.

School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life threatening allergic reaction occur. The school nurse will provide appropriate training to school staff in order for school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of food allergens in the allergic student's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy and Regulation 5331 will be disseminated and communicated to all parent(s) of students in the school in the beginning of each school year and when a student enters the school after the beginning of the school year.

N.J.S.A. 18A:40-12.3 through 18A:40-12.6

Adopted: 12 January 2010

**Adopted:**



### R 5331 **MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS**

#### A. Definitions

1. Anaphylaxis - A serious allergic reaction that is rapid in onset and may cause death.
2. Epinephrine (adrenaline) - A drug that can be successfully utilized to counteract anaphylaxis.
3. Food Allergy - A group of disorders characterized by immunologic responses to specific food proteins. In the United States, the most likely common allergens in adults and children are cow's milk, eggs, peanuts, wheat, soy, fish, shellfish, and nuts.
4. Individualized Emergency Healthcare Plan (IEHP) - A personalized healthcare plan written by the certified school nurse that specifies the delivery of accommodations and services needed by a student in the event of an emergency.
5. Individualized Healthcare Plan (IHP) - A plan written by the certified school nurse that details accommodations and/or nursing services to be provided to a student because of the student's medical condition based on medical orders written by a health care provider in the student's medical home.
6. School-Sponsored Function - Any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized and/or supported by the school.

#### B. Policy and Regulation Development

1. Policy and Regulation 5331 address different allergens, varying ages and maturity levels of students, and the physical properties and organizational structures of schools in this school district. The components below were critical in developing Policy and Regulation 5331.
  - a. The school district nursing staff, in consultation with the school physician, if needed:
    - (1) Assessed the overall health needs of the student population at risk for anaphylaxis, particularly students with food allergies; and



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Management of Life-Threatening Allergies in Schools

- (2) Assessed current and relevant policies and/or protocols regarding the care of students with life-threatening allergies and identified areas in need of development or improvement.
2. Policy and Regulation 5331 were developed using a multidisciplinary team that included various school district administrators, teachers, and support staff members.
3. Additional factors need to be regarded at the secondary school level in order to provide the best care for food-allergic teens. The multidisciplinary team should consider the factors below when developing Policy and Regulation 5331 as it pertains to food-allergic teens.
  - a. Students move to different classrooms, frequently in larger buildings and campuses, presenting needs for updated avoidance strategies, epinephrine availability, and designated assistance.
  - b. Students may have open lunch periods and accompany friends to local eateries.
  - c. Students may have access to vending machines.
  - d. Certain classes give rise to new avoidance issues, e.g., chemistry/biology labs, home economics/culinary class, etc.
  - e. The number of off-site school-sponsored functions increases, e.g., travel, sometimes to other States and foreign countries; athletic games and competitions, sometimes in other towns; dances; etc.
  - f. Risk-taking behaviors frequently accompany the independence of adolescent years.
  - g. N.J.S.A. 18A:40-12.6 provides for a delegate for the emergency administration of epinephrine even when a student is able to self-administer life-saving medication. Although teenage students will more than likely be permitted to carry and self-administer emergency medications, those students are not to be expected to have complete responsibility for the administration of epinephrine. A severe allergic reaction can completely incapacitate a student and inhibit the ability to self-administer emergency medication. Therefore, the school nurse or volunteer delegate shall be available during school and school-sponsored functions to administer epinephrine in an emergency in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(2).



# Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5331/page 3 of 10

Management of Life-Threatening Allergies in Schools

4. The Principal and/or the school nurse will educate staff and the community regarding Policy and Regulation 5331; obtain feedback on the implementation and effectiveness of the Policy and Regulation; and annually review, evaluate, and update the Policy and Regulation, as needed or required by law.

## C. Prevention Measures

### 1. Considerations for the Cafeteria

The Principal, in consultation with the school nurse, teaching staff members, food service staff members, and other appropriate staff members, will work to make the cafeteria environment as safe as possible for food-allergic students. This process includes making determinations about serving foods with known allergens and identifying steps that can be taken to reduce the chance of accidental exposure. The steps may include:

- a. Training to food service personnel on food label reading and safe handling, as well as safe meal substitutions for food-allergic children.
- b. Educating cafeteria staff and monitors about food-allergy management and make them aware of the students who have life-threatening food allergies.
- c. Developing and implementing standard procedures for cleaning tables, chairs, and trays, particularly those designated as allergen-safe, after lunch periods using dedicated and disposable supplies to avoid cross contact.
- d. When possible, sharing ingredient/allergen information for food provided by the school to students and parent(s) or legal guardian(s).
- e. Making allergen-safe table(s) an available option for allergic students.
- f. Considering allergen-full table(s) (i.e., all those eating peanut butter sit together).
- g. Discouraging students from sharing or trading food/snack items, drinks, straws, or utensils.
- h. Encouraging students to wash hands before and after eating.



# Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5331/page 4 of 10

## Management of Life-Threatening Allergies in Schools

- i. Considering the benefits and ramifications of serving and/or removing allergen-containing foods or removing a particular food item from the school menu.
  - j. Making accommodations in the event a student cannot be in direct proximity to certain allergens that are being cooked/boiled/steamed.
2. Considerations for the Classroom

Provisions will be made to develop safeguards for the protection of food-allergic students in the classroom. The school nurse will work with the classroom teacher(s) so the teacher understands and is able to initiate the student's IEHP, as necessary.

- a. If possible, consider prohibiting the use or consumption of allergen-containing foods in the classroom.
- b. Conduct training for teachers, aides, volunteers, substitutes, and students about food allergies.
- c. Develop and implement a procedure that will alert substitute teachers to the presence of any students with food allergies and any accompanying instructions.
- d. Develop and implement a letter to parent(s) of classmates of the food-allergic student (without identifying the student), particularly in lower grades, explaining any prohibitions on food in the classroom.
- e. Discourage the use of food allergens for classroom projects/activities, classroom celebrations, etc.
- f. Encourage the use of non-food items for all classroom events/activities, as a way to avoid the potential presence of major food allergens.
- g. Notify parent(s) of classroom celebrations that involve food with particular attention to notification of parent(s) of food-allergic children.
- h. Encourage students to wash hands before and after eating.



# Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

R 5331/page 5 of 10

## Management of Life-Threatening Allergies in Schools

- i. Develop and implement standard procedures for cleaning desks, tables, and the general classroom area.
3. General Considerations for the School Environment

The Principal, in consultation with the school nurse, teaching staff members, food service staff members, and other appropriate staff members, will work to make the school environment as safe as possible for the food-allergic student to include:

- a. Developing and implementing cleaning procedures for common areas (i.e., libraries, computer labs, music and art rooms, hallways, etc.).
  - b. Developing and implementing guidelines for food fundraisers (i.e. bake sales, candy sales, etc.) that are held on school grounds.
  - c. Avoiding the use of food products as displays or components of displays in hallways.
  - d. Developing protocols for appropriate cleaning methods following events held at the school, which involve food.
4. Field Trips and Other School Functions

N.J.S.A. 18A:40-12.6 requires a nurse or delegate to be available during school and school-sponsored functions in the event of anaphylaxis. Students with food allergies should participate in all school activities and will not be excluded based on their condition. The appropriate school staff member(s) should:

- a. Communicate (with parent(s) permission) relevant aspects of the IEHP to staff, as appropriate, for field trips, school-sponsored functions, and before- and after-school programs.
- b. Encourage long-term planning of field trips in order to ensure that food-allergic students receive needed services while away from school.
- c. Evaluate appropriateness of trips when considering the needs of students e.g., a trip to a dairy farm should not be scheduled for a class with a milk-allergic student.
- d. Encourage, but do not require, parent(s) of food-allergic students to accompany their child on school trips.



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## Management of Life-Threatening Allergies in Schools

- e. Implement the district's procedure for the emergency administration of medications.
  - f. Implement the district's procedure for emergency staff communications on field trips.
  - g. Inform parent(s), when possible, of school events at which food will be served or used.
5. Bus Transportation

The district administrative staff and transportation personnel will consider the needs of students with life-threatening allergies while being transported to and from school and to school-sponsored activities. The appropriate school staff member(s) should:

- a. Advise bus drivers of the students that have food allergies, symptoms associated with food-allergic reactions, and how to respond appropriately.
- b. Assess the emergency communications systems on buses.
- c. Consider assigned bus seating i.e., students with food allergies can sit at the front of the bus or can be paired with a "bus buddy."
- d. Assess existing policies regarding food on buses.

6. Preparing for an Emergency

The Principal and school nurse will establish emergency protocols and procedures in advance of an emergency. These protocols and procedures should:

- a. Provide training for school personnel about life-threatening allergic conditions.
- b. Create a list of volunteer delegates trained by the nurse in the administration of epinephrine, and disseminate the list appropriately.
- c. Ensure that epinephrine is quickly and readily accessible in the event of an emergency. If appropriate, maintain a backup supply of the medication.



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#### Management of Life-Threatening Allergies in Schools

- d. Coordinate with local EMS on emergency response in the event of anaphylaxis.
- e. Consider conducting anaphylaxis drills as part of the district or school-wide emergency response plan.
- f. Ensure access to epinephrine and allergy-free foods when developing plans for fire drills, lockdowns, etc.
- g. Ensure that reliable communication devices are available in the event of an emergency.
- h. Adhere to Occupational Safety and Health Administration (OSHA) and Universal Precautions Guidelines for disposal of epinephrine auto-injectors after use.

#### 7. Sensitivity and Bullying

A food-allergic student may become victim to threats of bullying related to his/her condition. N.J.A.C. 6A:16-7.9 requires each Board of Education to develop, adopt, and implement a policy prohibiting harassment, intimidation, or bullying on school grounds, including on a school bus or at a school-sponsored function, pursuant to N.J.S.A. 18A:37-15. The appropriate school staff member(s) should:

- a. Remind students and staff that bullying or teasing food-allergic students will not be tolerated and violators should be disciplined appropriately.
- b. Offer professional development for faculty and staff regarding confidentiality to prevent open discussion about the health of specific students.
- c. Discourage needless labeling of food-allergic students in front of others. A food-allergic student should not be referred to as "the peanut kid," "the bee kid" or any other name related to the student's condition.

#### D. Roles and Responsibilities for Managing Food Allergies





### Management of Life-Threatening Allergies in Schools

The risk of accidental exposure to foods can be reduced in the school setting if schools, students, parent(s) or legal guardian(s), and physicians work together to minimize risks of exposure to allergens and provide a safe educational environment for food-allergic students.

#### 1. Family's Role

- a. Notify the school of the student's allergies.
- b. Work with the school team to develop a plan that accommodates the student's needs throughout the school, including the classroom, the cafeteria, after-care programs, during school-sponsored activities, and on the school bus, as well as an IEHP.
- c. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- d. Provide properly labeled medications and promptly replace medications after use or upon expiration.
- e. Educate the child in the self-management of their food allergy including: safe and unsafe foods; strategies for avoiding exposure to unsafe foods; symptoms of allergic reactions; how and when to tell an adult they may be having an allergy-related problem; and how to read food labels (age appropriate).
- f. Review policies and procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- g. Provide current emergency contact information and update regularly.

#### 2. School's Role

- a. Review the health records submitted by parent(s) or legal guardian(s) and physicians.
- b. Identify a core team including the school nurse, teacher, Principal, and school food service and nutrition manager/director to work with parent(s) and the student (age appropriate) to establish an IEHP. Changes to the IEHP that promote food allergy management should be made with core team participation.



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## Management of Life-Threatening Allergies in Schools

- c. Assure that all staff who interacts with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
  - d. Coordinate with the school nurse to ensure medications are appropriately stored and ensure an emergency kit is available that contains a physician's standing order for epinephrine. Epinephrine should be kept in a secure but unlocked location that is easily accessible to delegated school personnel.
  - e. Students who are permitted to self-administer should be permitted to carry their own epinephrine in accordance with State regulations and district policy.
  - f. Designate school personnel who volunteer to administer epinephrine in an emergency.
  - g. Be prepared to handle a reaction and ensure there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
  - h. Review policies and prevention plans with the core team members, parent(s), student (age appropriate), and physician after a reaction has occurred.
  - i. Work with the transportation administrator to insure that school bus drivers receive training that includes symptom awareness and what to do if a reaction occurs and assess the means by which a bus driver can communicate during an emergency, including proper devices and equipment.
  - j. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
  - k. Follow Federal and/or State laws and regulations regarding sharing medical information about the student.
  - l. Take threats or harassment against an allergic child seriously.
3. Student's Role
- a. Students should not trade food with others.



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Management of Life-Threatening Allergies in Schools

- b. Students should not eat anything with unknown ingredients or known to contain any allergens.
- c. Students should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- d. Students should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Issued: 12 January 2010

**Issued:**

DRAFT



### 5335 TREATMENT OF ASTHMA

The Board of Education recognizes the primary goal for children with asthma is to allow the child to live as normal a life as possible. The child should be able to participate in normal childhood activities, experience exercise tolerance similar to peers, and attend school to grow intellectually and develop socially. In accordance with N.J.A.C. 6A:16-2.1(a)5, the Board adopts this Policy that includes procedures for the treatment of asthma in the school setting.

Every school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar location. Each school nurse in the district shall receive 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 pursuant to N.J.S.A. 18A:40-12.8(a). The school nurse, upon receiving this training, is authorized to administer asthma medication through the use of a nebulizer pursuant to N.J.S.A. 18A:40-12.8(a).

Each student authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 and Policy 5330 or a nebulizer shall have an Asthma Action Plan (AAP) prepared by the student's medical home and submitted to the certified school nurse. The AAP shall identify, at a minimum, asthma triggers and information to be included in the individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) for meeting the medical needs of the student while attending school or a school-sponsored function.

N.J.S.A. 18A:40-12.3; 18A:40-12.7  
N.J.A.C. 6A:16-2.1(a)5

Adopted: 12 January 2010

**Adopted:**



### 5338 DIABETES MANAGEMENT

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, students must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

The parent of a student with diabetes who seeks diabetes care for the student while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the student. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event there is a change in the health status of the student.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff members are trained in the care of students with diabetes, including staff members working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia.

The school nurse shall designate, in consultation with the Superintendent of Schools or designee, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon the written request of the parent or legal guardian and as provided in a student's individualized health care plan, the student will be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the student has been evaluated and determined to be capable of doing so as reflected in the student's individualized health care plan.

The Principal or school nurse shall, for each student with diabetes whom a school bus driver transports, provide the driver with a notice of the student's condition, how to treat hypoglycemia, who to contact in an emergency, and parent(s) contact information. Designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in students with diabetes.



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Diabetes Management

A student's school choice, if there is a choice option, shall not be restricted due to the fact the student has diabetes.

N.J.S.A. 18A:40-12.1 1 through 18A:40-12.21

Adopted: 14 September 2010  
**Adopted:**

DRAFT



# Policy/Regulations

East Orange Board of Education

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Diabetes Management

## R 5338 DIABETES MANAGEMENT

### A. Definitions

1. "Individualized emergency health care plan" means a document developed by the school nurse, in consultation with the parent of a student with diabetes and other appropriate medical professionals, which is consistent with the recommendations of the student's health care provider(s) and which outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation and is signed by the parent and the school nurse.
2. "Individualized health care plan" means a document developed by the school nurse, in consultation with the parent of a student with diabetes and other appropriate medical professionals who may be providing diabetes care to the student, which is consistent with the recommendations of the student's health care provider(s) and which sets out the health services needed by the student at school and is signed by the parent and the school nurse.
3. "Parent" means parent or legal guardian.

### B. Health Care Plans for Students with Diabetes

1. The parent of a student with diabetes who seeks diabetes care for the student while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the student.
  - a. The parent of the student with diabetes shall annually provide to the Principal and the school nurse a signed written request and authorization for the provision of diabetes care as may be outlined in the individualized health care plan) which shall include authorization for the emergency administration of glucagon and, if requested by the parent, authorization for the student's self-management and care of his/her diabetes; and
  - b. If such a request is made by a student's parent, the student's physician or advanced practice nurse must provide a signed written certification to the Principal and the school nurse that the student is capable of, and has been instructed in, the management and care of his/her diabetes.



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### STUDENTS - REGULATION

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#### Diabetes Management

2. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event that there is a change in the health status of the student.
3. Each individualized health care plan shall include, and each individualized emergency health care plan may include, the following information:
  - a. The symptoms of hypoglycemia for that particular student and the recommended –treatment;
  - b. The frequency of blood glucose testing;
  - c. Written orders from the student’s physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed:
  - d. Times of meals and snacks and indications for additional snacks or exercise;
  - e. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
  - f. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
  - g. Education of all school personnel who may come in contact with the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;
  - h. Medical and treatment issues that may affect the educational process of the student with diabetes; and
  - i. How to maintain communications with the student, the student’s parent and health care team, the school nurse, and the educational staff.
  - j. How to maintain communications with the student, the student's parent and health care team, the school nurse, and the educational staff.





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Diabetes Management

4. The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff members are trained in the care of students with diabetes, including staff members working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan.
- C. Authorized Employees for Administration of Glucagon
1. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the Superintendent of Schools or designee, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.
  2. In accordance with the provisions of N.J.S.A. 18A:40-12.14, the activities described in C.1. above shall not constitute the practice of nursing and shall be exempted from all applicable statutory or regulatory provisions that restrict the activities that may be delegated to a person who is not a licensed health care professional.
  3. In accordance with the provisions of N.J.S.A. 18A:40-12.14, if a licensed athletic trainer volunteers to administer glucagon to a student with diabetes as described in C.1. above, it shall not constitute a violation of the "Athletic Training Licensure Act," P.L.1984, c.203 (C.45:9-37.35 et seq.).
- D. Management and Care of Diabetes by Student
1. Upon the written request and authorization from the parent submitted to the Principal and school nurse and as provided in the student's individualized health care plan, the school district shall allow the student to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the student has been evaluated and determined to be capable of doing so as reflected in the student's individualized health care plan. The student's management and care of his/her diabetes shall include the following:
    - a. Performing blood glucose level checks;



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Diabetes Management

- b. Administering insulin through the insulin delivery system the student uses;
  - c. Treating hypoglycemia and hyperglycemia;
  - d. Possessing on one student's person at any time the supplies or equipment necessary to monitor and care for the student's diabetes;
  - e. Compliance with required procedures for medical waste disposal in accordance with district policies and as set forth in the individualized health care plan; and
  - f. Otherwise attending to the management and care of the student's diabetes.
- E. Release for Sharing of Certain Medical Information
- 1. The school nurse shall obtain a release from the parent of a diabetic student to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers.
  - 2. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.
- F. Immunity from Liability
- 1. No school employee, including a school nurse, a school bus driver, a school bus aide, or any other officer or agent of the Board of Education shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.11 through 18A:40-12.21, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to this act. Good faith shall not include willful misconduct, gross negligence, or recklessness.
- G. Possession of Syringes
- 1. The possession and use of syringes consistent with the purposes of N.J.S.A. 18A:40-12.11 through 18A:40-12.21 and Policy 5338 shall not be considered a violation of applicable statutory or regulatory provisions that may otherwise restrict or prohibit such possession and use.

Issued: 14 September 2010

**Issued:**



# Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY  
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Promotion and Retention  
**M**

## 5410 PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that students should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each student enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for student promotion shall be related to the Core Curriculum Content Standards and district goals and objectives and to the accomplishments of students. A student in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Promotion policies and procedures will be provided to parent as appropriate. Parent and students shall be regularly informed during the school year of the student's progress toward meeting promotion standards. A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s) and the student and offer immediate consultation to the student's parent(s). Every effort shall be made to remediate a student's deficiencies before retention is recommended. The parent(s) and, where appropriate, the student shall be notified of the possibility of the student's retention at grade level in advance and, whenever feasible, no later than eight weeks prior to the end of the school year.

Classroom teachers shall recommend to the Building Principal the promotion or retention of each student. Parent(s) and adult students may appeal a promotion or retention decision to the Building Principal whose decision shall be final.

N.J.S.A. 18A:35-4.9

Adopted: 12 January 2010

**Adopted:**



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East Orange Board of Education

STUDENTS - REGULATION  
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Promotion and Retention  
**M**

## R 5410 **PROMOTION AND RETENTION**

The following rules are promulgated in accordance with the policy of the Board of Education dealing with the promotion and retention of students.

### A. Standards for Student Promotion

Elementary and Intermediate Grades (PreK-8) - A student will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.

High School (9-12) - A student will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in the current High School Student Handbook.

### B. Procedures for Student Promotion

1. A written copy of promotion standards will be given to all parent(s) and students at the beginning of each year.
2. Parent(s) and students will be provided a minimum of four reports each year as to a student's progress towards meeting promotion standards.
3. Teachers who determine that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s) of the student and offer consultation with the parents or legal guardians.
4. In grades PreK-8, the parent(s) and where appropriate the student will be notified no later than three weeks prior to the end of the year when the possibility of a student not being promoted is determined.
5. A student with fewer than 150 days attendance in grades PreK-8 will not be promoted to the next grade level. In grades 9-12 the attendance policy in effect and published in the High School Handbook will be followed.
6. Extenuating circumstances as determined by the Building Principal can waive the 150-day attendance requirements for grades PreK-8. In the high school, an attendance appeal route is available for students whose attendance is in excess of the regulations specified in the attendance policy.



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Promotion and Retention

7. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each student.
- C. Procedure for Retention or Social Promotion
1. Grades PreK-8 - Classroom teachers must initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.
  2. The Principal will review each case and in consultation with the teacher render a final decision.
  3. Parent(s) and adult students may appeal a promotion/retention decision to the Superintendent whose decision is final.

Adopted: 12 January 2010  
**Adopted:**



### 5411 PROMOTION

#### A. Promotion from Eighth Grade

The Board of Education will recognize with fitting ceremonies a student's completion of the program of studies offered by this district in elementary school and the student's entrance to secondary school.

Successful completion of the program of studies in elementary school requires achievement of the instructional objectives set for each course of study, demonstration of mastery of the proficiencies established for each course, and a satisfactory attendance record. The parent(s) of a student who may be prevented from graduating shall be so notified in advance and no later than six weeks prior to the close of the school year. Every effort shall be made to remediate a student's deficiencies before graduation is denied.

The requirements for promotion from elementary school of a disabled student shall be set forth in the student's individualized education program. Completion of those specialized requirements shall qualify the student for graduation and entry to secondary school.

#### B. Graduation Procedures and Ceremonies – High School

Students shall not be barred from participation in East Orange High Schools' graduation ceremonies for arbitrary or discriminatory reasons.

However, the Board reserves the right to deny participation when extreme circumstances warrant it. Such denial shall be treated in the same manner as a suspension and the student so affected shall be afforded the rights of review provided in policies of this Board.

The Board may authorize an administrator to withhold a diploma for a student who has financial obligations due to loss or damage of school property.

The Superintendent shall ensure that the program and the facilities enable graduating handicapped students to participate.

N.J.S.A. 18A:35-4.9; 18A:36-14; 18A:36-15; 18A:36-18; 18A:38-25 et seq.  
N.J.A.C. 6:3-4A.1; 6A:8-4.4 et seq.

Adopted: 12 January 2010

**Adopted:**



### 5420 REPORTING STUDENT PROGRESS

The Board of Education believes that the cooperation between school and home in the interests of children is fostered by the systematic communication of students' educational welfare to parent. The Board directs the establishment of a program of reporting student progress to parent by both written reports and by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities.

The Superintendent shall develop, in consultation with appropriate teaching staff members, procedures for reporting student progress to parent that utilize various methods of reporting appropriate to grade level and curriculum content; ensure that the student and parent receive ample warning of a possible failing grade or any grade that would adversely affect the student's educational status; enable the scheduling of parent-teacher conferences at such times as will ensure the greatest degree of participation by parent; and require the issuance of report cards at intervals of not less than four times per year.

Reports of individual achievement on state assessment tests shall be promptly made available to the student or the student's parent.

N.J.A.C. 6:3-4A.1

Adopted: 12 January 2010

**Adopted:**



# Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION  
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Reporting Student Progress  
**M**

## R 5420 REPORTING STUDENT PROGRESS

### A. Purpose

The purpose of reporting the educational progress of students is to:

1. Inform parent of the progress children have made in school;
2. Apprise students of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each student's progress;
4. Provide a cumulative record of a student's progress through the educational system; and
5. Enable each student to gain a positive sense of his/her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

### B. Frequency

1. Report cards will be issued four times per year.
2. The schedule of dates on which report cards will be issued will be published in the parent and student handbooks distributed by each school so that parents or legal guardians can anticipate the receipt of a report card.
3. Parent and students will be notified in writing of the possibility of a failing grade at the mid-point of the marking period.
4. Parent and students will be notified in writing of the possibility of a student's retention at grade level in accordance with Policy No. 5410.
5. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parent informed of the educational progress of their children.

### C. Report Card Form

1. The form of report cards will be periodically reviewed by district administrators in order to ensure that report cards effectively and accurately report student progress.





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Reporting Student Progress

2. Grades will be determined in accordance with Regulation No. 2624.
  3. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits.
  4. At the middle school and high school levels, report cards will record student achievement in academic subjects, as well as the student's personal growth and development.
  5. Report cards at all levels will record the student's absences and tardiness.
  6. **Report card forms will include teacher's personal comments on the student's personal growth and development.**
- D. Distribution and Return
1. Report cards will be **available on line and** sent home with students **upon parent request.**
- E. Parent Teacher Conferences
- Parent teacher conferences will be conducted in accordance with Policy No. 9280.

Issued: 12 January 2010

**Issued:**



# Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY  
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Honoring Student Achievement

## 5440 HONORING STUDENT ACHIEVEMENT

All awards and scholarships provided by any source for students must have the approval of the Superintendent.

In all instances, the recipients of the awards shall be selected by the Principal and a staff committee. It is the wish of the Board that whenever possible recognition for outstanding growth in scholarship, citizenship, and leadership is accorded to as many students as deserve it rather than to just one or two.

N.J.S.A. 18A:11-3

Adopted: 12 January 2010

**Adopted:**



# Policy/Regulations

East Orange Board of Education

STUDENTS - REGULATION

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Honoring Student Achievement

## R 5440 HONORING STUDENT ACHIEVEMENT

### Athletic/Student Activity Guidelines for Secondary Schools

#### A. Student Eligibility

1. The student must first meet the State (NJSIAA) guidelines. Specifically, this requires all students participating during the first semester to have passed a total of 27.5 credits during the immediate preceding academic year. (To be eligible for the second semester a student must have passed 13.75 credits during the first semester.)
2. In addition, the student must also meet the East Orange School District eligibility requirements which state:  
  
A student must have a C average at the end of each marking period. A student with a C average and one failure, in order to remain eligible for Athletic/Student Activities, must attend summer school or earn a passing grade for the course in which he/she receives a failing grade. First year high school student's eligibility (under NJSIAA and the East Orange School District guidelines) will be evaluated at the end of the second marking period.
3. A student with two failures is ineligible to participate in Athletic/Student Activities.

\*See E. - Eligibility for Extra Curricula Activities

#### B. Program Eligibility

1. Athletics - Any sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA).
2. Student Activity - Any program, club or organization must be approved and registered each school year through the East Orange School District and approved by the Principal and the Superintendent of Schools; must meet on a regular basis during pre-school and post-school hours or other extraordinary hours (i.e. lunch period) and meet a minimal number of times each school week and month throughout the year; must maintain a fundamental set of operating rules and regulations prescribed for the student membership and advisor and be approved by the Principal and Athletic Director (e.g. constitution, charter, by-laws et al); may assist or sponsor a special event, project or benefit for the school, community or other worthwhile cause throughout the school year (or part of the year); this, however, must be pre-approved by the Principal and Athletic Director, with student-hours verification.



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## C. Participation

Athletic (Varsity) - Athletics for Varsity Awards must participate in at least 75% of the prescribed criteria set forth for each of the following interscholastic athletic activities:

- |                          |                           |
|--------------------------|---------------------------|
| 1. Football (games)      | 8. Bowling (matches)      |
| 2. Soccer (games)        | 9. Winter Track (meets)   |
| 3. Cross Country (meets) | 10. Cheerleading (season) |
| 4. Volleyball (games)    | 11. Softball (games)      |
| 5. Tennis (matches)      | 12. Spring Track (meets)  |
| 6. Baseball (games)      | 13. Basketball (games)    |
| 7. Swimming (meets)      | 14. Golf (matches)        |
|                          | 15. Wrestling (matches)   |

Student Activity - In order to qualify for a non-athletic extracurricular activity award, a student must accumulate the prescribed number of hours as specified in the club, organization or recognized event by-laws of participation and is approved by the principal and the superintendent.

## D. Types of Awards

### 1. Varsity awards

A student must be a member of good standing at the close of the regularly scheduled season or school year. Any student who leaves the team, club or activity voluntarily or for disciplinary or academic reasons is ineligible for any award. However, in the event of any injury or illness, or for an exceptional contribution or other reasonable situation, the coach or advisor may waive specific criteria in recommending an award with the approval of the Athletic Director and the Principal.

### 2. Certificate of Participation

This will be presented to all members of the team or squad in good standing who did not meet the requirements for a varsity award; i.e., junior varsity.

### 3. Senior Plaques and/or Trophies

This will be awarded to any senior who has competed and earned a varsity award either in his/her senior year or any combination of years, provided he/she met the prescribed criteria.



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## 4. Championship Awards

These awards will be presented by the East Orange School District to the individual, team club or organization for gaining outstanding recognition, winning championships or other accolades of comparable academic associations as approved by the Superintendent during the school year.

The awards will include:

- a. Championship Ring or Leather Jacket - National Championship - (National Merit Scholar) - State Champion/State Championship
- b. Lined Nylon Jacket - All students inducted into the National Honor Society during their Junior year will receive a championship award. Championship awards will consist of a lined nylon jacket.

## 5. Special Events

Recognition for outstanding achievement in an activity not covered under this policy (i.e. science fair winner) will receive a framed resolution issued by the Superintendent and the East Orange Board of Education.

## 6. Senior Academic Awards

A Paul Robeson plaque will be awarded to each senior student who has earned the highest numerical average in each discipline for four consecutive years at the Paul Robeson Achievement Award Night.

## E. Eligibility for Extra Curricular Activities

1. Subjects considered for eligibility are all five or more credit subjects and physical education.
2. A student who failed one subject but averages a C in all grades remains eligible.
3. A student who failed two subjects is ineligible. During this marking period said student to become eligible for the next marking period must:
  - a. Gain a passing grade in at least one of the courses; and
  - b. Meet the eligibility requirements this marking period.



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If the student has met eligibility requirements, then said student is eligible - effective the day of report card distribution. It is the Athletic Director's responsibility to check student's grades for eligibility in all extra curricula.

Example:

1st Marking Period - Student failed two subjects.

2nd Marking Period - Student ineligible to participate in an activity.

3rd Marking Period - After report card distribution for 2nd marking period, student is eligible. Student begins required five days of practice prior to participating in competition.

Each student will receive only the higher award for which he or she qualifies in any sport or activity.

Issued: 12 January 2010

**Issued:**



### 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 21<sup>st</sup> 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;



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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 21<sup>st</sup> 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.





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- 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.



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- 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:

**All students are required to perform community service in order to fulfil the current high school graduation requirements as follow:**

    - a. **Class of 2017 - 10 hours**



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**b. Class of 2018 - 20 hours**

**c. Class of 2019 and beyond - 40 hours**

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



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English Language Arts (ELA)	Mathematics
ACT Reading or ACT Plan Reading $\geq 16$ or	ACT or ACT Plan Math $\geq 16$ Or
Accuplacer Write Placer $\geq 6$ or	Accuplacer Elementary Algebra $\geq 76$ or
PSAT 10 Reading or PSAT/NMSQT Reading** $\geq 40$ or	PSAT 10 Math or PSAT/NMSQT Math* $\geq 40$ or
PSAT 10 Reading or PSAT/NMSQT Reading*** $\geq 22$ or	PSAT 10 Math or PSAT/NMSQT Math*** $\geq 22$ or
ACT Aspire Reading $\geq 422$ or	ACT Aspire Math $\geq 422$ Or
ASVAB-AFQT Composite $\geq 31$ or	ASVAB-AFQT Composite $\geq 31$ 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 **or** 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.



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- b. District Boards of Education shall develop and implement procedures for assessing whether a student with a disability has met any alternate requirements for graduation individually determined in an IEP.
  2. If a student with a disability attends a school other than that of the school district of residence which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
    - a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
  3. Students with disabilities who meet the standards for graduation according to this section shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
  4. A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.
  5. When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.
- F. High School Diploma
  1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
  2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.



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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.
1. 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).
  2. 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.



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- 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: 20 September 2016

**Adopted:**



## 5466 GRADUATION AND YEARBOOK FEES

The Board of Education recognizes that the cost of graduation ceremonies, if any, directly paid by graduating students and the cost of a yearbook directly paid by the graduating student may create a financial hardship for the parent(s) or other person having legal custody of the graduating student.

The Board of Education will not exclude from the graduation ceremony any student who is unable to pay the fees required of the graduating student to participate in the graduation ceremony because of financial hardship for the parent(s) or other person having legal custody of the graduating student.

N.J.S.A. 18A:7C-5.1

Adopted: 12 January 2010

**Adopted:**





## 5500 EXPECTATIONS FOR STUDENT CONDUCT

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent, all students can contribute to the effectiveness of the schools and the value of their education.

The Board expects all students in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent and appropriate school staff members.

The Superintendent shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, students, develop a statement of specific student behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all students, parent, and professional staff members.

N.J.S.A. 18A:11-1

Adopted: 12 January 2010

**Adopted:**



# Policy/Regulations

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Expectations for Student Conduct

## R 5500 EXPECTATIONS FOR STUDENT CONDUCT

The following specific behaviors exemplify the conduct expected of students, in accordance with Policy No. 5500.

- A. Students will prepare themselves mentally and physically for the process of learning by:
  - 1. Being well-nourished, rested, clean, and properly dressed and groomed;
  - 2. Being free of drugs and alcohol and refraining from smoking; and
  - 3. Developing attitudes that will prepare them for listening, participating, and learning.
  
- B. Students will respect the person, property, and intellectual and creative products of others by:
  - 1. Being always honest, forthcoming, and courteous;
  - 2. Displaying care for the property of others;
  - 3. Acknowledging the intellectual work of others when it is incorporated into their work;
  - 4. Accepting the rights of others to their own opinions and beliefs;
  - 5. Resolving disputes and differences peacefully;
  - 6. Displaying loyalty and good sportsmanship; and
  - 7. Helping to maintain school facilities that are neat and clean.
  
- C. Students will take responsibility for their own behavior and learning by:
  - 1. Recognizing that academic endeavor is the primary purpose of school attendance;
  - 2. Completing all homework, classwork, and assigned projects on time;
  - 3. Preparing for each class by bringing necessary supplies and equipment;



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4. Making personal choices that are based on sound reasoning and decision-making;
  5. Accepting constructive criticism; and
  6. Acknowledging and accepting the consequences of their own actions.
- D. Students will use time and other resources responsibly by:
1. Attending school regularly and promptly and striving for a perfect attendance record;
  2. Using study periods and library time for school work; and
  3. Using books and other equipment appropriately.
- E. Students will share responsibilities when working with others by:
1. Cooperating with others in the work of the group;
  2. Contributing talents and services as appropriate;
  3. Accepting leadership when appropriate; and
  4. Respecting the rights and opinions of others in a group setting.
- F. Students will meet the requirements of each course of study by:
1. Participating actively and appropriately in the scheduled class;
  2. Following the rules and procedures established for the class by the teacher;
  3. Bringing to class the textbook, clothing, and other materials necessary for participation; and
  4. Observing school rules for the safe handling of class equipment and materials.
- G. Students will monitor their own progress toward school objectives by:
1. Carefully planning courses of study and schedules;
  2. Promptly seeking staff assistance as required; and
  3. Maintaining records of progress.



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- H. Students will communicate with parent(s) and appropriate school staff members about school matters by:
1. Discussing progress in school with parent(s) and relaying necessary information to parent(s);
  2. Transmitting school letters, forms, and notices to parent(s) and returning required responses to school staff members;
  3. Conferring with appropriate staff members when a problem occurs; and
  4. Developing with parent(s) a clear idea of their educational goals.

Issued: 12 January 2010

**Issued:**



# Policy/Regulations

East Orange Board of Education

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Marital Status and Pregnancy  
**M**

## 5752 MARITAL STATUS AND PREGNANCY

The Board of Education will not discriminate among students on the basis of their marital status or parenthood. No student, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular, or athletic program or activity on the basis of his/her marital status or parenthood.

A pregnant student shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the student so requests or a physician certifies that her exclusion is necessary for the student's physical, mental, or emotional well-being. An excluded pregnant student will be provided with adequate and timely opportunity for instruction to continue or make up her schoolwork without prejudice or penalty. Pregnant students will be provided a special instructional program in accordance with Policy No. 2416.

N.J.A.C. 6A:7-1.7(a)6

Adopted: 12 January 2010

**Adopted:**



### 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.



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ADMINISTRATION - POLICY

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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

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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 4<sup>th</sup> 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.





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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

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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



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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))



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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.



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## 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.



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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:



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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



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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.





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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.



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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.



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## 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.



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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.



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## 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:



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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:



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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.



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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.





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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

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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

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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

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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;



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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;





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## East Orange Board of Education

### PROGRAM - REGULATION

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#### 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.



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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:**



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.



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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

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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).



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PROGRAM - REGULATION

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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:**



PROGRAM - REGULATION

R 2460.9/page 1 of 1

Special Education - Transition From Early Intervention  
Programs to Preschool Programs

**M**

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:



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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.



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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

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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

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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).



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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.



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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).



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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.



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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:**



# Policy/Regulations

East Orange Board of Education

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Withdrawal from School  
**M**

## 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.



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East Orange Board of Education

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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.

Issued: 12 January 2010

**Issued:**





### 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  
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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;



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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.



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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.



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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

**Issued:**



### 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.



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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

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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

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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.



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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.



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Immunization

- 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.



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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.



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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.





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DISEASE(S)	REQUIREMENTS	COMMENTS
POLIO	<p>(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses.</p> <p>(AGE 7 or OLDER): Any 3 doses.</p>	<p>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.</p>
MEASLES	<p>If born before 1-1-90, 1 dose of a live Measles-containing vaccine.</p> <p>If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine.</p> <p>If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.</p>	<p>Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine.</p> <p>Any child entering Kindergarten needs 2 doses.</p> <p>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.</p> <p>Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.</p>



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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) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. <sup>(1)</sup> Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. <sup>(2)</sup> Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.



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DISEASE(S)	REQUIREMENTS	COMMENTS
HEPATITIS B	(K-GRADE 12): 3 doses or 2 doses <sup>(1)</sup>	(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) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 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 <sup>(1)</sup> (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose <sup>(2)</sup>	(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.



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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

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- 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



## 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 30<sup>th</sup>.

No community service forms will be accepted after June 10<sup>th</sup>. 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 10<sup>th</sup> 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

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
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Total Other Checks	.00
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<b>Number of Checks</b>	<b>1</b>

Batch Yr	Batch No	Amount
17	000257	174.50

*Replacement*

Report Date 09/21/16 02:57 PM

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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>
30	12019642	1,342.70	09/21/16	7351 OMNI TRAVEL & TOURS	C
<b>Total Bank No 10</b>		<b>1,342.70</b>			

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Total Other Voids	.00
Total Electronic Voids	.00

<b>Grand Total</b>	<b>1,342.70</b>
<b>Number of Checks</b>	<b>1</b>

<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
16	002243	1,342.70

*Replacement*

Report Date 09/21/16 02:51 PM

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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	12019841	124.29	09/21/16	1587 COMCAST	C
Total Bank No 10		124.29			

Total Manual Checks	.00
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Total Computer Voids	.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 124.29  
Number of Checks 1

Batch Yr	Batch No	Amount
17	000294	124.29

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	12019843	3,800.00	09/23/16	6980 TECH SQUAD	C
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<b>Grand Total</b>	<b>3,800.00</b>
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Batch Yr	Batch No	Amount
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A/P Summary Check Register

FPREG01A

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10	12019844	137,703.50	10/03/16	1546 COMMUNITY DAY NURSERY	C
10	12019845	131,402.08	10/03/16	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12019846	100,766.67	10/03/16	3182 HARAMBEE FAMILY ACADEMY	C
10	12019847	66,425.25	10/03/16	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12019848	36,758.17	10/03/16	5280 NORJENES	C
10	12019849	35,776.08	10/03/16	3076 SARAH WARD NURSERY CORPORATION	C
10	12019850	162,524.59	10/03/16	4426 THE LITTLE ONES	C
10	12019851	147,701.00	10/03/16	3166 THREE STAGES LEARNING CENTER	C
10	12019852	92,109.33	10/03/16	10669 ZADIE'S OF THE ORANGES	C
<b>Total Bank No 10</b>		<b>911,166.67</b>			

<b>Total Manual Checks</b>	.00
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<b>Grand Total</b>	<b>911,166.67</b>
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<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
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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>
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Total Electronic Voids	.00

Grand Total 585,894.00  
 Number of Checks 1

Batch Yr	Batch No	Amount
17	000345	585,894.00

Report Date 10/11/16 09:25 AM

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A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12020068	87,806.68	10/11/16	1387 NIEDWESKE BARBER TRUST ACCOUNT	C
10	12020069	6,932.04	10/11/16	31240 WILSON ELSEER MOSKOWITZ EDELMAN & DICKER	C
<b>Total Bank No 10</b>		<b>94,738.72</b>			

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Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

<b>Grand Total</b>	<b>94,738.72</b>
<b>Number of Checks</b>	<b>2</b>

Batch Yr	Batch No	Amount
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## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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10	12019858	44,900.00	10/11/16	4077 ACHIEVE 3000	C
10	12019859	400.00	10/11/16	443 ANDERSON AQUARIUMS	C
10	12019860	8,770.80	10/11/16	452 APPLE COMPUTER, INC	C
10	12019861	1,600.00	10/11/16	30392 APRIL TERRELL DBA ACADEMIC SOLUTIONS	C
10	12019862	538.48	10/11/16	11320 ASCD	C
10	12019863	4,913.34	10/11/16	650 BARNES & NOBLE INC.	C
10	12019864	5,304.50	10/11/16	659 BEAR COM	C
10	12019865	1,975.82	10/11/16	664 BECKER'S SCHOOL SUPPLIES	C
10	12019866	50.25	10/11/16	7770 BELINDA GEORGES	C
10	12019867	184.21	10/11/16	1173 CARLEX	C
10	12019868	7,979.87	10/11/16	1187 CAROLINA BIOLOGICAL SUPPLY CO.	C
10	12019869	879.60	10/11/16	2607 CARTRIDGE WORLD	C
10	12019870	165.99	10/11/16	1203 CARTRIDGE WORLD OF RAMSEY CO-OP NJ	C
10	12019871	33,905.46	10/11/16	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12019872	28,817.16	10/11/16	1012 CDW GOVERNMENT, INC.	C
10	12019873	9,938.14	10/11/16	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12019874	2,929.10	10/11/16	507 CONNECTIONS PERSONNEL INC.	C
10	12019875	395.20	10/11/16	11975 DATA MANAGEMENT, INC.	C
10	12019876	228.24	10/11/16	15849 DELSEA REGIONAL H.S. DISTRICT	C
10	12019877	327,702.00	10/11/16	14486 DELTA-T GROUP NORTH JERSEY, INC.	C
10	12019878	765.38	10/11/16	2066 DEMCO EDUCATIONAL CORP.	C
10	12019879	5.33	10/11/16	1060 DONNA ONUKOGU	C
10	12019880	4,125.00	10/11/16	2806 DR. DONALD MERACHNIK, PHD.	C
10	12019881	2,533.35	10/11/16	11436 E & G EXTERMINATORS, INC.	C
10	12019882	10,601.57	10/11/16	2603 E+PLUS TECHNOLOGY, INC.	C
10	12019883	5,519.98	10/11/16	2235 EAI EDUCATION ERIC ARMIN INCORPORATED	C
10	12019884	484,374.00	10/11/16	2333 EAST ORANGE COMMUNITY CHARTER SCHOOL	C
10	12019885	250.00	10/11/16	2519 ESSEX CTY STEERING COMM	C
10	12019886	6,578.00	10/11/16	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12019887	3,077.60	10/11/16	12211 FILEBANK, INC.	C
10	12019888	12,242.64	10/11/16	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12019889	751.92	10/11/16	2687 FLAGHOUSE INC.	C
10	12019890	2,715.20	10/11/16	2688 FLINN SCIENTIFIC, INC.	C
10	12019891	32,969.47	10/11/16	2698 FOLLETT SCHOOL SOLUTIONS, INC.	C
10	12019892	219.90	10/11/16	9849 FRED PRYOR SEMINARS/CAREER TRACK	C
10	12019893	7,679.00	10/11/16	2879 FULL COMPASS SYSTEMS	C
10	12019894	489.50	10/11/16	2814 G & R GRAPHICS, INC.	C
10	12019895	5,780.00	10/11/16	3009 GRAPHICOLOR CORPORATION	C
10	12019896	19,364.00	10/11/16	7064 GREAT OAKS CHARTER SCHOOL	C
10	12019897	476.22	10/11/16	4774 HENRY SCHEIN, INC.	C
10	12019898	34,105.33	10/11/16	3479 HOUGHTON MIFFLIN CO.	C
10	12019899	10,702.15	10/11/16	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12019900	1,800.00	10/11/16	14583 IMAGINE LEARNING, INC.	C
10	12019901	1,140.12	10/11/16	5783 J.W. PEPPER & SON, INC.	C
10	12019902	19,731.00	10/11/16	4166 LADY LIBERTY ACADEMY CHARTER SCHOOL	C
10	12019903	3,057.34	10/11/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12019904	1,563.50	10/11/16	4289 LERRO ENTERPRISES, INC.	C
10	12019905	545.00	10/11/16	4310 LIBERTY SCIENCE CENTER	C
10	12019906	42,484.00	10/11/16	24740 LINK COMMUNITY CHARTER SCHOOL	C
10	12019907	30,229.00	10/11/16	21717 MARION P. THOMAS CHARTER SCHOOL	C
10	12019908	70,258.41	10/11/16	4470 MCGRAW-HILL SCHOOL EDUCATION HOLDS., LLC	C
10	12019909	17,786.00	10/11/16	17981 MERIT PREPARTORY OF NEWARK CHARTER SCHOO	C
10	12019910	15,217.00	10/11/16	4928 MORRISON CONSULTING, INC.	C
10	12019911	3,312.01	10/11/16	5133 NASCO	C



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Bank	Check No	Amount	Date	Vendor	Type
10	12019912	102.60	10/11/16	11304 NATIONAL ART & SCHOOL SUPPLIES	C
10	12019913	9,085.00	10/11/16	5271 NEUROSCIENCE ASSOC.,MD.,PA	C
10	12019914	1,650.00	10/11/16	8635 NEW HOPE FOUNDATION, INC.	C
10	12019915	1,322.00	10/11/16	5296 NEW HORIZONS COMMUNITY CHARTER SCHOOL	C
10	12019916	2,056.00	10/11/16	5262 NEW JERSEY ASSOCIATION OF SCHOOL BUSINES	C
10	12019917	1,296,223.76	10/11/16	5393 NEW JERSEY SCHOOLS INSURANCE GROUP	C
10	12019918	3,034.00	10/11/16	19046 NEWARK EDUCATORS COMMUNITY CHARTER	C
10	12019919	25,586.00	10/11/16	13927 NEWARK PREP CHARTER	C
10	12019920	5,127.75	10/11/16	5622 PABCO INDUSTRIES, LLC	C
10	12019921	6,804.00	10/11/16	17973 PEOPLE'S PREPARATORY CHARTER SCHOOL	C
10	12019922	425.85	10/11/16	30732 PHAR PRODUCTIONS	C
10	12019923	123,495.00	10/11/16	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12019924	195.33	10/11/16	2042 READYREFRESH	C
10	12019925	18,625.00	10/11/16	116 PRAD'S HARDWARE	C
10	12019926	1,851.22	10/11/16	6034 PREMIER OFFICE SUPPLY, INC.	C
10	12019927	3,085.20	10/11/16	5933 PREMIUM MARKETING GROUP, INC.	C
10	12019928	4,728.85	10/11/16	5944 PRESENTATION SYSTEMS INC.	C
10	12019929	322,523.00	10/11/16	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12019930	9,122.00	10/11/16	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12019931	1,749.30	10/11/16	6168 REALLY GOOD STUFF A DIV OF FILMIC ARCHIV	C
10	12019932	173.16	10/11/16	2180 ROBYN D. SORBINO	C
10	12019933	10,997.00	10/11/16	5258 ROSEVILLE COMMUNITY CHARTER SCHOOL	C
10	12019934	355.65	10/11/16	6347 RUPP'S FLOWER & FRUIT SHOP	C
10	12019935	2,247.25	10/11/16	6453 SANDWICHES UNLIMITED	C
10	12019936	2,508.47	10/11/16	6476 SAX ARTS & CRAFTS	C
10	12019937	309.22	10/11/16	6495 SCHOLASTIC INC	C
10	12019938	3,284.17	10/11/16	6500 SCHOLASTIC MAGAZINES	C
10	12019939	1,544.63	10/11/16	6510 SCHOOL HEALTH CORP.	C
10	12019940	1,674.75	10/11/16	6511 SCHOOL MATE	C
10	12019941	952.41	10/11/16	6512 SCHOOL NURSE SUPPLY INC.	C
10	12019942	40,654.93	10/11/16	6539 SCHOOL SPECIALTY INC.	C
10	12019943	846.00	10/11/16	30899 SHERATON ATLANTIC CITY	C
10	12019944	1,850.38	10/11/16	6672 SOCIAL STUDIES SCH SERVICE	C
10	12019945	4,455.00	10/11/16	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12019946	28.30	10/11/16	6749 SPORTIME, LLC	C
10	12019947	4,591.63	10/11/16	1721 STAPLES ADVANTAGE	C
10	12019948	8,042.22	10/11/16	6771 STAPLES BUSINESS ADVANTAGE	C
10	12019949	8,820.00	10/11/16	11460 STARLIGHT HOME CARE AGENCY, INC.	C
10	12019950	204.25	10/11/16	17701 STEWART BUSINESS SYSTEMS	C
10	12019951	4,005.00	10/11/16	6821 EDMENTUM	C
10	12019952	257.24	10/11/16	6970 TEACHER'S DISCOVERY	C
10	12019953	100,356.00	10/11/16	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12019954	16,562.00	10/11/16	4246 THE LEARNING INTERNET, INC.	C
10	12019955	685.06	10/11/16	4999 THE MUSIC SHOP, L.L.C	C
10	12019956	40,329.00	10/11/16	13951 THE PAULO FREIRE SCHOOL	C
10	12019957	925.00	10/11/16	7058 TOTAL MAILING SOLUTION	C
10	12019958	29.28	10/11/16	7112 TRIARCO ARTS & CRAFTS	C
10	12019959	277.81	10/11/16	2412 TRIUMPH LEARNING LLC	C
10	12019960	630.00	10/11/16	8061 TURTLE BACK ZOO DBA/ESSEX COUNTY PARKS	C
10	12019961	206.87	10/11/16	12513 ULINE	C
10	12019962	21,266.00	10/11/16	7228 UNIVERSITY HEIGHTS CHARTER SCHOOL	C
10	12019963	256.30	10/11/16	7259 VALIANT NATIONAL AV SUPPLY	C
10	12019964	564.99	10/11/16	7352 VIRGINIA HARP CENTER	C
10	12019965	11,976.69	10/11/16	2540 W.B. MASON INC.	C
10	12019966	6,135.00	10/11/16	4490 WENGER CORPORATION	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12019967	249.00	10/11/16	6238 WINSOR LEARNING, INC.	C
10	12019968	675.00	10/11/16	7518 WORLD BOOK SCHOOL & LIBRARY	C
10	12019969	37,586.60	10/11/16	7548 XEROX CORP	C
10	12019970	1,824.23	10/11/16	19500 XEROX FINANCIAL SERVICES	C
10	12019971	8,000.00	10/11/16	7009 532 HOLDING CO. LLC	C
10	12019972	6,712.56	10/11/16	27090 ACADEMY CONSTRUCTION INC.	C
10	12019973	12,400.00	10/11/16	4077 ACHIEVE 3000	C
10	12019974	2,880.53	10/11/16	18104 AETNA LIFE INSURANCE COMPANY	C
10	12019975	202.50	10/11/16	27669 AKJ WHOLESALE LLC DBA AKJ EDUCATION	C
10	12019976	481.48	10/11/16	17736 AMERICAN PAD-EX OF NEW YORK	C
10	12019977	21,200.00	10/11/16	30368 APEX LEARNING INC.	C
10	12019978	12,819.00	10/11/16	452 APPLE COMPUTER, INC	C
10	12019979	136.08	10/11/16	626 ARCTIC FALLS SPRING WATER INC	C
10	12019980	5,731.38	10/11/16	642 BANCROFT, INC.	C
10	12019981	1,596.80	10/11/16	650 BARNES & NOBLE INC.	C
10	12019982	11,184.03	10/11/16	734 BERGEN CENTER FOR CHILD DEVELOPMENT INC.	C
10	12019983	14,700.00	10/11/16	739 BERGEN COUNTY SPECIAL SERVICES	C
10	12019984	19,932.67	10/11/16	21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE	C
10	12019985	310.00	10/11/16	866 BORGATA CASINO HOTEL & SPA	C
10	12019986	768.24	10/11/16	1142 CAMCOR, INC.	C
10	12019987	202.73	10/11/16	1199 CAMERON B. JONES	C
10	12019988	1,241.00	10/11/16	15229 CAMPBELL FIRE PROTECTION, INC.	C
10	12019989	1,146.82	10/11/16	20125 CARTRIDGE WORLD MDLS	C
10	12019990	74.98	10/11/16	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12019991	4,432.10	10/11/16	1012 CDW GOVERNMENT, INC.	C
10	12019992	143,616.00	10/11/16	1273 CEREBRAL PALSY LEAGUE, INC	C
10	12019993	34,908.18	10/11/16	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12019994	1,500.00	10/11/16	30953 CHARLES P. MITCHELL DBA LEADERSHIP SOURC	C
10	12019995	352.80	10/11/16	1357 CHESS HOUSE	C
10	12019996	573.99	10/11/16	1461 CLASSROOM DIRECT/SCHOOL SPECIALTY	C
10	12019997	107.81	10/11/16	1587 COMCAST	C
10	12019998	3,246.75	10/11/16	30880 COMMUNITY PRODUCTS LLC DBA RIFTON	C
10	12019999	10,037.04	10/11/16	507 CONNECTIONS PERSONNEL INC.	C
10	12020000	798.20	10/11/16	8400 COOLE SCHOOL, INC.	C
10	12020001	3,150.84	10/11/16	15849 DELSEA REGIONAL H.S. DISTRICT	C
10	12020002	519.07	10/11/16	2066 DEMCO EDUCATIONAL CORP.	C
10	12020003	63,561.06	10/11/16	2105 DERON SCHOOL OF NEW JERSEY	C
10	12020004	3,300.00	10/11/16	3733 DR. ROBERT W. WOODS-SPEECH & HEAR. ASSOC	C
10	12020005	2,371.24	10/11/16	2235 EAI EDUCATION ERIC ARMIN INCORPORATED	C
10	12020006	50.00	10/11/16	2259 EAST TRADING WEST INVESTMENTS LLC AMER.T	C
10	12020007	15,742.94	10/11/16	2237 ECLC OF NEW JERSEY	C
10	12020008	2,421.50	10/11/16	24554 ELEVATOR MAINTENANCE CORP.	C
10	12020009	90,999.30	10/11/16	2534 ESSEX VALLEY SCHOOL	C
10	12020010	63,351.75	10/11/16	8131 FEDCAP SCHOOL	C
10	12020011	14,416.24	10/11/16	12211 FILEBANK, INC.	C
10	12020012	11,820.40	10/11/16	2860 GATEWAY SCHOOL	C
10	12020013	18,880.00	10/11/16	3258 HANNON'S FLOOR COVERING	C
10	12020014	26,996.00	10/11/16	30767 HONOR RIDGE ACADEMY	C
10	12020015	21,034.77	10/11/16	787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	C
10	12020016	4,831.70	10/11/16	30520 HUNTERDON PREPARATORY SCHOOL	C
10	12020017	25,247.98	10/11/16	7862 IN-LINE AIR CONDITIONING CO., INC.	C
10	12020018	525.00	10/11/16	737 JAMIE ADAMS	C
10	12020019	3,750.00	10/11/16	3799 JOEL THERVIL	C
10	12020020	667.89	10/11/16	4185 LAKESHORE LEARNING MATERIALS	C
10	12020021	495.00	10/11/16	4310 LIBERTY SCIENCE CENTER	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12020022	6,375.00	10/11/16	4528 MARY ELLEN LAUGHLIN	C
10	12020023	658.00	10/11/16	4539 MGL FORMS - SYSTEMS	C
10	12020024	1,600.00	10/11/16	29963 MOMENTUM EDUCATION	C
10	12020025	8,652.00	10/11/16	16942 MORRIS SCHOOL DISTRICT	C
10	12020026	45,250.00	10/11/16	4972 MOUNTAIN LAKES BOARD OF EDUCATION	C
10	12020027	40,600.00	10/11/16	4957 MT.CARMEL GUILD/CATH.COMM.SERV	C
10	12020028	367.00	10/11/16	22144 NANCY DEAN	C
10	12020029	1,441.63	10/11/16	5133 NASCO	C
10	12020030	8,578.80	10/11/16	22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION	C
10	12020031	5,875.00	10/11/16	5271 NEUROSCIENCE ASSOC.,MD.,PA	C
10	12020032	19,078.20	10/11/16	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12020033	15,313.62	10/11/16	3405 NEW ROAD SCHOOLS OF NEW JERSEY DBA HIGH	C
10	12020034	17,037.99	10/11/16	5693 NORTH JERSEY ELKS DEVELOPMENTAL	C
10	12020035	65,631.02	10/11/16	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12020036	1,600.00	10/11/16	5566 OPEN SYSTEMS INTEGRATORS,INC	C
10	12020037	841.83	10/11/16	2042 READYREFRESH	C
10	12020038	1,254.77	10/11/16	5899 POSITIVE PROMOTIONS, INC	C
10	12020039	2,009.40	10/11/16	5944 PRESENTATION SYSTEMS INC.	C
10	12020040	4,657.46	10/11/16	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12020041	306,436.76	10/11/16	6008 PSE & G	C
10	12020042	2,902.64	10/11/16	6244 RICCIARDI BROTHERS HOME DECORATING STORE	C
10	12020043	6,425.00	10/11/16	1769 RONALD W. CRAMPTON, M.D.	C
10	12020044	609.76	10/11/16	6476 SAX ARTS & CRAFTS	C
10	12020045	2,396.63	10/11/16	6500 SCHOLASTIC MAGAZINES	C
10	12020046	3,984.05	10/11/16	6510 SCHOOL HEALTH CORP.	C
10	12020047	20,569.27	10/11/16	6539 SCHOOL SPECIALTY INC.	C
10	12020048	316.48	10/11/16	6581 SMART APPLE MEDIA	C
10	12020049	1,893.78	10/11/16	6728 SOUTH JERSEY ENERGY	C
10	12020050	9,155.16	10/11/16	1412 SPECTRUM 360	C
10	12020051	394.17	10/11/16	6749 SPORTIME, LLC	C
10	12020052	693.00	10/11/16	6438 ST. JOSEPH'S SCHOOL	C
10	12020053	6,429.74	10/11/16	6437 ST.JOSEPH SCHOOL FOR THE BLIND DBA/ CONC	C
10	12020054	985.00	10/11/16	6980 TECH SQUAD	C
10	12020055	3,470.00	10/11/16	6994 TELE-MEASUREMENTS, INC.	C
10	12020056	3,201.00	10/11/16	4246 THE LEARNING INTERNET, INC.	C
10	12020057	4,867.74	10/11/16	4841 THE MILTON SCHOOL	C
10	12020058	2,560.87	10/11/16	4999 THE MUSIC SHOP, L.L.C	C
10	12020059	293.58	10/11/16	7643 THE PRUDENTIAL INSURANCE COMPANY OF AMER	C
10	12020060	49.60	10/11/16	6785 NJ ADVANCE MEDIA	C
10	12020061	92.72	10/11/16	7235 UNITED PARCEL SERVICE	C
10	12020062	6,458.57	10/11/16	2540 W.B. MASON INC.	C
10	12020063	140,088.05	10/11/16	1395 WESTBRIDGE ACADEMY, INC.	C
10	12020064	290.50	10/11/16	8761 WILLIAM MINCY	C
10	12020065	43,131.27	10/11/16	7499 WINDSOR PREP INC	C
10	12020066	472.39	10/11/16	7548 XEROX CORP	C
10	12020067	2,952.93	10/11/16	7549 XEROX CORP	C
10	12020072	2,956.71	10/11/16	15229 CAMPBELL FIRE PROTECTION, INC.	C
10	12020073	4,308.09	10/11/16	1187 CAROLINA BIOLOGICAL SUPPLY CO.	C
10	12020074	1,725.00	10/11/16	1641 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12020075	348.50	10/11/16	2267 CRYSTAL AUTO REPAIR	C
10	12020076	5,090.00	10/11/16	15903 CRYSTAL CLEAR GLASS, LLC	C
10	12020077	22,786.86	10/11/16	21814 DECOTIIS, FITZPATRICK & COLE, LLP	C
10	12020078	91,669.96	10/11/16	2057 DELL MARKETING L.P.	C
10	12020079	1,966.67	10/11/16	11436 E & G EXTERMINATORS, INC.	C
10	12020080	3,470.00	10/11/16	24554 ELEVATOR MAINTENANCE CORP.	C

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Bank	Check No	Amount	Date	Vendor	Type
10	12020081	1,073.30	10/11/16	24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC	C
10	12020082	10,741.00	10/11/16	2240 EBOE ATHLETICS IMPREST ACCOUNT	C
10	12020083	100.00	10/11/16	2505 ESSEX COUNTY ASBO	C
10	12020084	25.47	10/11/16	2858 GAS ARC DIV. AWISCO NY CORP	C
10	12020085	24,980.00	10/11/16	11401 MATHUSEK INCORPORATED	C
10	12020086	3,966.00	10/11/16	16977 MK LIONS LLC	C
10	12020087	504.00	10/11/16	5863 PITNEY BOWES INC.	C
10	12020088	12,575.00	10/11/16	27618 PREMIER BUSINESS SOLUTIONS, INC.	C
10	12020089	15,628.50	10/11/16	6203 WEST INTERACTIVE SERVICES	C
<b>Total Bank No 10</b>		<b>5,233,559.22</b>			

Total Manual Checks	.00
Total Computer Checks	5,233,559.22
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** 5,233,559.22

**Number of Checks** 229

Batch Yr	Batch No	Amount
17	000299	413,808.19
17	000301	23,566.33
17	000302	84,174.39
17	000304	50,781.25
17	000311	107,552.84
17	000313	15,515.97
17	000314	73,264.71
17	000318	58,697.72
17	000323	1,419,234.03
17	000324	1,269,680.00
17	000325	564,897.05
17	000328	72,016.35
17	000333	23,598.86
17	000334	21,825.21
17	000335	54,948.49
17	000337	223,830.46
17	000348	552,252.31
17	000363	203,915.06

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Bank	Check No	Amount	Date	Vendor	Type
10	12019854	442.00	10/11/16	28266 CHERI HOLMES	C
10	12019855	11,061.74	10/11/16	507 CONNECTIONS PERSONNEL INC.	C
10	12019856	103.95	10/11/16	3345 HECHT TRAILERS	C
Total Bank No 10		11,607.69			

Total Manual Checks	.00
Total Computer Checks	11,607.69
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 11,607.69

Number of Checks 3

Batch Yr	Batch No	Amount
16	002249	6,476.90
16	002253	5,130.79