

EAST ORANGE BOARD OF EDUCATION
715 PARK AVENUE
EAST ORANGE, NEW JERSEY 07017

REGULAR PUBLIC MEETING

East Orange Board of Education
Conference Room A

Tuesday, September 10, 2013 - 6:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. RETIRE TO EXECUTIVE SESSION
- V. RECOMMENCE PUBLIC MEETING
- VI. ROLL CALL
- VII. BOARD OF EDUCATION

A. APPROVAL OF MINUTES

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

June 27, 2013
August 13, 2013

VIII. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATION

- 1. **Congratulations to DeShawn Galloway, Costley Middle School by Ms. Amalia Trono. Deshawn won 1st place for a Writing Essay Contest with the Satori Athletic Organization during the 2012-2013 school year.**

B. POLICY READING

- 1. **BE IT RESOLVED: that the East Orange Board of Education present as second reading the following new and revised policy for adoption.**

Policy No.	Description	
0000.02	Introduction	Revised Bylaw
3232	Tutoring Services	Revised Policy & Regulations
5117	Interdistrict Public School Choice	Revised Policy, New Regulations
5120	Assignment of Pupils	Revised Policy & Regulations
5533	Pupil Smoking	Revised Policy
5561	Use of Physical Restraint	New Policy & Regulations

VIII. REPORT OF THE SUPERINTENDENT OF SCHOOLS

POLICY READING continued..

Policy No.	Description	
5600	Code of Conduct	Revised Policy & Regulations
5751	Sexual Harassment	Revised Policy & Regulations
7434	Smoking in School Buildings and on Ground	Revised Policy
7522	School District Provided Technology Devices to Staff Members	New Policy
7523	School District Provided Technology Devices to Pupil	New Policy
9210	Parent Organizations	Revised Policy

IX. COMMITTEE REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD OF EDUCATION

X. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT

XI. COMMENTS FROM THE PUBLIC

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Scholastic Math 180 Program
- b. Delta Sigma Theta Sorority, Inc. Montclair Alumnae Chapter
- c. Jersey Cares
- d. Junior Achievement, Economic for Success
- e. From the Start
- f. Study Skills After-School Program
- g. Behavioral Incentive Program
- h. Community Food Drive
- i. Reading is Fundamental Program
- j. EOSD - School Health/Nursing Service Plan Year 2013-2014
- k. Public School Home Instruction Correction
- l. Public Child Study Team Services Correction
- m. Vocational Training at the Department of Veterans Affairs
- n. Independent Educational Evaluations
- o. Vocational Training at Daughter's Israel
- p. Essex County Vocational Schools Tuition Agreement 2013-14
- q. Enhancing Professional Practice: A Framework for Teaching
- r. Race to the Top - District Competition
- s. Professional Development for Career Technical Education (CTE) Teachers
- t. Professional Development for LEP Staff
- u. Approval of Existing Curriculum and Texts and Adoption of New Curriculum 2013
- v. Hiring of Consultant - Library Media
- w. SIG: Professional Development Days
- x. NJASK Corrective Action Plans (CAP)
- y. Renaissance Learning
- z. Field Trip Agenda
- aa. Acceptance of Donation

2. HUMAN RESOURCE SERVICES

- a. Resignations
- b. Rescission of Leave of Absence
- c. Rescission of Transfer
- d. Leaves of Absence
- e. Transfers
- f. Salary Adjustments
- g. Account Code Changes - Various Locations - 2013-14 School Year
- h. Staff Appointments
- i. Attendance Incentive Bonus - Various Locations - 2013-14 School Year
- j. Approval Extra-curricular and Co-curricular Appointments - Various Locations- 2013-2014 School Year
- k. Summer Staff Appointments
- l. Intermittent FMLA Renewal for 2013-14 School Year
- m. Creation of Positions and Job Descriptions/ Approval of Job Descriptions
- n. Emergent Hiring List for Administrators, Aides, Attendance Officers, Clerks, Examiners, School Secretaries, Teacher Aides, Teacher Assistants and Teachers
- o. Agenda Changes/Corrections
- p. Appointments
- q. Retirement
- r. Professional Conferences

XII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

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. Accept a Donation for the Dutcher Fund
- g. A-148 Secretary's Report
- h. A-149 Treasurer's Report
- i. Budgetary Major Account/Fund Status Certificate
- j. Establish Petty Cash Fund - Revised

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility
- b. Recommendation for Professional Services Contract for Environmental Remediation Services Related to Heating Oil Tanks at East Orange School District Properties
- c. Jay Shapiro and Associates Extended Contract (June 2013)

XIII. ADJOURNMENT

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

a. Scholastic Math 180 Program - (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the purchase of the Scholastic Math 180 program at a cost of \$57,485.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 14.20.231.100.300.217.017.0000)

b. Delta Sigma Theta Sorority, Inc. Montclair Alumnae Chapter - (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the Montclair Alumnae Chapter of Delta Sigma Theta Sorority, Inc. and Cicely L. Tyson Community Middle/High School to implement the Delta Academy and Delta GEMS program at no cost to the District.

c. Jersey Cares - (Stallings)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 8th graders from Sojourner Truth Middle School participate in the program, Jersey Cares for the 2013-2014 academic year, at no cost to the District.

d. Junior Achievement, Economic for Success - (Stallings)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 8th grade students from Sojourner Truth Middle School to participate in the program, Junior Achievement Finance for Success for the 2013-2014 academic year at no cost to the District.

e. From the Start - (Stallings)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 8th grade students from Sojourner Truth Middle School participate in the program, From the Start for the 2013-2014 academic year at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

f. Study Skills After-School Program - (Trono)

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, approves the Study Skills After-School Program at Costley Middle School beginning September 16, 2013 and ending June 16, 2014. Five teachers and a site manager will provide the services (1 hr. 15 minutes) three days a week at the cost of \$20,000 funded by Title I.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 14.20.231.100.100.215.015.9727)

g. Behavioral Incentive Program- (Moss-Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a behavioral incentive program for first thru fifth grade students. The program would be from September 2013-June 2014. There will be no cost to the District.

h. Community Food Drive- (Moss-Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a community food drive that will be collaboration between Cicely Tyson Elementary, Cochran, Garvin, Louverture, Gibson, Warwick schools and the Parent-Teacher Organizations. The food drive will take place during the month of September. There will be no cost to the District.

i. Reading is Fundamental Program - (Moss-Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Reading is Fundamental (RIF) program. There will be no cost to the district for this reading incentive program.

j. East Orange School District - School Health/Nursing Service Plan School Year 2013-14 - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange School District School Health Services Plan (no cost to the District).

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

k. Public School Home Instruction Correction - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract between the East Orange School District and the Essex Regional Educational Services Commission for the provision of Public School Home Instructions Services to students within the District at a cost of \$40.80 per hour for each instructor during the 2013-14 school year.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 11.15.100.0500.028.031.0000)

l. Public Child Study Team Service Correction - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract between the East Orange School District and the Essex Regional Educational Services Commission for the provision of Child Study Team Services (including Bilingual Evaluations - \$408).

Regular Educational Evaluations: \$306, Social Assessments: \$306, Speech Evaluations: \$306 and Psychological Evaluations: \$306 and if projective testing is required \$316 per evaluation for the 2013-14 school year.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 11.000.219.0390.000.028.031.0000)

m. Vocational Training at the Department of Veterans Affairs - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with the Department of Veterans Affairs Medical Center to provide vocational training to a selected group of Special Needs Students from the East Orange School District for the 2013-14 school year.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

n. Independent Education Evaluations- (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Barbara Wilson to complete Educational Evaluations at a rate of \$300 per case during the 2013-14 school year not to exceed \$15,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 11.000.219.0390.000.028.031.0000)

o. Vocational Training at the Daughter's Israel - (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with the Daughter's Israel to provide vocational training to a selected group of Special Needs Students from the East Orange School District for the 2013-14 school year.

p. Essex County Vocational School Tuition Agreement 2013-14 - (Harvest, Murchison)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the agreement between the East Orange School District and the Essex County Vocational Technical Schools provided for full time academic and occupational programs during the 2013-14 school year, for an estimate of 244 regular education students grades 9 through 12, residing in East Orange at a cost of \$5,911 per student for a total cost of \$1,442,284.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 14.11.000.100.563.028.046.0000)

q. Enhancing Professional Practice: A Framework for Teaching- (Scott, Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of Shirley Hall of the Danielson Group to provide professional development to all District Administrators and teacher trainers on December 19 and March 25-27, 2014 at a cost not to exceed \$10,040.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 14.20.295.200.300.028.023.0002)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- r. Race to the Top – District Competition- (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of the Race to the Top – District Competition Grant to the U.S. Department of Education on or before October 3, 2013, for a request for funding not to exceed \$20 million.

- s. Professional Development for Career Technical Education (CTE) Teachers – (Dembowski, Salomon)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Career Technical Education (CTE) teachers receive training on enhancing literacy and math instruction with High Schools That Work beginning in October 2013 to June 30, 2014 at a cost of \$11,500 paid by funds from the Carl D. Perkins Grant.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: Perkins Grant)

- t. Professional Development for LEP Staff – (Dembowski)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves hiring of Language and Literacy Associates for Multilingual and Multicultural Education (LLA MAME, LLC) to conduct 5 professional development sessions for LEP teachers November 1, December 11, 2013, January 27, March 19 and May 14, 2014 at a cost not to exceed \$12,500.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 14.20.241.200.300.028.025.0000)

- u. Approval of Existing Curriculum and Texts and Adoption of New Curriculum 2013- (Dembowski)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the current curricula and textbooks utilized throughout the District and approves the adoption of new curricula in the following areas: Mathematics, Science, World Language, Social Studies, The Arts, English Language Arts and STEM.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- v. Hiring of Consultant - Library Media - (Scott, Dembowski)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of Legacy Consulting Services, LLC for professional development inservice activities for the district library media specialists K-12 at a cost not to exceed \$26,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 14.20.271.200.320.028.057.0000)

- w. SIG: Professional Development Days - (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, permits early dismissal for students on 9/30, 10/21, 11/11, 12/09, 01/13, 2/24, 3/10, 5/19, 6/9 to permit for the Tyson Staff to meet to receive professional development to implement SIG initiatives and provide transportation for students not to exceed \$5,000. The funds will come from the School Improvement Grant.

- x. NJASK Corrective Action Plans - (Scott)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the second revision of the New Jersey Assessment of Skills and Knowledge (NJASK) Corrective Action Plans (CAP) for Warwick (OFAC Case #INV-027-12) and Fourth Avenue (OFAC Case #INV-018-12).

- y. Renaissance Learning- (Champagne, Salomon)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the purchase of the Renaissance Learning program at a cost of \$8,815.39.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the 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: 14.15.190.100.500.203.003.0000)

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

z. 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. J. James 25 students 4 staff members Tyson M/H School	Newark, NJ	To have choir perform for the County Grandparents Day Event (Educational)	9/19/13	\$156.00 Transportation \$156.00 Total 14.15.000.270.512.203.003.5523 (SB)
2	Ms. I. Gorbunoff 200 students 20 staff members 20 parent chaperones Gibson Academy	Hazlet, NJ	To visit the Green Meadows Children's Farm (Educational)	10/11/13 (rain-date week of 10/14-18/13)	\$1,690.00 Transportation \$2,000.00 Admissions \$4,690.00 Total 14.15.190.100.800.337.037.0000 (SB) 14.15.000.270.512.337.037.5534 (SB)
3	Ms. J. James Cicely Tyson Choir	New York, NY	To have choir perform at the portrait Unveiling Ceremony of Ms. Cicely L. Tyson and subsequently attend the play “The Trip to Bountiful”	9/19/13	TBD

aa. Acceptance of Donation

WHEREAS, the Sierra House founded in 2002 is a structured two-year program that provides housing, counseling, and other critical social services to homeless young women and mothers, between the ages of 18 and 25, who are victims of abuse, neglect, or aging out of the foster care system; and

WHEREAS, it is the mission of Sierra House to improve the prospects for individual achievement for at-risk youth and young adults; and

WHEREAS, Sierra House is wishing to donate fifty (50) free tickets their play entitled Hope Lives Here that will bring awareness about the growing epidemic of homelessness in the United States of America;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of Schools, accepts the donation of fifty (50) tickets for students from the Sierra House to attend their play on Wednesday, October 16, 2013 at 1:00 pm and 7:00pm, entitled Hope Lives Here at the South Orange Performing Arts Center in South Orange, New Jersey.

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

a. Resignations

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

1. Mr. Jason Devirgilio – Teacher of Health/Physical Education – Bowser Elementary School
Effective October 25, 2013 (no reason) (6 years, 1 month of service)
(15.120.100.0101.000.304.004.0000)
2. Ms. Aglaia Fouche – Community Outreach Coordinator – Healy Middle School
Effective August 27, 2013 (no reason) (7 years of service)
(15.130.100.0101.000.216.016.0000)
3. Ms. Rosiland Franklin-Peterson – Supervisor of Early Childhood Overseeing In-District Classroom –
Effective August 30, 2013 (no reason) (16 years, 5 months of service)
(20.218.200.0103.000.028.026.9022)
4. Ms. Victoria Furka – Teacher of Elementary – Langston Hughes School
Effective December 16, 2013 (relocating) (9 years, 3 months of service)
(15.120.100.0101.000.306.006.0000)

b. Rescission of Leave of Absence

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

1. Ms. Florence Louis – Teacher Assistant for Special Education (BD) – Ecolè Toussaint Louverture
Educational LOA was approved at the August 13, 2013 Board Meeting
(15.209.100.0106.000.309.009.0000)

c. Rescission of Transfer

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

1. Mr. William Robinson– Security Guard – Central Office Security
Transfer was approved at the August 13, 2013 Board Meeting
(11.000.266.0100.000.000.000.0000)

d. 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. Patricia Choice-Moss – Secretary – Division of Business Services
Family Act LOA Effective August 21, 2013 to September 21, 2013
(11.000.262.0100.000.000.000.0000)
2. Ms. Allison Clifton – Teacher of Elementary – Langston Hughes School
Family Act LOA Effective September 1, 2013 to October 15, 2013
(15.120.100.0101.000.306.006.0000)

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

d. Leaves of Absence (cont'd)

3. Mr. Donald Cornell – Teacher of Mathematics – Healy Middle School
Family Act LOA Effective September 1, 2013 to October 15, 2013
(15.130.100.0101.000.217.017.0000)
4. Mr. Wendell Doughty, Jr. – Custodian – East Orange Campus High School
Family Act LOA Effective September 1, 2013 to November 3, 2013
(11.000.262.0100.000.000.000.0000)
5. Ms. Tency Eason – Assistant Secretary – East Orange Campus High School
Family Act LOA Effective September 1, 2013 to October 31, 2013
(15.000.240.0105.000.101.001.0000)
6. Ms. Marie Falaise – Secretary – Division of Curriculum Services
Family Act LOA Effective August 26, 2013
Health LOA Effective October 1, 2013 to November 30, 2013
(11.000.221.0105.000.000.000.0000)
7. Mr. Frederic Fils-Aime – Co-Teacher – Healy Middle School
Family Act LOA Effective September 1, 2013 to November 20, 2013
(15.120.100.0101.000.312.012.0000)
8. Ms. Rhonda Gordon – Teacher Assistant for Special Education (AUT) – Bowser Elementary School
Family Act LOA Effective September 1, 2013 to November 17, 2013
(15.214.100.0106.000.304.004.0000)
9. Ms. Lashonda James – Teacher of Grades 6-8 (LA) – Truth Middle School
FMLA Effective September 1, 2013 not to exceed December 01, 2013
Child Rearing LOA Effective November 28, 2013 to December 16, 2013
(15.130.100.0101.000.216.016.0000)
10. Ms. Khadine Josephs – Teacher of Elementary – Langston Hughes School
Educational LOA (without pay) Effective September 1, 2013 to June 3, 2014
(15.120.100.0101.000.306.006.0000)
11. Ms. Connie Liristis-Wilson – Literacy Coach – Costley Middle School
Family Act LOA Effective September 23, 2013 to December 16, 2013
(15.000.221.0104.000.215.015.0000)
12. Ms. Erika Loiacono – Teacher of Elementary – Langston Hughes School
FMLA Effective January 1, 2014 not to exceed April 01, 2014
Child Rearing LOA Effective April 2, 2014 to June 30, 2014
(15.120.100.0101.000.306.006.0000)
13. Mr. Wylendsy Long – Head Custodian – Parks Academy
Health LOA Effective September 2, 2013 to September 8, 2013
(11.000.262.0100.000.102.002.0000)
14. Ms. Fatima McCoy – Guidance Counselor – Warwick Institute
Family Act LOA Effective September 23, 2013 to October 21, 2013
(15.000.218.0104.000.309.009.0000)

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

d. Leaves of Absence (cont'd)

15. Ms. Megan Romano – Teacher of Elementary – Langston Hughes School
Family Act LOA Effective September 1, 2013 to September 23, 2013
Health LOA Effective September 24, 2013 to December 1, 2013
(15.120.100.0101.000.306.006.0000)
16. Ms. Lillie Sharpe – Teacher of the Handicapped (BD) – Warwick Institute
Health LOA Effective September 1, 2013 to February 1, 2014
(15.309.100.0101.000.309.009.0000)
17. Ms. Elinor Tineo-Santos – Teacher of Spanish – Langston Hughes School
FMLA Effective February 6, 2013 not to exceed May 06, 2013
Child Rearing LOA Effective May 7, 2013 to June 30, 2013
(15.120.100.0101.000.306.006.0000)
18. Ms. Monica Valdez – Teacher of Elementary – Warwick Institute
FMLA Effective January 10, 2013 not to exceed April 10, 2013
Child Rearing LOA Effective April 11, 2013 to June 30, 2013
(15.120.100.0101.000.309.009.0000)
19. Ms. Jacquetta Winters – Teacher of Elementary – Jackson Academy
Family Act LOA Effective September 1, 2013 to October 30, 2013
(15.120.100.0101.000.314.014.0000)

e. Transfers

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the transfer listed in HUMAN RESOURCE SERVICES SCHEDULE 2.e.”

f. 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. Portia Ashby – Secretary (10-Mth) – Banneker Academy
(Original Hire Date: September 1, 2013)
From: Group 3 Step 1 \$27,600.00 p/a
To: Group 3 Step 19 \$44,333.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.000.240.0105.000.336.036.0000)
2. Ms. Assia Aubdoollah – Teacher of Mathematics – Healy Middle School
(Original Hire Date: September 1, 2013)
From: Level 5/MA Step 1 \$57,573.00 p/a
To: Level 5/MA Step 3 \$58,773.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.130.100.0101.101.217.017.0000)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

f. Salary Adjustments (cont'd)

3. Mr. Justin Avery – Teacher of Social Studies – East Orange Campus High School
(Original Hire Date: September 1, 2013)
From: Level 4/BA Step 6 \$54,673.00 p/a
To: Level 4/BA Step 9 \$57,723.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.140.100.0101.000.101.001.0000)
4. Ms. Heather Bancroft – Teacher of Grades 6-8 (LA) – East Orange STEM Academy High School
(Original Hire Date: April 15, 2013)
From: Level 4/BA Step 1 \$54,873.00 p/a
To: Level 4/BA Step 1 \$51,873.00 p/a
Effective September 1, 2013 to June 30, 2014
(correction of error)
(15.140.100.0101.000.102.002.0000)
5. Ms. Chiffon Brown – Teacher of Elementary – Banneker Academy
(Original Hire Date: September 1, 2013)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 11 \$63,423.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.120.100.0101.000.336.036.0000)
6. Mr. Victoir Cahoon – Principal – East Orange Campus High School
(Original Hire Date: January 11, 2000)
From: Step 1 \$128,090.00 p/a
To: Step 7 \$149,854.00 p/a
Effective November 11, 2013 to June 30, 2014
(verified prior experience)
(15.000.240.0103.000.101.001.0000)
7. Mr. Hubert Chase – Assistant Principal (12-Mth) – East Orange Campus High School
(Original Hire Date: September 1, 1998)
From: Step 1 \$115,691.00 p/a
To: Step 3 \$121,525.00 p/a
Effective August 15, 2013 to June 30, 2014
(verified prior experience)
(15.000.240.0103.000.101.001.0000)
8. Ms. Priscilla Clement – Teacher of Elementary – Warwick Institute
(Original Hire Date: September 1, 2005)
From: Level 5/MA Step 8 \$60,338.00 p/a
To: Level 5½ MA+15 Step 8 \$63,173.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.120.100.0101.000.309.009.0000)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

f. Salary Adjustments (cont'd)

9. Ms. Michele Cosmo – Teacher of English – Tyson 6-12
(Original Hire Date: September 1, 2013)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 9½ \$58,723.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.130.100.0101.000.203.003.0000)
10. Ms. Athonia Cunningham – Teacher of the Handicapped (ICS) – Parks Academy
(Original Hire Date: November 3, 2013)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/MA Step 1 \$57,573.00 p/a
Effective November 3, 2013 to June 30, 2014
(higher training level)
(15.213.100.0101.000.311.011.0000)
11. Ms. Marissa Earley – Teacher of the Handicapped (AUT) – East Orange STEM Academy High
(Original Hire Date: September 1, 2013)
From: Level 5/MA Step 1 \$57,573.00 p/a
To: Level 5/MA Step 4 \$59,373.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level & verified prior experience)
(15.214.100.0101.000.102.002.0000)
12. Ms. Christina Elias – Climate & Culture Specialist – Costley Middle School
(Original Hire Date: January 1, 2007)
From: Level 5½/MA+15 Step 12 \$75,073.00 p/a
To: Level 6/MA+32 Step 12 \$81,073.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(20.231.100.0100.000.028.018.0000)
13. Ms. Melissa Espana-Rodriquez – Assistant Principal (12-Mth) – Tyson 6-12
(Original Hire Date: September 1, 2013)
From: Step 1 \$115,691.00 p/a
To: Step 7 \$133,862.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.000.240.0103.000.203.003.0000)
14. Mr. Jason Field – Teacher of the Handicapped (ICS) – Ecolè Toussaint Louverture
(Original Hire Date: September 1, 1998)
From: Level 4/BA Step 16 \$78,585.00 p/a
To: Level 5/MA Step 14 \$86,890.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.213.100.0101.000.310.010.0000)

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

f. Salary Adjustments (cont'd)

15. Ms April Fiore – Teacher of Elementary – Langston Hughes School
(Original Hire Date: May 21, 2012)
From: Level 5½/MA+15 Step 6 \$61,973.00 p/a
To: Level 6/MA+32 Step 6 \$68,873.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.120.100.0101.000.306.006.0000)
16. Mr. Frank Fontaine – Teacher of Music (Ins) – Banneker Academy
(Original Hire Date: September 1, 2013)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 9 \$57,723.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.120.100.0101.000.336.036.0000)
17. Ms. Claudie Gentil – Teacher of Elementary – Langston Hughes School
(Original Hire Date: September 1, 2013)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 4½ \$54,173.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.120.100.0101.000.336.006.0000)
18. Mr. Jason Henry – Teacher of Mathematics – East Orange STEM Academy High School
(Original Hire Date: September 11, 2009)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 3 \$53,473.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.240.100.0101.000.102.002.0000)
19. Ms. Rhoda Irodia – Teacher of English – East Orange Campus High School
(Original Hire Date: May 12, 2011)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/MA Step 1 \$57,573.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.140.100.0101.000.101.001.0000)
20. Ms. Cambie Jones – Teacher of Science – Fresh Start Academy Middle School
(Original Hire Date: September 1, 2008)
From: Level 5/MA Step 1 \$57,573.00 p/a
To: Level 5/MA Step 5 \$59,973.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(11.423.100.0101.000.145.045.0000)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

f. Salary Adjustments (cont'd)

21. Ms. Tiarra Lee - Teacher Assistant for Pre-Kindergarten - Gibson Academy
(Original Hire Date: September 1, 2012)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(20.218.100.0106.000.028.026.9013)
22. Ms. Roberta Leveson - Guidance Counselor - Truth Middle School
(Original Hire Date: September 1, 1985)
From: Level 5½/MA+15 Step 16 \$97,002.00 p/a + \$1,500 Longevity
To: Level 6/MA+32 Step 16 \$103,265.00 p/a + \$1,500 Longevity
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.000.218.0104.000.216.016.0000)
23. Ms. Nelicia Loftis - Teacher of Mathematics - Tyson 6-12
(Original Hire Date: September 1, 2013)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/MA Step 1 \$57,573.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.140.100.0101.000.203.003.0000)
24. Ms. Erika Loiacono - Teacher of Elementary - Langston Hughes School
(Original Hire Date: September 1, 2006)
From: Level 5½/MA+15 Step 7½ \$62,873.00 p/a
To: Level 6/MA+32 Step 7½ \$69,773.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.120.100.0101.000.306.006.0000)
25. Ms. Deborah Marshall - Teacher Assistant for Special Education (LD) - Tyson Elementary
(Original Hire Date: April 24, 2006)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.204.100.0106.000.312.012.0000)
26. Ms. Vanessa Ming - Guidance Counselor - Jackson Academy
(Original Hire Date: September 1, 2013)
From: Level 6/MA+32 Step 2½ \$66,773.00 p/a
To: Level 6/MA+32 Step 7 \$69,473.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.120.120.0101.100.314.014.0000)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

f. Salary Adjustments (cont'd)

27. Mr. Peter Okerchiri – Teacher of Mathematics – East Orange STEM Academy High School
(Original Hire Date: September 1, 2013)
From: Level 4/BA Step 5 \$54,273.00 p/a
To: Level 4/BA Step 8 \$55,723.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.140.100.0101.000.102.002.0000)
28. Ms. Jennifer Orellana Giron – Teacher of the Handicapped (BD) – Garvin School
(Original Hire Date: September 12, 2011)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 3 \$53,473.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.209.100.0101.000.308.008.0000)
29. Ms. Shernett Ossai – Teacher of English – Tyson 6-12
(Original Hire Date: September 1, 2013)
From: Level 5/MA Step 1 \$57,573.00 p/a
To: Level 5/MA Step 12½ \$75,840.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.140.100.0101.101.203.003.0000)
30. Ms. Heather Pederson – Teacher of English – Tyson 6-12
(Original Hire Date: September 1, 2013)
From: Level 5/MA Step 1 \$57,573.00 p/a
To: Level 5/MA Step 11½ \$71,073.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.140.100.0101.000.203.003.0000)
31. Ms. Franchette Polite – Teacher of the Handicapped (AUT) – Cochran Academy
(Original Hire Date: May 4, 1998)
From: Level 5½/MA+15 Step 16½ \$97,002.00 p/a + \$750 Longevity
To: Level 6/MA+32 Step 16 \$103,265.00 p/a + \$750 Longevity
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.214.100.0101.000.338.038.0000)
32. Ms. Rosa Rama – Teacher of Spanish – Fresh Start Academy High School
(Original Hire Date: September 1, 2013)
From: Level 5/MA Step 1 \$57,573.00 p/a
To: Level 5½/MA+15 Step 7 \$62,573.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level & verified prior experience)
(11.423.100.0101.000.029.029.0000 – 50.0000%)
(11.423.100.0101.000.045.045.0000 – 50.0000%)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

f. Salary Adjustments (cont'd)

33. Ms. Inshira Reed – Teacher Assistant for Special Education – Garvin School
(Original Hire Date: September 1, 2013)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.214.100.0106.000.308.008.0000)
34. Ms. Marlene Rice – Teacher of Music (Ins) – Tyson 6-12
(Original Hire Date: September 1, 2013)
From: Level 6/MA+32 Step 8 \$70,073.00 p/a
To: Level 6/MA+32 Step 16 \$103,265.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.130.100.0101.000.203.003.0000)
35. Ms. Jennifer Stevenson – Media Specialist – East Orange Campus High School
(Original Hire Date: September 1, 2013)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/MA Step 6 \$60,573.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.000.222.0100.000.101.001.0000)
36. Ms. DeBora Thompson – Teacher of the Handicapped (LD) – Healy Middle School
(Original Hire Date: September 1, 2013)
From: Level 5/MA Step 1 \$57,573.00 p/a
To: Level 6/MA+32 Step 1 \$65,873.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.204.100.0101.000.217.017.0000)
37. Ms. Betty Vertule – Teacher of Grades 6-8 (LA) – Costley Middle School
(Original Hire Date: October 2, 2008)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 5/MA Step 1 \$57,573.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.130.100.0101.000.215.015.0000)
38. Ms. Tiffany Wiley-Grant – Teacher of Social Studies – Tyson 6-12
(Original Hire Date: September 1, 2007)
From: Level 4/BA Step 1 \$51,873.00 p/a
To: Level 4/BA Step 4 \$53,873.00 p/a
Effective September 1, 2013 to June 30, 2014
(verified prior experience)
(15.130.100.0101.000.203.003.0000)

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

f. Salary Adjustments (cont'd)

39. Ms. Tiffany Wilson - Teacher of Elementary - Garvin School
(Original Hire Date: October 2, 2008)
From: Level 5/MA Step 7 \$61,173.00 p/a
To: Level 5½/MA+15 Step 7 \$62,573.00 p/a
Effective September 1, 2013 to June 30, 2014
(higher training level)
(15.120.100.0101.000.308.008.0000)

40. Ms. Brittany Wingate - School Social Worker - Department of Special Education
(Original Hire Date: September 1, 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, 2013 to June 30, 2014
(higher training level)
(11.000.219.0104.000.000.000.0000)

g. Account Code Changes - Various Locations - 2013-14 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2013-14 school year account code changes for the various locations listed in HUMAN RESOURCE SERVICES SCHEDULE 2.g."

h. Staff Appointments

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2013-14 staff appointments listed in HUMAN RESOURCE SERVICES SCHEDULE 2.h."

i. Attendance Incentive Bonus - Various Locations - 2012-13 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2012-13 school year attendance incentive bonus for the employee at various locations listed in HUMAN RESOURCE SERVICES SCHEDULE 2.j."

j. Approval Extra-curricular and Co-curricular Appointments - Various Locations- 2013-2014 School Year

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 HUMAN RESOURCE SERVICES SCHEDULE 2.k for the 2013-2014 school year."

k. Summer Staff Appointments

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2013-14 summer staff appointments listed in HUMAN RESOURCE SERVICES SCHEDULE 2.l. All positions are dependent upon student enrollment and the availability of funds."

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

1. Intermittent FMLA Renewal for 2013-14 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the intermittent FMLA renewal for 2013-14 school year listed in HUMAN RESOURCE SERVICES SCHEDULE 2.m."

m. Creation of Positions and Job Descriptions/Approval of Job Descriptions

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, creates the following positions effective September 10, 2013 and job descriptions listed in HUMAN RESOURCE SERVICES SCHEDULE 2.n."

Co-Teacher

n. Emergent Hiring List for Administrators, Aides, Attendance Officers, Clerks, Examiners, School Secretaries, Teacher Aides, Teacher Assistants and Teachers

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the application to the Commissioner of Education for the emergent hiring of administrators, aides, attendance officers, clerks, examiners, instructor/brokers, school secretaries, teachers aides, teacher assistants, and teachers listed in HUMAN RESOURCE SERVICES SCHEDULE 2.o."

o. 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. LaShonda James - Teacher of Grades 6-8 (LA) - Truth Middle School

Change in FMLA LOA Effective Dates

From: June 27, 2013 to September 27, 2013

To: June 27, 2013 to June 30, 2013

2. Ms. Candace Wildy - Division of Business Services

Correction of Position Name

From: Manager of Administrative Services

To: Coordinator of Administrative Services

p. Appointments

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

1. Ms. Angela Avery-Devlugt - Teacher Assistant for Special Education (ICS) - Garvin School

Salary \$26,007.00 p/a Step 1 Effective September 01, 2013 to June 30, 2014

(15.213.100.0106.000.308.008.0000) (replacement)

2. Ms. Maria Bartolo - Media Specialist - Warwick Institute

Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 11, 2013 to June 30, 2014

(15.000.222.0100.000.309.009.0000) (replacement)

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

p. Appointments (cont'd)

3. Ms. Talia Bragg-Shipes – Data Coach – Healy Middle School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2013 to June 30, 2014
(20.231.200.0100.000.028.018.0000) (replacement)
4. Ms. Rolanda Bruce – Teacher Assistant for Pre-Kindergarten – Tyson Elementary
Salary \$26,007.00 p/a Step 1 Effective September 01, 2013 to June 30, 2014
(20.218.100.0106.000.028.026.9013) (replacement)
5. Mr. John Cardoza – Teacher Assistant for Pre-Kindergarten – Langston Hughes School
Salary \$26,007.00 p/a Step 1 Effective September 01, 2013 to June 30, 2014
(20.218.100.0106.000.028.026.9013) (replacement)
6. Ms. Quianna Catron – Teacher Assistant for Special Education (ICS) – Garvin School
Salary \$26,007.00 p/a Step 1 Effective September 01, 2013 to June 30, 2014
(15.213.100.0106.000.308.008.0000) (replacement)
7. Ms. Natalie Chavez – Teacher Assistant for Special Education (AUT) – Garvin School
Salary \$26,557.00 p/a Step 3 Effective September 11, 2013 to June 30, 2014
(15.214.100.0106.000.308.008.0000) (replacement)
8. Ms. Rasheedah Davis – Teacher Assistant for Special Education (AUT) – Tyson 6-12
Salary \$26,007.00 p/a Step 1 Effective September 01, 2013 to June 30, 2014
(11.214.100.0106.000.000.000.0000) (replacement)
9. Ms. Michelle DeGroot – Teacher Assistant for Pre-Kindergarten – Garvin School
Salary \$26,007.00 p/a Step 1 Effective September 01, 2013 to June 30, 2014
(20.218.100.0106.000.028.026.9013) (replacement)
10. Ms. Kristin Glossy – Teacher of Elementary – Tyson Elementary
Salary \$53,473.00 p/a Level 4/BA Step 3 Effective September 01, 2013 to June 30, 2014
(15.120.100.0101.000.312.012.0000) (replacement)
11. Ms. Arulraj Johnrose – Teacher of the Handicapped (LD) – Healy Middle School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2013 to June 30, 2014
(15.204.100.0101.000.217.017.0000) (replacement)
12. Mr. Walter Kelly – Student Assistance Coordinator – Educational Support Services
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 11, 2013 to June 30, 2014
(11.000.218.0104.000.000.000.0000) (new)
13. Ms. Ingrid Layne – Teacher of the Handicapped (LD) – Jackson Academy
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2013 to June 30, 2014
(15.204.100.0101.000.314.014.0000) (replacement)
14. Ms. Sonji Lucas – Teacher Assistant for Special Education – Warwick Institute
Salary \$26,557.00 p/a Step 3 Effective September 11, 2013 to June 30, 2014
(15.213.100.0106.000.309.009.0000)
15. Dr. James McCarcum Lee – School Doctor – Department of Special Education
Salary \$68.51 p/h Effective September 01, 2013 to June 30, 2014
(11.000.213.0100.000.000.000.0000)

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

p. Appointments (cont'd)

- 16. Ms. Tiffany Oglesby – Teacher of Elementary – Langston Hughes School
Salary \$51,873.00 p/a Level 4/BA Step 1 Effective September 01, 2013 to June 30, 2014
(15.120.100.0101.000.306.006.0000) (replacement)
- 17. Ms. Karrin Pitt – Teacher Assistant for Special Education (BD) – Parks Academy
Salary \$26,557.00 p/a Step 3 Effective September 01, 2013 to June 30, 2014
(15.213.100.0106.000.311.011.0000)
- 18. Mr. Terrell Proctor – Student Assistance Coordinator – Educational Support Services
Salary \$57,573.00 p/a Level 5/MA Step 1 Effective September 11, 2013 to June 30, 2014
(11.000.218.0104.000.000.000.0000) (new)

q. Retirement

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

- 1. Mr. Frederic Fils-Aime – Teacher of Elementary – Tyson Elementary
Effective March 1, 2014 (8 years, 3 months of service)
(15.130.100.0101.000.217.017.0000)

r. Professional Conferences

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

	Name(s)	Destination	Reason	Date(s)	Cost
1.	Victor Demming Business Office	New Brunswick, NJ	Ethics in 21 st Century	10/04/13	\$114.00 Total Est. Cost 14.11.000.251.592.028.020.6661 1411.000.251.592.028.020.6677
2.	Craig Smith Business Office	Atlantic City, NJ	NJ State League of Municipalities 98 th Annual Conference	11/19/13	\$747.00 Total Est. Cost 14-11.000.251.592.028.020.6661 14.11.000.251.592.028.020.6677
3.	Trina Grant Business Office	New Brunswick, NJ	Institute for Professional Development – Payroll Workshop	10/04/13	\$114.00 Total Est. Cost 14.11.000.251.592.028.020.6661 14.11.000.251.592.028.020.6677
4.	Makeba McCray & Thelma Ramsey Campus High School	Durham, NC	National Early College Conference	10/30/13	\$2,158.00 Total Est. Cost 15.000.223.500.101.001.6661
5.	Renee Richardson & Margaret Daddis Healy Middle	Baltimore, MD	Common Core State Standards, including Standards for Mathematical Practices, Assessments, Technology	10/16/13 – 10/18/13	\$2,095.00 Total Est. Cost 14.15.000.240.500.217.017.000 14.15.000.223.500.217.017.0000

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

2. HUMAN RESOURCE SERVICES

r. Professional Conferences

Name(s)	Destination	Reason	Date(s)	Cost
6. Iqua Colson & 60 Art Teachers Elementary & Secondary Education	Hamilton, NJ	Grounds for Sculpture	10/16/13	\$3/396.00 Total Est. Cost 14.11.000.270.517.000.000.9706 \$1,196.00 Transportation 14.11.000.221.890.000.000.9706 \$1,300.00 Admission, Fee
7. Jean James, Jennifer, Sweet, Oscar Petty & Michele Rae-Dudley Elementary & Secondary Education	New York City	Arts School 2013 National Conference	10/23/13 & 10/24/13	\$1616.00 Total Es.t Cost 14.11.000.221.890.000.000.9706 14.15.000.223.320.314.014.0000 \$520.00 Substitute Fee
8. Anita Champagne, (<i>1st & Last Day Only</i>), Melissa Rodriguez, Diahne Evans, Iqua Colson & William Coronado Tyson M/H	New York City	Arts School Network Conference	10/22/13 – 10/25/13	\$4,268.00 Total Est. Cost 14.20.239.200.300.203.003.9630 SIG Grant Funded
9. Vincent L. Stallings Truth Middle School	Monroe Township, NJ	Teacher Evaluation & Current Research	10/01/13	No Cost to District
10. Paul Santoro Truth Middle	Monroe Township, NJ	Developing Student Growth Objectives for All Content Areas	09/25/13	No Cost to District
11. Marissa McKenzie Human Resources	New York, NY	The New York City Conference on Labor Law & Labor Arbitration	12/04/13	\$400.00 Total Est. Cost 14.11.000.251.890.021.6664
12. Marissa McKenzie Human Resources	Trenton, NJ	The New Jersey School Boards Association (NJSBA) Qtrly Workshop	10/3/2013 12/3/2013 02/13/2014 05/06/2014	No Cost to District

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

3. FINANCE

a. List of Bills (Ratify)

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

WHEREAS, the 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 Superintendent of Schools, ratifies the payment of bills on the attached lists totaling \$3,288,094.83 (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 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 Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, September 10, 2013 board meeting in the amount of \$2,669,124.23 (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 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 Superintendent of Schools.
(Attachment 3-c)

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

3. FINANCE

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

WHEREAS, the 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.
(Attachment 3-d)

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 **\$1,579,170.83** for the month of September 2013;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the 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. Accept a Donation for the Dutcher Fund

BE IT RESOLVED: The East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves and accept a donation of \$1,182.81 to be used during the 2012-2013 school year for disbursement of Edward Dutcher scholarship to graduating seniors. The amount will be disbursed to different institutions in the name of East Orange Campus High School 2012-2013 graduating seniors by the guidelines established in the Edward Dutcher Trust.

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

3. FINANCE

g. 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 Superintendent of Schools, accept and adopt the A-148 and for it to become part of the official minutes of this meeting: (Attachment 3-g)

Period Ending	Appropriation Balance	Cash Balance
June 30, 2013	\$20,121,982.52	\$38,189,158.81

h. A-149 Treasurer’s Report

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, for the period ending June 30, 2013 upon the recommendation of the Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting: (Attachment 3-h)

Period Ending	Cash Balance
June 30, 2013	\$38,189,158.81

i. Budgetary Major Account/Fund Status Certificate

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the 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)

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. SUPERINTENDENT OF SCHOOLS

3. FINANCE

- j. Establish Petty Cash Fund - Revised

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 as set forth below, and that any receipt being reimbursed cannot exceed \$50.00:

School	Amount	Signatory
East Orange Campus HS	750.00	Dr. Robert Morgan
Fresh Start Academy High School	400.00	Dr. Neville Matadin *School Name Change
Fresh Start Academy Middle School	400.00	Mr. Stephen Webb
Service Building	800.00	Mr. Victor R. Demming
Human Resource Services	500.00	Ms. Marissa McKenzie

XII. CONSIDERATION OF RESOLUTIONS

September 10, 2013

A. 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

	Organization	School/Location	Date(s)	Activity
1	Praise & Joy Tabernacle	Campus- Cafeteria	December 7, 2013 (Sat)	Tricky Tray Event
2	Dorson Foundation/Diaspora Theater Movement	Campus - Auditorium	REVISED DATE: November 30, 2013 (Sat) Org. date 11/24/13	Play
3	B.O.Y.A.L	Robeson	September 7, 2013 (Sat)	Little League Football
4	EO Rams	STEM - Athletic Field	September 22, 2013 (Sun)	Pop Warner Football/Cheer Games
5	EO Rams	Garvin - Gym & Cafetorium	September 16, 2013 - November 29, 2013 (Tue, Wed, Fri)	Cheerleading competition practice
6	EO Rams	Garvin - gym	September 12, 2013 (Thurs)	Team Pictures
7	North Jersey Senior Men's Basketball	Hughes - Gymnasium	October 2013 - April 2014 (Tues)	Senior (50+) Men's Basketball Games
8	4Christ Inc./Prophetic Vision Ministries International	Tyson - 800 seat Theater	November 9, 2013 (Sat)	Concert

NOW THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, grant permission for the Use of Facilities to the organizations on the attached list as long as each organization submit all documents required in accordance to the District's Policy and Regulation#7510. (Attachment 4-a)

b. Recommendation for Professional Services Contract for Environmental Remediation Services Related to Heating Oil Tanks at East Orange School District Properties

WHEREAS, pursuant to the New Jersey Statutes Title 18A:18A-5, Professional Services Contracts may be awarded by resolution at a public meeting without public advertising for bids; and

WHEREAS, the NJ Department of Environmental Protection (DEP), which regulates underground storage tanks (UST) in the State, requires UST's to be removed from District facilities; and

A. SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE SERVICES

- b. Recommendation for Professional Services Contract for Environmental Remediation Services Related to Heating Oil Tanks at East Orange School District Properties (cont'd)

WHEREAS, the District solicited and received a proposal dated August 30, 2013 from Langan Engineering, 989 Lenox Drive, Suite 124, Lawrenceville, NJ 08648 for Environmental Remediation Services Related to Heating Oil Tanks at ten (10) East Orange School District sites listed below for an amount of \$332,900.00;

STEM Academy
G.W. Carver Institute
Whitney Houston Academy
Toussaint Louverture
Dionne Warwick Institute
EOCHS
Cicely Tyson Middle School
Bowser School
Jackson Academy

WHEREAS, the proposal was reviewed by the District's Purchasing Agent; and

WHEREAS, the funds will be made available from account number: .

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, award professional services to Langan Engineering for Environmental Remediation Services Related to Heating Oil Tanks at ten (10) sites in the East Orange School District in accordance with its proposal for an amount of \$332,900. (Attachment)

- c. Jay Shapiro and Associates Extended Contract (June 2013)

WHEREAS, the East Orange Board of Education at its April 9, 2013 board of education meeting, excluded the resolution to extend the contract for Jay Shapiro and Associates for the month of June 2013; and

WHEREAS, the East Orange Board of Education subsequently approved the extension of contract for the month of July 2013; and

WHEREAS, the Principal on Special Assignment for Facilities and Maintenance has successfully negotiated to extend the contract time until June 30, 2013, at a cost not to exceed \$7,400.00;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the increase of the contract and payment in the amount of \$7,400.00 to Jay Shapiro & Associates for services provided in the month of June 2013.

XIII. ADJOURNMENT

Q1

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
30	12000033	1,913.60	08/13/13	12335 DIRECT MAIL DEPOT, INC	C
Total Bank No 30		1,913.60			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	1,913.60
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	1,913.60

Batch Yr	Batch No	Amount
14	000185	1,913.60

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008066	143,646.55	08/13/13	1546 COMMUNITY DAY NURSERY	C
10	12008067	122,743.09	08/13/13	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12008068	108,798.00	08/13/13	3182 HARAMBEE FAMILY ACADEMY	C
10	12008069	54,179.00	08/13/13	3459 HOLY TRINITY SCHOOL, INC.	C
10	12008070	71,987.82	08/13/13	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12008071	37,719.82	08/13/13	5280 NORJENES	C
10	12008072	37,522.64	08/13/13	3076 SARAH WARD NURSERY CORPORATION	C
10	12008073	189,562.27	08/13/13	4426 THE LITTLE ONES	C
10	12008074	157,707.64	08/13/13	3166 THREE STAGES LEARNING CENTER	C
10	12008075	37,719.82	08/13/13	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		961,586.65			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	961,586.65
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	961,586.65

Batch Yr	Batch No	Amount
14	000191	961,586.65

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008064	87.00	08/13/13	4889 MONTCLAIR FLORISTS	C
10	12008065	26,500.00	08/13/13	10758 WEST ORANGE PUBLIC SCHOOLS	C
Total Bank No 10		26,587.00			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	26,587.00
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	26,587.00

Batch Yr	Batch No	Amount
14	000186	26,587.00

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register **REPLACEMENT**

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008077	200.00	08/19/13	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
Total Bank No 10		200.00			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	200.00
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	200.00

Batch Yr	Batch No	Amount
14	000217	200.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008079	1,334,518.40	08/20/13	59 ATLANTIC ASSOCIATES INSURANCE AGENCY, IN	C
Total Bank No 10		1,334,518.40			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	1,334,518.40
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	1,334,518.40

Batch Yr	Batch No	Amount
14	000234	1,334,518.40

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008078	402.53	08/20/13	5905 POSTMASTER - NEWARK	C
Total Bank No 10		402.53			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	402.53
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	402.53

Batch Yr	Batch No	Amount
14	000233	402.53

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008080	500.00	08/28/13	11991 DR. GLORIA SCOTT-PETTY CASH SUPERINTENDE	C
10	12008081	400.00	08/28/13	6521 GLORIA P. WATSON - PETTY CASH	C
10	12008082	400.00	08/28/13	12653 STEPHEN WEBB-PETTY CASH	C
Total Bank No 10		1,300.00			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	1,300.00
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	1,300.00

Batch Yr	Batch No	Amount
14	000274	1,300.00

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008083	143,646.55	09/04/13	1546 COMMUNITY DAY NURSERY	C
10	12008084	122,743.09	09/04/13	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12008085	108,798.00	09/04/13	3182 HARAMBEE FAMILY ACADEMY	C
10	12008086	54,179.00	09/04/13	3459 HOLY TRINITY SCHOOL, INC.	C
10	12008087	71,987.82	09/04/13	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12008088	37,719.82	09/04/13	5280 NORJENES	C
10	12008089	37,522.64	09/04/13	3076 SARAH WARD NURSERY CORPORATION	C
10	12008090	189,562.27	09/04/13	4426 THE LITTLE ONES	C
10	12008091	157,707.64	09/04/13	3166 THREE STAGES LEARNING CENTER	C
10	12008092	37,719.82	09/04/13	10669 ZADIE'S OF THE ORANGES	C
Total Bank No 10		961,586.65			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	961,586.65
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	961,586.65

Batch Yr	Batch No	Amount
14	000325	961,586.65

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008093	8,000.00	09/10/13	7009 532 HOLDING CO. LLC	C
10	12008094	8,139.00	09/10/13	89 ACCESS411 , INC.	C
10	12008095	33,159.58	09/10/13	4077 ACHIEVE 3000	C
10	12008096	5,814.27	09/10/13	848 ACTION OFFICE SUPPLIES, INC	C
10	12008097	5,995.00	09/10/13	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12008098	622.85	09/10/13	257 ALINI MAGAZINE SERVICE	C
10	12008099	1,377.34	09/10/13	1074 ALLIANCE COMMERCIAL	C
10	12008100	33,966.29	09/10/13	452 APPLE COMPUTER, INC	C
10	12008101	14,869.20	09/10/13	450 APPLE COMPUTER, INC.	C
10	12008102	103.20	09/10/13	520 APRIL HENDRICKS	C
10	12008103	64.51	09/10/13	626 ARCTIC FALLS SPRING WATER INC	C
10	12008104	2,126.39	09/10/13	11320 ASCD	C
10	12008105	250.00	09/10/13	509 ASSOC.OF DIRECTORS OF (ADSPEC)	C
10	12008106	26.58	09/10/13	55 AT&T	C
10	12008107	215.44	09/10/13	523 ATLAS PEN & PENCIL CORP	C
10	12008108	4,716.00	09/10/13	8576 AUTOMATED LOGIC BTG. INC.	C
10	12008109	3,245.00	09/10/13	7738 AXCESS SUPPLIES & EQUIPMENT	C
10	12008110	86.34	09/10/13	7770 BELINDA GEORGES	C
10	12008111	3,308.00	09/10/13	603 BSN SPORTS/PASSON'S SPORTS SUPPLY GROUP	C
10	12008112	10,350.00	09/10/13	12505 CAMP KWEEBEC, INC.	C
10	12008113	965.00	09/10/13	15229 CAMPBELL FIRE PROTECTION, INC.	C
10	12008114	619.60	09/10/13	2607 CARTRIDGE WORLD	C
10	12008115	1,129.95	09/10/13	1203 CARTRIDGE WORLD OF RAMSEY CO-OP NJ	C
10	12008116	1,286.03	09/10/13	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12008117	20,066.74	09/10/13	1012 CDW GOVERNMENT, INC.	C
10	12008118	72,793.00	09/10/13	116 CENTRAL AVENUE HARDWARE	C
10	12008119	2,753.64	09/10/13	12262 CHAMPION ENERGY SERVICES, LLC	C
10	12008120	31.93	09/10/13	1587 COMCAST CABLE OF NEW JERSEY	C
10	12008121	3,131.00	09/10/13	1641 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12008122	7,144.50	09/10/13	507 CONNECTIONS PERSONNEL INC.	C
10	12008123	17,114.40	09/10/13	8594 COOPER'S OFFICE FURNITURE	C
10	12008124	36,036.00	09/10/13	16489 COVER STITCHES	C
10	12008125	1,606.98	09/10/13	1808 CRESTLINE SPECIALTIES, INC.	C
10	12008126	248.14	09/10/13	2044 DEBRA BOONE	C
10	12008127	123.60	09/10/13	2102 DICK BLICK COMPANY	C
10	12008128	67,110.60	09/10/13	16845 DIRECT ENERGY BUSINESS, LLC	C
10	12008129	350.00	09/10/13	6181 DISTRIBUTED WEBSITE CORP.	C
10	12008130	3,432.00	09/10/13	17329 DYNAMIC MEDICAL IMAGING, LLC	C
10	12008131	1,552.82	09/10/13	2235 EAI EDUCATION ERIC ARMIN INCORPORATED	C
10	12008132	4,711.42	09/10/13	14494 EDISON BOARD OF EDUCATION	C
10	12008133	7,972.54	09/10/13	2408 EFINGER SPORTING GOODS	C
10	12008134	350.00	09/10/13	2505 ESSEX COUNTY ASBO	C
10	12008135	124,923.17	09/10/13	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12008136	556.25	09/10/13	13510 FIELD STATION DINOSAURS	C
10	12008137	10,247.12	09/10/13	12211 FILEBANK, INC.	C
10	12008138	1,135.95	09/10/13	2700 FOLLETT LIBRARY RESOURCES	C
10	12008139	966.30	09/10/13	2701 FOLLETT SOFTWARE COMPANY	C
10	12008140	1,484.00	09/10/13	2830 GANN LAW BOOKS, INC.	C
10	12008141	31,200.00	09/10/13	1398 GLASSTECH SPECIALIST, INC	C
10	12008142	3,855.15	09/10/13	2985 GOPHER SPORT PROPHET CORPORATION	C
10	12008143	12,629.58	09/10/13	3000 GRAINGER	C
10	12008144	1,405.84	09/10/13	3063 GRAND RENTAL STATION	C
10	12008145	59,301.00	09/10/13	3258 HANNON'S FLOOR COVERING	C
10	12008146	35,000.00	09/10/13	12092 HANOVER RESEARCH COUNCIL	C
10	12008147	1,300.00	09/10/13	4774 HENRY SCHEIN, INC.	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008148	10,761.93	09/10/13	3384 HESS CORPORATION	C
10	12008149	656.24	09/10/13	5356 IQUA COLSON	C
10	12008150	55.18	09/10/13	3630 ISAIAH JACKSON, JR.	C
10	12008151	505.05	09/10/13	7852 JACQUELINE NISENSEN	C
10	12008152	3,352.50	09/10/13	17221 JAMES M. LEE, MD, PA	C
10	12008153	11.00	09/10/13	15962 JENNIFER FLETCHER	C
10	12008154	20,845.92	09/10/13	3807 JEWEL ELECTRIC SUPPLY	C
10	12008155	2,850.00	09/10/13	3977 KENCOR, INC.	C
10	12008156	3,915.00	09/10/13	4224 LERCH, VINCI & HIGGINS,L.L.P.	C
10	12008157	2,250.00	09/10/13	4289 LERRO ENTERPRISES, INC.	C
10	12008158	8,274.63	09/10/13	7737 LINCOLN LANDSCAPING INC.	C
10	12008159	270.00	09/10/13	8320 LITA KING-ANDERSON	C
10	12008160	24,727.64	09/10/13	4370 LONGO INDUSTRIES, INC.	C
10	12008161	1,442.50	09/10/13	11770 M-F ATHLETIC CO., INC	C
10	12008162	2,313.00	09/10/13	4729 MEDIEVAL TIMES MEADOWLANDS CASTLE, INC.	C
10	12008163	68.61	09/10/13	4330 MELBA LIGGINS	C
10	12008164	124,470.00	09/10/13	16977 MK LIONS LLC	C
10	12008165	17,495.00	09/10/13	15199 MULTIFACET INC.	C
10	12008166	244.85	09/10/13	4991 MUSIC IN MOTION	C
10	12008167	125.82	09/10/13	5011 MYRA ROBINSON	C
10	12008168	909.07	09/10/13	5133 NASCO	C
10	12008169	265.00	09/10/13	5033 NASSP	C
10	12008170	2,155.00	09/10/13	5262 NEW JERSEY ASSOCIATION OF SCHOOL BUSINES	C
10	12008171	445.00	09/10/13	5382 NEW JERSEY SCHOOL BOARDS ASSN.	C
10	12008172	450.00	09/10/13	5364 NEW JERSEY SEA GRANT CONSORTIUM	C
10	12008173	16,200.00	09/10/13	5029 NJ TRANSIT BULK TICKET SALES	C
10	12008174	1,445.00	09/10/13	5349 TREASURER-STATE OF NEW JERSEY	C
10	12008175	1,240.00	09/10/13	5387 NJSBA INSERVICE EDUCATION DEPT	C
10	12008176	2,150.00	09/10/13	5404 NJSIAA	C
10	12008177	2,580.00	09/10/13	5615 ORVAL S. TOTDAHL	C
10	12008178	19,900.00	09/10/13	5614 OVETERS CONSTRUCTION, INC.	C
10	12008179	1,462.50	09/10/13	5622 PABCO INDUSTRIES, LLC	C
10	12008180	200.00	09/10/13	4993 PHOTOGRAPHIC IMAGES	C
10	12008181	8,000.00	09/10/13	5901 PITNEY BOWES	C
10	12008182	6,093.00	09/10/13	5862 PITNEY BOWES GLOBAL	C
10	12008183	840.68	09/10/13	2042 POLAND SPRING DIRECT	C
10	12008184	200.00	09/10/13	5905 POSTMASTER - NEWARK	C
10	12008185	1,212.00	09/10/13	5983 PROMEDIA TECHNOLOGY SERVICES, INC.	C
10	12008186	407,015.23	09/10/13	6008 PSE & G	C
10	12008187	385.80	09/10/13	6085 RAHWAY BUSINESS MACHINES	C
10	12008188	619.15	09/10/13	6201 RELIABLE LOCK & SAFE	C
10	12008189	14.72	09/10/13	12165 RELIANT NORTHEAST LLC	C
10	12008190	178,998.78	09/10/13	14788 RENAISSANCE LEARNING, INC.	C
10	12008191	159.96	09/10/13	2180 ROBYN D. SORBINO	C
10	12008192	194.18	09/10/13	6410 SANDRA THOMPSON	C
10	12008193	5,295.55	09/10/13	6453 SANDWICHES UNLIMITED	C
10	12008194	675.00	09/10/13	5991 SCHOOL PUBLICATIONS	C
10	12008195	498.06	09/10/13	6539 SCHOOL SPECIALTY INC.	C
10	12008196	65,996.20	09/10/13	6551 SCHWARTZ SIMON EDELSTEIN & CELSO LLC	C
10	12008197	450.00	09/10/13	3948 SETON HALL UNIVERSITY CEHS	C
10	12008198	160.00	09/10/13	4708 SHARON ALSBROOK-DAVIS	C
10	12008199	3,710.00	09/10/13	15628 SILLS, CUMMIS & GROSS, P.C.	C
10	12008200	3,000.00	09/10/13	6687 SPOON & SPOON LLC &	C
10	12008201	767.49	09/10/13	16870 STACEY FIELD	C
10	12008202	4,622.08	09/10/13	1721 STAPLES ADVANTAGE	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12008203	2,176.44	09/10/13	6805 STOBBS PRINTING CO.	C
10	12008204	2,445.00	09/10/13	3537 STRAUSS ESMAY ASSOCIATES, LLP	C
10	12008205	4,874.92	09/10/13	6858 SUPPLIES-SUPPLIES, INC	C
10	12008206	300.00	09/10/13	6856 SURVEYMONKEY	C
10	12008207	10.00	09/10/13	8516 SUZANNE GLASGOW	C
10	12008208	1,427.74	09/10/13	3276 TALK UCXPRESS	C
10	12008209	1,930.00	09/10/13	6980 TECH SQUAD	C
10	12008210	8,236.50	09/10/13	4246 THE LEARNING INTERNET	C
10	12008211	3,989.86	09/10/13	6785 THE STAR LEDGER	C
10	12008212	361.40	09/10/13	6783 THE STAR LEDGER	C
10	12008213	361.40	09/10/13	6784 THE STAR LEDGER CIRCULATION DEPARTMENT	C
10	12008214	695.00	09/10/13	7058 TOTAL MAILING SOLUTION	C
10	12008215	5,700.00	09/10/13	7125 TRI-STATE FOLDING PARTITIONS INC.	C
10	12008216	4,279.01	09/10/13	2412 TRIUMPH LEARNING	C
10	12008217	8,001.80	09/10/13	7037 TTI ENVIRONMENTAL, INC.	C
10	12008218	179.65	09/10/13	7235 UNITED PARCEL SERVICE	C
10	12008219	9,983.02	09/10/13	8173 UNITED WELDING & PLUMBING	C
10	12008220	689.00	09/10/13	7259 VALIANT IMC	C
10	12008221	8,874.00	09/10/13	7256 VERIZON NETWORK INTEGRATION	C
10	12008222	1,534.01	09/10/13	7288 VERIZON SELECT SERVICES INC.	C
10	12008223	1,407.94	09/10/13	2631 WARSHAUER GENERATORS LLC	C
10	12008224	25,246.24	09/10/13	10758 WEST ORANGE PUBLIC SCHOOLS	C
10	12008225	32.28	09/10/13	7524 WORRALL COMMUNITY NEWSPAPERS	C
10	12008226	3,943.95	09/10/13	7549 XEROX CORP	C
10	12008227	103.45	09/10/13	3400 YVONNE WILSON-JONES, R.N.	C
10	12008228	18,630.00	09/10/13	836 BONNIE BRAE	C
10	12008229	6,984.18	09/10/13	14494 EDISON BOARD OF EDUCATION	C
10	12008230	980.83	09/10/13	2388 EDUCATIONAL SERVICES COMMISSION	C
10	12008231	11,696.00	09/10/13	1390 FIRST CHILDREN, LLC PAM VENKUS	C
10	12008232	3,520.00	09/10/13	4794 MIDDLESEX REGIONAL EDUCATIONAL SERVICES	C
10	12008233	41,112.00	09/10/13	4926 MORRIS-UNION JOINTURE COMM. BOARD OF EDU	C
10	12008234	9,524.10	09/10/13	4969 MOUNT ST.JOSEPH CHILDREN'S CTR DBA CATHO	C
10	12008235	24,285.60	09/10/13	4957 MT.CARMEL GUILD/CATH.COMM.SERV	C
10	12008236	42,959.70	09/10/13	5839 PHOENIX CENTER	C
10	12008237	5,467.80	09/10/13	3154 SHEPARD HIGH SCHOOL	C
10	12008238	26,587.11	09/10/13	1411 THE CHILDREN'S HOME	C
10	12008239	13,678.10	09/10/13	1412 THE CHILDREN'S INSTITUTE	C
10	12008240	11,333.88	09/10/13	4841 THE MILTON SCHOOL	C
10	12008241	91,025.92	09/10/13	1395 WESTBRIDGE ACADEMY, INC.	C
10	12008242	3,022.49	09/10/13	848 ACTION OFFICE SUPPLIES, INC	C
10	12008243	402,274.80	09/10/13	452 APPLE COMPUTER, INC	C
10	12008244	4,190.00	09/10/13	1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF	C
10	12008245	6,388.20	09/10/13	1012 CDW GOVERNMENT, INC.	C
10	12008246	23,656.00	09/10/13	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12008247	16,593.76	09/10/13	507 CONNECTIONS PERSONNEL INC.	C
10	12008248	1,178.52	09/10/13	2057 DELL MARKETING L.P.	C
10	12008249	1,362.96	09/10/13	3183 ELISA CASTILLO	C
10	12008250	149.00	09/10/13	7779 ERNESTINE W JOHNSON	C
10	12008251	2,264.04	09/10/13	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12008252	2,000.00	09/10/13	2584 FAIRLEIGH DICKINSON UNIV. ENROLLMENT	C
10	12008253	1,824.00	09/10/13	13510 FIELD STATION DINOSAURS	C
10	12008254	559.00	09/10/13	12130 GANN LAW BOOKS - LAW PUBLISHERS	C
10	12008255	1,585.47	09/10/13	1408 GERTRUDE M. FRASER	C
10	12008256	1,300.55	09/10/13	3559 IMAGINE THAT DBA CHRISTEPH, LLC	C
10	12008257	1,571.06	09/10/13	7129 JAMILIA AQUIL	C

A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
10	12008258	217.00	09/10/13	4289 LERRO ENTERPRISES, INC.	C
10	12008259	35,000.00	09/10/13	4818 MONTCLAIR STATE UNIVERSITY	C
10	12008260	5,821.06	09/10/13	6539 SCHOOL SPECIALTY INC.	C
10	12008261	23,660.41	09/10/13	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12008262	3,886.12	09/10/13	6845 SUPER DUPER, INC.	C
10	12008263	194.00	09/10/13	6994 TELE-MEASUREMENTS, INC.	C
10	12008264	5,500.00	09/10/13	7595 THE COLLEGE OF NEW JERSEY	C
10	12008265	4,069.40	09/10/13	2412 TRIUMPH LEARNING	C
10	12008266	61,282.40	09/10/13	8594 COOPER'S OFFICE FURNITURE	C
10	12008267	14,800.00	09/10/13	10804 JAY SHAPIRO & ASSOCIATES	C

Total Bank No 10 2,662,831.63

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	2,662,831.63
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	2,662,831.63

Batch Yr	Batch No	Amount
14	000275	98,611.27
14	000276	168,896.92
14	000278	240,643.18
14	000283	188,599.96
14	000284	481,194.47
14	000317	182,972.59
14	000320	558,282.11
14	000327	14,800.00
14	000337	290,191.55
14	000343	155,024.25
14	000344	119,185.26
14	000345	67,073.37
14	000346	61,282.40
14	000349	36,074.30

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	12000034	6,292.60	09/10/13	12335 DIRECT MAIL DEPOT, INC	C
Total Bank No 30		6,292.60			

Total Hand Checks (Including Hand Voids)	.00
Total Computer Checks (Including Computer Voids)	6,292.60
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	6,292.60

Batch Yr	Batch No	Amount
14	000326	6,292.60

POLICY COVER PAGE



Policy/Regulations

East Orange Board of Education

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INTRODUCTION

Definitions

The following terms used in these bylaws, policies and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of East Orange.

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey Core Curriculum Content Standards and the Common Core State Standards initiatives coordinated by the Council of Chief State School Officers (CCSSO) and the National Governor’s Association (NGA) in partnership with other organizations.

“County Superintendent” means the **Executive** County Superintendent of Schools **designated by the Department of Education for this school district.** “**Executive County Superintendent**” means the **“County Superintendent.”**

“Day” means a calendar day.

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or opens to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

“Parent” means the **natural parent(s), adoptive parent(s), or legal guardian(s), foster parents(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil provided such parental rights have not been terminated by a court of appropriate jurisdiction.**



Policy/Regulations

East Orange Board of Education

INTRODUCTION
0000.02/Page 2 of 4

“Policy” means a statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and pupils, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal **or designee**” also means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

“Professional employee” means a teaching staff member.

“Pupil” means a **student** enrolled in a school in this district.

“Regulation” means a statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a pupil enrolled in the school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;



Policy/Regulations

East Orange Board of Education

INTRODUCTION
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3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs "shall," "will," and "must" indicate a mandated action, and the auxiliary verb "may" indicates an action that is permitted but is not mandated.

Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

Citations

Bylaws, policies and regulations may contain citations to the following codifications of state and federal laws and regulations:

1. United States Statutes 20 U.S.C.A. Education
2. United States Regulations 34 C.F.R. Education
3. New Jersey Statutes
 - N.J.S.A. 2C Code of Criminal Justice
 - N.J.S.A. 9 Children-Juvenile and Domestic Relations
 - N.J.S.A. 10 Civil Rights
 - N.J.S.A. 11 Civil Services
 - N.J.S.A. 17 Corporations and Institutions for Finance and Insurance
 - N.J.S.A. 18A Education N.J.S.A. 19 Elections N.J.S.A. 24 Food and Drug
 - N.J.S.A. 26 Health and Vital Statistics
 - N.J.S.A. 27 Highways
 - N.J.S.A. 30 Institutions and Agencies
 - N.J.S.A. 34 Labor and Worker's Compensation
 - N.J.S.A. 36 Legal Holidays
 - N.J.S.A. 39 Motor Vehicles and Traffic Regulation
 - N.J.S.A. 41 Oaths and Affidavits
 - N.J.S.A. 45 Professions and Affidavits
 - N.J.S.A. 47 Public Records
 - N.J.S.A. 52 State Government, Departments, and Officers
 - N.J.S.A. 53 State Police



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East Orange Board of Education

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N.J.S.A. 54	Taxation
N.J.S.A. 59	Tort Claims
4. New Jersey Administrative Code	
N.J.A.C. 1	Administrative Law
N.J.A.C. 6 & 6A	Education
N.J.A.C. 8	Health
N.J.A.C. 10	Human Services
N.J.A.C. 13	Law and Public Safety
N.J.A.C. 17	Treasury-General

Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Division of Business Services and shall be the manual to which all others may be compared for accuracy.

Issued:



3232 TUTORING SERVICES

School staff members routinely provide time beyond their assigned responsibilities to pupils who need additional help in their academic programs. This additional help is provided by a staff member on school grounds during their free time during their workday or immediately before or after school hours. The time a staff member provides additional help to a pupil is an extension of their assigned school district responsibilities and a staff member may not charge a fee for providing this additional help to pupils.

However, the Board of Education recognizes a school staff member may be privately contracted to provide tutoring services to a pupil in addition to any additional help a pupil receives before, during, and/or after the school day. These tutoring services shall be provided to a pupil under a private agreement between the staff member and the parent and/or pupil. Private tutoring shall not take place on school grounds.

The Board of Education assumes no responsibility, liability, or obligations for the selection of the private tutor or the quality of the private tutoring services. School staff members shall not provide private tutoring services for a fee or any compensation to any pupil that is currently enrolled in their classes.

Adopted:



R 3232 TUTORING SERVICES

- A. **Additional Help** in the **Academic** Programs
1. Teachers will make every reasonable effort to assist pupils assigned to them who need **additional** help in their **academic programs**.
 2. **Additional help** may be given during the course of the **staff member's work** day or before or after the school **hours**.
 3. **This additional help is an extension of the** staff member's **assigned school** district responsibilities and no **staff member** may charge a fee for **providing this additional help to pupils**.
- B. **Private Tutoring Services**
1. A **staff member** who believes a pupil **may benefit from private tutoring services in addition to any additional help provided to a pupil as a part of the staff member's assigned responsibilities** will inform the Principal **or designee**.
 2. If the Principal **or designee** concurs **with the staff member's** recommendation, he/she **or the staff member** will notify the pupil's parent. **The principal or designee will not recommend a private tutor or maintain a list of private tutors. The retention of a private tutor shall be the sole responsibility of the parent.**
 3. The responsibility of **contracting a private tutor is the responsibility of** the parent. **The Principal or designee will** discuss the pupil's performance and needs with the **pupil's** parent.
 4. **The school staff member shall** cooperate with the **pupil** in providing information and materials used in class and in specifying **the areas where the pupil needs tutoring**.
 5. Private tutoring **shall not take place on school grounds** and **any fees or compensation arrangements shall be made between the private tutor and the parent. The Board of Education assumes no responsibility, liability, or obligations for the selection of a private tutor that is contracted by the parent or the quality of the tutoring services provided.**



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

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Tutoring Services

6. **A school staff member may be contracted by a parent to provide tutoring services to a pupil. School staff members** are prohibited from providing private tutoring to pupils **currently enrolled in their classes or to a pupil who the staff member participates** as a member of **the pupil's** evaluation team.

Issued: 3 December 2008

Issued:



5117 INTERDISTRICT PUBLIC SCHOOL CHOICE

Introduction

New Jersey's Interdistrict Public School Choice Program Act provides interested New Jersey school districts an opportunity to apply to the New Jersey Department of Education to become a public school choice district that can make available classroom seats within the school district for the Board to accept non-resident pupils. A choice district may enroll pupils across district lines in designated schools of the choice district.

A proposed choice school district shall submit an application to the Commissioner of Education no later than April 30 in the year prior to the school year in which the choice program will be implemented.

The Commissioner shall notify a choice district of the approval or disapproval of its application no later than July 30, and the reasons for disapproval shall be included in the notice. The Commissioner shall notify the New Jersey State Board of Education of the approval of a choice district application and the State Board shall include a public notice of the approval on the next agenda for its public monthly meeting.

The Commissioner may take appropriate action, consistent with State and Federal law, to provide that **pupil** population diversity in all districts participating in a choice district program is maintained **in accordance with the provisions of N.J.S.A. 18A:36B-17b**.

The Commissioner shall evaluate an application submitted by a proposed choice district **in accordance with the provisions of N.J.S.A. 18A:36B-18**.

The parent or guardian of a pupil shall notify the sending district of the pupil's intention to participate in the choice program and shall submit an application to the choice district, indicating the school the pupil wishes to attend, no later than the date specified by the Commissioner.

A choice district may evaluate a prospective pupil on the pupil's interest in the program offered by a designated school. The district shall not discriminate in its admission policies or practices on the basis of athletic ability, intellectual aptitude, English language proficiency, status as a handicapped person, or any basis prohibited by State or Federal law.



Policy/Regulations

East Orange Board of Education

PUPILS - POLICY

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Interdistrict Public School Choice

A choice district shall not prohibit the enrollment of a pupil based upon a determination that the additional cost of educating the pupil would exceed the amount of additional State aid received as a result of the pupil's enrollment. A choice district may reject the application for enrollment of a pupil who has been classified as eligible for special education services pursuant to Chapter 46 of Title 18A of the New Jersey Statutes if that pupil's individualized education program could not be implemented in the district, or if the enrollment of that pupil would require the district to fundamentally alter the nature of its educational program, or would create an undue financial or administrative burden on the district.

A pupil whose application is rejected by a choice district shall be provided with a reason for the rejection in the letter of notice. The appeal of a rejection notice may be made to the Commissioner. Once a pupil is enrolled in a designated school, the pupil shall not be required to reapply each school year for enrollment in any designated school of choice district and shall continue to be permitted to be enrolled until graduation. A pupil shall be permitted to transfer back to a school of the sending district or may apply to a different choice district during the next application period.

The Board of Education of a sending district may adopt a resolution to restrict enrollment of its pupil in a choice district to a maximum of ten percent of the number of pupils per grade level per year and/or fifteen percent of the total number of pupils enrolled in the sending district. This resolution shall be subject to approval by the Commissioner upon a determination that the resolution is in the best interest of the district's pupils and that it will not adversely affect the district's programs, services, operations, or fiscal conditions, and that the resolution will not adversely affect or limit the diversity of the remainder of the **pupil** population in the district who do not participate in the choice program.

Enrollment restriction percentages adopted by the resolution shall not be compounded from year to year and shall be based upon the enrollment counts for the year preceding, the sending district's initial year of participation in the choice program, except that in any year of the program in which there is an increase in enrollment, and the result added to the preceding year's count of pupils eligible to attend a choice district. If there is a decrease in enrollment at any time during the duration of the program, the number of pupils eligible to attend a choice district shall be the number of pupils enrolled in the choice program in the initial year of the district's participation in the program, provided that a pupil attending a choice district school be entitled to remain enrolled in that school until graduation.

The calculation of the enrollment of a sending district shall be based on the enrollment count as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment that be applicable.



Policy/Regulations

East Orange Board of Education

PUPILS - POLICY

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Interdistrict Public School Choice

A choice district shall not be eligible to enroll pupils on a tuition basis pursuant to N.J.S.A. 18A:38-3 while participating in the Interdistrict Public School Choice Program. Any pupil enrolled on a tuition basis prior to the establishment of the choice program shall be entitled to remain enrolled in the choice district as a choice pupil.

Transportation, or aid in lieu of transportation, shall be provided to an elementary school pupil who lives more than two miles from the choice district school of attendance and to a secondary school pupil who lives more than two and on-half miles from the choice district school of attendance, provided more than choice district school is not more than twenty miles from the residence of the pupil.

Transportation, or aid in-lieu-of transportation, shall be the responsibility of the sending district. The choice district and the sending district may enter into a shared service agreement in accordance with the "Uniform Shared Services and Consolidation Act," sections 1 through 35 of P.L. 2007, c.63 (c.40A:65-1 through C.40A:65-35). Notwithstanding the provisions of section 20 of P.L. 2007, c.260 (C.18A:7F-62) to contrary, the sending district shall receive State aid for transportation calculated pursuant to section 15 of P.L. 2007, c.260 (C.18A:7F-57) for a pupil transported or receiving aid-in-lieu of transportation pursuant to N.J.S.A. 18A:36B-22.

A choice district shall establish and maintain a parent information center. The center shall collect and disseminate information about participating programs and schools and shall assist parents and guardians in submitting applications for enrollment of pupils in an appropriate program and school. The information about participating programs and schools shall be posted on the choice district's website.

The Commissioner shall annually report to the State Board of Education, the Legislature, and the Joint Committee on the Public Schools on the effectiveness of the Interdistrict Public Choice Program. The Commissioner's annual report shall be posted on the New Jersey Department of Education's website and on the website of each choice district.

N.J.S.A. 18A:36B-14 through 18A:36B-24

N.J.A.C. 6A:12-1.1 et seq.

Approved: 8 May 2012

Approved:



R5117 INTERDISTRICT PUBLIC SCHOOL CHOICE

A. Definitions

1. “Choice of District” means a public school district established pursuant to Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes that is authorized under the Interdistrict Public School Choice Program to open a school or schools to pupil from a sending district.
2. “Choice program” means the Interdistrict Public Choice Program authorized in N.J.S.A. 18A:36B-14 et seq.
3. “Choice student” or “choice pupil” means an out-of-district pupil who is accepted into a choice district/
4. “Commissioner” means the New Jersey Commissioner of Education.
5. “Department” means New Jersey Department of Education.
6. “Non-public school student” or “non-public school pupil” means any pupil who is obtaining academic instruction outside of a public school at the time of his or her application to the choice district.
7. “Sending district” means the choice pupil’s district of residence, charter school, or any school the pupil is required by law to attend.

B. Eligibility Criteria for Boards of Education

1. A Board of Education is eligible to participate in the choice program if it has classroom space available, completes an application form provided by the Department pursuant to N.J.A.C. 6A:12-1.1 et seq., and receives approval from the Commissioner to participate.

C. Eligibility Criteria for Pupils

1. To be eligible to participate in the program, a pupil shall be enrolled at the time of application in grades pre-school through twelve in a public school of the sending district and have attended school in the sending district for at least one full year immediately preceding enrollment in a choice district including time spent at any school that a pupil in a particular district of residence is required by law to attend.



Policy/Regulations

East Orange Board of Education

PUPILS – REGULATION

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Interdistrict Public School Choice

- 2. The calculation of the enrollment of a sending district shall be based on the enrollment count as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment shall be applicable.**

 - a. Pupils from the sending district who are already enrolled in and attending a school choice program shall not be included in the newly calculated number of pupils eligible to attend a school choice district.**
 - b. When the multiplication of the grade level enrollment by the percentage established in the sending district's resolution adopted pursuant to N.J.S.A. 18A:36B-21.a(1) results in a number with a decimal, the number will be rounded to the next whole number.**
 - c. The sending district's resolution restricting its pupils' participation may not be applied to the final grade level available in the sending district.**

- 3. Where a Board of Education of a sending district has adopted a resolution pursuant to N.J.S.A. 18A:36B-21.a(1) to impose a limit on the number of pupils participating in the choice program, and when pupil notices of intention to participate in the choice program exceed that limit, the sending district shall:**

 - a. Hold a public lottery to determine the selection of pupils for participation in the choice programs;**
 - b. Notify the parent of guardian of every pupil who has submitted notice of intent to participate in the choice program of the date and time of the lottery;**
 - c. Assign a number to each pupil participating in the lottery and notify the parent or guardian of the number assigned to their child(ren); and**
 - d. Develop a waiting list based on the lottery.**



4. **Where a Board of Education of a sending district has adopted a resolution to impose a limit on the number of its pupils participating in the choice program, and when pupil notices of intention to participate in the choice program exceed that limit, before conducting the lottery, the sending district may give preference to siblings of its resident pupils already enrolled in and attending the choice district.**
 - a. **In the event the sending district elects to give preference to siblings of its resident pupils already enrolled in and attending the choice district and there are more sibling applicants than there are available spaces, the sending district shall conduct a lottery first for the siblings only to determine the selection of pupils for participation and for placement on the waiting list.**
 - b. **In the event the sending district elects to give preference to siblings of its resident pupils already enrolled in and attending the choice district and there are no spaces available after granting permission to participate in the choice program to siblings of resident pupils already enrolled in and attending the choice district, the sending district shall conduct a lottery for the remaining applicants to assign them a place on the waiting list.**
 5. **Prior to any lottery that may be held, the sending district shall verify the pupil is enrolled in the sending district and was reported on the Application for State School Aid in October of the current school year.**
 6. **Prior to any lottery that may be held, the sending district shall notify the applicants of the date and time of such lottery.**
 7. **Any lottery held must be held prior to the deadline set by the Commissioner for written notification to the parent that the pupil is eligible to participate in the school choice program.**
- F. Choice District Procedures for Pupils Meeting the Eligibility Requirements**
1. **Choice districts shall admit choice pupils on a space available basis.**
 - a. **A Board of Education shall not prevent pupils from participating in the school choice program.**



- b. A choice district may not impose admission criteria upon prospective choice program pupils other than those permitted by statute.**
- c. A choice district may give preference for enrollment to siblings of enrolled pupils.**
- d. When a choice district receives more application than there are spaces available, the choice district shall hold a public lottery to determine the selection of pupils for participation in the choice program.**

 - (1) The choice district shall develop a waiting list based on the lottery.**
 - (2) The choice district shall notify the parent or guardian of every pupil who has submitted an application to participate in the choice program of the date and time of the lottery.**
 - (3) The choice district shall assign a number to each pupil participating in the lottery and shall notify the parent or guardian of the number assigned to their child(ren).**
 - (4) Before conducting the lottery, the choice district may give preference to siblings of pupils already enrolled in and attending the choice district.**

 - (a) In the event the choice district elects to give preference to siblings of pupils already enrolled in and attending the choice district and there are no spaces available after granting permission to participate in the choice program to siblings of pupil already enrolled in and attending the choice district, the choice district shall conduct a lottery first for the sibling only to determine the selection of pupils for participation and placement on the waiting list.**



(b) In the event that choice district elects to give preference to siblings of pupils already enrolled in and attending the choice district and there are no spaced available after granting permission to participate in the choice program to siblings of pupils already enrolled in and attending the choice district, the choice district shall conduct a lottery first for the remaining applicants to assign them a place on the waiting list.

G. Choice Pupil Application Procedures

1. The Commissioner shall establish a pupil application timeline each year no later than September 1.
2. Within five business days of the due date set by the Commissioner pursuant to the timeline in 1 above, the choice district shall provide to the Department of Education electronic notification of the number of pupils who enroll.
3. The choice district shall provide written notification of receipt of each notice of enrollment to each sending district's Board of Education within ten days of the due date for receipt of such notice of enrollment from a choice pupil resident in that sending district.
4. A choice pupil applicant may seek from the Commissioner by a showing of good cause a waiver of the pupil application deadlines established in the timeline in 1 above.

H. Choice District Procedures for Pupils not Meeting Eligibility Requirements

1. If seats remain available in a choice district after exhausting the list of applicants who meet the requirements of N.J.A.C. 6A:12-2.2(a), including those on any waiting list that has been established through the application process, then the choice district may elect to fill the seats with public school pupils who do not meet the requirements of N.J.A.C. 6A:12-2.2(a) and with non-public school pupils.
2. Choice districts may accept applications from public school pupils who do not meet the requirements of N.J.A.C.6A:12-2.2(a) and/or non-public school pupils up until the deadline set by the Commissioner.



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3. **Upon the receipt of an application from a public school who does not meet the requirements of N.J.A.C.6A:12-2.2(a) or a non-public school pupil, the choice district shall send a letter to the parent of the pupil including the following:**
 - a. **Whether the choice district will consider public school pupils who do not meet the requirements of N.J.A.C. 6A:12-2.2(a) and non-public school pupils for admission to the district. If the choice district has not yet decided, it shall inform the parents of when the decision is expected to be made;**
 - b. **That public school pupils who do not meet the requirements of N.J.A.C. 6A:12-2(a) and non-public school pupils will not be considered for admission until the choice district has conducted the application cycle and has exhausted its waiting list of pupils who meet the requirements of N.J.A.C. 6A:12-2.2(a) for the grade level to which they have applied;**
 - c. **That the choice district may need to conduct a lottery to select the pupils to be offered admission to the choice district depending on the seats available and the number of applications received from public school pupils who do not meet the requirements of N.J.A.C. 6A:12-2.2(a) and/or nonpublic school pupils; and**
 - d. **That the parents of those public school pupils who do not meet the requirements of N.J.A.C. 6A:12-2.2(a) and nonpublic school pupils will be fully informed of the lottery process in the event that a lottery is required, the date it will be held, and what number has been assigned to the applicant.**
- I. Choice Pupil Enrollment**
1. **Once enrolled in a school district, the choice pupil may remain enrolled and is not required to submit annual or periodic applications.**
 2. **Upon acceptance of a choice pupil, the choice district is obligated to retain the choice pupil until graduation or until the choice pupil voluntarily withdraws.**



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Interdistrict Public School Choice

3. In the event of termination of the choice program in that district or Statewide, any pupil enrolled in that choice district shall be entitled to remain enrolled in that district until graduation.
 4. In the event a public school pupil who is currently a choice pupil attending school in a choice district moves to another district, that public pupil is eligible to remain in the choice district as a choice pupil without application.
 5. A resident pupil of a choice district who moves during the school year may be allowed to remain in the choice district until the end of the school year. The pupil may apply to the choice program as a funded pupil for the next school year. If the pupil moves after the application deadline or otherwise is unable to receive funding as a choice pupil in the school district for the subsequent school year, the choice school district may enroll the pupil as an unfunded choice pupil in that year, and automatically convert the pupil's enrollment to a funded choice pupil if he or she remains in the choice program.
- J. Appeals from Commissioner of Education Determinations**
1. An appeal of any determination by the Commissioner not to grant an application for participation in the choice program may be filed by an eligible choice district applicant according to N.J.A.C. 6A:4.
- K. Appeals from Denial of Enrollment**
1. An appeal of any denial of a choice pupil applicant for enrollment in a choice district may be filed by the parent or legal guardian with the Commissioner in accordance with N.J.A.C. 6A:3.
- L. General Provisions**
1. Choice districts shall accept all credits toward graduation that were awarded by another Board of Education for each choice pupil it accepts.
 - a. Choice districts shall award a diploma to a choice pupil participating in the program if that pupil meets the graduation requirements of the choice district and of the State of New Jersey.
 2. A Choice district shall establish and maintain a parent information center.



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- a. The center shall collect and disseminate information about participating programs and schools, and shall assist parents and legal guardians in submitting applications for enrollment of pupils in an appropriate program and school.
 - b. The information about participating programs and schools shall be posted on the choice district's website.
3. A choice district shall file reports with the Department at the end of each application cycle. A choice district's reports shall include demographic and pupil participation information, fiscal and programmatic information, and updates on the number of available openings.

M. Pupil Transportation

1. Each sending district shall have the responsibility for the transportation of enrolled choice pupils who are eligible for transportation services both to and from the choice school in which that pupil is accepted. Each sending district shall provide transportation or aid in lieu of transportation in accordance with N.J.S.A. 18A:36A-13 and N.J.A.C. 6A:27-4.

N. General Provisions

1. Choice pupils participating in this program shall qualify for State aid pursuant to N.J.S.A. 18A:36B-14 - Interdistrict Public School Choice Program Act. The sending district will receive transportation aid pursuant to N.J.A.C.6A:12-8.1.
2. The sending district shall maintain fiscal responsibility for any choice pupil enrolled in or determined to require a private day or residential school, except that the choice district will be required to contribute any State aid received for such a pupil and the sending district will be responsible for the balance.

Issued:



5120 **ASSIGNMENT OF PUPILS**

The Board of Education directs the assignment of pupils to the schools, programs, and classes of this district consistent with the best interests of pupils and the best uses of the resources of this district.

Pupils shall generally attend the school located in the attendance area of their residence. The Superintendent may assign a pupil to a school other than that designated by the attendance area when such an exception is justified by circumstances and/or is in the best interest of the pupil. Every effort will be made to continue a pupil in the same elementary school **once the pupil has been enrolled in that elementary school.**

The Superintendent shall assign incoming transfer pupils to the school **in their attendance area of their residence provided the district's school or class size requirements can accommodate the pupil's enrollment.** The Building Principal may assign pupils in his/her school to grades, classes, and groups on the basis of the needs of the pupil as well as the sound administration of the school.

In accordance with the provisions of N.J.S.A. 18A:36-38.a.(1), a parent of twins or higher order multiples enrolled in the same Kindergarten through eighth grade level at the same public school may request, in writing, the children be placed in the same classroom or in separate classrooms. The Principal shall make the classroom placement requested in accordance with the provisions of N.J.S.A. 18A:36-38.a.(1).

In accordance with the provisions of N.J.S.A. 18A:36-38a(2), a parent of twins or higher order multiples enrolled in the same ninth through twelfth grade level at the same public school may request, in writing, the children be placed in the same classroom or in separate classrooms. The placement of such children shall be made at the discretion of the Principal in the best interest of the school and its pupils. The parent may appeal the Principal's classroom placement decision to the Board of Education, which shall make a final determination on the placement.

The written request must be submitted to the Principal no later than fourteen days after the first day of each school year. Parents of twins or higher order multiples enrolling after the school year commences shall request the classroom placement in writing no later than fourteen days after the first day of attendance.



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Assignment of Pupils

In accordance with the provisions of N.J.S.A. 18A:36-38(2)(b), a Principal may, after consultation with the pupils' parent and teachers at the end of the initial grading period, request the Board make a different classroom placement determination for the twins or higher order multiples if the initial classroom placement is determined to be disruptive to any of the pupils in the class or classes, or if the Principal concludes the initial placement does not sufficiently support the pupils' academic or social development. Upon receiving such request, the Board shall make a final classroom placement determination.

"Higher order multiples" means triplets, quadruplets, quintuplets, or larger group siblings born at one birth. Provisions of N.J.S.A. 18A:36-38 do not apply to a school district which maintains only a single classroom for the grade level in which twins or higher order multiples are enrolled. The parent shall be responsible for any additional pupil transportation costs that are incurred by the district as a result of providing the requested classroom placement, unless the district is in agreement with the placement. In the event of the twins or higher order multiples receives special education services, the requested placement shall not be accommodated if the placement is inconsistent with a pupil's Individualized Education Plan.

N.J.S.A. 18A:36-38

Adopted: 12 January 2010

Adopted:



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PUPILS - REGULATION
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Assignment of Pupils

R 5120 ASSIGNMENT OF PUPILS

The enrollment of East Orange pupils into the East Orange School District will be accomplished using the procedures described below.

Pupils shall generally attend the school located in the attendance area of their residence. The Superintendent may assign a pupil to a school other than that designated by the attendance area when such an exception is justified by circumstances and/or is in the best interest of the pupil. Every effort will be made to continue a pupil in the same elementary school **once the pupil has been enrolled in that elementary school.**

Pre-K Registration Requirements

- Child must be at least 3 or 4 years old by October 1st of the current school year
- Birth certificates are mandatory
- Immunization (shot records) are mandatory
- Age appropriate vaccinations for children entering Preschool are as follows:
(without exception)
- **18 months-4 years**
 - 4 doses DTaP
 - 3 doses Polio
 - 1 dose MMR
 - 1 dose HIB (minimum of 1 dose after the 1st birthday)
 - 1 dose Varicella
 - 1 dose PCV7 (minimum of 1 dose after the 1st birthday)
 - 1 dose Influenza (annually between September 1st to December 31st each year)
 - 3 doses of Hepatitis B
- ***Lead Testing***

The state of New Jersey requires all PreK students get lead tested. Please have your child tested prior to registering. Lead Poisoning can cause learning and behavior problems in children. Lead can also cause slowed growth, anemia and hearing problems. A child might have lead in his or her blood, but still look healthy. Prevent lead poisoning. Know your child's lead number by talking with your physician or your local health department. (East Orange Health Department Lead Program 973-266-5489).



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Kdg Registration Requirements

- Child must be 5 years old by October 1st of the current school year
- Birth certificates are mandatory
- Immunization (shot records) are mandatory
- Age appropriate vaccinations for children entering Kindergarten are as follows:
(without exception)
 - 4 doses DTaP with one dose given on or after the 4th birthday or any 5 doses**
 - 3 doses Polio with one dose given on or after the 4th birthday or any 4 doses**
 - 2 doses of MMR**
 - 1 dose HIB (age 12-59 months) minimum 1 dose given after the 1st birthday**
 - 3 doses of Hepatitis B**
 - 1 dose Varicella**
 - 1 dose of PCV 7 (age 12-59 months) minimum of 1 dose after the 1st birthday**
 - 1 dose Influenza (age 6-59 months) annually between September 1st to December 31st each year**

Grades 1st thru 5th

- A transfer from another school district
- Current report card
- Standardized test scores
- Birth certificates are mandatory
- Immunization (shot records) are mandatory (see Immunization Requirements)*

Immunization Quick Reference Guide

Students Entering Grades K Through 5:

- **DPT series** (Diphtheria, Tetanus, and Pertussis): A minimum of four (4) doses is required provided one dose is given on or after the 4th birthday.
- **Polio series**: A minimum of three (3) doses is required provided one dose is given on or after the 4th birthday.



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- **MMR series** (Measles, Mumps, Rubella): Two (2) doses of Measles, One (1) dose of Mumps and Rubella or two (2) MMR series.
- **Hepatitis B series**: Three (3) doses appropriately spaced.
- **Varicella** (Chicken Pox): One (1) dose
- **TB TESTING**: Required for foreign-born students from select countries. See TB regulations explained below.

Grades 6th thru 8th

- A transfer from another school district
- Current report card
- Standardized test scores
- Birth certificates are mandatory
- Immunization (shot records) are mandatory (see Immunization Requirements)*
- **DPT series** (Diphtheria, Tetanus, and Pertussis): A minimum of four (4) doses is required provided one dose is given on or after the 4th birthday.
- **Polio series**: A minimum of three (3) doses is required provided one dose is given on or after the 4th birthday.
- **MMR series** (Measles, Mumps, Rubella): Two (2) doses of Measles, One (1) dose of Mumps and Rubella or two (2) MMR series.
- **Hepatitis B series**: Three (3) doses appropriately spaced.
- **Varicella** (Chicken Pox): One (1) dose
- **TB TESTING**: Required for foreign-born students from select countries. See TB regulations explained below.

All of the above PLUS: **Tdap Booster** and **Meningococcal Vaccination**



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Grade 9th

- 8th grade diploma *
- Current report card
- Standardized test scores
- Birth certificates are mandatory
- Immunization (shot records) are mandatory (see Immunization Requirements)*
- **DPT series** (Diphtheria, Tetanus, and Pertussis): A minimum of four (4) doses is required provided one dose is given on or after the 4th birthday.
- **Polio series**: A minimum of three (3) doses is required provided one dose is given on or after the 4th birthday.
- **MMR series** (Measles, Mumps, Rubella): Two (2) doses of Measles, One (1) dose of Mumps and Rubella or two (2) MMR series.
- **Hepatitis B series**: Three (3) doses appropriately spaced.
- **Varicella** (Chicken Pox): One (1) dose
- **TB TESTING**: Required for foreign-born students from select countries. See TB regulations explained below.

All of the above PLUS: **Tdap Booster** and **Meningococcal Vaccination**

Grades 10th thru 12th

- An unofficial transcript
- Transfer from another school district
- Current report card
- Standardized test scores
- Birth certificates are mandatory
- Immunization (shot records) are mandatory (see Immunization Requirements)*
- **DPT series** (Diphtheria, Tetanus, and Pertussis): A minimum of four (4) doses is required provided one dose is given on or after the 4th birthday.
- **Polio series**: A minimum of three (3) doses is required provided one dose is given on or after the 4th birthday.



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- **MMR series** (Measles, Mumps, Rubella): Two (2) doses of Measles, One (1) dose of Mumps and Rubella or two (2) MMR series.
- **Hepatitis B series**: Three (3) doses appropriately spaced.
- **Varicella** (Chicken Pox): One (1) dose
- **TB TESTING**: Required for foreign-born students from select countries. See TB regulations explained below.

All of the above PLUS: **Tdap Booster** and **Meningococcal Vaccination**

- **Children must be present at the time of registration**
- Registration must be done by the parent or a legal guardian (guardianship papers must be presented at the time of registration)
- **Proof of residency in East Orange is mandatory (see Residency Requirements)***

All persons coming to register children must bring three proofs of residency. Verification of a child's residency requires the presentation of:

- A. **One** of the following documents with an East Orange address:
- ◆ **Homeowner** – East Orange property tax bill, mortgage statement, or signed Contract of Purchase.
 - ◆ **Tenant** – Lease; if residing as a tenant without a lease, a signed, notarized Sworn

Statement of Tenancy (Affidavit) completed by the landlord.

- ◆ **Child is Domiciled with an East Orange Resident Other than Parent** – Affidavit Form A executed by East Orange resident and Affidavit Form B executed by parent or guardian. **
- ◆ **Child and Parent Living with an East Orange Resident** – Signed, notarized Sworn Statement of Residency (Affidavit) completed by the East Orange resident and parent or guardian. **
- ◆ **Child Placed in East Orange by Court** – Court order placing child in home of East Orange resident.



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- B.** In addition, any **two** of the following documents containing an East Orange address:
- ◆ Driver's license **plus** vehicle registration **plus** auto insurance card;
 - ◆ Current utility bill;
 - ◆ Current cable television bill;
 - ◆ Current credit card bill;
 - ◆ Written statement from realtor stating parent/guardian has signed a contract to purchase or rent in East Orange;
 - ◆ Official mail (bank statement, government correspondence: Internal Revenue, Division of Taxation, Social Security Administration);
 - ◆ Public assistance documents A.F.D.C. (Aid For Dependent Children) and W.I.C. (Women, Infants and Children);
 - ◆ Income tax return (current year sent thru the mail)
 - ◆ Voter registration card/records;
 - ◆ Unemployment benefit verification;
 - ◆ Recent paycheck/stub

*****Must be picked up from the Enrollment Center located at 74 Halsted Street***

- *If your child has been accepted to a Charter school in addition to the required documents you must bring the Charter acceptance letter with you*
- *If your child has auditioned and was accepted into one of the Performing Arts Schools you must bring the acceptance letter with you*
- *If your child has been accepted to STEM Academy in addition to the required documents you must bring the STEM acceptance letter with you*
- *If your child has an active/current IEP you must contact the Special Education Dept. at (973)266-7001 for registration requirements*

Issued: 12 January 2010

Issued:



5533 SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong **harmful** consequences.

For **the** purposes of this **Policy**, "smoking" means the burning, inhaling from, **exhaling the smoke from**, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked and the use of smokeless tobacco and snuff, **or the inhaling or exhaling of smoke or vapor from an electronic smoking device.**

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substance to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purposes of this **Policy**, "**school buildings**" and "**school grounds**" means and includes land, portions of land, structures, buildings, and vehicles owned, operated, or used for the provision of academic or extracurricular programs by the district or community provider and structures that support these buildings, including, **such as school wastewater treatment facilities, generating facilities, and any other central facilities** but not limited to kitchens and maintenance shops. "**School building**" and "**school grounds**" **also include athletic stadiums; swimming pools; and any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration.** "**School buildings**" and "**school grounds**" also includes other facilities as defined in N.J.A.C. 6A:26-1.2 playgrounds and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

The Board prohibits smoking by pupils at any time **in school buildings and** on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

A sign indicating smoking is prohibited **in school buildings and** on school grounds as defined above will be posted at each public entrance **of a school building** in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils who violate the provisions of this **Policy** shall be subject to appropriate disciplinary measures **in accordance with the district's Pupil Discipline/Code of Conduct** and may be subject to fines in accordance with law.

In the event **a** pupil is found to have violated this **Policy** and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).



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Smoking

A pupil found to have violated this **P**olicy and the law may be required to participate in additional educational programs to help the pupil understand the **harmful** effects **of** **smoking** and to discourage the use of tobacco products. These programs may include, but not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage pupils from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 18A:40A -1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-1.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Cross reference: Policy Guides Nos. 5250, 7434

Adopted: 12 January 2010

Revised: January 2010

Adopted: 14 September 2010

Adopted:



5561 USE OF PHYSICAL RESTRAINT

The Board of Education strives to provide a safe, caring atmosphere that supports all learners in the least restrictive environment. On occasion; during an emergency, a situation may arise making it necessary to temporarily restrain a pupil. An emergency is defined as a situation in which the pupil's behavior poses a threat of imminent, serious physical harm to the pupil or others or imminent, serious property destruction.

In accordance with N.J.S.A. 18A:6--1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution. However, any such person may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, for the purpose of self-defense; and for the protection of persons or property. Any such acts, as above, shall not be construed to constitute corporal punishment within the meaning and intendment of N.J.S.A. 18A:6-1.

"Physical restraint" means holding a pupil or otherwise restricting his/her movements. Physical restraint shall include the use of specific, planned techniques and shall only be used with reasonable limitations by school staff members who shall receive training in the use of physical restraint. Classroom and security interventions should be implemented, when possible, prior to the use of any physical restraint. The use of physical restraint shall be limited to only those circumstances and situations where other interventions are not possible or have been unsuccessful.

A pupil shall be released from physical restraint immediately upon a determination by the school staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction. The Principal or designee will notify the parent/legal guardian in the event an emergency existed and physical restraint was used on their child. The pupil shall be examined by the school nurse after any physical restraint.

N.J.S.A. 18A:6 1

Adopted:



R5561 USE OF PHYSICAL RESTRAINT

A. Definitions

“Physical restraint” means holding a pupil or otherwise restricting his/her movements.

B. Physical Restraint Limitations

Physical restraint shall only be used by a school staff member in emergency situation with the following limitations:

- 1. Limited to the use of only the reasonable force needed;**
- 2. Discontinued immediately when the emergency no longer exists;**
- 3. Implemented in such a way as to protect the health and safety of the pupil and others; and**
- 4. Not deprive the pupil of basic human necessities.**

C. Physical Restraint Training Requirements

The training requirements on the use of physical restraint shall be as follows:

- 1. Building level administrators and school staff members designated by the Principal likely to be confronted with the need to use physical restraint shall be trained on the use of physical restraint.**
 - a. If, in the event of an emergency, a person(s) who has not received training uses physical restraint, training for the person(s) that used such restraint shall occur within thirty days of the incident.**
- 2. Training must include techniques of prevention and de-escalation, as well as alternatives to physical restraint.**



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Use of Physical Restraint

- 3. Training must include current professionally accepted practices and standards regarding behavior management and use of physical restraint.**
- D. Interventions**
- 1. Classroom interventions may include, but not be limited to, the following strategies:**
 - a. The staff member may ignore the behavior;**
 - b. The staff member may redirect the pupil to a task with verbal or non-verbal prompts or gestures. Proximity helps, as may the use of gentle humor, when appropriate;**
 - c. The staff member shall be clear, polite, and respectful when requesting the targeted behavior. The staff member may make eye contact and tell the pupil what to do such as "I can't teach when you are talking, throwing things, ..." or "Please stop and listen, read, write, ..." The staff member should remind the pupil of consequences and rewards if they comply with the staff member's request;**
 - d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and/or quietly give the pupil adequate wait time. Sometimes if the staff member moves on with the lesson the pupil may comply after the initial confrontation;**
 - e. The staff member may advise the pupil to proceed to a time-out area in the classroom for a limited time (elementary and middle school) and**
 - f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.**



- 2. Security interventions may include, but are limited to, the staff member;**
 - a. Standing quietly in the doorway and asking the pupil to accompany the staff member;**
 - b. Informing the pupil of the violation of the school discipline code and procedure and assure the pupil they have the choice to leave the classroom quietly; and/or**
 - c. Using a minimal and gentle hold on arm to remove the pupil**
- E. Use of Physical Restraint**
 - 1. If the pupil's behavior reaches the level defined as an emergency, physical restraint may be needed.**
 - 2. If necessary, the staff member may utilize approved physical restraint, using the least amount of force necessary.**
 - 3. If necessary, the staff member shall restrain the pupil until the emergency no longer exists (i.e. the pupil stops punching, kicking, spitting, damaging property, etc.).**
 - 4. The staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.**
 - 5. If physical restraint is used, the Principal or designee shall attempt to notify the parent/legal guardian by telephone of the use of physical restraint on the day it occurs and written notification of the incident shall be mailed to the parent within one school day after the use of physical restraint.**
 - 6. Written documentation, including the Principal's or designee's report and any staff member's report regarding the incident and use of physical restraint shall be placed in the pupil's school file.**



- 7. The use of physical restraint is subject to the following requirements:**
 - a. The pupil must possess a physical risk to him/herself, or others;**
 - b. Physical restraint techniques shall consider the pupil's medical conditions and shall be modified as necessary;**
 - c. Staff applying physical restraint shall have been trained in the safe application of physical restraint;**
 - d. Pupils will not be subjected to physical restraint for using profanity or other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a pupil also demonstrates a mean of or intent to carry out the threat;**
 - e. In determining whether a pupil who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the pupil, the pupil's need for privacy, and the educational and emotional well-being of the other pupils in the vicinity;**
 - f. A pupil shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, or others, or imminent property destruction; and**
 - g. The pupil shall be examined by school nurse after any restraint.**

Issued:



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M

5600 **PUPIL DISCIPLINE/CODE OF CONDUCT**

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, staff, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.



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The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures are listed in Policy 5512 - Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.



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Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services – I&RS), behavioral management plans, and/or alternative placements.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal or designee shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.



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Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et. seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Cross reference: Policy Guide Nos. 2460, 5500, 8330, **5519, 5530**

Adopted: 12 January 2010
Adopted: 13 September 2011

Adopted:



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R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;



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- d. Steal, damage, or deface the property of other pupils, staff members, or the district;
- e. Engage in the sexual and/or other harassment of pupils or staff members;
- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;



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- u. Set fire to or cause a fire in any way on school premises;
 - v. Possess or explode a firecracker or other explosive device on school premises;
 - w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
 - x. Possess, use, or distribute a substance in violation of Policy No. 5530;
 - y. Join a secret society prohibited by law;
 - z. Commit an act of harassment, intimidation, or bullying;
 - aa. Engage in any other activity expressly prohibited by a school staff member in authority; or
 - bb. Sagging or Pants Slouching is prohibited.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
 - b. Enter and leave the bus in an orderly manner;
 - c. Ride only the bus to which they have been assigned;
 - d. Be and remain seated while the bus is in motion;
 - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
 - f. Talk in a reasonable tone of voice and avoid loud noises;
 - g. Extend no portion of the body or other object out a bus window;
 - h. Keep aisles clear at all times;



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- i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and
 - k. Possess, use, or distribute no substance in violation of Policy No. 5530.
4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. **Classroom Interventions**



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3. Temporary Removal from Classroom

- a. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room. The form must be submitted to the Principal or their designee.
- b. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

4. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/intra-scholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or
- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. The pupil may be required to report before or after the school day, **or on Saturdays** to detention for a period of supervised study.
- b. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).



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- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.
- c. **Students must be provided educational services either in school or out of school within 5 days of the students' removal for disciplinary reasons. NJAC 6A:16-7:2-3.**

8. Suspension from School

- a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.



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9. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration

- a. The parent/guardian and/or pupil may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
- b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.

2. Counseling

- a. The pupil may be required to consult with school **social worker, student assistance counselor or school** counselor to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b. The counselor will explain:



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- (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
- c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
- (1) The Child Study Team,
 - (2) Intervention and Referral Team,
 - (3) A public or private social agency, or
 - (4) Other District Program, or**
 - (5) A legal agency.**
3. Parent Conferences
- The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.
- 4. Corrective instruction or other relevant learning services including community services.**
- 5. Alternate Educational Program**
- The pupil may be assigned to an alternate educational program as recommended by the principal, **I&RS Committee or designee** and/or **Superintendent.**
- E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying



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1. Consequences

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the development age of the pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Participating in school district-sponsored programs.

2. Remedial Measures

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.



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F. Consequences and Remedial Measures for Acts or Incidents of Dating Violence at School

Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address the act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.

1. Consequences

a. Consequences may include, but are not limited to, the following:

1. Admonishment;
2. Temporary removal from the classroom;
3. Classroom or administrative detention;
4. In-school suspension;
5. Out-of-school suspension;
6. Reports to law enforcement; and/or
7. Expulsion

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

1. Parent conferences
2. Pupil counseling (all pupils involved in the act or incident);
3. Peer support group;
4. Corrective instruction or other relevant learning or service experiences;



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5. Supportive pupil intervention (Intervention and Referral Services – I&RS);
6. Behavioral management plan; and/or
7. Alternative placements

G. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

Offensive Conduct

Insubordination

<i>First offense:</i>	<i>Notify Parent</i>
<i>Second offense:</i>	<i>Referral to Disciplinarian</i>
<i>Third offense:</i>	<i>In-School Suspension</i>

Disruption

<i>First offense:</i>	<i>Notify Parent</i>
<i>Second offense:</i>	<i>Deprivation of Privileges</i>
<i>Third offense:</i>	<i>In-School Suspension</i>

Use of Force

<i>First offense:</i>	<i>Referral to Disciplinarian</i>
<i>Second offense:</i>	<i>Out of School Suspension</i>
<i>Third offense:</i>	<i>Report to Law Enforcement/IR&S Intervention</i>

Theft, Damage

<i>First offense:</i>	<i>Deprivation of Privileges/Restitution</i>
<i>Second offense:</i>	<i>Out of School Suspension/Restitution</i>
<i>Third offense:</i>	<i>Report to Law Enforcement/Restitution/IR&S Intervention</i>

Sexual Harassment

<i>First offense:</i>	<i>Parent Conference/Referral to Disciplinarian</i>
<i>Second offense:</i>	<i>Out of School Suspension</i>
<i>Third offense:</i>	<i>Report to Law Enforcement/Out of School Suspension</i>



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Code Violation

First offense: Deprivation of Privileges
Second offense: Detention
Third offense: In-School Suspension

Weapon Possession

First offense: Report to law enforcement/Out of School Suspension/Expulsion hearing
Second offense: Report to law enforcement/Out of School Suspension/Expulsion hearing
Third offense: Report to law enforcement/Out of School Suspension/Expulsion hearing

Language Misuse

First offense: Admonishment
Second offense: Detention
Third offense: In-School Suspension

Falsifications

First offense: Admonishment
Second offense: Detention
Third offense: Deprivation of Privileges

Recklessness

First offense: Admonishment
Second offense: Detention
Third offense: Referral to Disciplinarian

Extortion

First offense: Report to law enforcement/Out of School Suspension/Expulsion hearing
Second offense: Report to law enforcement/Out of School Suspension/Expulsion hearing
Third offense: Report to law enforcement/Out of School Suspension/Expulsion hearing

Wrongful Entry

First offense: Detention
Second offense: In-School Suspension
Third offense: Report to Law Enforcement/Out of School Suspension



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Vandalism

First offense: Deprivation of Privileges/Restitution
Second offense: Referral to Disciplinarian/Restitution
Third offense: Report to Law Enforcement/Restitution

Fighting

First offense: Detention
Second offense: Deprivation of Privileges
Third offense: Out of School Suspension

Littering

First offense: Admonishment
Second offense: Deprivation of Privileges
Third offense: Detention

Truancy

First offense: Admonishment
Second offense: Parent Conference/In School Suspension
Third offense: Report to law enforcement

Cheating

First offense: Admonishment/Parent Conference
Second offense: Detention
Third offense: Out of School Suspension

Non-cooperation

First offense: Admonishment
Second offense: Parent Conference
Third offense: Detention

Gambling

First offense: Admonishment
Second offense: In-School Suspension
Third offense: Out of School Suspension

Smoking

First offense: Admonishment/Detention
Second offense: Parent Conference/In School Conference
Third offense: Out of School Suspension



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Cutting Detention

First offense: Parent Conference/Detention
Second offense: In-School Suspension
Third offense: In-School Suspension/Saturday Detention

Forgery

First offense: Admonishment/Parent Conference
Second offense: Refer to Disciplinarian
Third offense: In-School Suspension

Failure to Wear Seatbelt in School Bus

First offense: Admonishment
Second offense: Deprivation of Privileges
Third offense: Deprivation of Privileges/Detention

Arson

First offense: Report to Law Enforcement/Expulsion Hearing
Second offense: Report to Law Enforcement/Expulsion Hearing
Third offense: Report to Law Enforcement/Expulsion Hearing

Exploding Devices

First offense: Report to Law Enforcement/Expulsion Hearing
Second offense: Report to Law Enforcement/Expulsion Hearing
Third offense: Report to Law Enforcement/Expulsion Hearing

Falsifying Alarm

First offense: Parent Conference/Report to Law Enforcement
Second offense: In School Suspension/Report to Law Enforcement
Third offense: Out of School Suspension/Expulsion Hearing

Substance Abuse

First offense: Report to Law Enforcement/Report to SAC
Second offense: Report to Law Enforcement/Mandatory outside Counseling
Third offense: Refer to Law Enforcement/Refer to Alternative School

Secret Membership

First offense: Parent Conference/Report to Law Enforcement
Second offense: Report to Law Enforcement/Refer to Alternative School
Third offense: Report to Law Enforcement /Expulsion Hearing



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Disobedience

<i>First offense:</i>	<i>Notify Parents</i>
<i>Second offense:</i>	<i>Referral to Disciplinarian</i>
<i>Third offense:</i>	<i>In-School Suspension</i>

Misuse of Computer Network/Computers

<i>First offense:</i>	<i>Notify Parents</i>
<i>Second offense:</i>	<i>Referral to Disciplinarian</i>
<i>Third offense:</i>	<i>In-School Suspension</i>

1. Three first offenses in any combination of categories in any one marking period will warrant the discipline of In-School Suspension.
2. Two second offenses in any combination of categories in any one marking period will warrant the discipline of IR&S intervention and Out of School Suspension.
3. Two third offenses in any combination of categories in any one marking period will warrant the discipline of evaluation for alternative placement.

H. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. **Principals will ensure that staffs review with students the district code of conduct.**
3. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
4. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and



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- b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
5. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the teacher, guidance counselor, and/or principal.
6. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
7. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
8. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil will be counseled and the parent(s) or legal guardian(s) notified.
 - (2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil will be suspended from the bus for **a period not to exceed five school days**; and



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(3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil will be suspended from the bus for a period not less than ten school days or more than one semester or the balance of the school year, whichever is less.

d. When the misconduct is severe, the pupil may be summarily suspended from the bus **and school** pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

I. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

J. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and



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7. Protections pursuant to 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. §1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.
- K. Records
1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
 2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
 - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
 - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions,



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shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).

- d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
- e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

L. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
 - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.

Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Issued: 12 January 2010; 13 September 2011

Adopted: 8 May 2012

Adopted:



5751 SEXUAL HARASSMENT

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.



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Sexual Harassment

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (1997)

Adopted: 12 January 2010

Adopted:



R 5751 **SEXUAL HARASSMENT OF PUPILS**

Sexual harassment of pupils is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

A. Definitions

1. Quid Pro Quo Harassment - When a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile Environment Sexual Harassment - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.
3. Notice - The school district has notice if it actually "knew, or in the exercise of reasonable care, should have known" about the harassment. If an agent or responsible employee of the school district received notice, the school district is deemed to have notice. The school district may receive notice in many different ways:
 - a. A pupil may have filed a grievance or complained to a teacher about fellow pupils harassing him/her.
 - b. A pupil, parent, or other pupil may have contacted other appropriate school personnel.



- c. An agent or a responsible employee of the school district may have witnessed the harassment.
 - d. The school district may obtain information in an indirect manner such as staff, community members, newspapers, etc.
4. Constructive Notice - A school district will be in violation if the school district has "constructive notice" of a sexually hostile environment and fails to take immediate and appropriate corrective action. Constructive notice exists if the school district "should have" known about the harassment and if the school district would have found out about the harassment through a "reasonable diligent inquiry."
5. Gender-based Harassment - Gender-based harassment that includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
6. Title IX of the Education Amendments of 1972 - Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school at another location, or elsewhere. Title IX protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Title IX prohibits sexual harassment regardless of the gender of the harasser even if the harasser and the pupil being harassed are members of the same gender. Although Title IX does not specifically prohibit discrimination on the basis of sexual orientation, sexual harassment directed at gay or lesbian pupils may constitute sexual harassment as prohibited by Title IX. Harassing conduct of a sexual nature directed toward gay or lesbian pupils may create a sexually hostile environment and therefore be prohibited under Title IX.



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7. Grievance Procedure - The grievance procedure provides for prompt and equitable resolution of discrimination complaints, including complaints of sexual harassment. The grievance procedure provides the school district with a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.
8. Office Of Civil Rights (OCR) - The OCR of the United States Department of Education has federal government's enforcement authority of Title IX.
9. Unwelcomeness - In order to be actionable as harassment, sexual conduct must be unwelcomed. Conduct is unwelcomed if the pupil did not request or invite it and "regarded the conduct as undesirable or offensive." The school district will be concerned about the issue of welcomeness if the harasser is in a position of authority.
10. Acquiescence - Acquiescence in the conduct or the failure to complain does not always mean the conduct was welcome. The fact that a pupil may have accepted the conduct does not mean that he/she welcomed it. The fact the a pupil willingly participated in conduct on one occasion does not prevent him/her from indicating that the same conduct has become unwelcome on a subsequent occasion. On the other hand, if a pupil actively participates in sexual banter and discussions and gives no indication he/she objects, then the evidence generally will not support a conclusion that the conduct was unwelcomed.
11. Sufficiently Severe, Persistent, or Pervasive Conduct - In determining whether conduct is sufficiently severe, persistent, or pervasive, the conduct should be considered from a subjective and objective perspective. In making this determination, all relevant circumstances should be considered:
 - a. The degree to which the conduct affected one or more pupils' behavior. The conduct must have limited a pupil's ability to participate in or benefit from his/her education or altered the conditions of the pupils' educational environment.
 - b. The type, frequency, and duration of the conduct.
 - c. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment.



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- d. The number of individuals involved.
- e. The age and gender of the alleged harasser and the subject or subjects of the harassment.
- f. The size of the school, location of the incidents, and context in which they occurred.
- g. Other incidents at the school.
- h. Incidents of gender-based, but non-sexual harassment.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of Harassment of Pupils by School Employees, Other Pupils, or Third Parties:

1. Reporting of Sexual Harassment Conduct

- a. Any person with any information regarding actual and/or potential sexual harassment of a pupil by any school employee, other pupils, or third parties must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.

(1) The Building Principal or Supervisor shall immediately notify the Superintendent, the Affirmative Action Officer and if applicable the Director of Human Resource Services.

(2) If the Building Principal deems it appropriate, he/she may immediately notify the parent(s) or legal guardian(s) of the alleged harasser(s) or alleged victim(s) upon receipt of any information.

(3) The Building Principal will not disclose the name(s) of the alleged harasser(s) or alleged victim(s) to the other party.



(4) In cases involving alleged sexual harassment involving staff with student, the Division of Child Protection Services must be notified. N.J.A.C. 6A:16-11.1

- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter or telephone call.
 - c. Nothing in the Policy and Regulation on Pupil Sexual Harassment shall preclude the Building Principal, or designee, from complying with the provisions of Policy No. 5600 - Pupil Discipline **or Policy No. 5519 - Teen Dating Violence** in order to maintain the health, safety and welfare of staff and/or pupils.
 - d. A report from the school Building Principal or an immediate supervisor will be forwarded to the school district **Superintendent and** Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.
 - e. Upon receipt of an allegation and/or report, the Affirmative Action Officer shall immediately notify the parent(s) or legal guardian(s) of any alleged harasser(s) and victim(s) for which a report has been filed even if the Building Principal has previously notified the parent(s) or legal guardian(s).
 - f. The Affirmative Action Officer shall notify the parent(s) or legal guardian(s) of all involved pupils and any other involved individuals of the process to be followed in investigating a report or complaint.
2. Affirmative Action Officer's Investigation
- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt,



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thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.

- b. When a pupil or the parent(s) or legal guardian(s) of a pupil provides information or complains about sexual harassment of the pupil, the Affirmative Action Officer will initially discuss what actions the pupil or parent(s) or legal guardian(s) is seeking in response to the harassment.
- c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any pupils who may have been sexually harassed by any school employee, other pupils, or third parties and any other reasonable methods to determine if sexual harassment conduct existed.
- d. The Affirmative Action Officer will request, if relevant to an investigation, the parent(s) or legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if sexual harassment conduct exist(ed).
- e. The Affirmative Action Officer will provide a copy of the Board Policy and Regulation to all persons who are interviewed with potential knowledge and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.
- f. The Affirmative Action Officer will explain the avenues for formal and informal action, including a description of the grievance procedure that is available for sexual harassment complaints and an explanation on how the procedure works.
- g. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- h. The Affirmative Action Officer and/or Superintendent may contact law enforcement agencies if there is potential criminal conduct by any party.



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- i. The school district administrators may take interim measures during an Affirmative Action Officer's investigation of a complaint in order to alleviate any conditions which prohibit the pupil from assisting in the investigation.
- j. If elementary or middle school pupils are involved, it may become necessary to determine the degree to which they are able to recognize that certain sexual conduct is conduct to which they can or should reasonably object and the degree to which they can articulate an objection. The Affirmative Action Officer will consider the age of the pupil, the nature of the conduct involved, and other relevant factors in determining whether a pupil had the capacity to welcome sexual conduct.
- k. The Affirmative Action Officer will consider particular issues of welcomeness if the alleged harassment relates to alleged "consensual" sexual relationships between a school employee and a pupil.
 - (1) If elementary or middle school (grades K-8) pupils are involved, welcomeness will not be an issue. Sexual conduct between a school employee and an elementary pupil will not be viewed as consensual.
 - (2) If secondary (grades 9-12) pupils are involved, there is a strong presumption that sexual conduct between a school employee and a secondary pupil is not consensual.
 - (3) In cases involving older secondary and post-secondary pupils and older secondary and post-secondary special education pupils, the Affirmative Action Officer will consider the following to determine whether a school employee's sexual advances or other sexual conduct could be considered welcome:
 - (a) The nature of the conduct and the relationship of the school employee to the pupil, including the degree of influence, authority, or control the employee has over the pupil.



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- (b) Whether the pupil was legally or practically unable to consent to the sexual conduct in question.
- l. If there is a dispute about whether harassment occurred or whether it was welcome (in a case which it is appropriate to consider whether the conduct could be welcome) determinations should be based on the totality of the circumstances. The following types of information may be helpful in resolving the dispute:
 - (1) Statements made by any witnesses to the alleged incident.
 - (2) Evidence about the relative credibility of the alleged harassed pupil and the alleged harasser.
 - (3) Evidence that the alleged harasser has been found to have harassed others may support the credibility of the pupil claiming harassment.
 - (4) Evidence of the allegedly harassed pupil's reaction or behavior after the alleged harassment.
 - (5) Evidence about whether the pupil claiming harassment filed a complaint or took other action to protest the conduct soon after the alleged incident occurred.
 - (6) Other contemporaneous evidence such as did the pupil write about the conduct and his/her reaction to it soon after it happened in diary or letter and/or tell friends or relatives.
- m. The scope of a reasonable response also may depend upon whether a pupil, or parent(s) or legal guardian(s) reporting harassment asks that the pupil's name not be disclosed to the harasser or that nothing be done about the harassment. The Affirmative Action Officer:
 - (1) Will provide an overview of harassment policy [and Title IX if applicable] to the pupil, parent(s) or legal guardian(s) guardian which shall include the prohibition of retaliation.



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In the event the pupil, parent(s) or legal guardian(s) request the pupil's name remain confidential, the Affirmative Action Officer will inform the pupil, parent(s) or legal guardian(s) that the request may limit the school district's ability to respond.

- (2) Will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all pupils. The factors to be considered shall be the seriousness of the alleged harassment, the age of the pupil harassed, whether there have been any other complaints or reports against the alleged harasser. And the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result.
- (3) May use other means available to address the harassment. Steps that may be taken to limit the effects of the alleged harassment and prevent its reoccurrence without initiating a formal complaint and revealing the identity of the complainant. These steps may require sexual harassment training at the site where the problem occurred, taking a pupil survey concerning any harassment problems that may exist, or other systematic measures where the alleged harassment occurred.
- (4) By conducting a limited investigation without revealing the name of the pupil sexually harassed, may be able to learn about or confirm a pattern of harassment based on claims of different pupils that were harassed by the same individual. The Affirmative Action Officer may place an individual on notice of allegation of harassing behavior and counsel appropriately without revealing, even indirectly, the identity of the pupil who notified the school district.

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported, the Affirmative Action Officer will prepare a summary of findings to the parties. At the least this



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- shall include the person(s) providing notice to the school district and the pupil(s) who were alleged to be sexually harassed.
- b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
 - c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
 - d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administrators and staff shall take reasonable, age-appropriate, and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action, as specified in pupil and/or staff discipline policies and regulations. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
 - e. In the event the Affirmative Action Officer determines a hostile environment exists, the school district administrators and staff shall take steps to eliminate the hostile environment. The school district administrators may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed pupil, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any pupil that reports such conduct.
 - f. In some situations, the school district administrators may need to provide other services to the pupil that was harassed if necessary to address the effects of the harassment on that pupil. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed pupil's work, re-taking a course with a different instructor, tutoring and/or other measures that are appropriate to the situation.



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2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of pupils, including incidents caused by employees, other pupils, or third parties, OCR will consider whether:
 - a. The school district has a policy prohibiting sex discrimination under Title IX and an effective Title IX grievance procedure;
 - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.
3. If the school district officials have taken the steps described in 2 above, the OCR will consider the case against the school district resolved and take no further action other than monitoring compliance with any agreement between the school district and the OCR. This shall apply in cases in which the school district was in violation of Title IX, as well as those in which there has been no violation of Title IX.

Issued: 12 January 2010



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Smoking **in School Buildings and**
on School Grounds

7434 **SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breath air untainted by tobacco smoke.

For purposes of this **P**olicy, “smoking” means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, **including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.**

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substance to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purposes of this **P**olicy, “**school buildings**” and “**school grounds**” means and includes land, portions of land, structures, buildings, and vehicles owned, operated, or used for the provision of academic or extracurricular programs by the district or community provider and structures that support these buildings, including, **such as school wastewater treatment facilities, generating facilities, and any other central facilities** but not limited to kitchens and maintenance shops. “**School building**” and “**school grounds**” **also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for solely for school administration.** “**School buildings**” and “**school grounds**” also includes other facilities as defined in N.J.A.C. 6A:26-1.2 playgrounds and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with **N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-8.2**, the Board prohibits smoking at all times anywhere **in school buildings or** on school grounds, except as part of classroom instruction or a theatrical production.

Notwithstanding any provision of this **P**olicy, smoking by pupils is **prohibited and** governed by Policy No. 5533.



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Smoking **in School Buildings and**
on School Grounds

A sign indicating smoking is prohibited **in school buildings and** on school grounds will be posted at each public entrance **of a school building** in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this **Policy** shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violations of this **Policy and the** law after being ordered to stop smoking **in school buildings or** on school grounds. **The Principal or designee** may request the assistance of law enforcement to accomplish this departure and removal.

N.J.S.A. 26:3D-55 through 26:3D-20

N.J.A.C. 6A:16-1.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 11 August 2009

Adopted: 14 September 2010

Adopted:



7522 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO STAFF MEMBERS

The East Orange School District may provide technology devices to staff members for the express purpose of enhancing productivity and improving operational efficiency. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to staff members. For the purposes of this Policy, “technology device” or “device” shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephone, or any other computing or electronic devices the school district provides to staff members to be used in their school business related responsibilities.

A technology device provided by the school district to a staff member may include pre-loaded software. A staff member shall not download additional software onto the technology device or tamper with software included on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device. A staff member(s) will be designated to administer and implement the issuance of school district technology devices to staff members.

In the event a staff member is provided with a technology device, the staff member shall be required to sign an agreement with the East Orange School District requiring the staff member to comply with certain provisions. These provisions may include, but are not limited to:

- 1. A technology device provided to a staff member shall be used for the sole and express purpose of conducting official school district business.**
- 1. Use of all such devices is subject to the school district’s acceptable use of technology policies ad any other Board policies regarding appropriate and acceptable conduct by a staff member;**
- 2. All technology devices are considered the property of the East Orange School District and shall be returned upon termination of employment with the school district or immediately upon request by the Superintendent of Schools or designee; or**



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School District Provided Technology Devices to
Staff Members

3. **Technology devices provided by the school district to staff members may include the school district's software image and pre-loaded software for specific tasks. The installation of other software images or software on such technology devices may only be done by school district authorized staff members;**
4. **Staff members that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to staff members shall include, but are not limited to, the following:**
 - a. **Keep the technology device in a locked and secured environment when not being used;**
 - b. **Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;**
 - c. **Keep food and drinks away from all technology devices and work areas;**
 - d. **Prohibit the use of any technology device by any other person except as authorized by the Superintendents or designee;**
 - e. **Do not leave the technology device unattended at any time in an unsecured location (e.g., a vehicle, an unlocked empty classroom or office); and**
 - f. **Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.**
5. **Should the staff member have reason to believe the technology device may have been stolen, the staff member must:**
 - a. **Immediately report the incident to his/her immediate supervisor;**
 - b. **File an official police report documenting the theft; and**



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School District Provided Technology Devices to
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A copy of this Policy shall be attached to the agreement that shall be signed by any staff member who receives a technology device in accordance with the provisions of the Policy.

Adopted:



7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

The East Orange School District may provide technology devices to pupils in the district school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, “technology device” or “device” shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil’s classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil shall not download additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School district Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district’s acceptable use of technology policies, which shall be attached to the School District Provided technology Device Form, in their use of any school district provided technology device;



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School District Provided Technology Devices to Pupils

3. **Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil.**
4. **The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;**
5. **The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damages to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;**
6. **In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;**
7. **A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School Provided Technology Device Form, within two school days of the commencement of the problem;**
8. **A pupil must report to the school district staff member designated on the School District Provided Device Form within two school days in the event the technology device has been damaged or is missing;**
9. **A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;**



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School District Provided Technology Devices to Pupils

10. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The pupil shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy right of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 - "The Anti-Big Brother Act"

Adopted:



9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support organizations of parent(s) or legal guardian(s) whose objectives are to promote the educational interests of district pupils.

No parent organization including, but not limited to PTA/PTOs, Booster Clubs or other parental support organization may organize pupils or sponsor school activities or solicit moneys in the name of this school district any school in the district or on behalf of any school function or activity without the prior approval of the Board. Such approval must be sought by written application to the Superintendent.

Any PTOs, Booster Clubs or parental support organization that engages in fundraising is required to register with the New Jersey Office of Consumer Affairs.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization whose actions are inimical to the interests of the pupils of this district.

Adopted: 14 January 2009

Adopted: 13 December 2012

Adopted: 9 April 2013

Adopted: