

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

REGULAR PUBLIC MEETING

East Orange Campus High School Auditorium
344 Prospect Street, East Orange, NJ 07017

Tuesday, June 13, 2017 – 6:00 P.M.

AGENDA

I. CALL TO ORDER

II. MOMENT OF SILENCE TO HONOR:

- Former Employee: Dante Rollins
- Former EOCHS Student: Shafik Ayeere Jones

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. BOARD OF EDUCATION

A. APPROVAL OF MINUTES

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

- May 9, 16 & 30, 2017

B. DESIGNATION OF BOARD STANDING & NEGOTIATION COMMITTEES

| COMMITTEE/ASSOCIATION (# of members) | Chair | Members |
|---|----------------------|----------------------------|
| Curriculum/ Instruction | Ms. Tucker | Mr. Williams New Member |
| Finance | Ms. Perry | Mr. Leneus Dr. Howard |
| Bldg Maintenance, Repair & New Construction | Mr. Jones | Ms. Perry New Member |
| Personnel/Human Resource Services | Mr. Williams | Ms. Tucker Mr. Leneus |
| Policy Development | Dr. Howard | New Member Mr. Jones |
| Student Discipline | | Mr. Leneus Ms. Tucker |
| Essex Regional Services Commission | Ms. Tucker | |
| Urban School Boards (NJSBA) | Mr. Williams | New Member |
| Essex County School Boards Assoc. | ALL BOARD MEMBERS | |
| National School Board Assoc. | Ms. Perry | Mr. Leneus |
| Legislative | Mr. Jones | Dr. Howard |
| Board of School Estimate | Mayor of East Orange | Mr. Leneus Ms. Tucker |

V. BOARD OF EDUCATION

B. DESIGNATION OF BOARD STANDING & NEGOTIATION COMMITTEES

| BARGAINING UNIT | CHAIRPERSON | MEMBER |
|---|---------------------|---------------------|
| East Orange Education Association (Teachers) | Mr. Cameron Jones | Mr. Jenabu Williams |
| East Orange Administrators' Association (EOAA) | Mr. Bergson Leneus | |
| Data Entry Clerks (CWA) | Ms. Terry Tucker | Dr. Kristie Howard |
| Educational Secretaries Assoc. (EOSA) | Ms. Marjorie Perry | Mr. Cameron Jones |
| Educational Support Professionals Assoc. (EOESPA) | | Mr. Bergson Leneus |
| Department Heads | Ms. Terry Tucker | |
| Lunch Period Supervisory Aides | Mr. Jenabu Williams | Ms. Terry Tucker |
| Service Building Employees Assoc. (Maintenance) | Dr. Kristie Howard | Ms. Marjorie Perry |
| International Union of Operating Engineers (Security) | Mr. Bergson Leneus | Mr. Jenabu Williams |

VI. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATIONS

1. **Tyson High School Instrumental Trip to Atlanta presented by Ms. Anita Champagne, Principal and Ms. Iqua Colson, Supervisor**
2. **Presentation of Scholarships by the East Orange Administrators Association to Tinasiah Mitchell of Tyson Middle/High School, Maduabuchukwu Obi and Rael Cherry of East Orange Campus High School by Ms. Dawn Stokes Tyles - EOAA President**
3. **Red Carpet Pep Rally for the East Orange School District Track Team presented by Dr. Kevin West, Superintendent, Presentations will be made to the below Seniors.**

Isaac Howard
 Sean Duncan
 Tegan Anderson
 Jahmel Chrichlow
 Willesley Lindo
 Rayshard Jean-Marie
 Phillip St. Victor
 Shemar Schultz

Maliek Dennis
 Emmanul Allen
 Dejameir Bagot
 Randy Joseph
 Oswald Murray
 GioVanni Shine
 Shawn Williamson
 Cory Poole

VI. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATIONS

4. Congratulations to the 2016-2017 East Orange School District Retirees presented by the East Orange Principals

| <u>Name</u> | <u>School/Location</u> | <u>Position</u> | <u>Years/Months</u> |
|-------------------------|----------------------------|------------------------------|---------------------|
| Abdul-Zahir, Zainab A. | Truth Middle School | Literacy Coach | 13/8 |
| Achinivu, Deborah D. | Carver Institute | Teacher of Handicapped | 21/5 |
| Adams, Andre | Costley Middle School | Disciplinarian | 31/7 |
| Adams, William C. | Cicely Tyson Middle/High | Teacher of Handicapped | 13 |
| Adeoye, Allima M. | Banneker Academy | Social Worker | 13 |
| Bach, Diane | Langston Hughes School | Teacher of Handicapped | 34 |
| Bonito, Margret C. | Dept. of Special Education | Social Worker | 27 |
| Boss, Patricia E. | Louverture School | Lunch Aide Supervisor | 15 |
| Brown, Kathleen | EOCHS | Teacher Aide | 18/7 |
| Chervenack, Nicholas A. | Business Office | Coordinator of Computer | 24/5 |
| Cobb, Vanessa | Parks Academy | Co-Teacher | 39/3 |
| Crossley, Gloria | EOCHS | Teacher of Handicapped | 14/2 |
| Danzy, Willie | Div. of Maintenance | Painter | 40/6 |
| Davenport, Vivian | Parks Academy | Teacher Aide | 19/1 |
| Del Rosario, Jose M. | Truth Middle School | Co-Teacher | 11/7 |
| Deltufo, Nicholas | Superintendent Office | Principal on Special Assign. | 35 |
| Gittens, Susan | Dept. of Early Childhood | Secretary | 35 |
| Grant, Sonia | EOCHS | Custodian | 16/7 |
| Hilyard, Deborah | Garvin School | Math Coach | 40 |
| Jacobs, Janet | Langston Hughes School | Media Specialist | 20/9 |
| Long-Golden, Carressa | Truth Middle School | Custodian | 35 |
| Masia, Nicholas | Costley Middle School | Math Coach | 27/9 |
| Massop, Nadine E. | Healy Middle School | Teacher | 26 |
| McDonald, Ronald | EOCHS | Teacher | 39/7 |
| McKinnon, Andrea L. | Langston Hughes School | Teacher | 31 |
| Minison, Helen L. | Cochran Academy | Teacher | 27/6 |
| Moore, Debra Y. | Cicely Tyson Middle/High | Assistant Secretary | 28/8 |
| Murchison, Michelle | Div. of Operation | Substance Abuse Coor. | 27/9 |
| Nabutete, Henry | Banneker Academy | Teacher | 33/8 |
| Nittoli, Sharman H. | Bowser School | Teacher | 14 |
| Patterson, Cynthia | Truth Middle School | Teacher | 39 |

VI. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. PRESENTATIONS

| <u>Name</u> | <u>School/Location</u> | <u>Position</u> | <u>Years/Months</u> |
|-------------------------|----------------------------|------------------------|---------------------|
| Risucci, Denise A. | Hughes School | Social Worker | 16/2 |
| Robinson, Dr. Myra E. | Dept. of Special Education | Social Worker | 21/5 |
| Roulhac, Ruby M. | Gibson Academy | Teacher Aide | 17/5 |
| Sampson, Anthony J. | Hughes School | Custodian | 16 |
| Scott, Freida | EOCHS | Teacher of Handicapped | 19/6 |
| Starkes, Darnell | Parks Academy | Teacher | 16/2 |
| Sykes, Kenneth | EOCHS | Department Chair | 16/2 |
| Vaughn, Alton M. | Cicely Tyson Middle/High | Teacher | 13 |
| Walker, Todd N. | Houston Academy | Social Worker | 24/2 |
| Weldon, Kathleen M. | Louverture School | Teacher | 17/7 |
| Weidenborner, Dr. Moira | Costley Middle School | Teacher | 28 |
| Wilson, Robert | Fresh Start Middle School | Social Worker | 18/2 |
| Youngblood, Roberta | Div. of Curriculum | Supervisor | 39/7 |

B. POLICY READING

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

| Policy No. | Description | New/Revised |
|-------------------|--|-----------------------------|
| 1240 | Evaluation of Superintendent | Revised Policy |
| 1511 | Board of Education Website | New Policy |
| 3126 | District Mentoring Program | Revised Policy |
| 3221 | Evaluation of Teachers | Revised Policy & Regulation |
| 3222 | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators | Revised Policy & Regulation |
| 3223 | Evaluation of Administrators. Excluding Principals, Vice Principals and Assistant Principals | Revised Policy & Regulation |
| 3224 | Evaluation of Principals, Vice Principals and Assistant Principals | Revised Policy & Regulation |
| 3240 | Professional Development for Teachers and School Leaders | Revised Policy & Regulation |
| 4360 | Support Staff Member Tenure | Revised Policy |
| 5460 | High School Graduation | Revised Policy |
| 5600 | Student Code of Conduct | Revised Policy & Regulation |
| 5610 | Suspension | Revised Policy & Regulation |
| 5620 | Expulsion | Revised Policy |
| 7424 | Bed Bugs | New Policy |
| 7461 | District Sustainability Policy | New Policy |
| 8420.7 | Lock Down Procedures | Revised Regulation |
| 8431 | Preparedness for Toxic Hazard | Revised Policy |
| 8431 | Toxic Hazard Preparedness Program | Revised Regulation |

VI. REPORT OF THE SUPERINTENDENT OF SCHOOLS

B. POLICY READING

| Policy No. | Description | New/Revised |
|------------|--|--------------------|
| 8470 | Response to Concerted Job Action | Revised Policy |
| 8470 | Strike Emergencies | Revised Regulation |
| 8500 | Food Services | Revised Policy |
| 8505 | Local Wellness Policy/Nutrient Standards for Meals and Other Foods | Revised Policy |
| 8506 | School Lunch Program BioSecurity Plan | Revised Policy |
| 8550 | Unpaid Meal Charges/Outstanding Food Service Charges | Revised Policy |
| 8600 | Transportation | Revised Policy |
| 8613 | Waiver of Student Transportation | Revised Policy |

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

| Policy No. | Description | New/Revised |
|------------|---|-----------------------------|
| 2110 | Mission Statement | Revised Policy |
| 2466 | Needless Labeling for Students with Disabilities | Revised Policy |
| 3160 | Physical Education | Revised Policy & Regulation |
| 3433.1 | Vacation "Blackout" Period | New Policy |
| 3433.2 | Carry Over Vacation Days | New Policy |
| 8335 | Family Educational Rights and Privacy Acts | Revised Policy |
| 8420.3 | Natural Disasters | Revised Regulation |
| 8420.4 | Kidnapping | Revised Regulation |
| 8420.5 | Asbestos Release | Revised Regulation |
| 8420.6 | Accidents to & from School | Revised Regulation |
| 8420.10 | Active Shooter | Revised Regulation |
| 8442 | Reporting Accident | Revised Policy |
| 8451 | Control of Communicable Disease | Revised Policy & Regulation |
| 8453 | HIV/AIDS | Revised Policy |
| 8461 | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol & Other Drug Abuse | Revised Policy & Regulation |
| 8465 | Hate Crimes and Bias | Revised Policy & Regulation |
| 8467 | Weapons | Revised Policy & Regulation |
| 8468 | Crisis Response | Revised Policy & Regulation |

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

VIII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT

IX. COMMENTS FROM THE PUBLIC

X. RETIRE TO EXECUTIVE SESSION

XI. RECOMMENCE PUBLIC MEETING

XII. ROLL CALL

XIII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Guest Speaker - NEA Awards Banquet Footage
- b. The Leader In Me Grant Program (Bowser, Jackson, Louverture, Tyson Elementary and Warwick)
- c. Guest Speaker Kathy Rutherford to Speak about Prosthetic Limbs and Bioengineering
- d. Front Row Digital Learning Intervention Program
- e. Avoid the Summer Brain Drain
- f. Field Day
- g. Rizzo's Reptile Discovery, LLC
- h. Girls on the Run of New Jersey East
- i. 5th Grade Promotional Exercise
- j. Athletic Awards Banquet 2017
- k. Statewide "Sustainable New Jersey" Program
- l. Senior Class Prom Toast Off 2017
- m. Summer Marching Band Camp
- n. Special Education Home Instruction Students
- o. IDEA-B Basic and Preschool Combined Application, FY 2018
- p. Affiliation Agreement with Kean State University
- q. Special Education Out of District Placement
- r. Independent Educational Evaluations
- s. Independent Educational Evaluations
- t. Psychiatric Evaluations
- u. Chapter 192/193 Instructional Services to Private and Parochial Schools
- v. Chapter 226 Nursing Services for Non-Public Schools
- w. Student Disciplinary Hearings - Harassment Intimidation & Bullying (HIB) Return to Dionne Warwick Institute
- x. Student Disciplinary Hearings SPED Recommendation for Home Instruction Remaining 2016-17 FSY
- y. Student Administrative Hearings Recommendation for In-District Alternative Education Placement
- z. Affiliation Agreement with New Jersey City University College of Education
- aa. Affiliation Agreement with Rutgers University
- bb. Affiliation Agreement with Seton Hall University
- cc. Fiscal Year 2018 Every Student Succeeds Act Consolidated Application
- dd. Multi-Dimensional Principals/School Leaders Performance Rubric
- ee. Re-registration of Grade 6, Grade 9 and Essex County Vocational Students
- ff. Site Managers for Various Locations for Summer School
- gg. Danielson Teacher Evaluation Practice and Rubric
- hh. Everfi
- ii. Future Ready School
- jj. CTE Business Consultant
- kk. 2017 New Teacher Orientation
- ll. 2018 Perkins Grant Submission
- mm. Teacher Trainer Summer Hours
- nn. Achieve3000 (KidBiz3000, TeenBiz3000 and Empower3000)
- oo. Easy Tech (Learning.com)
- pp. Student Disciplinary Hearing - Recommendation for In-District Alternative Education Placement

XIII. CONSIDERATION OF RESOLUTIONS

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- qq. Student Disciplinary Hearing – Remain on Home Instruction
- rr. Student Disciplinary Hearing – Return to Healy Middle
- ss. Student Disciplinary Hearings - Recommendation for Out of District Alternative Education Placement
- tt. Student Administrative Hearing – Recommendation to Remain at STEM Academy
- uu. Student Disciplinary Hearings – Harassment, Intimidation & Bullying – Determination of HIB
- vv. Student Administrative Hearing – Recommendation for In-District Alternative Education Placement
- ww. Extended Learning Program Activities Grant Acceptance
- xx. Setting Instructional Priorities
- yy. 5th Grade Spring Dance 2017
- zz. Houghton Mifflin Harcourt iREAD Program
- aaa. Harassment, Intimidation and Bullying Monthly Incident Report
- bbb. Field Trips

2. LABOR RELATIONS & EMPLOYMENT SERVICES

- a. Retirements
- b. Resignations
- c. Other Separations
- d. Rescission of Separations
- e. Rescission of Appointments
- f. Leaves of Absence
- g. Transfers
- h. Salary Adjustments
- i. 2017-2018 Reappointment List
- j. Staff Appointments – 2017-2018 School Year
- k. Summer Staff Appointments
- l. Approval of Extra-curricular and Co-curricular Activities – Various Locations – 2017-2018 SY
- m. Revision of Job Description
- n. Black Seal License Bonus
- o. Reinstatement of Positions
- p. Abolishment of Positions
- q. Agenda Changes/Corrections
- r. Suspension
- s. Professional Conferences

XIII. 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. Recommendation to Approve Fund Raising Requests
- g. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017
- h. Recommendation for Rejection of Proposals – Test Management Software RFP # 2778
- i. Resolution to Accept Commission & Credit
- j. Recommendation for Award – Web-Based Autism Resource Program 2017-2018 SY
- k. Authorization Close Bank Accounts
- l. Recommendation for Proprietary Award – Creative Learning System STEM LAB in an Amount Not to Exceed \$179,396.00
- m. A-148 Secretary’s Report
- n. A-149 Treasurer’s Report
- o. Budgetary Major Account/Fund Status Certificate
- p. Office of Fiscal Accountability and Compliance (OFAC’s) Fiscal Review of the 2015-2016 Preschool Education Program Contract of The Little Ones – Findings and Accompanying Corrective Action Plan

4. MAINTENANCE SERVICES

- a. Recommendation for the Use of Facility

XIV. CLOSING STATEMENT/ADJOURNMENT

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. Guest Speaker - NEA Awards Banquet Footage - (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Dr. Lenworth Gunther, educator, speaker, organizer and community activist, to provide specialized instruction to the students and staff on June 7, 2017 at no cost to the District.

- b. The Leader in Me Program (Bowser, Jackson, Louverture, Tyson ES & Warwick - (Heaphy, Joseph, Johnson, P. Moss Hasan, Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of the Leader in Me grant for Bowser, Jackson Academy, Louverture, Tyson Elementary and Warwick. This is a five-year grant agreement. Grant monies covers the costs of training, resources and various materials. Three tentative training dates have been identified to train the entire staff at each school during the year one of the process: 6/26/17, 9/6/17 & 10/25/17; additional modular training dates will be completed at the building level during staff and/or grade level meetings. The membership fee is \$7500 per school.

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 Codes: 18.15.190.100.500.304.004.0000 - Bowser
TBD - Jackson; TBD - Louverture
18.15.000.240.500.312.012.0000 - Tyson
18.15.000.223.390.309.009.0000 - Warwick)

- c. Guest Speaker Kathy Rutherford to Speak about Prosthetic Limbs and Bioengineering - (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of Ms. Kathy Rutherford from the Mary Louise Academy to speak to the Robotics Team and classes about bioengineering and prosthetic robotics limbs on Tuesday, June 20, 2017 with no cost to the district.

- d. Front Row Digital Learning Intervention Program - (Stallings, Moncor)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the purchase of Front Row, a digital learning Intervention Program for Math and Language Arts at a cost of \$4,050 to the District for one 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: 18.15.190.100.500.306.006.0000)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

e. Avoid the Summer Brain Drain – (Jacob)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a Parent Workshop to inform parents of strategies that can be used over the summer to Avoid the Summer Brain Drain. The workshop will be held at Cochran Academy on June 20, 2017 from 9 am – 11:30 am at a cost not to exceed \$350.

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: 17.20.231.200.800.338.038.9626)

f. Field Day– (H. Walker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Field Day for Patrick F. Healy Middle School students. Field Day will be used as a positive reinforcement incentive for the students of Healy School. The date will be on June 16, 2017 at no cost to the District.

g. Rizzo’s Reptile Discovery, LLC – (Moss-Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Rizzo’s Reptile Discovery, LLC. The event will be presented by Dominic Rizzo, a wildlife expert and animal advocate. He will present to the Pre-Kindergarten at Tyson Elementary on Friday, June 16, 2017 from 1:00 to 2:30 pm at a cost to the District of \$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: 17.20.218.100.500.312.026.9019)

h. Girls on the Run of New Jersey East – (Moss-Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves an extracurricular, non-profit program “Girls on the Run” for 3rd through 5th grade girls at Tyson Elementary School for the 2017-2018 school year at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

i. 5th Grade Promotional Exercise- (Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 55 5th grade students and 10 staff members will attend the 5th grade Promotional Exercise held at Tyson Middle School located at 55 Winans Street, EONJ on June 16, 2017 at 1:00 pm. Cost to the District TBD.

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: 17.15.000.270.512.309.009.5523)

j. Athletic Awards Banquet 2017 - (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange Campus High School Athletic Department to host Athletic Awards Banquet 2017. The East Orange Athletic Department will be awarding student athletes from all sports trophies, and certificates for the year 2016-2017. There will be a total of 375 athletes, parents, coaches and the members of the Athletic Department. The event will be held on June 9, 2017 at Campus High School at a cost to the District of \$7,513.

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 Codes: 17.20.008.100.800.028.020.2014
17.15.402.100.500.101.001.0000)

k. Statewide "Sustainable New Jersey" Program - (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation and certification of the East Orange School District and all the schools in the "Sustainable New Jersey" statewide program beginning in the fall of 2017 at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

l. Senior Class Prom Toast Off 2017 - (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the senior class of East Orange Campus High School to hold their prom toast off at East Orange Campus High School on Wednesday, June 14, 2017 from 4:00 - 5:30 pm at a cost to the District not to exceed \$3,100.

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: 17.15.000.266.100.101.001.9730)

m. Summer Marching Band Camp - (A. Hasan, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves East Orange Campus School students to attend the Summer Unified Marching Band Camp, directed by Unified Band Director, Gregory Sneed, Asst. Director, Rashida Rowe, to take place in Auditorium and Field at EOCHS from August 21 to August 25, 2017 starting at 9 am - 2:30 pm. Cost to the District: \$7,395.

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 Codes: 18.15.401.100.100.101.001.9732
18.11.000.221.320.000.000.9706
18.15.401.100.500.101.001.9732)

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 17 students on home instruction.

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: 11.150.100.0500.000.028.031.)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- o. IDEA-B Basic and Preschool Combined Application FY 2018 – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission and acceptance of the IDEA-B Consolidated Basic and Preschool grant for fiscal year 2018.

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: IDEA-B Funds, FY 2018 – Accounts 255 and 257)

- p. Affiliation Agreement with Kean State University – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the East Orange School District (Department of Special Education Services) and Kean State University to provide comprehensive internship for social work students. This agreement will be implemented during the 2017-2018 school year.

- q. Special Education Out of District Placements– (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 5 students for an out of district placements.

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 Codes: 11.000.100.0562.028.031.0000
11.000.100.0564.028.031.0000
11.000.100.0565.028.031.0000
11.000.100.566.028.031.0000)

- r. Independent Educational 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 Nancy Dean d/b/a Dean Consulting, LLC. to complete Educational Evaluations: Rate of \$367 for Initial Evaluations; \$327 for Re-evaluations; Consultation Fee of \$57 per hour, and In-Service for \$117 per hour during the 2017-2018 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)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

s. Independent Educational 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 Odais De La Torre to complete Bilingual – Spanish and English Educational Evaluations at a rate of \$300 per case during the 2017-2018 school year not to exceed \$10,000.

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)

t. Psychiatric Evaluations – (Harvest, Santos)

WHEREAS, pursuant to N.J.S.A. 19:44A-20.26 (P.L. 205, c.271, s.2) Dr. Ronald Crampton has submitted the required Political Contribution Disclosure Form and Stockholder Disclosure Certification, of which they both are on file; Dr. Crampton has provided RFQ # 2795 for Psychiatric Services.

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Dr. Ronald Crampton to complete Psychiatric Evaluations at a rate of \$300 per case and a no show fee of \$45 per case for the 2017-2018 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)

u. Chapter 192/193 Instructional Services to Private and Parochial Schools – (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 Instructional Services to Private and Parochial for those eligible nonpublic students for the 2017-2018 school year. (RFP #2817)

v. Chapter 226 Nursing Services for Nonpublic Schools – (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 Nursing Services to eligible Nonpublic school students based upon the maximum allotted by State Aid for the 2017-2018 school year.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- w. Student Disciplinary Hearings – Harassment, Intimidation & Bullying – Determination of HIB – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the determination of the HIB findings below for Warwick Institute student.

- x. Student Disciplinary Hearings – SPED Recommendation for Home Instruction Remaining 2016-2017 School Year – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation to Home Instruction for one student as a result of the Disciplinary Hearing.

- y. Student Administrative Hearings – Recommendation for In-District Alternative Education Placement – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the recommendation to In-District Alternative Education Placement as of September 2017 for four students as a result of the Administrative Hearings.

- z. Affiliation Agreement with New Jersey City University College of Education – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the East Orange School District (Department of Educational Support) and New Jersey City University College of Education (Department of Counselor Education) to provide comprehensive internships. The agreement will be implemented effective September 2017 and the district will accept Kevin Philemon as a school counselor or intern. No cost to the District.

- aa. Affiliation Agreement with Rutgers University – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the East Orange School District (Department of Educational Support Services) and Rutgers University to provide comprehensive internships. The agreement will be implemented effective September 2017 and the district will accept Denise Rodriguez as a school social worker or intern. No cost to the District.

- bb. Affiliation Agreement with Seton Hall University – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the East Orange School District (Department of Educational Support Services) and Seton Hall University to provide comprehensive internships. This agreement will be implemented effective September 2017 and the district will accept Delisa Ansah as a school counselor or Intern. No cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- cc. Fiscal Year 2018 "Every Student Succeeds Act" Consolidated Application - (Harvest, D. Walker and Leutz)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of and the acceptance upon subsequent approval of the Fiscal Year 2018 Every Student Succeeds Act (ESSA) Consolidated Application in the amount of (pending release of allocations). The project period is July 1, 2017 to June 30, 2018.

- dd. Multi-Dimensional Principals/School Leaders Performance Rubric - (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Multi-Dimensional Principals/School Leaders Performance Rubric as the tool to observe and evaluate all school administrators. The practice tool will use a four point rubric which includes: Highly Effective, Effective, Partially Effective and Ineffective. Any additional costs for training or use will be submitted separately. No cost to the District

- ee. Re-Registration of Grade 6, Grade 9 and Essex County Vocational Students - (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the hiring of no more than 2 attendance officers during the month of August to verify that students who are attending the EOSD in grades 6, 9 and out of district placements, charter schools (grades K-12) and Essex County Vocational schools in grades 9 - 12 are in fact domiciled within the city of East Orange. The cost for the re-registration will not exceed \$5,000.

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 Codes: 17.11.000.211.100.028.030.4211)

- ff. Site Managers for Various Locations for Summer School - (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the following adjustments to the Board approved Summer School program -

- Hiring of 3 substitute site managers if needed due to absence or illness
- Hiring of 2 bi-lingual teacher assistants for Banneker
- Change of location of one of the elementary school site: Banneker to Hughes

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 Codes: Fund 13 - Summer)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

gg. Danielson Teacher Evaluation Practice and Rubric – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Danielson Teacher Evaluation Practice Instrument as the tool to observe and evaluate all staff members that fall within the teacher category. The practice tool will use a four point rubric which includes: Highly Effective, Effective, Partially Effective, and Ineffective. Any additional costs for training or use will be submitted separately.

hh. Everfi – (Walker, Salomon)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the renewal of Everfi’s curricula for the 2017-2018 school year at no cost to the District.

ii. Future Ready Schools – (D. Walker, Salomon)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, permits the District to participate in Future Ready Schools – New Jersey at no cost to the District.

jj. CTE Business Consultant – (D. Walker, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Alonzo Perry, Jr. to provide consultation on academic content to the Business Management Advisory Team for the district’s Business Administration and Management (CTE) courses at a cost not to exceed \$6,000.

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: 18.20.361.200.390.028.026.0000)

kk. 2017 New Teacher Orientation – (D. Walker, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, permits New Teacher Orientation on August 22 – 24, 2017 at no cost to the District.

ll. 2018 Perkins Grant Submission – (D. Walker, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the submission of the application for the 2018 Perkins Grant.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

mm. Teacher Trainer Summer Hours - (D. Walker, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves David Mwangi, Jackie Nisenon and Kori Washington to train district teachers, new teacher orientation training and professional development planning for the 2017 - 2018 SY. Each trainer will not exceed 60 hours. The cost to the District will not exceed \$6,120.

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: 17.20.271.200.100.028.057.9727)

nn. Achieve3000 (KidBiz3000, TeenBiz3000 and Empower3000) - (Richardson, Webb, Vincent, Moss-Hasan, Champagne, Lovett, Ramsey, Johnson, Heaphy, Joseph, S. Davis, Shults, Trono, Jacob, Sturdivant, Walker, Burton, Stallings, A. Hasan, Hamilton, D. Walker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between Achieve 3000 (KidBiz3000, TeenBiz3000, and Empower3000) and the EOSD to implement site licenses for Banneker, STEM Academy, Tyson Elementary, Tyson M/H, Costley, Warwick, Bowser, Carver, Jackson, Parks, Cochran, Hughes, Louverture, Garvin, Healy, Truth, Fresh Start Academy MS, Fresh Start Academy HS, Campus High and Houston schools September 2017 through June 2018 at a cost to the District not to exceed \$248,550 (paid out of school accounts).

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 Codes:

| | |
|------------------------------------|------------------------------------|
| 18.15.190.100.500.000.117.017.0000 | 18.15.190.100.500.000.102.002.0000 |
| 18.15.190.100.500.000.138.038.0000 | 18.15.000.240.500.000.305.005.0000 |
| 18.15.190.100.500.000.216.016.0000 | 18.15.000.222.500.000.314.014.0000 |
| 18.15.190.100.500.000.104.004.0000 | 18.15.190.100.500.000.101.001.0000 |
| 18.15.190.100.500.000.106.006.0000 | 18.15.190.100.500.000.112.012.0000 |
| 18.15.190.100.500.000.111.011.0000 | 18.15.190.100.500.000.108.008.0000 |
| 18.15.190.100.500.000.145.045.0000 | 18.15.190.100.500.000.129.029.0000 |
| 18.15.190.100.500.000.136.036.0000 | 18.15.190.100.500.000.109.009.0000 |
| 18.15.000.223.500.000.310.010.0000 | 18.15.190.100.500.000.115.015.0000 |
| 18.15.190.100.500.000.103.003.0000 | 18.15.190.100.500.000.107.007.0000 |
| 18.15.190.100.610.000.101.001.6000 | |

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- oo. Easy Tech (Learning.com) – (Vincent, Moss-Hasan, Champagne, Trono, Lovett, Heaphy, S. Davis, Joseph, Shults, Jacobs, Jackson, Johnson, H. Walker, Burton, Stallings, Hamilton, Sturdivant, C. Davis, Webb, Ramsey, D. Walker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between Learning.com and the EOSD to implement site licenses for Banneker, Tyson Elementary, Tyson M/H, Costley, Warwick, Bowser, Carver, Jackson, Parks Cochran, Hughes, Louverture, Garvin, Healy, Truth, FSA Middle, Gibson, Wahlstrom, STEM Academy and Houston schools September 2017 through September 2018 at a cost to the district not to exceed \$60,813.50 (paid out of school accounts).

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 Codes:

| | |
|------------------------------------|------------------------------------|
| 18.15.190.100.500.000.117.017.0000 | 18.15.190.100.500.000.102.002.0000 |
| 18.15.190.100.500.000.138.038.0000 | 18.15.000.240.500.000305.005.0000 |
| 18.15.190.100.500.000.216.016.0000 | 18.15.000.222.500.000.314.014.0000 |
| 18.15.190.100.500.000.104.004.0000 | 18.15.190.100.500.000.137.037.0000 |
| 18.15.190.100.500.000.106.006.0000 | 18.15.190.100.500.000.112.012.0000 |
| 18.15.190.100.500.000.111.011.0000 | 18.15.190.100.500.000.108.008.0000 |
| 18.15.190.100.500.000.139.039.0000 | 18.15.190.100.500.000.129.029.0000 |
| 18.15.190.100.500.000.136.036.0000 | 18.15.190.100.500.000.109.009.0000 |
| 18.15.000.223.500.000.310.010.0000 | 18.15.190.100.500.000.115.015.0000 |
| 18.15.190.100.500.000.103.003.0000 | 18.15.190.100.500.000.107.007.0000 |

- pp. Student Disciplinary Hearings – Recommendation for In-District Alternative Education Placement – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, approves the recommendation to In-District Program placement for one student as a result of a disciplinary hearing.

- qq. Student Disciplinary Hearings – Remain on Home Instruction (SPED) – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, approves the recommendation to remain on home instruction for one student as a result of a disciplinary hearing.

- rr. Student Disciplinary Hearings – Return to Patrick Healy Middle School – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, approves the recommendation to return to Healy Middle School for one student as a result of a disciplinary hearing.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ss. Student Disciplinary Hearings – Recommendation for Out of District Alternative Education Placement – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, approves the recommendation to Out of District Program placement for one student as a result of a disciplinary hearing.

- tt. Student Administrative Hearings – Recommendation to Remain at STEM Academy – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, approves the recommendation to return to STEM Academy for one student as a result of an Administrative hearing.

- uu. Student Disciplinary Hearings – Harassment, Intimidation & Bullying Determination – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, approves the determination of the HIB Findings for STEM Academy student.

- vv. Student Administrative Hearing – Recommendation for In-District Alternative Education Placement – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, approves the recommendation to In-District Program placement for one student as a result of an administrative hearing.

- ww. Extended Learning Program Activities Grant Acceptance – (D. Walker, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of funds for the Extended Learning Program Grant for the amount of \$248,000.

- xx. Setting Instructional Priorities – (D. Walker, Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Achievement Network (ANet) to provide professional development to administrators on setting instructional priorities during the month of June 2017 at a cost to not exceed \$6,000.

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: 17.20.271.200.100.028.057.9727)

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

yy. 5th Grade Spring Dance 2017 – (Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves 55 5th grade students and 10 staff members attendance at the 5th grade Spring Dance held at Dionne Warwick Institute on June 15, 2017 at no cost to the District.

zz. Houghton – Mifflin – Harcourt iREAD Program – (C. Davis, Jackson, Vincent, Moss-Hasan, Lovett, Johnson, Heaphy, Joseph, S. Davis, Shults, Jacob, Sturdivant, Stallings, Hamilton, D. Walker, Bialkin)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the partnership between the Houghton Mifflin – Harcourt iREAD program and the EOSD to implement site licenses and training for Gibson Academy, Wahlstrom Academy, Banneker Academy, Tyson Elementary, Warwick Institute, Bowser, Carver Institute, Jackson Academy, Parks, Cochran, Hughes, Louverture, Garvin and Houston schools September 2017 through June 2018 at a cost to the District not to exceed \$52,300.

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 Codes: 18.15.190.100.500.000.337.037.6000 – Gibson
18.15.190.100.320.000.339.039.0000 – Wahlstrom
18.15.190.100.500.000.138.038.0000 – Cochran
18.15.000.240.500.000.305.005.0000 – Carver
18.15.000.222.500.000.314.014.0000 – Jackson
18.15.190.100.500.000.104.004.0000 – Bowser
18.15.190.100.500.000.106.006.0000 – Hughes
18.15.190.100.500.000.112.012.0000 – Tyson Elementary
18.15.190.100.500.000.111.011.0000 – Parks Academy
18.15.190.100.500.000.108.008.0000 – Garvin
18.15.190.100.500.000.136.036.0000 – Banneker
18.15.190.100.500.000.109.009.0000 – Warwick
18.15.000.223.500.000.310.010.0000 – Louverture
18.15.190.100.500.000.107.007.0000 – Houston

aaa. Harassment, Intimidation and Bullying Monthly Incident Report – (Harvest)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, accepts the report of 5 incidents for May 2017 for the NJDOE monthly reporting of HIB.

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

bbb. 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. T. Gorgone 24 students 3 staff members Tyson M/H School | Newark, NJ | To perform at a private event at NJPAC (Educational) | 6/9/17 | No cost to the district |
| 2 | Ms. M. Fisher 96 students 4 staff members 6 parent chaperones Langston Hughes Sch. | New Brunswick, NJ | To visit the Rutgers Gardens (Educational) | 6/19/17 | \$1,170.00 Admissions \$ 780.00 Transportation \$1,950.00 Total 17.15.190.100.800.306.006.0000 (SB) 17.15.000.270.512.306.006.5523 (SB) |
| 3 | Mr. G. Sneed 40 students 4 staff members Campus High School | East Orange, NJ | To participate in the East Orange Memorial Day Parade (Educational) | 5/29/17 | \$500.00 Transportation \$500.00 Total 17.15.401.100.580.101.001.9732 (SB) [THIS IS A RATIFIED FIELD TRIP] |
| 4 | Mr. D. Phoenix 25 students 2 staff members Campus High School | Mahwah, NJ | To visit the UPS Information Technology Office (Educational) | 6/14/17 | \$494.00 Transportation \$494.00 Total 17.15.000.270.512.101.001.5523 (SB) |
| 5 | Ms. A. Stewart 104 students 2 staff members Tyson M/H School | Tyson Elem. | Senior class walk | 6/20/17 | <u>No cost to the District</u> |
| CHANGES TO ADMINISTRATIVE/FIELD TRIP RESOLUTIONS | | | | | |
| 1 | Ms. M. Johnson 150 students 15 staff members Gordon Parks Academy | West Orange, NJ | To participate in Kids-Teens Awards and Environmental Expo at the Turtle Back Zoo (Educational) | 5/24/17 | This resolution was Board approved at the 5/9/17 meeting. Additional students and staff were added to this trip totaling 255. There is no cost to the district for this trip. (Transportation is being paid by the E.O. D.P.W.) |
| 2 | Mr. W. Miller 40 students 4 staff members Campus High School | Liberty Island, NY | To visit the Statue of Liberty and Ellis Island (Educational) | 5/8/17 | This resolution was Board approved at the 2/14/17 meeting. Due to scheduling conflicts the date of the trip was changed from 5/12/17 to 5/8/17. |
| | | | | | F/T Board Agenda 6/13/17 |

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

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

1. Ms. Sandra Fedrick - Teacher of Art - Warwick Institute
Effective July 1, 2017 (32 years, of service)
(15.120.100.0101.000.309.009.0000)
2. Ms. Geraldine Gray - Security Monitor - Healy Middle School
Effective July 1, 2017 (9 years, 5 months of service)
(15.000.266.0100.000.217.017.0000)
3. Mr. Charles Hutchins - Security Guard - East Orange Campus High School
Effective July 1, 2017 (21 years, 9 months of service)
(15.000.266.0100.000.101.001.0000)
4. Ms. Joan Makle - Teacher Assistant for Special Education (CSM) - East Orange Campus High School
Effective July 1, 2017 (12 years, 9 months of service)
(15.213.100.0106.000.101.001.0000)

b. Resignations

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

1. Ms. Sonia Charles - Teacher Assistant for Kindergarten - Tyson Elementary
Effective June 30, 2017 (no reason) (4 years, of service)
(15.190.100.0106.000.312.012.9704)
2. Ms. Jasmine Darwin - Teacher Assistant for Special Education (PSD) - Tyson Elementary
Effective June 30, 2017 (no reason) (2 years, of service)
(15.216.100.0106.000.312.012.0000)
3. Mr. Faliere Dieujuste - Teacher of Bilingual Education - Banneker Academy
Effective June 30, 2017 (personal reasons) (13 years, of service)
(15.120.100.0101.000.336.036.0000)
4. Ms. Nancy Guillaume - Teacher of Science - East Orange Campus High School
Effective June 30, 2017 (another position) (3 years, of service)
(15.140.100.0101.000.101.001.0000)
5. Ms. Tiffany Joyner - Teacher Assistant for Special Education (CSM) - Banneker Academy
Effective April 28, 2017 (no reason) (1 year, 8 months of service)
(15.213.100.0106.000.336.036.0000)
6. Ms. Deborah Marshall - Teacher Assistant for Special Education (LD) - Tyson Elementary
Effective June 30, 2017 (no reason) (11 years, 3 months of service)
(15.204.100.0106.000.312.012.0000)
7. Ms. Ashanti Rimes-Morris - Teacher of English - East Orange Campus High School
Effective June 30, 2017 (another position) (2 years, of service)
(15.140.100.0101.000.101.001.0000)

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

b. Resignations (cont'd)

8. Ms. Holly Simonis - Teacher of Grades 6-8 (Mth) - Healy Middle School
Effective June 30, 2017 (no reason) (10 years, of service)
(15.130.100.0101.000.217.017.0000)
9. Mr. Gary Treffinger - Teacher of English - Tyson 6-12
Effective June 30, 2017 (no reason) (6 years, of service)
(15.140.100.0101.000.203.003.0000)
10. Mr. Anthony Webb - Security Hourly - Department of Security
Effective May 8, 2017 (relocating) (2 years, 7 months of service)
(11.000.266.0100.000.000.000.0000)

c. Other Separation

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

1. Mr. Dante Rollins - Teacher Assistant for Special Education (MCI) - Carver Institute
Effective May 20, 2017 (deceased) (5 years, 5 months of service)
(15.201.100.0106.000.305.005.0000)

d. Rescission of Separation

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

1. Ms. Shaquanna Maddox - Lunch Period Supervisory Aide - East Orange Campus High School
Separation was approved at the May 9, 2017 Board Meeting
(11.000.262.0100.000.000.000.0000)

e. Rescission of Appointments

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

1. Ms. Ariel Boswell - Lunch Period Supervisory Aide - East Orange Campus High School
Appointment was approved at the March 14, 2017 Board Meeting
(11.000.262.0100.000.000.000.0000)
2. Ms. Tyreka Cupitt - Lunch Period Supervisory Aide - Tyson Elementary
Appointment was approved at the April 18, 2017 Board Meeting
(11.000.262.0100.000.000.000.0000)
3. Ms. Patrice Daniels - Lunch Period Supervisory Aide - East Orange Campus High School
Appointment was approved at the March 14, 2017 Board Meeting
(11.000.262.0100.000.000.000.0000)
4. Mr. Michael Tate - Lunch Period Supervisory Aide - Garvin School
Appointment was approved at the April 18, 2017 Board Meeting
(11.000.262.0100.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESf. 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. Aliah Benton – Teacher Assistant for Special Ed (ICS) – Ecolè Toussaint Louverture
Family Act LOA Effective May 5, 2017 to May 18, 2017
Family Act LOA (Intermittent) Effective May 19, 2017 to June 30, 2017 (NTE 05 days)
(15.213.100.0106.000.310.010.0000)
2. Ms. Julissa Caba – Teacher of Elementary – Ecolè Toussaint Louverture
Family Act LOA Effective May 2, 2017 to May 12, 2017
Family Act LOA (Intermittent) Effective May 15, 2017 to June 30, 2017 (NTE 03 days)
(15.120.100.0101.000.310.010.0000)
3. Ms. Shukreeah Dantzler – Secretary (Assistant) – Division of Business Services
Family Act LOA Effective June 13, 2017 to June 30, 2017
Family Act LOA Effective July 1, 2017 to August 14, 2017
(11.000.251.0100.000.000.000.0000)
4. Mr. Jose Del Rosario – Co-Teacher – Truth Middle School
Health LOA Effective April 24, 2017 to June 2, 2017
(15.130.100.0101.000.216.016.0000)
5. Ms. Rachel Dolahan – Teacher of Music (Voc) – Garvin School
Family Act and Bonding LOA Effective September 5, 2017 to December 15, 2017
(15.120.100.0101.000.308.008.0000 – 83.3300%)
(20.218.100.0101.000.028.026.9011 – 16.6700%)
6. Ms. Anna Dunn – Teacher of Elementary – Carver Institute
Family Act LOA Effective April 24, 2017 to May 14, 2017
(15.120.100.0101.000.305.005.0000)
7. Ms. Aurora Farese – Teacher of Elementary – Langston Hughes School
Family Act LOA Effective May 23, 2017 to June 30, 2017
(15.120.100.0101.000.306.006.0000)
8. Ms. Crystal Featherstone – Teacher of Pre-Kindergarten – Gibson Academy
Family Act LOA (Intermittent) Effective September 1, 2016 to June 30, 2017 (NTE 05 days)
Family Act LOA (Intermittent) Effective September 5, 2017 to June 30, 2018 (NTE 05 days)
(20.218.100.0101.000.028.026.9010)
9. Dr. Josephine Foley – Teacher of Grades 6-8 (Sci) – Truth Middle School
Family Act LOA (Intermittent) Effective May 8, 2017 to June 30, 2017 (NTE 06 days)
Family Act LOA (Intermittent) Effective September 5, 2017 to June 30, 2018 (NTE 15 days)
(15.130.100.0101.000.216.016.0000)
10. Ms. Kianna Frakes – Teacher of the Handicapped (PSD) – Bowser Elementary School
Family Act LOA (Intermittent) Effective April 19, 2017 to June 30, 2017 (NTE 30 days)
(15.216.100.0101.000.304.004.0000)
11. Ms. Dorita Fulchini – Teacher of the Handicapped (MCI) – Truth Middle School
Family Act LOA (Intermittent) Effective September 5, 2017 to June 30, 2018 (NTE 35 days)
(15.201.100.0101.000.216.016.0000)

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

12. Ms. Robin Green – Custodian (Night) – Ecolè Toussaint Louverture
Family Act LOA Effective May 9, 2017 to June 30, 2017
(11.000.262.0100.000.000.0000)
13. Ms. Ashley Greene – Teacher of Elementary – Banneker Academy
Family Act LOA (Intermittent) Effective October 31, 2016 to June 30, 2017 (NTE 15 days)
Family Act LOA (Intermittent) Effective September 5, 2017 to June 30, 2018 (NTE 15 days)
(15.120.100.0101.000.336.036.0000)
14. Ms. Kelly Gross – Teacher of Elementary – Warwick Institute
Family Act LOA Effective April 17, 2017 to April 21, 2017
Family Act LOA (Intermittent) Effective April 24, 2017 to June 30, 2017 (NTE 10 days)
Family Act LOA (Intermittent) Effective September 5, 2017 to June 30, 2018 (NTE 10 days)
(15.120.100.0101.000.309.009.0000)
15. Ms. Lakisha Hudson – Teacher Assistant for Special Ed (MCI) – Bowser Elementary School
Family Act LOA Effective May 3, 2017 to June 14, 2017
(15.201.100.0106.000.304.004.0000)
16. Ms. Melissa Jones – Teacher of Social Studies – East Orange STEM Academy High School
Family Act LOA (Intermittent) Effective September 20, 2016 to October 6, 2016 (NTE 06 days)
(15.140.100.0101.000.102.002.0000)
17. Ms. Pamela Kates – Secretary (Assistant) – Tyson 6-12
Family Act LOA Effective May 22, 2017 to June 19, 2017
Family Act LOA (Intermittent) Effective July 1, 2017 to July 19, 2017 (NTE 03 days)
(15.000.240.0105.000.203.003.0000)
18. Mr. Gregory Kessariss – Teacher of Health/Physical Education – Costley Middle School
Family Act LOA (Intermittent) Effective May 8, 2017 to June 30, 2017 (NTE 20 days)
Family Act LOA (Intermittent) Effective September 5, 2017 to June 30, 2018 (NTE 25 days)
(15.130.100.0101.000.215.015.0000 – 40.0000%)
(15.130.100.0101.000.216.016.0000 – 30.0000%)
(15.130.100.0101.000.217.017.0000 – 30.0000%)
19. Ms. Pamela Kogan – Teacher of the Handicapped (AUT) – Garvin School
Health LOA Effective April 24, 2017 to June 19, 2017
(15.214.100.0101.000.308.008.0000)
20. Ms. Patricia Landon – Teacher of Health/Physical Education – Healy Middle School
Family Act LOA Effective May 17, 2017 to June 30, 2017
(15.130.100.0101.000.215.015.0000 – 40.0000%)
(15.130.100.0101.000.216.016.0000 – 30.0000%)
(15.130.100.0101.000.217.017.0000 – 30.0000%)
21. Ms. Sharisse Lighten – Teacher of Grades 6-8 (Mth) – Fresh Start Academy Middle School
Family Act LOA Effective May 1, 2017 to June 30, 2017
(11.423.100.0101.000.145.045.0000)
22. Ms. Beverly Macon – School Nurse – Tyson 6-12
Family Act LOA (Intermittent) Effective June 5, 2017 to June 8, 2017 (NTE 02 days)
Family Act LOA Effective June 12, 2017 to June 30, 2017
Family Act LOA (Intermittent) Effective September 5, 2017 to June 30, 2018 (NTE 05 days)
(15.000.213.0100.000.203.003.0000)

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

23. Ms. Samantha McLennon – Teacher of Pre-Kindergarten – Garvin School
Family Act LOA Effective May 30, 2017 to June 30, 2017
(20.218.100.0101.000.028.026.9010)
24. Ms. Carolyn O'Connell – Teacher of Elementary – Ecolè Toussaint Louverture
Family Act and Bonding LOA Effective October 10, 2017 to February 12, 2018
(15.120.100.0101.000.309.009.0000)
25. Ms. Quadriyyah Paris – Teacher Aide for Special Education (AUT) – Cochran Academy
Health LOA Effective April 20, 2017 to May 10, 2017
(15.214.100.0106.000.338.038.0000)
26. Ms. Katina Petty – Security Monitor – Department of Security
Health LOA (extended) (without pay) Effective March 27, 2017 to June 30, 2017
(11.000.262.0100.000.000.000.0000)
27. Ms. Loreen Rigby-King – School Nurse – Ecolè Toussaint Louverture
Family Act LOA Effective June 6, 2017 to June 30, 2017
(15.000.213.0100.000.310.010.0000 – 87.5000%)
(20.218.200.0104.000.028.026.9027 – 12.5000%)
28. Ms. Shawn Salter – Secretary – Department of Special Education
Family Act LOA (Intermittent) Effective May 8, 2017 to June 30, 2017 (NTE 06 days)
Family Act LOA (Intermittent) Effective July 1, 2017 to June 30, 2018 (NTE 15 days)
(11.000.251.0100.000.000.000.0000)
29. Ms. April Sensale – Teacher of Kindergarten – Langston Hughes School
Family Act LOA Effective October 13, 2017 to January 26, 2018
Child Rearing LOA (without pay) Effective January 27, 2018 to February 20, 2018
(15.110.100.0101.000.306.006.9704)
30. Ms. Adrienne Thomas – Security Monitor – Truth Middle School
Family Act LOA (Intermittent) Effective May 8, 2017 to June 30, 2017 (NTE 15 days)
(15.000.266.0100.000.216.016.0000)
31. Ms. Siobhan Webster – Teacher of Grades 6-8 (Mth) – East Orange STEM Academy High School
Family Act LOA Effective May 24, 2017 to June 30, 2017
(15.140.100.0101.000.102.002.0000)
32. Mr. Robert Wilson – School Social Worker – Fresh Start Academy Middle School
Health LOA Effective June 6, 2017 to June 30, 2017
(11.000.211.0100.000.000.000.0000)
33. Ms. Gwendolyn Yarborough – Secretary (Assistant) – Department of Special Education
Family Act LOA (Intermittent) Effective August 1, 2016 to June 30, 2017 (NTE 12 days)
Family Act LOA (Intermittent) Effective July 1, 2017 to June 30, 2018 (NTE 12 days)
(20.255.200.0105.000.028.031.0000)

g. Transfers

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

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

h. Salary Adjustments

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

1. Ms. Mia Carter-Bennett – Teacher Assistant for Pre-Kindergarten – Wahlstrom Academy
(Original Hire Date: September 1, 2000)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective June 14, 2017 to June 30, 2017
(higher training level)
(20.218.100.0106.000.028.026.9013)

2. Mr. Daniel Ndiba – Teacher of Mathematics – Campus High
(Original Hire Date: June 11, 2002)
From: Level 5/MA Step 13 \$79,611.00 p/a
To: Level 5/MA Step 13 \$79,611.00 p/a + \$750 Longevity
Effective June 11, 2017 to June 30, 2017
(15 years longevity stipend)
(15.140.100.0101.000.101.001.0000)

3. Mr. Jabril Paul – Teacher Assistant for Pre-Kindergarten – Wahlstrom Academy
(Original Hire Date: March 28, 2017)
From: Step 1 \$26,007.00 p/a
To: Step 3 \$26,557.00 p/a
Effective June 14, 2017 to June 30, 2017
(higher training level)
(20.218.100.0106.000.028.026.9013)

i. 2017-2018 Reappointment List

RESOLUTION #1

BE IT RESOLVED: "That the teachers, guidance personnel, psychological personnel, school nurses, administrators, and others named in the attached Reappointment List dated June 13, 2017, are hereby reappointed at salaries stated therein. The term of the contract shall be for the school year beginning August 21, 2017 or September 1, 2017 and ending June 30, 2018 for ten (10) month employees and beginning July 1, 2017 and ending June 30, 2018 for twelve (12) month employees, or other periods of time indicated.

It is certified that all professional personnel in the attached lists are properly certified, and that all personnel have been appointed by the East Orange Board of Education."

RESOLUTION #2

BE IT RESOLVED: That the professional staff and others named in the Reappointment List designated as "Reappoint Without Increment and with Employment Probation" dated June 13, 2017, are hereby reappointed without increment and with employment probation. The term of contract shall be for the school year beginning August 21, 2017 or September 1, 2017 and ending June 30, 2018 for ten (10) month employees and beginning July 1, 2017 and ending June 30, 2018 for twelve (12) month employees, or other periods of time as indicated.

It is certified that all professional personnel in the attached lists are properly certified, and that all personnel have been appointed by the East Orange Board of Education.

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

i. 2017-2018 Reappointment List (cont'd)

RESOLUTION #3

BE IT RESOLVED: That the professional staff and others named in the Reappointment List designated as "Reappoint with Employment Probation" dated June 13, 2017, are hereby reappointed with employment probation. The term of contract shall be for the school year beginning August 21, 2017 or September 1, 2017 and ending June 30, 2018 for ten (10) month employees and beginning July 1, 2017 and ending June 30, 2018 for twelve (12) month employees, or other periods of time as indicated.

It is certified that all professional personnel in the attached lists are properly certified, and that all personnel have been appointed by the East Orange Board of Education.

j. Staff Appointments - 2017-2018 School Year

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2017-18 school year staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.j;"

k. Summer Staff Appointments

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2017-18 school year summer staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.k. All positions are dependent upon student enrollment and the availability of funds."

l. Approval of Extra-curricular and Co-curricular Activities - Various Locations - 2017-2018 S/Y

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the co-curricular and extra-curricular activities for the various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.l for the 2017-2018 school year."

m. Revision of Job Description

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the revision of job description listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.m, effective July 1, 2017."

Supervisor of Social Studies, Bilingual/ESL, and World Languages (K-12)

n. Black Seal License Bonus

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the black seal license bonus payment of \$1,000 to Mr. Dave Thomas, Custodian."

o. Reinstatement of Positions

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, reinstates the following positions, effective June 14, 2017."

- (1) Acting Assistant School Business Administrator Position
- (1) Special Education Teacher Position

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

p. Abolishment of Positions

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, as a result of the adoption of the 2017-2018 budget, abolishes the following positions, effective June 30, 2017."

- (5) Special Education Teacher Assistant Positions

q. 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. Geraldine Gray - Security Monitor - Healy Middle School
Change in Health LOA Effective Dates
From: February 17, 2017 to February 28, 2017
To: February 17, 2017 to June 30, 2017
2. Ms. Ashley King - Teacher of the Handicapped (AUT) - East Orange STEM Academy High School
Change in Family Act LOA (Intermittent) Days
From: September 1, 2016 to June 30, 2017 (NTE 20 days)
To: September 1, 2016 to June 30, 2017 (NTE 30 days)
3. Ms. Joan Makle - Teacher Assistant for Special Ed (ICS) - Campus High
Change in Health LOA Effective Dates
From: April 5, 2017 to April 28, 2017
To: April 5, 2017 to June 30, 2017
4. Mr. Robert McAllister, Jr. - Co-Teacher - Truth Middle School
Change in Family Act LOA (Intermittent) Days
From: January 17, 2017 to June 30, 2017 (NTE 15 days)
To: January 17, 2017 to June 30, 2017 (NTE 30 days)
5. Ms. Gina Percio - Teacher of Elementary - Parks Academy
Change in Child Rearing LOA Effective Dates
From: October 3, 2016 to December 23, 2016
To: October 3, 2016 to June 30, 2017
6. Dr. Moira Weidenborner - Teacher of ESL - Costley Middle School
Change in Health LOA Effective Dates
From: March 22, 2017 to April 14, 2017
To: March 22, 2017 to June 30, 2017
7. Mr. Jimmy Williams - School Disciplinarian - Fresh Start Academy Middle School
Change in Health LOA Effective Dates
From: January 6, 2017 to May 21, 2017
To: January 6, 2017 to June 30, 2017

r. Suspension

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

KB - Effective June 8, 2017 to a date TBD

XIII. CONSIDERATION OF RESOLUTIONS

JUNE 13, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. 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. | Dr. Monica Burton <i>Truth Middle School</i> | Union, NJ | Educational Thought Leaders Conference | 5/12/2017 | NO COST TO THE DISTRICT | | | | | | | | | | | | | | |
| 2. | Fidelia Sturdivant <i>Garvin School</i> | Trenton, NJ | New Jersey Department of Education State Board of Examiners | Various Dates | NO COST TO THE DISTRICT | | | | | | | | | | | | | | |
| 3. | Maria Johnson <i>Parks Academy</i> | West Trenton, NJ | NJ Clean Communities Council Educational Initiatives Meeting 2017-18 | 6/16/2017 | NO COST TO THE DISTRICT | | | | | | | | | | | | | | |
| 4. | Dennissa Brown <i>STEM Academy</i> | San Antonio, TX | International Society for Technology in Education Conference 2017 | 6/26-28/2017 | NO COST TO THE DISTRICT | | | | | | | | | | | | | | |
| 5. | Kimberly Scott-Hayden <i>Inventory Control</i> | Boston, MA | National Education Association Representative Assembly 2017 | 6/28 – 7/6/2017 | NO COST TO THE DISTRICT | | | | | | | | | | | | | | |
| 6. | Dr. Dana Walker Paulette Salomon <i>Division of Curriculum Services</i> | Various Locations | NJDOE Training, Meetings & Workshops | 7/2017-6/2018 | NO COST TO THE DISTRICT | | | | | | | | | | | | | | |
| 7. | Abdulsaleem Hasan Damien Phoenix <i>Campus High School</i> | Philadelphia, PA | 2017 National Principals Conference | 7/9-11/2017 | <table> <tr> <td>\$1490.00</td> <td>Registration Fee</td> </tr> <tr> <td>\$1650.00</td> <td>Lodging & Gratuities</td> </tr> <tr> <td>\$306.00</td> <td>Meals & Gratuities</td> </tr> <tr> <td>\$310.00</td> <td>Other Expenses</td> </tr> <tr> <td>\$3756.00</td> <td>Total Est. Cost</td> </tr> <tr> <td colspan="2">17.11.000.240.580.101.001.0000</td> </tr> <tr> <td colspan="2">17.15.000.240.500.101.001.6661</td> </tr> </table> | \$1490.00 | Registration Fee | \$1650.00 | Lodging & Gratuities | \$306.00 | Meals & Gratuities | \$310.00 | Other Expenses | \$3756.00 | Total Est. Cost | 17.11.000.240.580.101.001.0000 | | 17.15.000.240.500.101.001.6661 | |
| \$1490.00 | Registration Fee | | | | | | | | | | | | | | | | | | |
| \$1650.00 | Lodging & Gratuities | | | | | | | | | | | | | | | | | | |
| \$306.00 | Meals & Gratuities | | | | | | | | | | | | | | | | | | |
| \$310.00 | Other Expenses | | | | | | | | | | | | | | | | | | |
| \$3756.00 | Total Est. Cost | | | | | | | | | | | | | | | | | | |
| 17.11.000.240.580.101.001.0000 | | | | | | | | | | | | | | | | | | | |
| 17.15.000.240.500.101.001.6661 | | | | | | | | | | | | | | | | | | | |
| 8. | Abdulsaleem Hasan <i>Campus High</i> | Monroe, NJ | NJ Principal & Supervisor Association/Foundation for Educational Administrators | 7/11,19 & 24/2017 | NO COST TO THE DISTRICT | | | | | | | | | | | | | | |

XIII. CONSIDERATION OF RESOLUTIONS

JUNE 13, 2017

A. SUPERINTENDENT OF SCHOOLS

2. LABOR RELATIONS & EMPLOYMENT SERVICES

s. Professional Conferences

| Name(s) | Destination | Reason | Date(s) | Cost |
|--|--------------------|--|--------------|---|
| 9. Bonna Marques <i>Parks Academy</i> | Phoenix, AZ | Singapore Math In-Depth Summit 2017 | 7/11-15/2017 | \$699.00 Registration Fee \$480.92 Lodging & Gratuities \$260.00 Meals & Gratuities \$550.20 Airfare/ Transportation Costs \$188.00 Other Expenses \$2178.12 Total Est. Cost 17.15.000.023.580.311.011.0000 17.11.000.221.580.028.025.0000 17.15.000.240.500.101.001.6661 |
| 10. Paulette Salomon Dawn Tyler Pedro Azcona Kofi Owens Michelle Gaeta Daphne Polidor Zania Saul <i>Division of Curriculum Services</i> | Long Island, NY | TEQ Studio Project | 7/14/2017 | NO COST TO THE DISTRICT |
| 11. Abdulsaleem Hasan <i>Campus High</i> | Monroe, NJ | Tenure-Arbitration Year in Review | 7/20/2017 | \$150.00 Registration Fee \$150.00 Total Est. Cost 17.15.000.240.580.101.001.0000 |
| 12. Wanda Davis Damein Phoenix <i>Campus High School</i> | New Providence, NJ | Hot Issues in School Law | 7/20/2017 | \$300.00 Registration Fee \$300.00 Total Est. Cost 17.15.000.240.580.101.001.0000 |
| 13. Abdulsaleem Hasan Wanda Davis Damein Phoenix <i>Campus High School</i> | New Providence, NJ | Student and Staff in the Age of Social Media | 7/25/2017 | \$450.00 Registration Fee \$450.00 Total Est. Cost 17.15.000.240.580.101.001.0000 |
| 14. Abdulsaleem Hasan Debra Boone <i>Campus High School</i> | New Providence, NJ | Social Media and Cyberbullying | 8/10/2017 | \$300.00 Registration Fee \$300.00 Total Est. Cost 17.15.000.240.580.101.001.0000 |
| 15. Abdulsaleem Hasan Derrick Johnson Damein Phoenix Rae Oliver <i>Campus High School</i> | Monroe, NJ | Leadership Lessons from Urban Meyer | 8/14/2017 | \$596.00 Registration Fee \$596.00 Total Est. Cost 17.15.000.240.580.101.001.0000 |
| 16. Abdulsaleem Hasan <i>Campus High School</i> | Monroe, NJ | Three Things: Instruction, Assessment and Management Strategies for all Administrators | 8/17/2017 | \$149.00 Registration Fee \$149.00 Total Est. Cost 17.15.000.240.580.101.001.0000 |

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

a. List of Bills (Ratify)

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

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, ratifies the payment of bills on the attached lists totaling \$3,468,588.03 (Attachment 3-a)

b. List of Bills

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

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorizes and approves the payment of bills on the attached lists for the Tuesday, June 13, 2017 board meeting in the amount of \$4,907,195.66 (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)

d. Appropriation Transfers – ECPA/Fund 15

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

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

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

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

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.

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

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

WHEREAS, the Secretary of the Board has determined this amount to be \$1,754,837.62 for the month of June 2017;

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. Recommendation to Approve Fund Raising Requests

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

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

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

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

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

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

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

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

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

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

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

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

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

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Custodial Supplies – Plastic Liners* awarded to Supply Works. (Bid #2733), has been extended to 12/31/17; and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Digital Curriculum Solutions* awarded to Apex Learning, Inc. (Bid #2699), has been extended to March 31, 2018; and

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Water Testing Services* awarded to various vendors listed below (Bid #2708), has been extended to June 2, 2018; and

| |
|------------------------------|
| TTI Environmental Inc |
| Omega Environmental Services |

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Document Management for Records Retention and Disposal* awarded to AccuScan. (Bid #2818),

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Electrician Services – Time & Material Services* awarded to various vendors listed below. (Bid #2707),

| |
|--------------------|
| MTB |
| Northeast Electric |
| Redmann Electric |

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *H.V.A.C Job Order Contracting – All Counties* awarded to various vendors listed below. (Bid #2821),

| |
|--------------------------------------|
| Ascend Construction Management, Inc. |
| Lighton Industries, Inc. |

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Job Order Contracting – Repair and Maintenance- General Contracting* awarded to various vendors listed below. (Bid #2822),

| |
|-------------------------------|
| Murray Paving & Concrete, LLC |
| Lighton Industries, Inc. |

- h. Recommendation for Rejection of Proposals – Test Management Software RFP#2778

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes Title 18A:18A-21, a proposal for Test Management Software for the East Orange School District was advertised, received, opened and publicly read aloud by the Qualified Purchasing Agent on March 23, 2017; and

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes Title 18A:18A-22 the Board of Education has the right to reject all bids; and

WHEREAS, seven (7) proposals were received from the vendors listed below; and

1. eDoctrina 336 Harris Hill Road, Suite 301 Williamsville, NY 14221
2. Assessment Technology Inc. 6700 E. Speedway Blvd. Tucson, AZ 85710
3. FocalpointK12, Inc. 3295 River Exchange Dr., Suite 372 Norcross, GA. 30092
4. Linkit! 80 Fifth Ave. Suite 1101 New York, NY 10011
5. Renaissance P.O. Box 8036 Wisconsin Rapids, WI 54495-8036
6. SchoolCity, Inc. 2900 Lakeside Dr. Suite 270 Santa Clara, CA 95054
7. Schoology 2 Penn Plaza 10th Floor New York, NY 10001

WHEREAS, a review of the proposals was undertaken by the Qualified Purchasing Agent and committee of stakeholders; and

WHEREAS, after said review finds that the East Orange School District has decided to abandon the project for provision of the services of the Test Management Software;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, rejects the proposals for Test Management software;

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

i. Resolution to Accept Commission & Credit

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of Lifetouch Portraits commission in the amount of \$869.25 and Franklin Institute credit in the amount of \$147.95 for a total of \$1017.20 to be used for resources to support student achievement at no cost to the district. (Attachment 3-i)

j. Recommendation for Award – Web-Based Autism Resource Program 2017-2018 SY

WHEREAS, pursuant to the Public School Contract Law and the New Jersey Statutes, Title 18A:18A-37, RFP No. 2819 for a Web- Based Autism Resource Program was advertised on May 10, 2017; and

WHEREAS, the RFP package was completed by the District's Purchasing Agent, which included specifications for the RFP developed by the Department of Special Education; and

WHEREAS, all proposals received were opened and publicly read aloud by the Purchasing Agent on May 30, 2017; and

WHEREAS, the following response was received:

- 1) Rethink Autism, Inc.
19 W. 21st. Street, Suite 403
New York, NY 10010

WHEREAS, the response was reviewed by the Purchasing Agent and evaluated by a committee of two members, consisting of the following persons;

1. Craig Smith, Purchasing Agent
2. Tonya Santos Director, Dept. of Special Education

WHEREAS, the evaluation process resulted in a recommendation to award a contract to Rethink Autism, for the purchase of the Web-Based Autism Resource Program in the amount not to exceed \$40,000; and

WHEREAS, funds will be made available from account number:
17.20.255.200.500.000.028.031.0000;

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards a contract to Rethink Autism, Inc. for a Web-Based Autism Resource Program for the 2017-2018 SY in accordance with their RFP proposal. RFP No. 2819 (Attachment 3-j)

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

k. Authorization to Close Bank Accounts

WHEREAS, the East Orange Board of Education has two (2) Lease Accounts at TD Wealth and an Equipment Lease account at PNC which are incurring fees and are no financial gain to the East Orange school District; and

WHEREAS, the Board Secretary/School Business Administrator is recommending closing the accounts and transfer balance into the General Fund;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, authorizes the Board Secretary/School Business Administrator to close the Lease and Equipment Lease accounts and transfer the balances to the General Account.

l. Recommendation for Proprietary Award-Creative Learning Systems STEMLAB in an Amount Not To Exceed \$179,396.00

WHEREAS, pursuant to the Public School Contract Law and New Jersey Statutes Title 18A-18A.5(19) specify exceptions to requirement for advertising for the provision of proprietary computer hardware and software.

WHEREAS, Creative Learning Systems has created a STEMLAB that meets that requirement and is proprietary in its use for STEM High School in an amount not to exceed \$179,396.00.

WHEREAS, funds will be made available from account 18.15.214.100.610.102.002.0000

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, awards Creative Learning Systems proprietary STEMLAB in an amount not to exceed \$179,396.00.

m. A-148 Secretary's Report

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

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

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

| Period Ending | Appropriation Balance | Cash Balance |
|----------------|-----------------------|-----------------|
| April 30, 2017 | \$71,933,649.04 | \$28,954,844.98 |

A. SUPERINTENDENT OF SCHOOLS

3. BUSINESS SERVICES

n. A-149 Treasurer’s Report

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, for the period ending April 30, 2017 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-n)

| Period Ending | Cash Balance |
|----------------------|---------------------|
| April 30, 2017 | \$28,954,844.98 |

o. 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)

p. Office of Fiscal Accountability and Compliance (OFAC’s) Fiscal Review of the 2015-2016 Preschool Education Program Contract of The Little Ones – Findings and Accompanying Corrective Action Plan

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves” the review and discussion of the findings listed in the attached Report of Examination issued by DOE’s Office of Fiscal Accountability and Compliance (OFAC) and approves the accompanying Corrective Action Plan in response to the said report. A fiscal review of The Little Ones’ contract, budget and financial records were completed by OFAC for the fiscal year 2015-16 DOE preschool education program. (Attachment 3-p)

XIII. CONSIDERATION OF RESOLUTIONS

JUNE 13, 2017

A. SUPERINTENDENT OF SCHOOLS

4. MAINTENANCE SERVICES

a. Recommendation for the Use of Facility continued

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

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

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

| No. | Organization | Schedule ID# | Schedule Title | School/Location | Event Date |
|-----|---|--------------|--------------------------------------|--|--|
| 1 | DIASPORA THEATER MOVEMENT | 1576 | GOPEL CONCERT | EO CAMPUS - AUDITORIUM | JULY 9, 2017 (SUN) SEPT. 23, 2017 (SAT) |
| 2 | CARIBBEAN AMERICANS UNITE FOR SOCIAL ENRICHMENT | 1581 | CARIBBEAN AMERICAN FUNDAY BASKETBALL | EO CAMPUS - GYM | JUNE 25, 2017 (SUN) JULY 2, 2018 (SUN) |
| 3 | PROMOTING PROGRESS FOR YOUTH | 1584 | LITTLE LEAGUE FOOTBALL | ROBESON STADIUM | SEPT. 10, 17, 24; OCT. 8, 29; NOV. 5, 12, 2017 (SUN) |
| 4 | EO RECREATION | 1593 | WOMEN OF POWER LEADERSHIP CONF. | TYSON HIGH - HALLWAY, 800 SEAT THEATER, ATRIUM & CLASSROOM | JULY 28, 2017 (FRI) |
| 5 | MIKE ROLLINS | 1599 | REPAST | 199 FOURTH AVE. CONF. RM A | MAY 26, 2017 (FRI) |
| 6 | EO JR. JAGUARS | 1600 | EOJJ YOUTH FOOTBALL GAMES | ROBESON STADIUM | SEPT. 9, 2017 (SAT) OCT. 1, 15, 22 2017 (SUN) |
| 7 | B.O.Y. INC. EO RAMS | 1603 | FOOTBALL GAMES | ROBESON STADIUM | OCT. 15, 2017 (SUN) |
| 8 | EO RECREATION | 1607 | SUMMER CAMP GLOW & GROW | GARVIN- CAFÉ & GYM | JULY 5, 2017 - JULY 28, 2017 (M-F) |
| 9 | HISTORICAL SOCIETY OF EO | 1648 | LAWN RECEPTION | TYSON HIGH - HALLWAY | **RAIN DATE ONLY** JUNE 11, 2017 (SUN) |

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 listed above as long as each organization submit all documents required in accordance to the District’s Policy and Regulation#7510.

XIV ADJOURNMENT

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|------------------|----------|---|------|
| 10 | 12022430 | 26,942.04 | 05/10/17 | 1012 CDW GOVERNMENT, INC. | C |
| 10 | 12022431 | 8,000.00 | 05/10/17 | 22403 CORNUCOPIA CRUISE LINE | C |
| 10 | 12022432 | 5,000.00 | 05/10/17 | 16683 DORNEY PARK & WILDWATER KINGDOM | C |
| 10 | 12022433 | 266.32 | 05/10/17 | 7345 MONICA BURTON - PETTY CASH | C |
| 10 | 12022434 | 300.00 | 05/10/17 | 33197 MURRAY SABIOFF | C |
| 10 | 12022435 | 87.86 | 05/10/17 | 2042 READYREFRESH | C |
| 10 | 12022436 | 42,210.00 | 05/10/17 | 26557 RIS CONSTRUCTION CORP. | C |
| 10 | 12022437 | 1,806.50 | 05/10/17 | 6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI | C |
| Total Bank No 10 | | 84,612.72 | | | |

| | |
|--------------------------------|------------------|
| Total Manual Checks | .00 |
| Total Computer Checks | 84,612.72 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

Grand Total **84,612.72**

Number of Checks **8**

| | | |
|-----------------|-----------------|------------------|
| Batch Yr | Batch No | Amount |
| 17 | 001635 | 84,612.72 |

A/P Summary Check Register

FPREG01A

| <u>Bank</u> | <u>Check No</u> | <u>Amount</u> | <u>Date</u> | <u>Vendor</u> | <u>Type</u> |
|-------------------------|-----------------|-----------------|-------------|-----------------------|-------------|
| 10 | 12022438 | 1,100.00 | 05/12/17 | 33650 LISA D. POLLACK | C |
| Total Bank No 10 | | 1,100.00 | | | |

| | |
|-------------------------|----------|
| Total Manual Checks | .00 |
| Total Computer Checks | 1,100.00 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

Grand Total 1,100.00

Number of Checks 1

| Batch Yr | Batch No | Amount |
|----------|----------|----------|
| 17 | 001661 | 1,100.00 |

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register *Replacement*

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|---------------|----------|-------------------|------|
| 10 | 12022439 | 170.26 | 05/15/17 | 2042 READYREFRESH | C |
| Total Bank No 10 | | 170.26 | | | |

| | |
|-------------------------|--------|
| Total Manual Checks | .00 |
| Total Computer Checks | 170.26 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

| | |
|-------------------------|---------------|
| Grand Total | 170.26 |
| Number of Checks | 1 |

| Batch Yr | Batch No | Amount |
|----------|----------|--------|
| 17 | 001667 | 170.26 |

A/P Summary Check Register

FPREG01A

| <u>Bank</u> | <u>Check No</u> | <u>Amount</u> | <u>Date</u> | <u>Vendor</u> | <u>Type</u> |
|-------------------------|-----------------|-----------------|-------------|----------------|-------------|
| 10 | 12022440 | 1,261.08 | 05/16/17 | 33138 PNC BANK | C |
| Total Bank No 10 | | 1,261.08 | | | |

| | |
|--------------------------------|-----------------|
| Total Manual Checks | .00 |
| Total Computer Checks | 1,261.08 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

| | |
|-------------------------|-----------------|
| Grand Total | 1,261.08 |
| Number of Checks | 1 |

| Batch Yr | Batch No | Amount |
|-----------------|-----------------|---------------|
| 17 | 001672 | 1,261.08 |

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

| <u>Bank</u> | <u>Check No</u> | <u>Amount</u> | <u>Date</u> | <u>Vendor</u> | <u>Type</u> |
|-------------------------|-----------------|-----------------|-------------|---------------------------------------|-------------|
| 10 | 12022441 | 1,600.00 | 05/17/17 | 5314 NATIONAL WEATHER FORECASTING LLC | C |
| Total Bank No 10 | | 1,600.00 | | | |

| | |
|-------------------------|----------|
| Total Manual Checks | .00 |
| Total Computer Checks | 1,600.00 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

| | |
|-------------------------|-----------------|
| Grand Total | 1,600.00 |
| Number of Checks | 1 |

| | | |
|-----------------|-----------------|---------------|
| Batch Yr | Batch No | Amount |
| 17 | 001680 | 1,600.00 |

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

FPREG01A

| <u>Bank</u> | <u>Check No</u> | <u>Amount</u> | <u>Date</u> | <u>Vendor</u> | <u>Type</u> |
|-------------------------|-----------------|-----------------|-------------|-------------------|-------------|
| 10 | 12022442 | 3,800.00 | 05/19/17 | 6718 FOREST LODGE | C |
| Total Bank No 10 | | 3,800.00 | | | |

| | |
|--------------------------------|-----------------|
| Total Manual Checks | .00 |
| Total Computer Checks | 3,800.00 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

| | |
|-------------------------|-----------------|
| Grand Total | 3,800.00 |
| Number of Checks | 1 |

| Batch Yr | Batch No | Amount |
|-----------------|-----------------|---------------|
| 17 | 001693 | 3,800.00 |

A/P Summary Check Register

FPREG01A

| <u>Bank</u> | <u>Check No</u> | <u>Amount</u> | <u>Date</u> | <u>Vendor</u> | <u>Type</u> |
|-------------|-----------------|---------------|-------------|--------------------------|-------------|
| 10 | 12022443 | 490,442.37 | 05/30/17 | 29823 BENECARD SERVICES | C |
| 10 | 12022444 | 58,402.89 | 05/30/17 | 29831 DELTA DENTAL OF NJ | C |
| 10 | 12022445 | 2,185,866.52 | 05/30/17 | 5780 STATE OF NEW JERSEY | C |
| 10 | 12022446 | 21,847.25 | 05/30/17 | 5780 STATE OF NEW JERSEY | C |

Total Bank No 10 2,756,559.03

| | |
|--------------------------------|---------------------|
| Total Manual Checks | .00 |
| Total Computer Checks | 2,756,559.03 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

Grand Total 2,756,559.03

Number of Checks 4

| Batch Yr | Batch No | Amount |
|-----------------|-----------------|---------------|
| 17 | 001722 | 2,756,559.03 |

A/P Summary Check Register

FPREG01A

| <u>Bank</u> | <u>Check No</u> | <u>Amount</u> | <u>Date</u> | <u>Vendor</u> | <u>Type</u> |
|-------------------------|-----------------|-------------------|-------------|---|-------------|
| 10 | 12022447 | 135,490.62 | 06/01/17 | 1546 COMMUNITY DAY NURSERY | C |
| 10 | 12022448 | 44,863.34 | 06/01/17 | 2332 EAST ORANGE CHILD DEVELOPMENT CORP. | C |
| 10 | 12022449 | 81,114.23 | 06/01/17 | 3182 HARAMBEE FAMILY ACADEMY | C |
| 10 | 12022450 | 68,593.68 | 06/01/17 | 4499 METRO YMCA OF THE ORANGES-E.O.BRANCH | C |
| 10 | 12022451 | 34,676.75 | 06/01/17 | 5280 NORJENES | C |
| 10 | 12022452 | 9,657.72 | 06/01/17 | 3076 SARAH WARD NURSERY CORPORATION | C |
| 10 | 12022453 | 84,882.06 | 06/01/17 | 4426 THE LITTLE ONES | C |
| 10 | 12022454 | 68,845.52 | 06/01/17 | 3166 THREE STAGES LEARNING CENTER | C |
| 10 | 12022455 | 87,659.02 | 06/01/17 | 10669 ZADIE'S OF THE ORANGES | C |
| Total Bank No 10 | | 615,782.94 | | | |

| | |
|--------------------------------|-------------------|
| Total Manual Checks | .00 |
| Total Computer Checks | 615,782.94 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

| | |
|-------------------------|-------------------|
| Grand Total | 615,782.94 |
| Number of Checks | 9 |

| | | |
|-----------------|-----------------|-------------------|
| Batch Yr | Batch No | Amount |
| 17 | 001724 | 615,782.94 |

A/P Summary Check Register

FPREG01A

| <u>Bank</u> | <u>Check No</u> | <u>Amount</u> | <u>Date</u> | <u>Vendor</u> | <u>Type</u> |
|-------------------------|-----------------|-----------------|-------------|--------------------------------|-------------|
| 10 | 12022456 | 3,702.00 | 06/01/17 | 10065 FESTIVALS OF MUSIC, INC. | C |
| Total Bank No 10 | | 3,702.00 | | | |

| | |
|-------------------------|----------|
| Total Manual Checks | .00 |
| Total Computer Checks | 3,702.00 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

Grand Total 3,702.00

Number of Checks 1

| | | |
|-----------------|-----------------|---------------|
| Batch Yr | Batch No | Amount |
| 17 | 001742 | 3,702.00 |

b.

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|-----------|----------|---|------|
| 10 | 12022457 | 34,979.76 | 06/13/17 | 1271 1ST CEREBRAL PALSY OF NJ | C |
| 10 | 12022458 | 1,798.45 | 06/13/17 | 27669 AKJ WHOLESALE LLC DBA AKJ EDUCATION | C |
| 10 | 12022459 | 287.20 | 06/13/17 | 148 ALARM & COMMUNICATION TECHNOLOGIES, INC. | C |
| 10 | 12022460 | 7,500.00 | 06/13/17 | 12190 ALONZO PERRY, JR. | C |
| 10 | 12022461 | 365.00 | 06/13/17 | 385 AMERICAN MUSEUM OF NATURAL | C |
| 10 | 12022462 | 139.00 | 06/13/17 | 412 AMERICAN SCHOOL COUNSELOR ASSN (ASCA) | C |
| 10 | 12022463 | 340.00 | 06/13/17 | 443 ANDERSON AQUARIUMS | C |
| 10 | 12022464 | 314.55 | 06/13/17 | 455 APOLLO FLAG CO, INC | C |
| 10 | 12022465 | 1,243.90 | 06/13/17 | 452 APPLE COMPUTER, INC | C |
| 10 | 12022466 | 122.19 | 06/13/17 | 626 ARCTIC FALLS SPRING WATER INC | C |
| 10 | 12022467 | 992.00 | 06/13/17 | 11320 ASCD | C |
| 10 | 12022468 | 1,094.99 | 06/13/17 | 33200 ASSOCIATION FOR MIDDLE LEVEL EDUCATION | C |
| 10 | 12022469 | 225.00 | 06/13/17 | 499 ASBO INTERNATIONAL | C |
| 10 | 12022470 | 20.71 | 06/13/17 | 55 AT&T | C |
| 10 | 12022471 | 51.92 | 06/13/17 | 138 ATC SERVICES, INC | C |
| 10 | 12022472 | 3,495.00 | 06/13/17 | 621 B&H PHOTO-VIDEO | C |
| 10 | 12022473 | 4,139.33 | 06/13/17 | 642 BANCROFT, INC. | C |
| 10 | 12022474 | 4,607.20 | 06/13/17 | 202 BANYAN SCHOOL, INC. | C |
| 10 | 12022475 | 55.92 | 06/13/17 | 650 BARNES & NOBLE INC. | C |
| 10 | 12022476 | 203.90 | 06/13/17 | 663 BAUDVILLE INC | C |
| 10 | 12022477 | 32,290.94 | 06/13/17 | 734 BERGEN CENTER FOR CHILD DEVELOPMENT INC. | C |
| 10 | 12022478 | 6,565.00 | 06/13/17 | 739 BERGEN COUNTY SPECIAL SERVICES | C |
| 10 | 12022479 | 130.00 | 06/13/17 | 806 BOB DOWLING | C |
| 10 | 12022480 | 3,720.00 | 06/13/17 | 21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE | C |
| 10 | 12022481 | 8,757.07 | 06/13/17 | 603 BSN SPORTS/PASSON'S SPORTS SUPPLY GROUP | C |
| 10 | 12022482 | 1,032.50 | 06/13/17 | 998 BURLINGTON COUNTY SPECIAL | C |
| 10 | 12022483 | 1,322.64 | 06/13/17 | 2607 CARTRIDGE WORLD | C |
| 10 | 12022484 | 8,520.00 | 06/13/17 | 6146 CATAPULT LEARNING, LLC | C |
| 10 | 12022485 | 4,090.00 | 06/13/17 | 1221 CATHOLIC CHARITIES OF THE ARCHDIOCESE OF | C |
| 10 | 12022486 | 15,403.30 | 06/13/17 | 1012 CDW GOVERNMENT, INC. | C |
| 10 | 12022487 | 44,704.00 | 06/13/17 | 1273 CEREBRAL PALSY LEAGUE, INC | C |
| 10 | 12022488 | 5,031.95 | 06/13/17 | 1637 CEREBRAL PALSY OF NORTH JERSEY | C |
| 10 | 12022489 | 1,024.06 | 06/13/17 | 773 CHANNING-BETE CO., INC. | C |
| 10 | 12022490 | 6,138.98 | 06/13/17 | 1477 CITY OF EAST ORANGE | C |
| 10 | 12022491 | 442.00 | 06/13/17 | 32352 CLAIRE MARIE GINA FORTUNAT-MARS | C |
| 10 | 12022492 | 153.50 | 06/13/17 | 1587 COMCAST | C |
| 10 | 12022493 | 2,225.00 | 06/13/17 | 1641 COMPUTER MANAGEMENT TECHNOLOGIES | C |
| 10 | 12022494 | 1,064.00 | 06/13/17 | 15725 CONTINENTAL PRESS, INC. | C |
| 10 | 12022495 | 571.02 | 06/13/17 | 1808 CRESTLINE SPECIALTIES, INC. | C |
| 10 | 12022496 | 10,318.25 | 06/13/17 | 1822 CROSSTOWN PLUMBING SUPPLY | C |
| 10 | 12022497 | 529.50 | 06/13/17 | 2267 CRYSTAL AUTO REPAIR | C |
| 10 | 12022498 | 1,050.00 | 06/13/17 | 15903 CRYSTAL CLEAR GLASS, LLC | C |
| 10 | 12022499 | 2,900.40 | 06/13/17 | 32964 CUSTOM RESOURCES LLC | C |
| 10 | 12022500 | 300.00 | 06/13/17 | 5017 DAVID N. MWANGI | C |
| 10 | 12022501 | 1,125.61 | 06/13/17 | 2057 DELL MARKETING L.P. | C |
| 10 | 12022502 | 79,166.48 | 06/13/17 | 2105 DERON SCHOOL OF NEW JERSEY | C |
| 10 | 12022503 | 294.00 | 06/13/17 | 857 DIAGNOSTIC EDUCATIONAL CONSULTANTS INC. | C |
| 10 | 12022504 | 85.00 | 06/13/17 | 5975 DISTINCTIVE DESIGNS WITH MARLO, LLC | C |
| 10 | 12022505 | 27,352.07 | 06/13/17 | 20583 DYNAMIC SECURITY, LLC | C |
| 10 | 12022506 | 1,666.67 | 06/13/17 | 11436 E & G EXTERMINATORS, INC. | C |
| 10 | 12022507 | 1,124.80 | 06/13/17 | 2259 EAST TRADING WEST INVESTMENTS LLC AMER.T | C |
| 10 | 12022508 | 9,487.55 | 06/13/17 | 33367 EATONTOWN BD. OF EDUCATION | C |
| 10 | 12022509 | 10,194.48 | 06/13/17 | 2237 ECLC OF NEW JERSEY | C |
| 10 | 12022510 | 3,460.75 | 06/13/17 | 24554 ELEVATOR MAINTENANCE CORP. | C |
| 10 | 12022511 | 4,400.00 | 06/13/17 | 29602 EMMIS OPERATING COMPANY | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|------------|----------|--|------|
| 10 | 12022512 | 1,236.92 | 06/13/17 | 24627 ENTERPRISE HOLDINGS, INC. DBA ELRAC, LLC | C |
| 10 | 12022513 | 1,992.32 | 06/13/17 | 7779 ERNESTINE W JOHNSON | C |
| 10 | 12022514 | 835,460.50 | 06/13/17 | 2523 ESSEX COUNTY VOCATIONAL SCHOOLS | C |
| 10 | 12022515 | 601,928.79 | 06/13/17 | 2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM | C |
| 10 | 12022516 | 12,725.10 | 06/13/17 | 2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM | C |
| 10 | 12022517 | 172,321.55 | 06/13/17 | 2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM | C |
| 10 | 12022518 | 24,266.48 | 06/13/17 | 2534 ESSEX VALLEY SCHOOL | C |
| 10 | 12022519 | 1,145.95 | 06/13/17 | 2280 ETA/HAND2MIND | C |
| 10 | 12022520 | 4,357.00 | 06/13/17 | 5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC | C |
| 10 | 12022521 | 41,269.14 | 06/13/17 | 8131 FEDCAP REHABILITATION SERVICES | C |
| 10 | 12022522 | 8,893.90 | 06/13/17 | 2640 FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN | C |
| 10 | 12022523 | 5,402.91 | 06/13/17 | 12211 FILEBANK, INC. | C |
| 10 | 12022524 | 43,522.44 | 06/13/17 | 1390 FIRST CHILDREN, LLC PAM VENKUS | C |
| 10 | 12022525 | 505.70 | 06/13/17 | 2698 FOLLETT SCHOOL SOLUTIONS, INC. | C |
| 10 | 12022526 | 1,399.03 | 06/13/17 | 19240 FOLLETT SCHOOL SOLUTIONS, INC. | C |
| 10 | 12022527 | 350.00 | 06/13/17 | 29637 FOREIGN LANGUAGE EDUCATORS OF NEW JERSEY | C |
| 10 | 12022528 | 13,002.44 | 06/13/17 | 2860 GATEWAY SCHOOL | C |
| 10 | 12022529 | 5,804.28 | 06/13/17 | 2919 GLENVIEW ACADEMY DBA KDDS INC. | C |
| 10 | 12022530 | 4,343.22 | 06/13/17 | 2954 GLOUCESTER COUNTY SPECIAL SERVICES SCHOO | C |
| 10 | 12022531 | 39,415.83 | 06/13/17 | 3001 GRAMON SCHOOL DBA ELO INCORORATED | C |
| 10 | 12022532 | 3,833.60 | 06/13/17 | 27596 HUNTERDON CENTRAL REGIONAL HIGH SCHOOL | C |
| 10 | 12022533 | 3,305.90 | 06/13/17 | 30520 HUNTERDON PREPARATORY SCHOOL | C |
| 10 | 12022534 | 1,559.35 | 06/13/17 | 14664 I PLAY AMERICA | C |
| 10 | 12022535 | 735.00 | 06/13/17 | 3610 INSTITUTE FOR EDUCATIONAL DEVELOPMENT | C |
| 10 | 12022536 | 433.45 | 06/13/17 | 25674 JEFFREY D. DICKMANN | C |
| 10 | 12022537 | 2,153.18 | 06/13/17 | 3807 JEWEL ELECTRIC SUPPLY | C |
| 10 | 12022538 | 598.14 | 06/13/17 | 3965 KAREN CAVANESS | C |
| 10 | 12022539 | 5,538.96 | 06/13/17 | 4186 LAKEVIEW LEARNING CENTER | C |
| 10 | 12022540 | 442.50 | 06/13/17 | 4289 LERRO ENTERPRISES, INC. | C |
| 10 | 12022541 | 612.48 | 06/13/17 | 6636 LORD STIRLING SCHOOLS | C |
| 10 | 12022542 | 3,679.48 | 06/13/17 | 1411 LEGACY TREATMENT SERVICES | C |
| 10 | 12022543 | 25,682.98 | 06/13/17 | 2781 MAXIM HEALTHCARE SERVICES, INC. | C |
| 10 | 12022544 | 4,204.78 | 06/13/17 | 11479 MORRIS HILLS REGIONAL DISTRICT | C |
| 10 | 12022545 | 6,489.20 | 06/13/17 | 16942 MORRIS SCHOOL DISTRICT | C |
| 10 | 12022546 | 96,250.00 | 06/13/17 | 4972 MOUNTAIN LAKES BOARD OF EDUCATION | C |
| 10 | 12022547 | 53,920.00 | 06/13/17 | 4957 MT.CARMEL GUILD/CATH.COMM.SERV | C |
| 10 | 12022548 | 2,280.00 | 06/13/17 | 5329 N.E.I.U. 19 | C |
| 10 | 12022549 | 525.00 | 06/13/17 | 5305 N.J. CHAPTER-NATIONAL ASSOC. | C |
| 10 | 12022550 | 385.00 | 06/13/17 | 5033 NASSP | C |
| 10 | 12022551 | 1,749.90 | 06/13/17 | 5156 NATIONAL BUSINESS FURNITURE | C |
| 10 | 12022552 | 1,155.00 | 06/13/17 | 5202 NATIONAL COUNCIL OF TEACHERS OF MATHEMAT | C |
| 10 | 12022553 | 8,578.65 | 06/13/17 | 5249 NATIONAL TERMINAL INC. | C |
| 10 | 12022554 | 9,500.00 | 06/13/17 | 868 NATURAL GREEN LAWN CARE | C |
| 10 | 12022555 | 475.00 | 06/13/17 | 5018 NEMC | C |
| 10 | 12022556 | 3,717.48 | 06/13/17 | 22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION | C |
| 10 | 12022557 | 7,870.00 | 06/13/17 | 5271 NEUROSCIENCE ASSOC.,MD.,PA | C |
| 10 | 12022558 | 525.00 | 06/13/17 | 5322 NEW JERSEY ASSOCIATION OF SCHOOL ADMINIS | C |
| 10 | 12022559 | 275.00 | 06/13/17 | 5262 NEW JERSEY ASSOCIATION OF SCHOOL BUSINES | C |
| 10 | 12022560 | 5,962.59 | 06/13/17 | 3767 NEW JERSEY CITY UNIVERSITY | C |
| 10 | 12022561 | 8,865.78 | 06/13/17 | 3405 NEW ROAD SCHOOLS OF NEW JERSEY DBA HIGH | C |
| 10 | 12022562 | 103,013.40 | 06/13/17 | 5286 NEWARK BOARD OF EDUCATION N J REG DAY NE | C |
| 10 | 12022563 | 45,964.13 | 06/13/17 | 33430 NEWARK PUBLIC SCHOOLS | C |
| 10 | 12022564 | 145.70 | 06/13/17 | 21687 NJ ADVANCE MEDIA, LLC | C |
| 10 | 12022565 | 250.00 | 06/13/17 | 29815 NJCEC (NEW JERSEY COUNCIL FOR | C |
| 10 | 12022566 | 1,320.00 | 06/13/17 | 5388 NJPAC TICKET SERVICES SCHOOLTIME SERIES | C |

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| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|-----------|----------|---|------|
| 10 | 12022567 | 1,986.75 | 06/13/17 | 5461 NORCOSTCO, INC. | C |
| 10 | 12022568 | 10,984.04 | 06/13/17 | 5693 NORTH JERSEY ELKS DEVELOPMENTAL | C |
| 10 | 12022569 | 562.06 | 06/13/17 | 1 NORTHEAST EQUIPMENT T/A WVK INC | C |
| 10 | 12022570 | 16,039.80 | 06/13/17 | 27286 NUTLEY BOARD OF EDUCATION | C |
| 10 | 12022571 | 2,281.61 | 06/13/17 | 7351 OMNI TRAVEL & TOURS | C |
| 10 | 12022572 | 1,071.06 | 06/13/17 | 5595 ORIENTAL TRADING | C |
| 10 | 12022573 | 1,914.00 | 06/13/17 | 5134 PAPER MILL PLAYHOUSE | C |
| 10 | 12022574 | 3,846.98 | 06/13/17 | 5727 PASSAIC CTY TECHNICAL INST. | C |
| 10 | 12022575 | 392.00 | 06/13/17 | 3764 PHILADELPHIA MUSEUM OF ART | C |
| 10 | 12022576 | 45.00 | 06/13/17 | 17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS) | C |
| 10 | 12022577 | 19,000.80 | 06/13/17 | 5839 PHOENIX CENTER | C |
| 10 | 12022578 | 1,641.50 | 06/13/17 | 5866 PITSCO EDUCATION | C |
| 10 | 12022579 | 2,300.00 | 06/13/17 | 5944 PRESENTATION SYSTEMS INC. | C |
| 10 | 12022580 | 270.31 | 06/13/17 | 2034 RALPH JACOB, JR. - PETTY CASH | C |
| 10 | 12022581 | 257.23 | 06/13/17 | 7919 ROBERT DEVEAUX | C |
| 10 | 12022582 | 2,820.00 | 06/13/17 | 1769 RONALD W. CRAMPTON, M.D. | C |
| 10 | 12022583 | 4,113.00 | 06/13/17 | 6495 SCHOLASTIC INC | C |
| 10 | 12022584 | 1,875.00 | 06/13/17 | 6496 SCHOLASTIC, INC | C |
| 10 | 12022585 | 32,165.07 | 06/13/17 | 6539 SCHOOL SPECIALTY INC. | C |
| 10 | 12022586 | 9,418.00 | 06/13/17 | 3150 SHEPARD PREPARATORY HIGH SCHOOL | C |
| 10 | 12022587 | 498.00 | 06/13/17 | 6408 SKILLPATH SEMINARS,COMPUMASTER AND HUMAN | C |
| 10 | 12022588 | 1,530.75 | 06/13/17 | 6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI | C |
| 10 | 12022589 | 2,871.30 | 06/13/17 | 6617 SOMERSET COUNTY EDUCATIONAL SERVICES COM | C |
| 10 | 12022590 | 12,751.83 | 06/13/17 | 1412 SPECTRUM 360 | C |
| 10 | 12022591 | 12,859.48 | 06/13/17 | 6437 ST.JOSEPH SCHOOL FOR THE BLIND DBA/ CONC | C |
| 10 | 12022592 | 250.00 | 06/13/17 | 24597 DEVELOP YOUR DEAMS LLC | C |
| 10 | 12022593 | 237.60 | 06/13/17 | 22080 TEQUIPMENT, IN. | C |
| 10 | 12022594 | 7,873.58 | 06/13/17 | 4228 THE LEARNING CENTER FOR EXCEPTIONAL | C |
| 10 | 12022595 | 1,182.00 | 06/13/17 | 5713 THE PARENT INSTITUTE | C |
| 10 | 12022596 | 795.50 | 06/13/17 | 7542 THEATREWORKS USA | C |
| 10 | 12022597 | 2,709.00 | 06/13/17 | 31461 TRY US HEALTH CARE SVS. | C |
| 10 | 12022598 | 22,389.00 | 06/13/17 | 7174 UNION CTY EDUC SERV COMM | C |
| 10 | 12022599 | 257.98 | 06/13/17 | 2540 W.B. MASON INC. | C |
| 10 | 12022600 | 31,748.00 | 06/13/17 | 1395 WESTBRIDGE ACADEMY, INC. | C |
| 10 | 12022601 | 56,041.31 | 06/13/17 | 7499 WINDSOR PREP INC | C |
| 10 | 12022602 | 3,628.32 | 06/13/17 | 7548 XEROX CORP | C |
| 10 | 12022603 | 66,083.82 | 06/13/17 | 7570 YOUTH CONSULTATION SERVICE | C |
| 10 | 12022604 | 25.59 | 06/13/17 | 2858 GAS ARC DIV. AWISCO NY CORP | C |
| 10 | 12022605 | 8,000.00 | 06/13/17 | 7009 532 HOLDING CO. LLC | C |
| 10 | 12022606 | 467.83 | 06/13/17 | 19607 ABDUL SALEEM HASAN, PETTY CASH | C |
| 10 | 12022607 | 61,016.82 | 06/13/17 | 3543 ACTION CARTING ENVIRONMENTAL GROUP | C |
| 10 | 12022608 | 2,572.45 | 06/13/17 | 423 AMERICAN MULTI-CINEMA, INC. | C |
| 10 | 12022609 | 95.00 | 06/13/17 | 443 ANDERSON AQUARIUMS | C |
| 10 | 12022610 | 2,329.16 | 06/13/17 | 441 ANDERSON'S DBA TAYMARK | C |
| 10 | 12022611 | 1,817.00 | 06/13/17 | 452 APPLE COMPUTER, INC | C |
| 10 | 12022612 | 90.57 | 06/13/17 | 626 ARCTIC FALLS SPRING WATER INC | C |
| 10 | 12022613 | 990.00 | 06/13/17 | 8576 AUTOMATED LOGIC CONTRACTING SERVICE | C |
| 10 | 12022614 | 360.23 | 06/13/17 | 6165 BARNES & NOBLE, INC. | C |
| 10 | 12022615 | 287.65 | 06/13/17 | 650 BARNES & NOBLE INC. | C |
| 10 | 12022616 | 2,475.00 | 06/13/17 | 739 BERGEN COUNTY SPECIAL SERVICES | C |
| 10 | 12022617 | 1,338.00 | 06/13/17 | 31194 BIG MOUNTAIN SALES, LLC | C |
| 10 | 12022618 | 304.00 | 06/13/17 | 806 BOB DOWLING | C |
| 10 | 12022619 | 235.00 | 06/13/17 | 21830 BOGUSH INC. DBA PUBLIC SEWER SERVICE | C |
| 10 | 12022620 | 2,174.40 | 06/13/17 | 955 WILDLIFE CONSERVATION SOCIETY | C |
| 10 | 12022621 | 4,323.51 | 06/13/17 | 603 BSN SPORTS/PASSON'S SPORTS SUPPLY GROUP | C |

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| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|------------|----------|---|------|
| 10 | 12022622 | 1,384.00 | 06/13/17 | 994 BUREAU OF EDUCATION & RESEARCH | C |
| 10 | 12022623 | 6,115.34 | 06/13/17 | 27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL | C |
| 10 | 12022624 | 347.20 | 06/13/17 | 1187 CAROLINA BIOLOGICAL SUPPLY CO. | C |
| 10 | 12022625 | 84.00 | 06/13/17 | 1203 CARTRIDGE WORLD OF RAMSEY CO-OP NJ | C |
| 10 | 12022626 | 17,516.00 | 06/13/17 | 32093 CDI MANAGED SERVICES | C |
| 10 | 12022627 | 30,540.03 | 06/13/17 | 1012 CDW GOVERNMENT, INC. | C |
| 10 | 12022628 | 510.00 | 06/13/17 | 1264 CENTRAL PARKWAY EYE-CARE | C |
| 10 | 12022629 | 166,658.22 | 06/13/17 | 1637 CEREBRAL PALSY OF NORTH JERSEY | C |
| 10 | 12022630 | 442.00 | 06/13/17 | 28266 CHERI HOLMES | C |
| 10 | 12022631 | 2,377.05 | 06/13/17 | 1477 CITY OF EAST ORANGE | C |
| 10 | 12022632 | 6,286.80 | 06/13/17 | 507 CONNECTIONS PERSONNEL INC. | C |
| 10 | 12022633 | 125.00 | 06/13/17 | 8657 CONSTANCE WRIGHT | C |
| 10 | 12022634 | 3,293.49 | 06/13/17 | 32620 COSTLEY STUDENT ACTIVITY ACCOUNT | C |
| 10 | 12022635 | 108.00 | 06/13/17 | 16489 COVER STITCHES | C |
| 10 | 12022636 | 5,844.80 | 06/13/17 | 1085 MCGRAW-HILL SCHOOL EDUC.HOLDS.,LLC | C |
| 10 | 12022637 | 500.00 | 06/13/17 | 404 CYNTHIA BROOKS-COPELAND | C |
| 10 | 12022638 | 452.74 | 06/13/17 | 1863 DARLENE M. SCHULTZ | C |
| 10 | 12022639 | 59.34 | 06/13/17 | 7780 DEBBIE HOGES | C |
| 10 | 12022640 | 1,000.00 | 06/13/17 | 20745 DEIDRE SEARS | C |
| 10 | 12022641 | 17.98 | 06/13/17 | 5266 DELIRIS LORENZO | C |
| 10 | 12022642 | 900.00 | 06/13/17 | 857 DIAGNOSTIC EDUCATIONAL CONSULTANTS INC. | C |
| 10 | 12022643 | 3,625.00 | 06/13/17 | 2806 DR. DONALD MERACHNIK, PHD. | C |
| 10 | 12022644 | 1,103.02 | 06/13/17 | 33391 DR. KEVIN R. WEST | C |
| 10 | 12022645 | 4,125.00 | 06/13/17 | 20583 DYNAMIC SECURITY, LLC | C |
| 10 | 12022646 | 1,666.67 | 06/13/17 | 11436 E & G EXTERMINATORS, INC. | C |
| 10 | 12022647 | 53,000.00 | 06/13/17 | 2314 EAST MOUNTAIN SCHOOL CARRIER CLINIC | C |
| 10 | 12022648 | 26,316.00 | 06/13/17 | 33367 EATONTOWN BD. OF EDUCATION | C |
| 10 | 12022649 | 4,948.00 | 06/13/17 | 2419 EDUCATION INC. | C |
| 10 | 12022650 | 2,903.87 | 06/13/17 | 2408 EFINGER SPORTING GOODS | C |
| 10 | 12022651 | 857.50 | 06/13/17 | 24554 ELEVATOR MAINTENANCE CORP. | C |
| 10 | 12022652 | 320,188.61 | 06/13/17 | 2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM | C |
| 10 | 12022653 | 12,852.00 | 06/13/17 | 1390 FIRST CHILDREN, LLC PAM VENKUS | C |
| 10 | 12022654 | 149.00 | 06/13/17 | 8166 FOUNDATION FOR EDUCAT. ADMIN. | C |
| 10 | 12022655 | 1,101.68 | 06/13/17 | 2747 FREY SCIENTIFIC | C |
| 10 | 12022656 | 440.00 | 06/13/17 | 2836 GARDEN STATE LABORATORIES | C |
| 10 | 12022657 | 5,000.00 | 06/13/17 | 2791 GLASS ROOTS, INC. | C |
| 10 | 12022658 | 3,060.00 | 06/13/17 | 2919 GLENVIEW ACADEMY DBA KDDS INC. | C |
| 10 | 12022659 | 7,752.00 | 06/13/17 | 2954 GLOUCESTER COUNTY SPECIAL SERVICES SCHOO | C |
| 10 | 12022660 | 9,291.00 | 06/13/17 | 3001 GRAMON SCHOOL DBA ELO INCORORATED | C |
| 10 | 12022661 | 392.49 | 06/13/17 | 3063 GRAND RENTAL STATION | C |
| 10 | 12022662 | 514.50 | 06/13/17 | 2934 GREEN MEADOWS FARM | C |
| 10 | 12022663 | 13,195.00 | 06/13/17 | 21520 GUARDIAN GYM EQUIPMENT | C |
| 10 | 12022664 | 90.00 | 06/13/17 | 3315 HAWTHORNE EDUCATIONAL SERVICES | C |
| 10 | 12022665 | 169.50 | 06/13/17 | 3345 HECHT TRAILERS | C |
| 10 | 12022666 | 10,950.00 | 06/13/17 | 787 HOUGHTON MIFFLIN HARCOURT PUBLISHING CO | C |
| 10 | 12022667 | 3,913.04 | 06/13/17 | 27596 HUNTERDON CENTRAL REGIONAL HIGH SCHOOL | C |
| 10 | 12022668 | 2,848.50 | 06/13/17 | 14664 I PLAY AMERICA | C |
| 10 | 12022669 | 1,397.38 | 06/13/17 | 3559 IMAGINE THAT DBA CHRISTEPH, LLC | C |
| 10 | 12022670 | 259.58 | 06/13/17 | 12173 JALIYLA FRASER | C |
| 10 | 12022671 | 406.00 | 06/13/17 | 5056 JENKINSON'S PAVILION | C |
| 10 | 12022672 | 1,125.00 | 06/13/17 | 3799 JOEL THERVIL | C |
| 10 | 12022673 | 354.78 | 06/13/17 | 17728 JOHNSTONE SUPPLY | C |
| 10 | 12022674 | 897.75 | 06/13/17 | 19992 JOSTENS KINDERKRAFT | C |
| 10 | 12022675 | 71.14 | 06/13/17 | 7994 KORI WASHINGTON | C |
| 10 | 12022676 | 3,921.07 | 06/13/17 | 31151 KUIKEN BROTHERS CO. | C |

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|------|----------|-----------|----------|---|------|
| 10 | 12022677 | 834.00 | 06/13/17 | 26573 LADY A. EVENTS | C |
| 10 | 12022678 | 2,098.17 | 06/13/17 | 4185 LAKESHORE LEARNING MATERIALS | C |
| 10 | 12022679 | 417.22 | 06/13/17 | 11614 LEROY W. JOHNSON III | C |
| 10 | 12022680 | 4,688.23 | 06/13/17 | 4289 LERRO ENTERPRISES, INC. | C |
| 10 | 12022681 | 938.00 | 06/13/17 | 4310 LIBERTY SCIENCE CENTER | C |
| 10 | 12022682 | 15,470.00 | 06/13/17 | 4370 LONGO INDUSTRIES, INC. | C |
| 10 | 12022683 | 40,228.00 | 06/13/17 | 6636 LORD STIRLING SCHOOLS | C |
| 10 | 12022684 | 3,615.00 | 06/13/17 | 28541 LSP SECURITY SYSTEMS | C |
| 10 | 12022685 | 4,260.60 | 06/13/17 | 29459 M.E./D.E. SUPPLY CO. | C |
| 10 | 12022686 | 3,000.00 | 06/13/17 | 5 MAKEBA MCCRAY | C |
| 10 | 12022687 | 29.48 | 06/13/17 | 1894 MARISSA C MCKENZIE | C |
| 10 | 12022688 | 5,250.00 | 06/13/17 | 4528 MARY ELLEN LAUGHLIN | C |
| 10 | 12022689 | 687.06 | 06/13/17 | 27529 MIDAMERICA BOOKS | C |
| 10 | 12022690 | 900.00 | 06/13/17 | 4795 MIDDLESEX COUNTY COLLEGE | C |
| 10 | 12022691 | 156.85 | 06/13/17 | 4889 MONTCLAIR FLORISTS | C |
| 10 | 12022692 | 2,792.50 | 06/13/17 | 33332 MONTCLAIR STATE UNIVERSITY | C |
| 10 | 12022693 | 450.00 | 06/13/17 | 4972 MOUNTAIN LAKES BOARD OF EDUCATION | C |
| 10 | 12022694 | 2,831.52 | 06/13/17 | 4934 MUSIC THEATRE INTERNATIONAL, | C |
| 10 | 12022695 | 73,252.00 | 06/13/17 | 5329 N.E.I.U. 19 | C |
| 10 | 12022696 | 3,183.00 | 06/13/17 | 22144 NANCY DEAN | C |
| 10 | 12022697 | 4,285.36 | 06/13/17 | 5693 NORTH JERSEY ELKS DEVELOPMENTAL | C |
| 10 | 12022698 | 1,200.00 | 06/13/17 | 33723 ODALIS DELATORRE | C |
| 10 | 12022699 | 360.86 | 06/13/17 | 4932 PAULETTE RANEY SALOMON | C |
| 10 | 12022700 | 412.70 | 06/13/17 | 5771 PEARSON EDUCATION INC | C |
| 10 | 12022701 | 16,000.00 | 06/13/17 | 5901 PITNEY BOWES | C |
| 10 | 12022702 | 525.00 | 06/13/17 | 5863 PITNEY BOWES INC. | C |
| 10 | 12022703 | 487.05 | 06/13/17 | 2042 READYREFRESH | C |
| 10 | 12022704 | 42.48 | 06/13/17 | 5899 POSITIVE PROMOTIONS, INC | C |
| 10 | 12022705 | 7,996.18 | 06/13/17 | 116 PRAD'S HARDWARE | C |
| 10 | 12022706 | 7,056.00 | 06/13/17 | 5977 PROFESSIONAL EDUCATION SERVICE | C |
| 10 | 12022707 | 1,624.44 | 06/13/17 | 5983 PROMEDIA TECHNOLOGY SERVICES, INC. | C |
| 10 | 12022708 | 60.00 | 06/13/17 | 2446 PSAT/COLLEGE BOARD | C |
| 10 | 12022709 | 325.00 | 06/13/17 | 6055 QUIVER FARM PROJECTS, INC. | C |
| 10 | 12022710 | 2,540.00 | 06/13/17 | 11037 RAMM ENVIRONMENTAL SERVICES | C |
| 10 | 12022711 | 88.30 | 06/13/17 | 6201 RELIABLE LOCK & SAFE | C |
| 10 | 12022712 | 747.00 | 06/13/17 | 6226 RESOURCES FOR EDUCATORS | C |
| 10 | 12022713 | 27,987.50 | 06/13/17 | 26557 RIS CONSTRUCTION CORP. | C |
| 10 | 12022714 | 102.00 | 06/13/17 | 6074 ROSEMANIE SAINT ELIEN | C |
| 10 | 12022715 | 325.00 | 06/13/17 | 5606 RYDIN DECAL | C |
| 10 | 12022716 | 3,077.85 | 06/13/17 | 1795 SAL ELECTRIC COMPANY | C |
| 10 | 12022717 | 651.17 | 06/13/17 | 2871 SAM ASH MUSIC STORES | C |
| 10 | 12022718 | 12,158.12 | 06/13/17 | 21849 SCARINCI & HOLLENBECK , LLC | C |
| 10 | 12022719 | 82.45 | 06/13/17 | 6495 SCHOLASTIC INC | C |
| 10 | 12022720 | 3,087.98 | 06/13/17 | 6510 SCHOOL HEALTH CORP. | C |
| 10 | 12022721 | 4,896.56 | 06/13/17 | 6539 SCHOOL SPECIALTY INC. | C |
| 10 | 12022722 | 22,686.79 | 06/13/17 | 1047 SCHOOLWIDE, INC. | C |
| 10 | 12022723 | 1,955.00 | 06/13/17 | 6557 SCIENTIFIC WATER CONDITIONING CO | C |
| 10 | 12022724 | 2,520.00 | 06/13/17 | 28550 SD GAMEDAY LLC | C |
| 10 | 12022725 | 405.00 | 06/13/17 | 6378 SDE, INC. | C |
| 10 | 12022726 | 3,878.00 | 06/13/17 | 3150 SHEPARD PREPARATORY HIGH SCHOOL | C |
| 10 | 12022727 | 322.03 | 06/13/17 | 353 SHERRI TAYLOR | C |
| 10 | 12022728 | 7,206.33 | 06/13/17 | 6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI | C |
| 10 | 12022729 | 4,500.00 | 06/13/17 | 1412 SPECTRUM 360 | C |
| 10 | 12022730 | 3,057.81 | 06/13/17 | 6688 SPORT-N-GAMES FUNPLEX DBA STAFFORD FEC P | C |
| 10 | 12022731 | 803.03 | 06/13/17 | 1721 STAPLES ADVANTAGE | C |

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|-------------------------|----------|---------------------|----------|---|------|
| 10 | 12022732 | 107.66 | 06/13/17 | 6771 STAPLES BUSINESS ADVANTAGE | C |
| 10 | 12022733 | 4,725.00 | 06/13/17 | 11460 STARLIGHT HOME CARE AGENCY, INC. | C |
| 10 | 12022734 | 900.00 | 06/13/17 | 8116 STATE OF NEW JERSEY | C |
| 10 | 12022735 | 740.00 | 06/13/17 | 17701 STEWART BUSINESS SYSTEMS | C |
| 10 | 12022736 | 19,840.00 | 06/13/17 | 6933 TATBIT CO. | C |
| 10 | 12022737 | 985.00 | 06/13/17 | 6980 TECH SQUAD | C |
| 10 | 12022738 | 59.00 | 06/13/17 | 6994 TELE-MEASUREMENTS, INC. | C |
| 10 | 12022739 | 75.60 | 06/13/17 | 22080 TEQUIPMENT, IN. | C |
| 10 | 12022740 | 2,863.12 | 06/13/17 | 4228 THE LEARNING CENTER FOR EXCEPTIONAL | C |
| 10 | 12022741 | 1,678.68 | 06/13/17 | 4999 THE MUSIC SHOP, L.L.C | C |
| 10 | 12022742 | 151.90 | 06/13/17 | 6785 NJ ADVANCE MEDIA | C |
| 10 | 12022743 | 333.00 | 06/13/17 | 7542 THEATREWORKS USA | C |
| 10 | 12022744 | 140.75 | 06/13/17 | 2868 THERESE BIALKIN | C |
| 10 | 12022745 | 640.00 | 06/13/17 | 33227 THOMAS A. SPARACIO | C |
| 10 | 12022746 | 8,655.00 | 06/13/17 | 15210 TSP MAINTENANCE SUPPLY, LLC | C |
| 10 | 12022747 | 1,420.00 | 06/13/17 | 7037 TTI ENVIRONMENTAL, INC. | C |
| 10 | 12022748 | 3,059.00 | 06/13/17 | 8061 TURTLE BACK ZOO DBA/ESSEX COUNTY PARKS | C |
| 10 | 12022749 | 7,768.00 | 06/13/17 | 7174 UNION CTY EDUC SERV COMM | C |
| 10 | 12022750 | 60,766.00 | 06/13/17 | 8173 UNITED WELDING & PLUMBING | C |
| 10 | 12022751 | 170.00 | 06/13/17 | 7225 UNIVERSAL UNIFORM SALES COMPANY, INC. | C |
| 10 | 12022752 | 11,234.59 | 06/13/17 | 14796 VERIZON BUSINESS | C |
| 10 | 12022753 | 22.14 | 06/13/17 | 7288 VERIZON SELECT SERVICES INC. | C |
| 10 | 12022754 | 11,082.34 | 06/13/17 | 7296 VERIZON WIRELESS | C |
| 10 | 12022755 | 391.94 | 06/13/17 | 3849 VINCENT STALLING - PETTY CASH | C |
| 10 | 12022756 | 12,656.52 | 06/13/17 | 2540 W.B. MASON INC. | C |
| 10 | 12022757 | 5,086.29 | 06/13/17 | 2631 WARSHAUER GENERATORS LLC | C |
| 10 | 12022758 | 300.00 | 06/13/17 | 5019 WEIDENHAMMER | C |
| 10 | 12022759 | 3,559.60 | 06/13/17 | 15237 WEILGUS AND SONS-NJ, INC. | C |
| 10 | 12022760 | 390.56 | 06/13/17 | 46750 WILLIE MILLER | C |
| 10 | 12022761 | 613.19 | 06/13/17 | 7548 XEROX CORP | C |
| 10 | 12022762 | 3,721.00 | 06/13/17 | 19500 XEROX FINANCIAL SERVICES | C |
| 10 | 12022763 | 3,033.30 | 06/13/17 | 7570 YOUTH CONSULTATION SERVICE | C |
| 10 | 12022764 | 2,964.00 | 06/13/17 | 29050 ZOLNIER GRADUATE SUPPLY | C |
| Total Bank No 10 | | 4,237,666.43 | | | |
| 30 | 12000123 | 294.00 | 06/13/17 | 3653 JAY-HILL REPAIRS | C |
| 30 | 12000124 | 669,235.23 | 06/13/17 | 6428 SODEXO, INC. - BUSINESS OFFICE | C |
| Total Bank No 30 | | 669,529.23 | | | |

| | |
|-------------------------|--------------|
| Total Manual Checks | .00 |
| Total Computer Checks | 4,907,195.66 |
| Total ACH Checks | .00 |
| Total Other Checks | .00 |
| Total Electronic Checks | .00 |
| Total Computer Voids | .00 |
| Total Manual Voids | .00 |
| Total ACH Voids | .00 |
| Total Other Voids | .00 |
| Total Electronic Voids | .00 |

Grand Total 4,907,195.66

Number of Checks 310

Batch Yr Batch No Amount

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> |
|-------------|-----------------|---------------|-------------|---------------|---------------------|
| | | | | 17 | 001630 32,151.49 |
| | | | | 17 | 001674 451,247.87 |
| | | | | 17 | 001681 179,799.73 |
| | | | | 17 | 001695 181,792.79 |
| | | | | 17 | 001697 55,336.57 |
| | | | | 17 | 001698 121,075.66 |
| | | | | 17 | 001730 66,132.42 |
| | | | | 17 | 001734 66,262.66 |
| | | | | 17 | 001741 1,436,668.50 |
| | | | | 17 | 001743 317,805.27 |
| | | | | 17 | 001748 215,229.92 |
| | | | | 17 | 001749 52,746.42 |
| | | | | 17 | 001750 84,508.81 |
| | | | | 17 | 001752 669,529.23 |
| | | | | 17 | 001753 124,882.91 |
| | | | | 17 | 001756 142,443.99 |
| | | | | 17 | 001758 65,459.52 |
| | | | | 17 | 001759 95,143.56 |
| | | | | 17 | 001760 108,119.63 |
| | | | | 17 | 001762 440,858.71 |

POLICY COVER PAGE

POLICY

1st Reading



1240 EVALUATION OF SUPERINTENDENT

The purpose of the annual evaluation is to promote professional excellence and improve the skills of the Superintendent, improve the quality of education received by the students in the schools, and to provide a basis for the review of the Superintendent's performance.

The Policy and Regulation 1240 shall be developed by the Board of Education after consultation with the Superintendent and shall include, but not limited to:

1. Determination of roles and responsibilities for the implementation of the annual evaluation policy and procedures.
2. Development of a job description and evaluation criteria based upon the Board of Education's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent;
3. Specification of data collection and reporting methods appropriate to the job description;
4. Provisions for the preparation of an individual professional growth and development plan based in part upon any need(s) identified in the evaluation. The plan shall be mutually developed by the Board of Education and the Superintendent; and
5. **Preparation of an annual performance report** by a majority of the full membership of the Board of Education and an annual summary conference between a majority of the total membership of the Board of Education and the Superintendent.

There shall be an annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent which shall be held before **the annual** performance report is filed. The conference shall be held in executive session, unless the Superintendent requests that it be held in public. The conference shall include, but not limited to, review of the following:

1. Performance of the Superintendent based upon the Board approved job description;



Policy Alerts

East Orange Board of Education

ADMINISTRATION - POLICY
1240/page 2 of 3
Evaluation of Superintendent

2. Progress of the Superintendent in achieving and/or implementing the school district's goal, program objectives, policies, instructional priorities, State goals, and statutory requirements; and
3. Indicators of student's progress and growth toward program objectives.

The **annual performance** shall be prepared by July 1 by a majority of the Board of Education's total membership and shall include, but not be limited to:

1. Performance area(s) of strength;
2. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C 6A:10-8.1 (c)2;
3. Recommendations for professional growth and development;
4. A summary of indicators of student's progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and
5. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.

The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year.

Each newly appointed or elected Board of Education member shall complete a New Jersey School Boards Association training program on the evaluation of the Superintendent within six months of the commencement of his or her term of office pursuant to N.J.S.A. 18A:17-20.3.b.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of a collective bargaining agreement or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered after July 1, 2013 shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to collective bargaining involve matters of educational policy or managerial prerogatives.



Policy Alerts

East Orange Board of Education

ADMINISTRATION - POLICY
1240/page 3 of 3
Evaluation of Superintendent

The Board of Education shall add to the Superintendent's personnel file all **annual performance** reports and supporting data, including, but not limited to, indicators of student progress and growth. All information contained in **the annual performance** reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et. seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the New Jersey Department of Education from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent. The Board of Education may hire a qualified consultant to assist or advise in the evaluation process; however, the evaluation itself shall be the responsibility of the Board of Education.

Policy and Regulation 1240 shall be distributed to the Superintendent upon the adoption by the Board. Amendments to this Policy and Regulation shall be distributed within ten days after adoption.

The provisions of this Policy, Regulation, and N.J.A.C. 6A:10-8.1 et seq. are the minimum requirements for the evaluation of a Superintendent.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129
N.J.S.C. 6A:10-1.1 et seq.; 6A:10-8.1 et seq.

Adopted: 5 November 2008

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted:



R1240 EVALUATION OF SUPERINTENDENT

- A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Responsibilities
1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties and responsibilities of the Superintendent.
 2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.
 3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.
 4. The Board of Education shall establish timelines for completion of the annual evaluation of the Superintendent.
- B. Annual Summary Conference
1. The Board of Education shall conduct an annual conference with the Superintendent to develop and prepare an **annual performance report**.
 2. The annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent shall be held before the **annual performance report** is prepared and filed.
 3. The Superintendent shall submit to all Board members any information, documentation, statistics, or any other data or information he/she would like for the Board members to consider at the annual summary conference.
 4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.
 5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not limited to, review of the following:



Policy Alerts

East Orange Board of Education

ADMINISTRATION -REGULATION
R1240/page 2 of 3
Evaluation of Superintendent

- a. Performance of the Superintendent based upon the Board approved job description;
- b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals and statutory requirements; and
- c. Indicators of student progress and growth toward program objectives.

C. Annual Performance Report

1. The **annual performance report** shall be prepared and approved by a majority of the Board of Education's total membership by July 1 and shall include, but not limited to:
 - a. Performance area(s) of strength;
 - b. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;
 - c. Recommendations for professional growth and development;
 - d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance and
 - e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.
2. The Board President, or the Board President's designee, shall prepare a draft of the **annual performance report** after the annual summary conference.
3. The draft of the **annual performance report** shall be disseminated to all Board members for review and comment before presenting the draft report to the Superintendent.



Policy Alerts

East Orange Board of Education

ADMINISTRATION -REGULATION

R1240/page 3 of 3

Evaluation of Superintendent

- a. In the event a Board member believes a provision(s) of the draft of the **annual performance report** is not in accord with the provisions agreed to by a majority of the Board during the annual summary conference, the Board member shall submit in writing their proposed revision(s) to the drafter of the **annual performance report**. The draft the **annual performance report** may be revised by the drafter of the report if the drafter agrees with the Board member's proposed revisions. In the event the drafter does not agree with the proposed revision(s), the issue shall be presented to the full membership of the Board of Education in executive session to make a final determination.
 4. The draft of the **annual performance report** shall be presented to the full membership of the Board of Education in executive session for discussion and approval after the draft report has been disseminated to all Board members for review. The Superintendent shall receive a copy of the draft of the **annual performance report** from the Board President, or Board President's designee, prior to the executive session where the Board is scheduled to discuss and approve.
 5. In the event the Superintendent does not agree with a provision(s) in the draft of the **annual performance report**, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).
 6. A majority of the Board's full membership shall approve the draft of the **annual performance report** before presenting the final **annual performance report** to the Superintendent.
 7. The Superintendent may submit a written response to the final **annual performance report**, which shall be attached to the report.
- D. Nontenured Superintendent of Schools
1. The evaluation procedure for a nontenured Superintendent shall be completed by July 1 each year.

Adopted: 5 November 2008

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted:



Policy Alerts

East Orange Board of Education

ADMINISTRATION

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Board of Education Website Accessibility

May 17

[See POLICY ALERT No. 212]

1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

It is the goal of the Board of Education that the information on the school district's website is accessible to individuals with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35.

For the purposes of this Policy, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.

The accessibility of online content and functionality will be measured according to the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).

By conforming to the benchmarks for measuring accessibility set forth above the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website, except where doing so would impose an undue burden or create a fundamental alteration of the district's website. When fundamental alteration or undue burden defenses apply, the district will make reasonable modifications/accommodations for individuals with disabilities in order to provide equally effective alternate access. In providing such access, the district will ensure that to the maximum extent possible individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternates are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement.

To ensure that the district's website conforms with the above benchmarks for measuring accessibility, except where doing so would impose an undue burden or create a fundamental alteration of the district's website, the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:



Policy Alerts

East Orange Board of Education

ADMINISTRATION

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Board of Education Website Accessibility

- 1. Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on the Board of Education's website accessibility policy and procedures;**
- 2. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:**
 - a. Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;**
 - b. Ensuring that webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts, and can be navigated with a keyboard;**
 - c. If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the text equivalents convey the meaningful information presented visually by the image;**
 - d. If online forms and tables are used, making those elements accessible;**
 - e. Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;**
 - f. Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF)). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;**
 - g. Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;**
 - h. Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and**



Policy Alerts

East Orange Board of Education

ADMINISTRATION

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Board of Education Website Accessibility

- i. Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.**
- 3. Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.**

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district's goals and ensure compliance with applicable law.

**Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
34 C.F.R. Part 104; 28 C.F.R. Part 35**

Adopted:



3126 **DISTRICT MENTORING PROGRAM**

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

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

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

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

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

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



Policy Alerts

East Orange Board of Education

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

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

N.J.S.A. 18A:26-2; 18A:26-2a
N.J.A.C. 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1

Adopted: 14 September 2010
Adopted: 20 September 2016

Adopted:

DRAFT



TEACHING STAFF MEMBERS - REGULATION

R 3126/page 1 of 9

District Mentoring Program

R3126 **DISTRICT MENTORING PROGRAM**

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

A. Definitions

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



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3126/page 2 of 6
District Mentoring Plan

B. Requirements for District Mentoring Plan

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



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3126/page 3 of 6
District Mentoring Plan

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



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3126/page 4 of 6
District Mentoring Plan

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



Policy Alerts

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3126/page 5 of 6
District Mentoring Plan

- b. Has at least three years of experience and has taught full-time for at least two years within the last five years;
 - c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
 - d. Demonstrates a record of success in the classroom:
 - (1) **All** mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.
 - (a) A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.
 - e. Understands the social and workplace norms of the school district and the community it serves;
 - f. Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and
 - g. Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, **NJSLS**, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.
- D. District Mentoring Plan
- 1. The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.
 - a. The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.



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

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3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10.1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teachers which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.



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The components of the teacher evaluation rubrics as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A: 10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

Adopted: 3 December 2008

Adopted: 28 January 2014

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Adopted:



R 3221 EVALUATION OF TEACHERS

A. Definition – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3221 unless the context clearly indicates otherwise:

“Announced observation” means an observation in which the person conducting an **observation** for the purpose of evaluation will notify the teacher of the date and the class period the observation will be conducted.

“Annual performance report” means a written appraisal of the teacher’s performance prepared by the teacher’s designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher’s evaluation rubric. The four summative performance categories are ineffective, partially effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

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

“Co-observation” mean two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.

“Corrective Action Plan” means a written plan developed by **the designated supervisor** in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the school district for implementing the plan, and specific support that the district shall provide **as defined in N.J.S.A. 18A:6-119**.

“Department” means the New Jersey Department of Education.



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“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teacher’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description **and** professional standards and **based on, when applicable, the individual’s evaluation rubric.**

“Evaluation rubrics” means a set of criteria, measures, and processes used to evaluate all teachers in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instrument and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessments.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job Description” means a written description specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a teacher’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-1.1.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.



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“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Teacher practice instruments include a scoring guide that an evaluator used to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and **designated supervisors** set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student’s test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

“Teacher” means a teaching staff member who holds appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

“Teacher practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher’s evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

“Unannounced observation” means an observation in which the person conducting an observation for the purpose of evaluation will not notify the teacher of the date or time the observation will be conducted.



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B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and **Annual Performance** Reports – N.J.A.C. 6A:10-1.4

All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records**, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teachers – N.J.A.C. 6A:10-2.1

1. The Board of Education annually shall adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123. (P.L. 2012, c. 26, §17c).
3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.



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- b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to teaching staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teaching staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.**
- c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within **ten working days** of adoption.
- d. Annually adopt by June 1, any Commissioner-approved teacher practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
- g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teacher for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teacher and, when applicable, applying the Commissioner-approved educator practice instruments;
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teachers who are being evaluated in the school district and provide more thorough training for all teachers who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 - b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate teachers for the first time. Training shall be provided on each component of the evaluated teacher's evaluation rubric before the evaluation of a teacher;**
 - c. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete **at least** two co-observation during the **school** year.
 - (1) Co-observers shall use the co-observation to calibrate teacher to promote accuracy **and consistency** in scoring; and
 - (2) A co-observation **may** count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, **but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.**
 - d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing **evaluation rubrics** have completed training on have demonstrated competency in applying **evaluation rubrics**.
- F. District Evaluation Advisory Committee - N.J.A.C. 6A:10-2.3



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1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
 2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
 3. Beginning in **2018-2019**, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District Evaluation Advisory Committee.
- G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
 2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in this N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attrition to teachers, Principals, Assistant Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. **Process for developing and scoring student growth objectives;**



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- f.** The process for preparation of individual professional development plans; and
- g.** The process for preparation of an annual performance report by the teacher's designated supervisor, and an annual summary conference between the teacher and his or her designated supervisor.
3. The annual summary conference between designated supervisors and teachers shall be held before the **annual** performance report is filed. The conference shall occur before June 30 of each **school** year and shall include, but not be limited to, a review of the following:

 - a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable:

 - (1) **The teacher's practice instrument; and**
 - (2) **Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.**
 - b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**
 - c.** The preliminary annual performance report.
4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:

 - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, and **components of the teacher's evaluation rubric; and**



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- c. **The teacher's** professional development plan corrective action plan from the evaluation year being reviewed in the report.
 6. The teacher and the designated supervisor shall sign the report within five working days of the review.
 7. The Board of Education shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily assessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1 A-1 et seq.
- H. Corrective Action Plans for Teachers - N.J.A.C. 6A:10-2.5
1. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teacher's designated supervisor. **If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.**
 2. **The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:**
 - a. If the ineffective or partially effective summative evaluation rating is received after **October 1** of the school year following the year of evaluation, a corrective action plan **shall** be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within **twenty-five** teacher working days following the school district's receipt of the teacher's summative rating.
 3. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:**
 - a. Address areas in need of improvement identified in the teacher evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;



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- c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The teacher's designated supervisor, and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each **required** post observation conference, **pursuant to** N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10 4.4. **The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.**
5. Progress toward the teacher's goals outlined in the corrective action plan:
 - a. **Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and**
 - b. **May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.**
6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.
7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. **The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating.** The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goal outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation **conference**, in addition to the observations required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).



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9. **Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.**
 10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
 11. **There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.**
- I. School Improvement Panel- N.J.A.C. 6A:10-3 et seq.
- l. School Improvement Panel Membership - N.J.A.C. 6A:10-3.1
 - a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. **If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A; 6-120.a.** The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a and the teacher(s) on the panel represents at least one-third of its total membership.
 - b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:
 - (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
 - (2) The majority representative, in accordance with a. above, may submit to the principal, teacher member nominees for consideration.
 - (3) The Principal shall have final decision making authority and is not bound by the majority representative's list of nominees.



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- c. The teacher member shall serve a full **school** year, except in case of illness or authorized leave, but may not be appointed more than three consecutive **school** years.
 - d. All members of the School Improvement Panel shall be chosen by August 31 of each year.
2. School Improvement Panel Responsibilities - N.J.A.C. 6A:10-3.2
- a. The School Improvement Panel shall:
 - (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:**9C-5.3(a) 2** and support the implementation of the school district mentoring plan;
 - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
 - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and **ensure** mid-year evaluations **are conducted** for teachers who are on a corrective action plan; and
 - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-**4.2**.
 - b. To conduct observations for the purpose of evaluation, the teacher member shall have:
 - (1) Agreement of the majority representative;
 - (2) An appropriate supervisory certificate; and
 - (3) Approval of the Principal who supervises the teacher being observed.
 - c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. **6A:9C-5.2(a) 3**.



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J. Components of Teacher Evaluation Rubric- N.J.A.C. 6A:10-4.1

1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A: 10-4.2; and
 - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the **school** year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least forty percent and no more than thirty percent of a teacher's evaluation rubric rating as determined by the Department.
 - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - c. Measures of teacher practice described in N.J.A.C.6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.
5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.



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- K. Student Achievement Components -N.J.A.C. 6A:10-4.2
1. Measures of student achievement shall be used to determine impact on student learning. The student achievement measures shall include the following components:
 - a. If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and
 - b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the **New Jersey Student Learning Standards (NJSLS)**, and based on growth and/or achievement.
 - (1) For teachers who teach subjects or grades not covered by the **NJSLS**, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.
 2. The median student growth percentile shall be included the annual summative rating of a teacher who:
 - a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
 - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
 - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the **school** year of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given **school** year, the student growth percentile scores attributed to a teacher during the two **school** years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the **school** year of the evaluation. Only student growth percentile scores from **school** year 2013-2014 or any **school** year after shall be used to determine median student growth percentiles.



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3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:
 - a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
 - b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.
5. Student growth objectives for teachers shall be developed and measured according to the following procedures:
 - a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31, prior to the **school** school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.
 - b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
 - c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.
 - d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each **school** year, or within **twenty-five working** days of the teacher's start date if the teacher begins work after October 1.



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- e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee. Adjustments shall be recorded in the teacher's personnel file on or before February 15.
 - (1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.
 - f. The teacher's designated supervisor shall **approve** each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.
- L. Teacher Practice Components - N.J.A.C. 6A:10-4.3
- 1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.
- M. Teacher Observations – N.J.A.C. 6A:10-4.4
- 1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b (8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
 - 2. Observation conferences shall include the following procedures:
 - a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.
 - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness. **Within a school year, the post observation conference shall be held prior to the occurrence of further observations or the purpose of evaluation.**



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- c. If agreed to by the teacher, **one required** post-observation conference **and any pre-conference(s)** for observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic.
 - d. **One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of the evaluation.**
 - e. A pre-conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.
3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether **additional** required observations **are** announced or unannounced, **if applicable**. The following additional requirements shall apply:
- a. **Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.**
 - b. Nontenured teachers **be observed at least three times each school year, but not less than once each semester. The observations shall be conducted in accordance with the** timeframe set forth in N.J.S.A. 18A:27-3.1.
 - (1) **Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.**
 - c. **Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary conference, which shall occur prior to the end of the academic school year.**



- (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.**
 - d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.**
 - e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.**
 - f.** A written or electronic **observation** report shall be signed by the supervisor who conducted the observation and post observation and the teacher who was observed.
 - g.** The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
 - 4.** To earn a teacher practice score, a **nontenured** teacher shall receive at least three observations.

 - a.** If a **nontenured** teacher is present for less than forty percent of the total student school days in a **school** year, he or she shall receive at least two observations to earn a teacher practice score.
- N. Teacher Practice Instrument - N.J.A.C. 6A:10-6.2
1. The teacher practice instrument approved by the Department shall meet the following criteria:

 - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;



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- b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
 - (1) Clearly define the expectations for each rating category;
 - (2) Provide a conversion to four rating categories;
 - (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
 - (4) Use clear and precise language that facilitates common understanding among teachers and administrators.
- c. Rely **on**, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and teaming; and
- d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: 3 December 2008

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Adopted:



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Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, "teaching staff member" includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, "teaching staff member" does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

The rules in N.J.A.C. 6A:10 - Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for teaching staff members which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.



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Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A.18A:27-3.1. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.I through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

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Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

**R3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING
TEACHERS AND ADMINISTRATORS**

A. Definition – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3222 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the teaching staff member’s performance prepared by the teaching staff member’s designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, if applicable, and includes all measures captured in a teaching staff member’s evaluation rubric. The four summative performance categories are ineffective, partially effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

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

“Corrective Action Plan” means a written plan developed by **the designated supervisor** in collaboration with the teacher staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff and the school district for implementing the plan, and specific support that the district shall provide **as defined in N.J.S.A. 18A:6-119**.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the teaching staff member’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description **and** professional standards and **based on, when applicable, the individual’s evaluation rubric.**

“Evaluation rubrics” means a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessments.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job Description” means a written description specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a teaching staff member’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-1.1.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator used to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teaching staff members and **designated supervisors** set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-11.

“Teaching staff member” for the purpose of Policy 3222 and this Regulation, includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and **Annual Performance** Reports – N.J.A.C. 6A:10-1.4



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. **including but not limited to, digital records**, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teaching Staff Members – N.J.A.C. 6A:10-2.1

1. The Board of Education annually shall adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c).

(1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.



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- c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten working days of adoption.
 - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
 - f. Ensure data elements are collected and store the data in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and.
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, and **N.J.A.C.** 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments;
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for all teaching staff members who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;



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- a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the processes for student attrition to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. **Process for developing and scoring student growth objectives;**
 - f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.
3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the **annual** performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable:
 - (1) **The teaching staff member's practice instrument; and**
 - (2) **Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.**



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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teaching staff member's designated supervisor. **If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination,**
2. **The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31** of the school year **following the year of evaluation, except:**
 - a. If the ineffective or partially effective summative evaluation rating is received after **October 1** of the school year following the year of evaluation, then a corrective action plan **shall** be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within **twenty-five** teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.
3. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:**
 - a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The teaching staff member's designated supervisor, and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each **required** post-observation conference. **The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.**



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5. Progress toward the teaching staff member's goals outlined in the corrective action plan:
 - a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference **and** the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals; **and**.
 - b. May be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
 6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
 7. **The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.**
 8. **There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.**
- I. Teaching Staff Member Observations and Evaluations – N.J.A.C. 6A:10-6.2.
- The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. **Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:**
- a. **Be at least twenty minutes in length;**
 - b. **Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;**
 - c. **Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and**



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- d. **Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.**
2. **All tenured teaching staff members shall receive at least one observation per school year.**
3. **All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.**
 - a. **The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.**
 - b. **The number of required observations and evaluations for nontenured teaching staff members maybe reduced proportionately when an individual teaching staff member's term of service is less than one academic year.**
4. **Evaluations for tenured teaching staff shall be completed prior to June 30.**

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted:



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Evaluation of Administrators, Excluding Principals,
Vice Principals and Assistant Principals

3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency instructional certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal or Assistant Principal.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10.1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for administrators which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.



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Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent shall annually notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: 3 December 2008

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Evaluation of Administrators, Excluding Principals,
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R 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS

A. Definition – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3223 unless the context clearly indicates otherwise:

“Administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal or Assistant Principal.

“Annual performance report” means a written appraisal of the administrator’s performance prepared by the administrator’s designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher’s evaluation rubric. The four summative performance categories are ineffective, partially effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

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

“Corrective Action Plan” means a written plan developed by the administrator’s **designated** supervisor capacity in collaboration with the administrator to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual administrator and the school district for implementing the plan, and specific support that the district shall provide **as defined in N.J.S.A. 18A:6-119**.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.



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“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the administrator’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description, **and** professional standards, and **based on, when applicable, the individual’s evaluation rubric.**

“Evaluation rubrics” means a set of criteria, measures, and processes used to evaluate all administrators in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessments.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job Description” means a written description specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of an administrator’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by **an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1 and as designated by** the Superintendent.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the administrator for the purpose of evaluation to discuss the data collected in the observation.



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“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator used to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-11.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3.

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and **Annual Performance** Reports – N.J.A.C. 6A:10-1.4

All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., **including, but not limited to, digital records**, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.



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Evaluation of Administrators, Excluding Principals,
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- D. Evaluation of Administrators – N.J.A.C. 6A:10-2.1
1. The Board of Education annually shall adopt evaluation rubrics for administrators. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective and highly effective.
 2. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.
- E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2
1. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.**
 - c. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten working days of adoption.



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- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics.
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2.
 - f. Ensure data elements are collected and stored the data in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of an administrator for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; and N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b (8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all administrators and, when applicable, applying the Commissioner-approved educator practice instruments;
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all administrators who are being evaluated in the school district and provide more thorough training for any administrator who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 - b. Annually provide updates and refresher training for supervisors who **are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate administrators for the first time. Training shall be provided on each component of the evaluated administrator's evaluation rubric before the evaluation of an administrator;**



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- c. The Superintendent shall certify to the Department that all supervisors of administrators in the school district who are utilizing **evaluation rubrics** have completed training on the instrument and its application and have demonstrated competency in applying the **evaluation rubrics**.
- F. District Evaluation Advisory Committee - N.J.A.C. 6A:10-2.3
1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
 2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
 3. Beginning in **2018-2019**, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.
- G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.
 2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;



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- c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attrition to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. **Process for developing and scoring student growth objectives;**
 - f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual written performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and **his or her** designated supervisor.
3. The annual summary conference between designated supervisors and the administrator shall be held before the **annual** performance report is filed. The conference shall occur on or before June 30 of each **school** year and shall include, but not be limited to, a review of the following:
- a. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when applicable:
 - (1) **The administrator's practice instrument; and**
 - (2) **Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.**
 - b. The progress of the administrator toward meeting the goals of the individual professional development plan or, whenever applicable, the corrective action plan; **and**
 - c. The preliminary **annual** performance report.



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4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
 5. The annual performance report shall be prepared by the designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description, and **components of the administrator's evaluation rubric; and**
 - c. **The administrator's** individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
 6. The administrator and the designated supervisor shall sign the report within five working days of the review.
 7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of his or her personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Administrators - N.J.A.C. 6A:10-2.5
1. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed by administrator and the Superintendent or the designated supervisor. **If the administrator does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.**



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2. **The corrective action plan shall be developed and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:**
 - a. If the ineffective or partially effective summative evaluation rating is received after **October 1** of the school year following the year of evaluation, a corrective action plan **shall** be developed, and the administrator and **his or her** designated supervisor shall meet to discuss the corrective action plan within **twenty-five** administrator working days following the school district's receipt of the administrator's summative rating.
3. **The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:**
 - a. Address areas in need of improvement identified in the teacher evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The **administrator's** designated supervisor, and the administrator on a corrective action plan shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each **required** post-observation conference. **The administrator and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the administrator's progress, position, or role.**
5. **Progress toward the administrator's goals outlined in the corrective action plan:**
 - a. **Shall be documented in the administrator's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the administrator on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals; and**



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- b. **May be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.**
 6. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the **administrator's** designated supervisor.
 7. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.
 8. **There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.**
- I. Administrator Staff Member Observations and Evaluations – N.J.A.C. 6A:10-6.2
1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrator. **Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:**
 - a. **Be at least twenty minutes in length;**
 - b. **Be followed within fifteen administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;**
 - c. **Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and**
 - d. **Allow the nontenured administrator to submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.**
 2. **All tenured administrators shall receive at least one observation per school year.**
 3. **All nontenured administrators shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.**



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- a.** The required observations and evaluations for nontenured administrators shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations and observations must have been completed prior to April 30.
 - b.** The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
- 4.** Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted: 28 January 2014

Adopted: 12 January 2016

Adopted:



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3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees for the evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner by June 1 for approval by August 1 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5
N.J.A.C. 6A:10-5.1 through 5.4
N.J.A.C. 6A:10-7.1 and 7.3

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R 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

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

“Corrective Action Plan” means a written plan developed by the Superintendent or **a designee supervisor** in collaboration with the Principal, Vice Principal, and Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual Principal, Vice Principal, and Assistant Principal and the school district for implementing the plan, and specific support that the district shall provide **as defined in N.J.S.A. 18A:6-119**.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools **or designee as the administrator’s** supervisor.



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“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description **and**, professional standards and **based on, when applicable, the individual’s evaluation rubric.**

“Evaluation rubrics” means a set of criteria, measures, and processes used to evaluate all Principals, Vice Principals, and Assistant Principals in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a Principal’s, Vice Principal’s, and Assistant Principal’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the Principal, Vice Principal, and Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.



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“Principal practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and **designated supervisors** set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student’s test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-11 and certified to evaluate a Principal, Vice Principal, or Assistant Principal.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

The rules in N.J.A.C. 6A:10-1.1 et seq. shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts entered into by a school district in effect on July 1, 2013. No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.



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- C. Educator Evaluation Data, Information, and **Annual Performance** Reports – N.J.A.C. 6A:10-1.4

All information contained in **annual** performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq. **including but not limited to, digital records**, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e or distributing aggregate statistics regarding evaluation data.

- D. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, §17c).
3. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

- E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c);



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- (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.**
- c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten working days of adoption;
 - d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
 - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a Principal, Vice Principal, or Assistant Principal for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.



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2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, applying the Commissioner-approved principal practice instruments:
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice Principals, and Assistant Principals who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;
 - b. Annually provide updates and refresher training for supervisors who **are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal;**
 - c. The Superintendent shall annually certify to the Department that all **supervisors** of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing **evaluation rubrics** have completed training on **and** demonstrated competency in applying the **evaluation rubrics**.
- F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3
 1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.



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2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
 3. Beginning in **2018-2019**, the District Evaluation Advisory Committees shall no longer be required and the Board of Education shall have the discretion to continue the District's Evaluation Advisory Committee.
- G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.
 2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attrition to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. **Process for developing and scoring student growth objectives;**
 - f. The process for preparation of individual professional development plans; and



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- g.** The process for preparation of an annual written performance report by the Superintendent or designated supervisor, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designated supervisor.
- 3. The annual summary conference between the designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the **annual** performance report is filed. The conference shall occur on or before June 30 of each **school** year and shall include, but not be limited to, a review of the following:

 - a. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and, the scores or evidence compiled using the evaluation rubric, including, when applicable:

 - (1) The principal's practice instrument; and**
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.**
 - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; **and**
 - c.** The preliminary annual performance report.
- 4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
- 5. The annual performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the designated supervisor and shall include, but not be limited to:

 - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and **components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and**



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- c. **The Principal's, Vice Principal's, or Assistant Principal's** individual professional development plan a corrective action plan from the evaluation year being reviewed in the report.
 6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five working days of the review.
 7. The Board of Education shall include all written performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternate location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5
1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the designated supervisor. **If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.**
 2. **The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and or his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:**
 - a. If the ineffective or partially effective summative evaluation rating is received after **October 1** of the school year following the year of evaluation, then a corrective action plan **shall** be developed, and the Principal, Vice Principal, or Assistant Principal and **his or her** designated supervisor shall meet to discuss the corrective action plan within **twenty-five** Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.



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3. The content of the corrective action plan shall **replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:**
 - a. Address areas in need of improvement identified in the principal evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the **Principal's, Vice Principal's, or Assistant Principal's** progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
5. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
 - a. **Shall** be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference **and** the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and **his or her** designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals; **and**
 - b. **May** be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the designated supervisor.



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7. The Superintendent or **his or her designee**, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. **The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating.** The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
 8. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation in addition to the observations **conference** required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4.
 9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
 10. **There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.**
- I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1
1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
 2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
 - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
 3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.



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4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the **school** year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - b. Measure of average student growth objective for all teachers, as described in N.J.A.C. 6A:10-5.2(d), shall be at least ten percent and no greater than twenty percent of evaluation rubric rating as determined by the Department.
 - c. Measure of administrator goal, as described in N.J.A.C. 6A:10-5.2(e), shall be no less than ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.
 - d. Measure of principal practice, as described in N.J.A.C. 6A:10-5.3(b), shall be thirty percent of evaluation rubric rating.
 5. Standardized assessments, used as a measure of student progress, shall not be the predominant factor in determining a Principal's annual summative rating.
 6. The Department shall periodically collect principal evaluation rubric data that shall include, but are not limited to, component-level scores and annual summative ratings.
- J. Student Achievement Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.2
1. Measures of student achievement shall be used to determine impact on student learning and shall include the following components:
 - a. The school-wide student growth percentile of all students assigned to the Principal;
 - b. Average student growth objective scores of every teacher, as described in N.J.A.C. 6A:10-4.2(e), assigned to the Principal; and



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- c. Administrator goals set by Principals, Vice Principals, **or** Assistant Principals in consultation with **their** designated supervisor pursuant to N.J.A.C. 6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.
2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.
3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principals shall be determined according to the following procedures:
 - a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the **school** year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.
 - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.
5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:



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- a. The **designated supervisor** shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the **school** year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
 - b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with **their** designated supervisor, each administrator goal. Vice Principals and Assistant Principals shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and **his or her** designated supervisor do not agree upon the **administrator** goal, the Principal's, Vice Principal's, or Assistant Principal's designated supervisor shall make the final determination.
 - c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and **his or her** designated supervisor by October 31 of each **school** year, or within **twenty-five** **working** days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.
 - d. The administrator goal score shall be **approved** by the designated supervisor of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.
- K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3
1. Measures of principal practice shall include **a** measure determined through a Commissioner-approved principal practice instrument and **may include a** leadership measure determined through the Department-created leadership rubric.
 2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.



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and Assistant Principals

3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.
- L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4
1. The Superintendent or **his or her designee** shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
 2. A Principal, or the Superintendent **his or her designee** shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
 3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.
 4. Post-observation conferences shall include the following procedures:
 - a. A supervisor who was present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
 - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
 - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.



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- d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
 - e. A written or electronic **observation** report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.
 - f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.
5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(**h**) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.
- M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3
1. The principal practice instrument approved by the Department shall meet the following criteria:
 - a. Incorporate domains of practice and/or performance criteria that align to the 2008 ISLLC Professional Standards for School Leaders developed by the Interstate School Leadership Licensure Consortium incorporated herein by reference, available at:

http://www.ccsso.org/documents/2008/educational_leadership_policy_standards_2008.pdf;
 - b. Include scoring guides for assessing **principal** practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion **to** four **rating categories**.



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and Assistant Principals

- c. **Rely on, to the extent possible,** multiple sources of evidence collected throughout the **school year, including, but not limited to, evaluation of a Principal's leadership related to:**
 - (1) Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and**
 - (2) Evaluating the effectiveness of teaching staff members and supporting their professional growth.**
- d. **Include descriptions of specific training and implementation details required for the instrument to be effective.**

Adopted: 3 December 2008

Adopted: 28 January 2014

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Adopted:



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Professional Development
For Teachers and School Leaders

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

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

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

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

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

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

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

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



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

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

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

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

Adopted: 3 December 2008

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Professional Development
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R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

- A. Definitions (N.J.A.C. 6A:9C-2.1)
1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.
- B. Components of Professional Development – (N.J.A.C 6A:9C-3.2)
1. Professional development shall align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for professional learning in N.J.A.C. 6A:9C-3.3, student learning and educator development needs, and school, school district, and/or State improvement goals.
 2. Professional development shall encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
 - b. Defining a clear set of educator learning goals based on the rigorous analysis of data on student performance.
 3. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, such as job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
 4. Professional learning may be supported by external expert assistance or additional activities that:
 - a. Address defined student and educator learning goals;
 - b. Advance primarily ongoing school-based professional learning; and



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



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1. Each teacher shall be guided by an individualized Professional Development Plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least twenty hours per year of qualifying experiences. The twenty-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.
2. The content of each PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3.
3. **Each teacher's individual PDP shall be updated annually no later than October 31, except:**
 - a. **If the teacher is hired after October 1, the PDP shall be developed within twenty-five working days of his or her hire.**
4. The individual PDP shall be modified during the year, as necessary, and shall specify at least:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and
 - b. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals;
5. The Progress of on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year.
6. Evidence of progress toward meeting the requirements of the teacher's individual PDP may be provided by the teacher and/or his or her **designated** supervisor, and shall be reviewed as part of each annual summary conference.
7. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9C-4.
8. Additional hours of qualifying experiences may be required for teachers in low-performing schools, as determined by the Commissioner of Education.



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



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



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- f. Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.
 4. School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.
- G. Requirements for and Implementation of School Leaders' Professional Development Plans (N.J.A.C. 6A:9C-4.3)
1. Each school leader shall create, implement, and complete an individual PDP that:
 - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3;
 - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the school leader;
 - c. Identifies professional learning goals that address specific individual, school, or school district goals;
 - d. Grounds professional learning in objectives related to improving teaching, learning, and student achievement, and aligns to the school and/or school district plan for professional development; and
 - e. Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.
 2. **Each school leader's individual PDP shall be developed by October 31 except:**
 - a. **If the school leader is hired after October 1, the PDP shall be developed within twenty-five working days of his or her hire.**



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3. The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:
 - a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.
 - b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.
 - c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.
4. **Each** leader whose positions require a Principal or supervisor endorsement, or whose positions require a Chief School Administrator endorsement but who **does** not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with **his or her designated supervisor** an individual PDP and shall provide evidence **to his or her designated supervisor** of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:
 - a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;
 - b. Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and
 - c. Review the individual PDP's status as part of the Principal's, supervisors, or other school leader's annual performance evaluation.
5. The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:



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- a. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
 - b. Maintain accurate records of each school leader's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.
6. If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall ensure a revised individual PDP appropriate to the new assignment is developed in collaboration with the school leader.
- H. Assistance (N.J.A.C. 6A:9C-4.1)
1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans.

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SUPPORT STAFF MEMBERS – POLICY
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Support Staff Member Tenure

4360 SUPPORT STAFF MEMBER TENURE

The Board of Education directs that the tenure status of support staff members be determined only in accordance with law and this policy and such contractual terms as may have been negotiated with the employee's majority representative.

Persons employed as custodians and maintenance personnel including supervisory personnel will be employed on fixed term contracts and will not acquire tenure in their positions.

The Board will not grant tenure to any employee for whom such tenure has not been provided in law or in a contract negotiated by this Board.

N.J.S.A. 18A:17-2; 18A:17-3

Adopted: 3 December 2008

Adopted:



5460 HIGH SCHOOL GRADUATION

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

A. Curriculum Requirements

A graduating student must have earned a minimum of **one hundred twenty-one and half (121.5)** credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to the following credits:

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



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6. At least five credits in visual **or** performing arts;
7. At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a) 2ii (2);
8. At least two and one-half credits in financial, **literacy**, economic, business, **or** entrepreneurial literacy;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum
10. At least five credits in 21st century life and careers, or career-technical education
11. Electives as determined by the high school program sufficient to total a minimum of **twenty** of the one hundred twenty-one and half (**121.5**) credits required to graduate.

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

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

- 1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the New Jersey Student Learning Standard (NJSL).**
 - a. Individualized student learning opportunities in all **NJSL** include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.



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b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the **NJSLS** shall:

- (1) Be based on student interest and career goals as reflected in the Personalized Student;
- (2) Include demonstration of student competency;
- (3) Be certified for completion based on the district process adopted according to 2. Below; and
- (4) Be on file in the school district and subject to review by the Commissioner or designee.

The Principal shall certify completion of curricular activities or programs based upon specified instructional objectives aimed at meeting or exceeding the **NJSLS**.

Group programs based upon specific instructional objectives aimed at meeting or exceeding the **NJSLS** shall be approved in the same manner as other approved courses.

Individual programs based upon specific instructional objectives aimed at meeting or exceeding the **NJSLS** shall be on file in the local district and subject to review by the Commissioner or his/her designee;

1. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJ Core Curriculum Content Standards and **NJSLS** in English Language Arts, Mathematics and Science at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a) 2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.

a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and **NJSLS** and may include locally designed assessments.



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

Community Service:

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

 - a. Class of 2017 – 10 hours



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- b. Class of 2018 – 20 hours
 - c. Class of 2019 and beyond – 40 hours
 - 3.** Any statutorily mandated requirements for earning a high school diploma; and
 - 4.** Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.
- C. Statewide Assessment Graduation Requirements
- 1.** **The requirement that all students demonstrate proficiency in the high school end-of-course Partnership for Assessments of Readiness for College and Careers (PARCC) assessment in ELA 10 and Algebra I, or through the alternate means set forth at N.J.A.C. 6A:8-5.1(f) through (i);**
 - 2.** **The Board of Education will provide students who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate such competence through one of the alternate means set forth below:**
 - a.** **For the graduating classes of 2016, 2017, 2018, and 2019, students who do not take both the ELA 10 and the Algebra I end-of-course PARCC assessments or who take, but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:**
 - (1)** **Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or**
 - (2)** **Meet the criteria of the portfolio appeals process; and**



- b. For the graduating class of 2020, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1I3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1 (a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:**

 - (1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or**
 - (2) Meet the criteria of the portfolio appeals process.**
- 3. Beginning with the graduating class of 2021, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1I3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1(a)6, by the conclusion of their senior year and after multiple opportunities to take the assessments, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics by meeting the criteria of the portfolio appeals process.**
- 4. In accordance with a NJDOE Memorandum dated January 24, 2017, students in the graduating cohort of 2020 and 2021 who completed an Algebra I course prior to September 6, 2016 and:**

 - a. Took the PARCC Algebra I assessment, but did not pass and are now in an advanced mathematics course (e.g. Geometry or Algebra II); or**
 - b. Did not receive a valid test score, but are now in an advanced mathematics course (e.g. Geometry or Algebra II); or**



c. Did not have an opportunity to take the PARCC Algebra I assessment because the NJDOE did not offer a summer test administration, but are now in advanced mathematics course (e.g. Geometry or Algebra II). Only students in the graduating cohorts of 2020 and 2021 described in the three specific groups above in a. b., and c. are eligible to utilize the following pathways to demonstrate proficiency in mathematics:

- (1) Take or retake the PARCC Algebra I assessment and pass; or**
- (2) Utilize the NJDOE portfolio appeals process, provided they take the PARCC Geometry assessment and the PARCC Algebra II assessment (if enrolled in the Algebra II course) and receive valid scores; or**
- (3) Take and pass the Geometry or Algebra II assessment.**

5. All English Language Learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a Department of Education-approved English fluency assessment.

6. Students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities are not required to participate in repeated administration of high school end-of-course PARCC assessments.

D. Attendance

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



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E. Students with Disabilities

1. Through the **Individualized Educational Plan (IEP)** process and pursuant to N.J.A.C. 6A:14-4.11 – Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
 - a. District Boards of Education shall specifically address any alternate requirements for graduation in a student’s IEP, in accordance with N.J.A.C. 6A:14-4.11.
 - b. District Boards of Education shall develop and implement procedures for assessing whether a student with a disability has met **the specified** alternate requirements for graduation individually determined in an IEP.
2. If a student with a disability attends a school other than that of the school district of residence which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.
 - a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student’s IEP.
3. **If the Board of Education grants an elementary school diploma, a student with a disability who fulfills the requirements of his or her IEP shall qualify for and receive a diploma.**
4. Students with disabilities who meet the standards for graduation according to this section shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
5. A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.



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6. When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.
 - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to **pass high school end-of-course PARCC assessments to demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f) pursuant to the standards applicable to the student's graduating class. Students in graduating classes prior to 2016 shall demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f) 1.** Upon certification of **passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8**, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2I and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student, **regardless of grade level, who:**
 - a. **Has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f);**



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- b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and**
- c. Has formally requested such early award of a State-endorsed high school diploma.**

G. Notification

Each student who enters or transfers into the high school and the student's parent will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs to assist students in attaining the state endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.

Each student and his/her parent will be notified during the school year of the student's progress toward meeting graduation requirements. The parent of a student who demonstrates significant deficiencies in meeting requirements will be so notified within ten days of the date on which the deficiencies are discovered and will be offered an opportunity for immediate consultation with appropriate teaching staff members.

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education **at a public meeting not later than September 30**, and to the Commissioner of Education:

- 1. The total number of students graduated;**
- 2. The number of students graduated under the substitute competency test process;**
- 3. The number of students graduated under the portfolio appeals process;**
- 4. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP's;**
- 5. The total number of students denied graduation from the twelfth grade class; and**



6. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.

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

N.J.S.A. 18A:7C-1; 18A:35-1;

18A:35-4.9; 18A:35-7; 18A:36-17

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

Adopted: 12 January 2010

Adopted: 12 May 2015

Adopted: 10 May 2016

Adopted: 20 September 2016

Adopted: 14 November 2016

Adopted:



5600 STUDENT DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students 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), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).



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Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c) 3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

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

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, 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 that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 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:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.



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Consequences and appropriate remedial action for a student 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 and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student 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 student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy 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 district’s Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and 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. 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, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student’s record related to disciplinary actions taken against the student 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) and N.J.A.C. 6A:32-7.5.



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The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

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: 10 September 2013
Adopted: 11 November 2014
Adopted: 13 October 2015

Adopted:



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R 5600 **STUDENT 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 students;
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 student problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;



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2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student **or staff member**;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.
12. In addition, students shall not:
 - a. Create disorder or disruptions on school premises;
 - b. Use, threaten, or incite the use of physical force against other students, staff members, or visitors to the school;
 - c. Steal, damage, or deface the property of other students, staff members, or the district;



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- d. Engage in the sexual and/or other harassment of students or staff members;
- e. Possess or use weapons or any implement intended to harm others;
- f. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- g. Convey information about other students or staff members known to be false;
- h. Act so recklessly as to endanger the safety of others;
- i. Procure the property of others by threat or intimidation;
- j. Enter school premises or any specific portion of the premises without permission and without authority;
- k. Vandalize school property, real or personal;
- l. Cutting class;**
- m. Cheat or otherwise engage in academic dishonesty including plagiarism;**
- n. Engage in illegal gambling;**
- o. Smoke on school property;**
- p. Falsify an excuse or any school document;**
- q. Set fire to or cause a fire in any way on school premises;**
- r. Possess or explode a firecracker or other explosive device on school premises;**
- s. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;**
- t. Possess, use, or distribute a substance in violation of Policy No. 5530 (Substance Abuse);**



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- u. Join a secret society **including gangs** prohibited by law;
 - v. Engage in any other activity expressly prohibited by a school staff member in authority; or
 - w. Sagging or Pants Slouching is prohibited.
 - x. **Inappropriate internet use or Cyberbullying is prohibited**
- 13.** Students 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;
 - 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 **(Substance Abuse)**.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights



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Students subject to the consequences of the Student 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 students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' 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, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b) 3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Student Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Student records, creation, maintenance and retention, security and access, regulations, non-liability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success



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A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to those found in Board of Education Policy 5440.

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with support service staff such as the school counselors, social worker, SAC or Child Study Team members.
- (2) The support staff member will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The support staff member may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.



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c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's counselor, social worker, SAC, classroom teacher, Child Study Team, and/or other school staff member.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c) 5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:
 - a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
 - b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
 - c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
 - d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.



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G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
 - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
4. Deprivation of Privileges
 - a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;



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- (5) Transportation to and from school on a school bus; or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.
5. Detention
- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
 - b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
 - c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
6. Grade Adjustment
- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.
7. In-school Suspension
- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
 - b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
8. Suspension from School
- a. A student 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.



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- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
9. Expulsion
- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
 - b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

The Building Principal or designees shall have the authority to assign discipline to students and the right to impose a consequence on a student for conduct in school, away from school grounds, including on a school bus or at a school-sponsored function. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds. Consequences and remediation shall be handled in accordance with Policy and Regulation 5600.

1. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the student's violation of school rules. Repeated chronic or cumulative offenses may require more aggressive interventions and consequences. *All disciplinary measures should involve parent conferences with written notification.*

- A. Classroom level interventions and consequences. If these interventions are successful, referral to the school administrator may not be necessary. At least three (3) occurrences must be documented before proceeding to the next level.

Reinforcement of appropriate behavior
Re-Teach expectations and skills
Seat Change
Guided student resolution
Written reflection about incident
Loss of Privileges (Logical connection to behavior)

Reminder and/or redirection
Warning
Teacher conference with student
In-class time out and/or take a break
Parent contact



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- B. Teachers use the following interventions based on specific behavior or when Level A responses have not been effective. Parent involvement is desired. If these interventions are successful, a referral to an administrator may not be necessary.

| | |
|---|--|
| Confiscation of item | Supervised time-out outside of classroom |
| Phone call and/or letter to parent | Teacher conference with parent |
| Parent, student, and teacher contract | IR&S referral |
| Peer mediation | Conflict resolution with counselor |
| Mentoring | Class or Schedule Change |
| Parent accompany student to school or classes | Referral to Attendance Officer |
| | Referral to CST Case Manager |

- C. Office referral and documented parent notification required.

| | |
|---|--|
| Restorative discipline conference | Detention |
| Community Service | In-School Suspension (1/2 day or more) |
| Referral to CST/Support Staff | Behavior Progress Report |
| Suspension from bus | Referral to IR&S |
| Modification of IEP, Functional Behavior Assessment | Parent Conference with administrator and teacher |

- D. Office referral and documented parent notification required

| | |
|---|---|
| Suspension from school | Loss of bus privileges |
| Referral to SAC | Restricted activity |
| Referral to community based services | 30 day suspension from activities and sports |
| Referral to school counselor and/or social worker CST (if appropriate) | Community Service (volunteer work as a form of restitution) |

- E. Disciplinary action required - May have mandated consequences.
OFFICE REFERRAL REQUIRED - PARENT NOTIFICATION REQUIRED

| | |
|--|---|
| Suspension for 5-10 days | Referral to SAC |
| Referral to BOE Hearing for removal and reassignment to an alternative educational setting | Suspension from activities /sports for up to a year |

- F. Required referral for Hearing
OFFICE REFERRAL REQUIRED - PARENT NOTIFICATION REQUIRED
- Suspension for 10 days with recommendation to Board Hearing for removal from educational setting or expulsion.



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Please Note: Suspended students must be provided with educational services within 5 days of removal for disciplinary reasons. Provision must be made for students to make up academic work missed during the time of suspension.

CODE OF CONDUCT OFFENSES

Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

I. Offenses that Disrupt the Learning Environment

Attendance:

Unauthorized absence from class; unauthorized absence from school
May include, but not limited, unauthorized: Absence, Tardy, Cutting Classes & Departure

1st Offense: *Staff Conference with Student
Parent Notification*

2nd Offense: *Parent Conference with Disciplinarian/Administrator
In-School Suspension or Detention*

3rd Offense: *Referral to Attendance Officer for Absenteeism
Parent Conference with Disciplinarian/Attendance Officer/Administrator
Referral to School Support Services
Out of School Suspension
Referral to Community Resources
Possible School Based Administrative Hearing*

Disruptive Behavior:

Any disturbance or disruption that interferes with effective functioning staff, another student, a class, or another school activity. May include, but not limited to:

- Violation of classroom rules
- Profane/Vulgar words or actions
- Blatantly loud, disruptive, or offensive behavior
- Inappropriate contact and displays of affection towards another student
- Any behavior that disrupts the routine of school activities or work - District employee
- Loitering, Littering and Gambling

1st Offense: *Staff Conference with Student
Staff Conference with Parent
Referral to School Support Service Staff*



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2nd Offense: *Parent Conference with Disciplinarian/Administrator*
Detention
In-School Suspension
Loss of Privileges

3rd Offense: *Parent Conference with Disciplinarian/Administrator*
In-School or Out of School Suspensions
Referral to School Support Service Staff
School Based Administrative Hearing

Insubordination:

Verbal or nonverbal refusal to comply with established procedures and/or reasonable requests from school personnel, including refusal to identify oneself. Behaviors that disobey, undermine, or defy the lawful authority of a District employee or agent. May include, but is not limited to:

- Cheating, forgery and/or dishonesty
- Cell phone or electronic device misuse
- Safety violation
- District transportation violation
- Accomplice or conspirator
- Malicious statement, image, or website about staff or another student
- Failure to comply with given consequence
- Persistent failure to comply
- Inappropriate attire/Violation of Dress Code

1st Offense: *Staff Conference with Student*
Staff Conference with Parent
Referral to School Support Service Staff or Disciplinarian/Administrator

2nd Offense: *Parent Conference with Disciplinarian/Administrator*
Detention
In-School Suspension
Loss of Privileges

3rd Offense: *Parent Conference with Disciplinarian/Administrator*
In-School or Out of School Suspension
Loss of Privileges
Referral to Community Resources
School Based Administrative Hearing



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Offensive Materials:

To possess, view, display, including on a website, or attempt to access any material that is blatantly offensive, discriminatory, and/or inappropriate. May include, but is not limited to material that are:

- Pornographic
- Racist
- Sexually explicit
- Drug, Alcohol or Tobacco Related

1st Offense: *Staff Conference with Student
Staff Conference with Parent
Referral to School Support Service Staff or Disciplinarian/Administrator*

2nd Offense: *Parent Conference with Disciplinarian/Administrator
Detention
In-School Suspension
Loss of Privileges*

3rd Offense: *Parent Conference with Disciplinarian/Administrator
In-School or Out of School Suspension
Loss of Privileges
Referral to Community Resources
Referral to School Based Administrative Hearing*

Weapons:

Weapons includes but not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can readily assembled into a weapon, explosive devices, and imitation firearms. For the purpose of this policy “firearm” means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921 and Policy and Regulations 8467.

Any student who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, **which may include expulsion**. Any student or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be **immediately removed from the regular education program** and provided with an alternative program, pending a hearing before the Board of Education. Students



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convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. **Please see Policy and Regulations 8467 for the full policy.**

Threats:

Behavior, whether written (including text message, email, or internet posting) verbal or physical that is threatening against persons, groups, events or property related to school or school activities. May include, but not limited to:

- Threat of violence
- Threatening a prank

1st Offense: ***Staff conference with student***
 Loss of Privileges
 Referral to School Support Service Staff or Disciplinarian/Administrator
 No Contact Contract
 Law Enforcement Notification

2nd Offense: ***Parent conference***
 Loss of Privileges
 Referral to School Support Service Staff or Disciplinarian/Administrator
 Detention
 Referral to Community Resources
 No Contact Contract
 Law Enforcement Notification
 In-School or Out of School Suspension

3rd Offense: ***Parent conference with Disciplinarian/Administrator***
 In-School or Out of School Suspension
 Loss of Privileges
 No Contact Contract
 Referral to Community Resources
 Law Enforcement Notification
 Referral for School Based Administrative Hearing



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2nd Offense: *Parent Conference*
Loss of Privileges
Referral to School Support Service Staff & Disciplinarian/Administrator
No Contact Contract
In-School Suspension or Out-of-School Suspension
Detention
Implementation of Remediation Guidelines from Policy 5519
Referral to Community Resources
Law Enforcement Notification
Referral to School Based Administrative Hearing

3rd Offense: *Parent Conference*
Loss of Privileges
Referral to School Service Staff & Disciplinarian/Administrator
No Contact Contract
Out of School Suspension
Implementation of Remediation Guidelines from Policy 5519
Referral to Community Resources
Law Enforcement Notification
Referral to Central Office Administrative Hearing

II. Offenses Against Persons

Aggressive Behavior:

Careless, reckless, aggressive physical behavior directed toward another person that is entered into by mutual consent. May include but is not limited to:

- Hitting, Punching or Slapping
- Kicking, Tripping
- Shoving
- Attempting to Injure
- Horseplay/Play Fighting
- Mutual Combat

1st Offense: *Parent Conference*
In-School or Out of School Suspension
Referral to Disciplinarian/Administrator
Refer to Support Service Staff for Counseling
Possible Law Enforcement Notification

2nd Offense: *Parent Conference*
Out of School Suspension
Referral to Support Service Staff for Counseling
Referral to Community Resources



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*Referral for School Based Administrative Hearing
Possible Law Enforcement Notification*

3rd Offense: *Referral to Central Office Administrative Hearing*

Assault:

Non-mutual aggressive behavior; Attempts to cause or purposely, knowingly or RECKLESSLY causes bodily injury to another; or Negligently causes bodily injury to another with a deadly weapon; or Attempts by physical MENACE to put another in FEAR of imminent serious bodily injury. May include but not limited to:

- Sexual
- Physical
- Verbal

1st Offense: *Parent Conference
In-School or Out of School Suspension
Referral to Disciplinarian/Administrator
Refer to Support Service Staff for counseling
Possible Law Enforcement Notification*

2nd Offense: *Parent Conference
Out of School Suspension
Law Enforcement Notification
Referral to Support Service Staff for Counseling
Referral to Community Resources
Referral for School Based Administrative Hearing*

3rd Offense: *Central Office Administrative Hearing*

Assault with Weapons:

A student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately **removed from the school's general education program for a period not exceeding one calendar year** and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.



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If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available. ***Please see Policy and Regulations 5613 for the full policy.***

Harassment, Intimidation and Bullying (HIB):

Behavior, whether written (including text message, email or internet posting), verbal or physical, which serves to distress, threaten, demean, annoy, bully, intimidate, or torment another person as defined by the NJ Anti-Bullying Bill of Rights.

1st Offense: ***Parent Notification***
 HIB Investigation and Referral to BOE of Investigation Results
 In-School Suspension or Out of School Suspension
 Detention
 Counseling/Education by School ABS
 Possible Law Enforcement Notification
 Possible Referral to Community Resources

2nd Offense: ***Parent Notification***
 HIB Investigation and Referral to BOE of Investigation Results
 In-School Suspension or Out of School Suspension
 Counseling/ Education by School ABS
 Possible Law Enforcement Notification
 Referral to Community Resources

3rd Offense: ***Parent Notification***
 HIB Investigation & Referral to BOE of Investigation Results
 Referral to School Based or Central Office Administrative Hearing

Commission of Sexual Acts:

Consensual sexual act(s) between students on school property or school sponsored events.

1st Offense: ***Parent Conference***
 In-School or Out of School Suspension
 Referral to Support Service Staff
 Referral to Community Resources

2nd Offense: ***School Based Administrative Hearing***

3rd Offense: ***Central Office Administrative Hearing***



III. Offenses of Property

False Alarm and False Reporting:

Setting off fire alarm or reporting a fire to officials without a reasonable belief that a fire exists.

1st Offense: *Parent Conference
In-School or Out of School Suspension or Detention*

2nd Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Referral to School Based Administrative Hearing*

3rd Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Referral to Central Office Administrative Hearing*

Fire/Chemical:

Any act, or attempted act, of fire setting. To intentionally, knowingly, or recklessly mishandle, or inappropriately use, dangerous chemicals or any behavior that could or does result in the evacuation or lockdown of a school building, district facility, or bus.

1st Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Damage
Police Notification of Damage over \$100*

2nd Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Damage
Police Notification of Damage over \$100
Referral to School Based Administrative Hearing*

3rd Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Damage
Police Notification of Damage over \$100
Referral to Central Office Administrative Hearing*

Property Damages:

To damage property belonging to student, staff, agent or East Orange School District

1st Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Damage
Police Notification of Damage over \$100*



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2nd Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Damage
Police Notification of Damage over \$100
Referral to School Based Administrative Hearing*

3rd Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Damage
Police Notification of Damage over \$100
Referral to Central Office Administrative Hearing*

Theft:

Theft of property belonging to student, staff, agent or East Orange School District, or to be knowingly in possession or control of stolen property.

1st Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Theft
Police Notification of Theft over \$100*

2nd Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Theft
Police Notification of Theft over \$100
Referral to School Based Administrative Hearing*

3rd Offense: *Parent Conference
In-School or Out of School Suspension or Detention
Restitution of cost of Damage
Police Notification of Damage over \$100
Referral to Central Office Administrative Hearing*

Vehicle Misuse:

Using any vehicle on school grounds or at a District sponsored activity in a reckless or unsafe manner; to cause a disruption with any vehicle. Parking in an unauthorized location.

1st Offense: *Parent Conference
Suspension or Detention
Vehicle Towing
Police Notification of Criminal Activity Involvement, if applicable*

2nd Offense: *Parent Conference
Suspension or Detention
Vehicle Towing
Police Notification of Criminal Activity Involvement, if applicable
Referral to School Based Administrative Hearing*



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3rd Offense: *Parent Conference
Suspension or Detention
Vehicle Towing
Police Notification of Criminal Activity Involvement, if applicable
Referral to Central Office Administrative Hearing*

Criminal/Student Trespass:

Entering any District property or facility without proper authority; including during suspension or expulsion period. Trespassing is when a student knowingly or unknowingly is an East Orange School District are without legitimate purpose.

1st Offense: *Parent Conference
Referral to School/Community Resources*

2nd Offense: *Parent Conference
In or Out of School Suspension
Referral to School Community Resources
Police Notification
Referral to School Based Administrative Hearing*

3rd Offense: *Parent Conference
Police Notification
Out of School Suspension
Referral of Central Office Administrative Hearing*

Bomb Threat:

Possessing any device or substances with the ability or potential to explode in such a manner as to cause physical harm or alarm. The presence of such articles in a student's locker, automobile, purse, book bag, or similar container is considered to be possession by that student.

1st Offense: *Parent Conference with Building Administrator
Out of School Suspension
Referral to School/Community Support Services
Police Notification*

2nd Offense: *Parent Conference
Out of School Suspension
Referral to Central Office Administrative Hearing
Police Notification*

3rd Offense: *Parent Conference
Out of School Suspension
Police Notification
Referral to Central Office Administrative Hearing*



IV. Offenses Concerning Computer Misuse, Electronic, Devices and Accessories

Unauthorized (no consent by staff or agent) use of production of and transmission of Unauthorized Use of Electronic Devices:

Unauthorized Performances of the following:

- Recording(s)
- Picture(s)
- Texting
- Emailing
- Downloading
- Uploading
- Videoing
- Social Media
- Charging Devices

1st Offense: ***Use of the network only under direct supervision***
Suspension of network privileges
Revocation of network privileges
Suspension of computer privileges

2nd Offense: ***Use of the network only under direct supervision***
Suspension of network privileges
Revocation of network privileges
Suspension of computer privileges
Suspension from school

3rd Offense: ***Use of the network only under direct supervision***
Suspension of network privileges
Revocation of network privileges
Suspension of computer privileges
Suspension from school
Expulsion from school
Legal action and Prosecution by the Authorities

Computer Misuse:

Unauthorized of school computers and/or electronic devices and Wi-Fi as per East Orange Policy 5751 and 2361

1st Offense: ***Use of the network only under direct supervision***
Suspension of network privileges
Revocation of network privileges
Suspension of computer privileges



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2nd Offense: *Use of the network only under direct supervision*
Suspension of network privileges
Revocation of network privileges
Suspension of computer privileges
Suspension from school

3rd Offense: *Use of the network only under direct supervision*
Suspension of network privileges
Revocation of network privileges
Suspension of computer privileges
Suspension from school
Expulsion from school
Legal action and Prosecution by the Authorities

V. Tobacco, Alcohol and Drugs

Distribution, Possession of Prescription OTC, E-Cigarettes, Cigarettes, Pipes and Smoking Devices:

Possession, selling, buying, distributing, being under the influence of, or otherwise using alcohol; illegal or any unauthorized drugs as defined by but not necessarily limited to the Title 24 Controlled Dangerous Substances, NJS 24:21-1 to 45:1-32; includes look-alikes being represented as a controlled substance, and/or misuse of prescription or non-prescription drugs. Possessing any drug paraphernalia. May include, but is not limited to:

- Alcohol
- Illegal Drugs
- Prescription or OTC
- Pipes/Smoking Devices
- E-Cigarettes

1st Offense: *Parent Conference with Administrator and SAC*
Referral to SAC
*Referral for Substance Abuse Testing by SAC **within 24 hours***
*Out of School Suspension **pending test results***
School and/or Community Intervention based on Test Results

2nd Offense: *Parent Conference with Administrator and SAC*
Referral to SAC
*Referral for Substance Abuse Testing by SAC **within 24 hours***
Out of School Suspension
School and/or Community Intervention based on Test Results
Referral for School Based Administrative Hearing



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3rd Offense: *Parent Conference with Administrator and SAC*
Referral to SAC
Referral for Substance Abuse Testing by SAC within 24 hours
Out of School Suspension
School and/or Community Intervention based on Test Results
Referral for Central Office Administrative Hearing

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
 3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
 4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
 5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.
- I. Student Conduct Away from School Grounds
1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
 - a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
 - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.



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- c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.
2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct/**behavior report** to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct/**behavior**.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct/**behavior** is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records



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1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student 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), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, 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 the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform to the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.



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2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
 3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
 4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
 5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.
- N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Issued: 12 January 2010
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Adopted: 8 May 2012
Adopted: 10 September 2013
Adopted: 11 November 2014
Adopted: 13 October 2015
Adopted:



5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may



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include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 16A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the **New Jersey Student Learning** pursuant to N.J.A.C. 6A:8-3.1 et. seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C.6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5.
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 12 January 2010

Adopted: 14 October 2014

Adopted:



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R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but more than ten consecutive school days by providing for the following:

a. As soon as practicable, oral or written notice of charges to the student.

(1) When charges are denied, an explanation of the evidence forming the basis of the charges shall also be provided.

b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her the actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2. and 5.

(1) The informal hearing shall be conducted by a school administrator or designee;

(2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;

(3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and

(4) The informal hearing and the notice given may take place at the same time.

c. Oral or written notification to the student's parent of the removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:

(1) The specific charges;

(2) The facts on which the charges are based;



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- (3) The provision(s) of the student code of conduct the student is accused of violating;
 - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1 (c)3 and N.J.A.C. 6A:16-7.2; and
 - (5) The terms and conditions of the suspension.
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
 - e. Academic instruction, either in school or out of school that addresses the **New Jersey Student Learning Standards**.
 - (1) The student's academic instruction shall be provided within five school days of the suspension.
 - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
 - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
 2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
 3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.
 - B. Long-Term Suspensions
 1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:



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- a. Notification to the student of the charges, prior to the student's removal from school;
- b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
- c. Immediate notification to the student's parent of the student's removal from school;
- d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
- e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 16:7-3; and
 - (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3 (a)5iv subsequent to the removal of the student from his or her student's educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;



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- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)8;
- i. Either in or out of school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with of N.J.A.C. 6A:16-9 or 10.
 - (1) The student's educational services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education student based on the **New Jersey Student Learning** Standards and the following consideration:
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
 - (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
 - (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator or an impartial hearing officer for the purpose of determining facts or making recommendations.



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- (a) Before taking final action the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if there is a question of fact; and
 - (b) Present his or her own defense and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
- (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;
 - (4) Identification of the educational services to be provided to the student pursuant to above;
 - (5) The terms and conditions of the suspension; and
 - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.



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(1) A special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.

4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
 - a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make in consultation with the Superintendent, the final determination on:
 - a. When the student is prepared to return to the general education program;
 - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4 and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.



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- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
- a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

Issued: 12 January 2010

Issued: 14 October 2014

Issued:



5620 **EXPULSION**

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the **following**:

- 1. The** procedural due process rights set forth in N.J.A.C. 6A:16-7.1 (c)3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3;
- 2. An** appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
 - a.** The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 – **Program Criteria**; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 et seq. - Special Education, Programs **Options**, whichever are applicable; **or**
 - b.** The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.



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Expulsion

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14.

N.J.S.A. **18A:36A-9**; 18A:37-2; **18A:37-2a**; **18A:37-2b**
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 12 January 2010
Adopted: 14 October 2014
Adopted:



[See POLICY ALERT No. 212]

7424 BED BUGS

The Board of Education is concerned for students who may have bed bugs in their home with the potential for these students to bring bed bugs into the school building. Bed bugs can be transmitted from one location to another in backpacks, clothing, books, and other items. A bed bug infestation is unlikely in a school and the Board adopts this Policy as a proactive action to prevent infestation and to stop bed bugs from spreading within the school setting if a bed bug is transmitted into a school.

Bed bugs are parasitic insects that feed exclusively on blood and are mainly active at night, but are not exclusively nocturnal. A common bed bug prefers human blood and typically feeds on their hosts without being noticed. Bed bugs are not known to transmit disease, but cause reasonable distress and health concerns for many people. The presence of bed bugs in a home does not mean the home is unclean, bed bugs can be found in any home.

Bed bugs typically do not infest people as they hide during the day and come out during the night. Bed bugs are attracted to humans primarily by carbon dioxide, warmth, and by some chemicals. Bed bugs prefer exposed skin, preferably the face, neck, and arms of a sleeping person. Bed bug bites may lead to a range of skin manifestations from no visible effects to prominent blisters. The bite usually produces a swelling with no red spots, but when many bugs feed on a small area, reddish spots may appear after the swelling subsides. Effects also may include skin rashes, psychological effects, and allergic symptoms.

Any staff member who observes what may be bed bug bites on a student shall send the student to the school nurse. The school nurse shall examine the student to determine if there are any bed bugs present on the student or if the bites may be bed bug bites. The school nurse will inform the Principal and contact the student's parent on the results of the examination.

In the event the school nurse observes what appears to be a bed bug on the student or on the student's possessions, the school nurse will inform the Principal who will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present in the classroom area. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag and when finished the staff member shall seal the bag and discard it in a receptacle outside the school building.



If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

In the event the inspection determines bed bugs are in the school, the area(s) where bed bugs have been found or could be found will be treated by a licensed pest management professional.

The parent of any student who is found to have a live bed bug on them will be contacted by the school nurse and the parent will be required to pick-up their child to arrange for the child to return home to change clothes and to inspect any items the student brings to school. Upon the student's return to school, the student will be required to report to the school nurse who will examine the child and the child's possessions. If there are no signs of bed bugs on the student or in or on the student's possessions, the student will be able to resume their school day. The school nurse may determine to examine the child subsequent to their initial return to school to ensure the student and possessions are free of bed bugs. In the event the nurse finds live bed bugs on the student or in or on the student's possessions upon the student's initial return to school, or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed of the presence of bed bugs in an area of the school where their child may have been or is during the school day. This determination will be made on a case-by-case basis. Parents of other students may not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building. The school district will comply with all notification requirements and other requirements of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Any student suspected of having bed bugs in their home or on or in their possessions will be treated with discretion, dignity, and respect. The district will offer the student counseling, if needed. The Principal or designee will work sensitively with parents of any student living in an infested home to develop strategies for preventing the further spread of bed bugs.

Adopted:



[See POLICY ALERT No. 212]

R 7424 **BED BUGS**

The following procedures are established in implementation of Policy 7424 - Bed Bugs.

A. Observation of Possible Bed Bug Bites or Bed Bugs on a Student

1. A staff member who observes what he/she believes may be bed bug bites on a student or bed bugs on the student or in or on the student's possessions shall send the student to the school nurse.
2. The school nurse shall examine the student to determine if the student has bed bug bites or if there are any bed bugs present on the student or in or on the student's possessions.
3. If the school nurse determines the student does not have bed bug bites or bed bugs on them or in or on their possessions, the student will be returned to resume their school day.

B. Confirmation of Bed Bug Bites or Bed Bugs on a Student

1. If the school nurse believes the student has bed bug bites or finds bed bugs on the student or in or on the student's possessions, the school nurse will contact the Principal or designee.
2. The Principal or designee will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present.
3. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag.
4. When vacuuming is completed by district custodial staff, the staff member shall seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The vacuum will also be treated.



5. **The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.**

C. Inspection by Licensed Pest Management Professional

1. **If an inspection by the licensed pest management professional determines bed bugs are not present in the classroom(s) inspected, the school program shall resume use of the classroom(s) if the Principal previously decided the classroom(s) should not be occupied by staff or students.**
2. **If an inspection by the licensed pest management professional determines bed bugs are in the classroom(s), the area(s) will be treated by a licensed pest management professional. Any treatment shall be in accordance with the provisions of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.**

D. Communication with Student's Parent

1. **The school nurse will contact the student's parent on the results of the examination.**
2. **A parent of a student who is believed to have a live bed bug(s) on them or in or on their possessions will be required to arrange for their child to be picked-up from school to return home to change clothes and for the parent to inspect any possessions the student brings to school. The nurse may provide the parent with information regarding bed bugs.**

- a. **Upon the student's return to school after being sent home to change clothes and an inspection of their possessions they bring to school, the student will be required to report to the school nurse who will examine the child and the child's possessions before the child can resume the school day.**

- (1) **If there are no signs of bed bugs on the student or in or on the student's possessions upon being examined by the school nurse after the child returns to school, the student will be able to resume their school day.**



b. The school nurse may examine the student and the student's possessions subsequent to their initial return to school to ensure the student and possessions are free of bed bugs.

(1) In the event the nurse finds live bed bugs on the student or in or on the student's possession after the student's initial return to school or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.

3. A parent of a student who is believed to have bed bug bites, but no evidence of bed bugs on them or in or on their possessions, will be informed of such results and the student may be required to be examined by the school nurse subsequent to the initial examination to ensure bed bugs are not on the student or in or on their possessions they bring to school.

E. School Communications

1. The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed if bed bugs are found in an area of the school. This determination will be made on a case-by-case basis.

a. Parents of other students need not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building.

F. Compliance with Applicable Laws

1. The Principal or designee will ensure the school district complies with all notification requirements and any other legal requirements, including the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Issued:



[See POLICY ALERT No. 212]

7461 DISTRICT SUSTAINABILITY POLICY

Sustainability is defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. It considers the interrelationship of economic, social, and environmental factors that protect and enhance present and future quality of life.

The Board of Education desires to conduct its operations and make decisions with identified sustainability priorities that include at a minimum: protecting students, staff, and community from environmental harm; preparing students for the future by educating for sustainability (knowledge of concepts and practices of environmental, social, and economic responsibility and sustainability); and include an intent to preserve current and future resources.

The Board believes by incorporating sustainable practices into school policies and operations it can make an immediate impact on student health, academic performance, and teacher retention while decreasing operational costs and demands on natural resources.

The Superintendent of Schools will establish a School District Sustainability Committee to provide the Superintendent and the Board with information on the benefits of increased sustainability practices within the school district.

The Board wants to protect students, staff, school visitors, and community members from environmental harm and will strive to eliminate the use of potentially toxic and harmful substances; prepare students for the future by providing a high-quality education that support concepts and practices of environmental, social, and economic responsibility and sustainability; and preserving current and future resources by adopting practices in operations that balance environmental, social, and fiscal responsibility to protect and enhance the future quality of life.

[Optional - Select Any Additional Sustainability Policy Provisions to be Practiced in the School District

The Board of Education authorizes the following sustainability practices to be implemented within the schools of the district:



— Professional Development for Sustainability

Quality professional development of staff and Board members facilitates the effective transition to sustainability planning and practices for schools and school districts. Enhancing the knowledge of school personnel about the benefits and requirements of sustainability practices in a school setting increases the likelihood of a successful integration of sustainability into the school district's operations and promotes shared ownership of the outcomes.

The Board of Education will provide a minimum of two hours of time for professional development on sustainability topics to at least five members of the school district staff and/or members of the School District Sustainability Committee to include, but not be limited to, school Board members, district administrative staff members, teaching staff members, and support staff members.

The professional development for sustainability will provide a general understanding of the benefits of sustainable schools as well as specific information and guidance on undertaking some aspect of sustainability practices from planning to operations. The School District Sustainability Committee, Board members, district administrators, and other school staff members will work together to identify Board members and staff members that would benefit from training on sustainability topics. Training needs will be determined based on plans to maintain, implement, or expand sustainable practices in the school district.

Once the training needs have been identified, various professional development offerings will be reviewed and evaluated to determine the learning concepts that will be included, the educational methods that will be incorporated, and the professional skills that will be imparted. Professional development that incorporates sustainability concepts across subject areas in the teaching curriculum will be a key consideration, as educating for sustainability lays the foundation for sustainable thinking and practice among students, staff, and the broader community.

The school district may choose to train multiple staff members on a particular sustainability topic, either by hosting the training internally or by sending a group to an external training event such as a professional association meeting. Outside experts or internal staff with expertise in sustainability may also be utilized to provide the training. The training hours may also be completed through webinars, online courses, or workshops. Individual staff members or Board members may be trained in different sustainability topics as relevant to their official role in the school district.



The school district will maintain sustainability training documentation that identifies the names and position of the individuals receiving training (groups of five individuals are recommended), along with the following course information: date, instructor or course provider, course description or syllabus, and course length. Course training times exclude time for breaks and meals from the two-hour training requirement. The two hour training requirement does not have to be completed at a single event. For example, two one-hour training sessions or three forty-five minute sessions would meet the time requirement. The training hours must have occurred in the twenty-four months prior to submission for Sustainable Jersey for Schools certification, if such certification is desired.

Qualifying training includes courses or workshops on a topic related to sustainability in schools, from leadership, planning, policy, and curriculum development to teaching, enrichment, food service, transportation, and facilities management.

— Green Purchasing Policy

Green purchasing, also known as Environmentally Preferable Purchasing (EPP), is the coordinated purchasing of goods and services to minimize impacts on human health and the natural environment. Alternatives exist for many products used by schools that are less hazardous, save energy and water, and reduce waste.

A simple first step will be for the school district to purchase as many products as possible made from recycled content that are themselves recyclable. Green purchasing moves beyond recycled materials and also takes into consideration the raw materials, including energy and water, used to manufacture products; the production process itself; the packaging and distribution method; and the distance of transport and proximity of production.

The School Business Administrator/Board Secretary or designee will provide an outline of the standards and procedures for selecting products based on environmental criteria. The specific standards and guidelines for selecting products will be based on established environmental criteria, as well as promote the adoption of this Policy to district staff members. The district will attempt to purchase, in accordance with the provisions of applicable purchasing laws: green cleaning supplies; green cleaning equipment; recycled paper; energy efficient appliances; and/or equipment purchases and green cleaning training.



___ Classroom Chemical Purchase, Storage, and Disposal Policy

The Board of Education requires outdated chemicals used in the school district as part of the school district's Chemical Hygiene Plan are routinely removed from school grounds and future purchases will attempt to curtail or eliminate storage of unneeded chemicals. The School Business Administrator/Board Secretary will coordinate a lab clean-out and clean-out of outdated and unneeded chemicals every eighteen months.

Classroom chemical purchase, storage, and disposal will be in accordance with Board of Education Policy 7420 - Hygienic Management and Regulation 7420.2 - Chemical Hygiene that is in accordance with Federal and State law.

___ Green Cleaning Policy and Plan

A well-designed Green Cleaning Program developed by the School Business Administrator/Board Secretary or designee will be designed to reduce harmful chemical exposure and yield positive benefits for students, custodial staff, administrators, teachers, and the environment by protecting the environment; providing a healthy learning and work environment; increasing the lifespan of facilities; and protecting the health of custodial, maintenance, and building staff.

This Policy incorporates recommendations from the district's Green Cleaning Plan which will commit to procuring and using green cleaning products and green equipment, support training for custodial and maintenance staff, and describe efforts to evaluate and monitor progress. This Green Cleaning Policy will be shared with the administration, school staff members, and the broader school community. Before adopting this Green Cleaning Policy, the district will develop a Green Cleaning Plan or Green Cleaning Action Plan that will inform the Policy and support an effective program.

The school district's Green Cleaning Program will incorporate green cleaning products and equipment as well as staff training; engage parents, students, and school organizations in the program implementation; and follow a comprehensive plan that articulates strategies for key building areas including classrooms, kitchens, gymnasiums, offices, and entry systems. In addition to the use of Green Cleaning products, the district's Green Cleaning Program will incorporate technologies like microfiber cloths to reduce the use of cleaning chemicals and HEPA-filtered vacuum cleaners to promote healthy indoor air quality.



The School Business Administrator/Board Secretary or designee will establish a District Green Cleaning workgroup that includes administrators, facility manager, custodial and maintenance staff, teachers, school nurses, support staff, parents, and Green Team members, as well as other individuals interested in Green Cleaning to familiarize the team with Green Cleaning Program components, including Green Cleaning supplies and equipment, as well as the relationship to indoor air quality, chemical exposure, and cost-saving opportunities.

The development of the district's Green Cleaning Plan or Green Cleaning Action Plan will consider the following steps:

- 1. Complete building cleaning assessments by collecting facility and occupant information, and historical program strengths or weaknesses.**
- 2. Create an inventory of custodial cleaning products and mechanical and non-mechanical equipment, and determine if they meet Green Cleaning standards.**
- 3. Assess staff training and identify training needs and program resources available to support training. Determine how existing policies and procedures can be modified to utilize the wide range of Green Cleaning techniques and concurrently meet accepted levels of clean for specific areas of the facility.**
- 4. Develop a plan with goals and strategies for cleaning procedures, Green Cleaning supplies, Green Cleaning equipment, and building facility enhancements (like expanded use and maintenance of walk-off mats at entrances). Benchmarks to guide the transition to Green Cleaning are critical due to training, product sourcing, and purchasing and staffing considerations.**
- 5. Identify the Green Cleaning standards that will be used to purchase Green Cleaning equipment, non-mechanical equipment, and Green Cleaning custodial supplies. Possible standards include, but are not limited to:**
 - a. Carpet and Rug Institute, Green Vacuum Cleaner Standards.**



— Promoting Physical Activity

In addition to high-quality physical education classes in the school district taught by certified and well-supported physical education teachers, multiple opportunities exist before, during, and after school to enable young people to achieve the U.S. Department of Health and Human Services' recommended sixty minutes of physical activity per day. They include: recess, physical activity breaks, before and after school programs, and the use of school facilities outside school hours.

The Healthy, Hunger-Free Kids Act of 2010 requires every school district that participates in Federal school meals programs to have a local school Wellness Policy that includes goals for physical activity. The Board of Education has adopted Policy 8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods to meet this requirement. The Board of Education promotes a comprehensive school-based physical activity program in accordance with Board policy that will permit students to safely walk to and from school, to ride bicycles to and from school, and some of the activities and programs listed below to promote physical activities:

1. **Recess:** The district will provide a recess period on most school days for Kindergarten through fifth grade students;
2. **Physical Activity Breaks:** Teachers may periodically conduct three to five minute "physical activity breaks" or "brain energizers" and incorporate physical activity into academic lessons to help improve student performance and on-task behavior;
3. **Before and After School Programs:** Elementary and Middle Schools in the district will attempt to offer a minimum of two types of extracurricular programs that provide students with opportunities for physical activity beyond school hours. A high school will offer additional extracurricular programs that provide students with opportunities for physical activity beyond school hours;
4. **If the district offers a before and/or after school student care program for children, either directly or through a contractor, such programs shall incorporate physical activity as a component of the daily schedule;**



5. **Intramural sports, which are organized sports that often emphasize fun as well as competition and involve students from the school of all skill levels who may not want to participate in an interscholastic sport;**
6. **Physical activity clubs that allow students to pursue specific interests or explore new activities;**
7. **Use of School Facilities Outside School Hours: The district may, in accordance with Board Policy, allow for the joint use of school facilities by community recreation programs offered by municipal or parks and recreation commissions, outside agencies, and/or youth-serving organizations on evenings, weekends, and during breaks in the school calendar.**

Safe Routes to School

Safe Routes to School is a nationwide movement aimed at encouraging elementary and middle school students to walk or bicycle to school. The goal of New Jersey's Safe Routes to School initiative is to get children walking and bicycling to school where it is safe and to make it safe where it is not safe. In support of this initiative, the Board has adopted Policy 8505 - Local Wellness Policy/Nutrient Standards for Meals and Other Foods, Policy 8600 - Transportation, and Policy 5514 - Student Use of Vehicles. The Board of Education and the administration will collaborate with municipal, county or State transportation, land-use planning, law enforcement, and other agencies to plan, construct, and encourage the use of safe, accessible, and convenient pedestrian and bicycle routes to and from school.

The Board recognizes the benefits of students walking or riding a bicycle to school on a safe route. Understanding there may not be a safe walking or biking route to and from school for every student, this physical activity for a student is both mentally and physically beneficial.

Students walking and riding a bicycle to school will be required to comply with Board policies, all safety and school rules, and regulations. A list of conditions explaining the rules and expectations of the student and parent will be provided by the Principal or designee.]



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District Sustainability Policy

The Board of Education will post this Policy on the school district website along with samples of the district's outreach activities to staff, students, and parents notifying them of the Policy adoption. Outreach activities/materials will include district newsletter articles, email blasts, presentations/announcements at Board of Education or district-wide staff meetings, and other public events.

DRAFT

Adopted:



R 8420.7 **LOCKDOWN PROCEDURES**

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. The following procedures shall be enacted during a lockdown which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.

A. Procedures in the Event it is Determined a Lockdown is Warranted

1. The Principal and/or designee will immediately:
 - a. Inform the Superintendent of Schools;
 - b. Contact the law enforcement;
 - c. Deactivate the fire alarm pull stations with disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and
 - d. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene
2. The Principal and/or designee will also:
 - a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;
 - b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;
 - c. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and
 - d. Will allow local law enforcement officials to control the scene upon their arrival.



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Lockdown Procedures

3. School staff members, upon receiving notice the school needs to be in a lockdown situation, will:
 - a. Turn off all lights, close blinds/shades and turn off electronic equipment;
 - b. Instruct students to be absolutely quiet and discourage the individual use of cellular telephones;
 - c. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;
 - d. Close and lock doors and windows from inside the room, if possible;
 - e. Secure all staff, students and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking, and other non-classroom areas without risking their own safety or the safety of others already secure;
 - f. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and
 - g. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.
4. Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any students in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.
5. Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.
6. Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.
7. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.



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Lockdown Procedures

B. Procedures After Lockdown Situation is Brought Under Control

1. After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.
2. Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.
3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.
4. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.
5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.

These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education - 2010

Issued: 12 January 2010

Issued: 8 February 2011

Issued:



8431 PREPAREDNESS FOR TOXIC HAZARD

The Board of Education is concerned for the safety of the students and staff members assigned to district schools and will take reasonable steps to protect students and staff members from hazards that may result from industrial accidents beyond the control of school officials.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will, in accordance with procedures prepared by the Superintendent, identify potential sources of toxic hazard and develop a plan that includes preventive and remedial measures to be followed in the event students and staff members are exposed to a toxic hazard. The plan will also include a system for the periodic evaluation of school environments.

The THP Officer will enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard. The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

The plan for toxic hazard preparedness developed by the THP Officer and approved by this Board will be disseminated to the public. Teaching staff members will be instructed in the specific measures to be taken when toxic hazard is present and in the recognition of toxic hazards in the environment. A teaching staff member who detects a toxic hazard in school shall immediately notify the school Principal and the school nurse or, in the absence of either, the person authorized to perform that office.

Nothing in this policy should be construed in any way as an assumption of liability by the Board of Education for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

N.J.S.A. 13:1K-19 et seq.
N.J.S.A. 34:5A-1 et seq.
N.J.A.C. 6A:16-1.4
N.J.A.C. 7:1G-2.1
N.J.A.C. 8:59-1.4

Adopted: 12 January 2010



R 8431 **TOXIC HAZARD PREPAREDNESS PROGRAM**

The following procedures are established to guide the Toxic Catastrophe Preparedness Officer in the implementation of Policy No. 8431.

1. The Toxic Hazard Preparedness (THP) Officer should obtain municipal tax maps of the area within the survey zone and mark on the maps the location of each facility that is potentially dangerous: chemical plants, waste treatment plants, industrial plants, dumps, storage yards, hazardous waste disposal sites, and so forth.
2. The THP Officer should contact county health departments and the fire and police departments in municipalities within the survey zone to determine which, if any, have completed a plan for emergency response to industrial accidents.
3. The THP Officer should contact the county health department and local fire and police departments and solicit their cooperation in determining the facilities that may pose a danger to one or more district schools.
4. The THP officer may obtain information regarding compliance with the Worker and Community Right to Know Act by calling 609-984-3219. Information regarding compliance with the Toxic Catastrophe Prevention Act may be obtained by calling the project office at 609-984-3641. A copy of a facility's environmental survey may be requested by written request to:

New Jersey Department of
Environmental Protection
401 East State Street
Trenton, New Jersey 08625
5. The THP Officer should visit each of the facilities identified and attempt to enlist the aid of the plant manager. Without suggesting that the plant is mismanaged or a threat to the community, the THP officer should seek the plant manager's cooperation in:
 - a. Notifying immediately the district central office and, if appropriate, the Principal of one or more schools in the event of an accident that might adversely affect students and staff members;
 - b. Suggesting appropriate measures to be taken in response to an accident;



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Toxic Hazard Preparedness Program

- c. Suggesting appropriate emergency equipment and supplies that should be kept on hand in the school nurse's office for use in the event of an industrial accident; and
 - d. Training the district nursing staff in coping with the consequences of exposure to a hazardous substance.
6. The THP Officer shall request local fire and police officers to notify school officials immediately in the event of an industrial accident known to them which might adversely affect students and school staff members. The THP Officer shall also request the aid of fire and police officers as circumstances dictate.
7. The THP Officer will assist the Superintendent in planning and implementing an in-service program to train school district employees in recognizing a toxic condition and responding properly to the hazard.

Issued: 12 January 2010



8470 RESPONSE TO CONCERTED JOB ACTION

In the event of a job action, administrators must remember that they are employees of the Board of Education. The professional obligation of administrators is to carry out all legal mandates issued by the Board of Education during a teacher job action or teacher strike.

A. Pre-strike Planning

Principal must:

1. Establish a manageable, meaningful communication system with head custodian, Assistant Principals and other key school building and central office personnel to develop a specific strike-basis communication system. Principals must develop both an internal and external communication system, and limit the use of written communications to the most essential items. What is put in writing can be used by strikers to incite further job action;
2. Develop alternative plans for continuing the educational program; prepare to collapse and coordinate programs and positions in a smooth, orderly fashion;
3. Prepare a set of written instructions for each substitute teacher outlining in detail expectations of their performance during the strike;
4. Prepare and keep under lock and key reserve copies of curriculum guides, teachers' manuals, instructional materials, class lists, and room keys for distribution to substitute teachers;
5. Work closely with custodial, **security** staff and others in establishing a building security system;
6. Make certain that all audiovisual equipment, **technology**, teaching aids, supplies, and films are in proper working order and secure. Provide extra replacement equipment parts such as lamp bulbs, lenses, etc., that staff may attempt to remove from the building;
7. Just prior to a strike/job action bring support staff (custodians, secretaries, **teacher assistants, paraprofessionals, security staff and lunch aides** etc.) together and share with them expectations of their behavior;



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Response to Concerted Job Action

8. When it appears that negotiations will in fact break down, begin bringing professional staff together to outline plans for keeping the school open and the educational program operative;

Indicate that, should a strike be called, support staff, administrators, and substitute teachers will be used to the fullest extent possible to maintain the education program;

Teachers not wishing to strike should be encouraged to pursue the path of action deemed most appropriate to them. Each individual in our democratic society has freedom of choice and our schools have a responsibility to society.

B. Strike Period

Principals must:

1. Maintain as **rigorous** and full an educational program as possible and insist that non-striking teachers, substitutes, **support staff**, and others in the classrooms provide for a quality learning experience; avoid as much as possible "baby-sitting" service, and other relatively non-productive activities;
2. Set into motion the pre-planned communications system; keep parent(s), students, and the larger community informed of school hours and report immediately any changes as they develop;
3. Become as visible as possible;
4. Be prepared to deal with the tremendous pressure being exerted by the striking forces against those teachers who are working;
5. Report to school early and remain in the building until all others have left and the picket lines have disbanded for the day;
6. Provide for the safety of all concerned; report immediately to the Superintendent's office and police, if warranted, any threats or actual acts of physical violence;
7. Be careful of what he/she says to whom he/she says it, and how he/she says it.



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Response to Concerted Job Action

C. Post Strike

The period immediately following a strike can be the most difficult in terms of relationships between the organization's members. The administrator is the key to bringing the staff back together.

Principals must:

1. Maintain and modify communication systems to include the returning teachers. It is particularly important that the returning teachers know they can communicate up, down, and through the organization's communication system;
2. Design reunification of the staff;
3. Become completely familiar with and respect the negotiated contract; study the finalized contract carefully and seek clarification if necessary;
4. Be accessible to all teachers. Many striking teachers will want to have someone they can talk to.

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

Adopted: 12 January 2010

Adopted:



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Strike Emergencies

R 8470 STRIKE EMERGENCIES

- A. Strike Preparedness
- B. Daily Activities During a Strike
- C. Verification of Staff Absences
- D. Recruitment and Appointment of Substitute Teachers
- E. Duties of Substitute Teachers
- F. Student Transportation During a Strike

These regulations will be distributed to staff members as required by the Superintendent.

These regulations are to be considered confidential and must be secured by the staff member to whom they have been distributed, except that excerpts may be copied for the use of other staff members assigned to the maintenance of district operations. Each responsible administrator must be thoroughly familiar with the regulations for strike emergencies.

- A. Strike Preparedness
 - 1. A team will be established to gather and assess information regarding the possibility of a strike and the impact of any potential strike on district operations. The team will include appointed administrators and other reliable staff members. Team size and membership will depend on the size and polarization of the faculty. The team will be directed to:
 - a. Gather information from employees, association representatives, the central office **administration**, and other reliable sources;
 - b. Inquire into the experience of administrators in neighboring school districts in which strikes have occurred;
 - c. Evaluate strike and prestrike activities carefully;
 - d. Anticipate the degree of strike participation and preparation by both teaching and support staff members;
 - e. Anticipate the nature and extent of support that nonstriking employees will provide to striking employees;



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Strike Emergencies

- f. Anticipate acts of sabotage that might be perpetrated by striking employees, such as the withholding of roll books and keys, the removal of fuses from audio-visual equipment, the locking of **cabinets and desks**, the disabling of district-**owned technology** and the removal of lesson plans.
2. Based on information gathered and assessed by the team, the administration will develop counter measures for anticipated problems; such measures may include, but need not be limited to:
 - a. Establishing criteria for a minimum day schedule;
 - b. An alternate method for taking student attendance;
 - c. The means of foiling potential acts of sabotage;
 - d. The frustration of attempts by striking employees to influence students to stay home and to intimidate teachers coming to school;
 - e. The use of unlisted, unmarked telephones, walkie-talkies, pay telephones, parents' telephones, and messengers; and
 - f. The means of defusing confrontations between striking and **non-striking** employees.
3. If a strike is anticipated, Principals will take steps to prepare for the continual operation of the facility and delivery of instructional services. Principals should:
 - a. Ensure that there are at least two copies of the current curriculum guide for each subject and/or grade available in the office or other appropriate location;
 - b. Ensure that substitute teacher **plans** are up-to-date and provided with all necessary materials;
 - c. Establish alternate pickup points for students for the use of bus drivers; and



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Strike Emergencies

- d. Prepare information to assist substitutes by requiring each teacher to complete a form that includes the:
 - (1) Names and subjects of neighboring teachers **(within the building)**;
 - (2) Names of two or three responsible students in each section;
 - (3) Location in the room of the regular roll book, regular seating chart, paper and pencils, commonly used texts, various report forms, frequently used supplies, etc.;
 - (4) Supervision and extra-curricular duties performed by the teacher;
 - (5) Names of any students who might **exhibit challenging behavior**; and
 - (6) Information on class routines **and** rules that **must** be followed.

4. Administrators and all nonstriking employees should be made aware that striking employees may use unorthodox and shocking methods in their efforts to sway the administration and the Board and to garner public support. Experience in other school districts has shown that lies, sabotage, threats, and harassments can be expected. Nonetheless, the conduct of administrators and nonstriking employees must at all times be legal and meet high ethical and professional standards.

B. Daily Activities During a Strike

1. Principals are responsible for the operation of their school during a strike emergency. It will be assumed that the **Assistant Principal, if applicable, or another appropriately certified staff member**, is designated to act in the Principal's absence unless the Principal informs the Superintendent to the contrary.
2. During a strike, district operations will be centralized in the Superintendent's office.
3. Principals will be provided with the following special supplies for use as necessary during a strike:
 - a. Light switch keys and keys for other locks not operable by the Principal's master key and sets of keys to open classroom doors, desks, files, and **cabinets**;



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- b. A diagram showing all shut-off valves for water, gas, and electricity;
- c. An emergency kit to be stored in a secure place and available only to the Principal and the **Assistant** Principal. As a minimum, the kit will contain:
 - (1) Bolt cutters,
 - (2) A bull horn,
 - (3) An emergency first aid kit, and
 - (4) Items necessary for the use **technology** such as bulbs, fuses, and heavy duty extension cords.
- 4. On every school day of the emergency Principals will:
 - a. Report to school one and one-half hours before the start of classes and assign at least one custodian and one secretary to report in at this time;
 - b. Inform the Superintendent of any changes in substitute requirements in teaching or support staff;
 - c. Be present at the picket line when employees are entering or leaving school;
 - d. If too few cafeteria workers report to provide normal service, decide promptly, in consultation with the Superintendent, whether to close the cafeteria, provide limited service with available cafeteria staff, or provide lunch by a catering service;
 - e. Report attendance of students and staff to the **Assistant Superintendent of Operations, Compliance and Educational Support Services**;
 - f. Document all incidents and absences;
 - g. Meet briefly each day with nonstriking employees to update them on activities;



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- h. Meet/**converse** daily with the Superintendent; and
 - i. Submit a Daily Building Report to the Superintendent.
5. The Principal is responsible for the security of all school building keys, which should be kept in a locked place. Keys for substitutes should be carefully checked in and out daily. Lost keys must be reported immediately to the Supervisor of Safety.
6. The Principal will instruct strikers or disrupters who attempt to enter school grounds or harass students and employees that they are participating in an illegal activity. Such strikers and disrupters should be asked to leave the school grounds. Strikers and disrupters shall not be offered refreshments of any kind or allowed the use of school rest rooms.
7. The Principal will summon law enforcement officials directly in the event of a dire and immediate emergency. All other requests for help should be directed through the **Central Office administration**.
8. The Principal will notify the **Manager of Facilities** directly if any part of the school facility requires immediate attention or emergency repair.
9. The continuity of the instructional program is of paramount importance; administrators should avoid being supportive of strikers and strongly support all staff members who are working to keep the schools open.
10. The Principal shall prepare a simple straightforward statement for release to the press. A sample statement follows:

The _____ School is currently open and classes are being held for all grades with professional staff members, both regular and substitute. We believe that teachers who desire to teach should be entitled to do so and that students who desire to come to school and learn are also entitled to do so. We will keep the school open as long as we can provide a safe environment. Parent(s) are encouraged to contact the school for information and may do so by calling the designated telephone number. The _____ School will be operating on schedule until further notice. Parent(s) are welcome to visit the school at any time and their assistance during this emergency situation will be appreciated.



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11. The Principal will forthrightly answer questions of the press related to the specific situation at his/her school. Any such answers must be confined to the facts and specifics of the situation and must not include opinions, subjective information, or rumors. A question that calls for a subjective assessment should be deflected and the questioner referred to the Superintendent for additional information. The following examples are illustrative.
 - a. Question: "Is there picketing at your school?"
Answer: "Yes" or "No".
 - b. Question: "How extensive is the picketing?"
Answer: " _____ (correct number) pickets are at the front entrance and _____ (correct number) are at the side entrance."
 - c. Question: "Do you anticipate trouble?" or "What kind of mood are they in?"
Answer: "I do not care to assess the situation; I refer you to the **Superintendent's Office** for further information."
12. The Principal shall assume responsibility for opening and securing the school when custodial help is not available.
 - a. All doors and windows must be secured and school rooms left lighted at night with blinds open.
 - b. Student records, keys, substitute folders, and audio-visual equipment **and technology** should be secured.
13. During the strike emergency the following standing orders will prevail:
 - a. **Secretaries** at all schools will be placed on an eight hour day with the last shift ending at 4:00 p.m.
 - b. Custodians will be on duty around-the-clock.



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C. Verification of Staff Absences

1. During a strike emergency only sick leave and personal emergency leave will be authorized. The Superintendent **or his/her designee** will authorize employee absences when he/she determines that the disability or personal emergency claimed by a staff member would have warranted the employee's absence under normal conditions.
2. Any employee absence occurring during the period of the strike must be substantiated by a physician's certification or other authenticating documentation acceptable to the Superintendent **or his/her designee**. If the Superintendent **or his/her designee** believes that the documentation offered by the employee is questionable, he/she may require that the employee submit to an examination by the school medical inspector to verify a claim of disability or submit additional verification of a claimed personal emergency.
3. Each unauthorized absence will result in full deduction of one day's salary for each day of absence.
4. It shall be assumed that an employee absent the first or any succeeding day of a strike will be absent the next day and each subsequent day, unless the employee reports his/her intention to return to work, by telephone call to the Principal no later than 4:00 p.m. of the day preceding the anticipated return day.
5. If an absent employee returns to work during the strike period, but fails to inform the district in accordance with **section ¶C4 of these regulations** and a substitute teacher has been hired to fill the position, the returning teacher will not be allowed to perform his/her duties and will not be paid for that day.

D. Recruitment and Appointment of Substitutes

1. Substitutes shall be recruited and appointed by the district.
2. Candidates for appointment as substitutes may be assigned numbers, rather than named, for their inclusion in lists and other documents distributed to callers and other administrators.



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3. **Substitutes will be contacted via district telephones.** If district telephones have been made inoperable, administrators will communicate with the centralized office and one another by walkie-talkie **or his/her district cell phone.**
 4. If the first day of the strike can be anticipated, all available substitutes will be called on the day prior to the first day of the strike and will be requested to report to specific schools the following morning. The Principal in each school will report any shortage or over-assignment of substitutes at his/her school to the **Division of Labor Relations and Employment Services** in the morning. Any necessary adjustments will be made as soon as possible.
 5. On an unanticipated first day, available substitutes shall be called and assigned as quickly as possible and will be asked to report to school promptly. The Principal in each school will report any shortage or over-assignment of substitutes at his/her school to the **Division of Labor Relations and Employment Services** and any necessary adjustments will be made.
 6. On all subsequent strike days,
 - a. Each Principal will call the **Division of Labor Relations and Employment Services** with a request for substitutes as soon as he/she can assess employee absences for the following day. The request will include the names of absent teachers, the subjects to be covered, reason for absences, and the approximate length of absence.
 - b. When the list of substitutes is exhausted, the Principals **will be notified** that any vacancies cannot be filled.
 7. **Non-striking** professional employees not regularly assigned to classrooms, such as administrators, educational services personnel, and traveling teachers, may be assigned to substitute for absent classroom teachers.
- E. Duties of Substitute Teachers
1. Substitutes are responsible for covering all regularly scheduled activities of the classroom teacher including homeroom, study hall, detention hall, and cafeteria supervision, unless specifically relieved of these duties by the Principal. Substitutes will not be required to carry out extra-curricular responsibilities of the classroom teacher. Every effort shall be made to continue the regular instructional program, including the assignment of homework.



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2. Substitutes should report to the Principal's office thirty minutes before homeroom starts and must remain in the school building until the end of the school day unless given permission to leave by the Principal.
 3. Substitutes will carefully record student attendance. If regular roll sheets or seating charts are not available, substitutes will use a temporary roll sheet and seating chart for the duration of the strike.
 4. Substitutes shall make a list of all assignments **given** and shall properly identify all written work done by students.
 5. The name of any uncooperative or disruptive student should be left for the classroom teacher along with a description of the student's conduct.
 6. At the end of the school day, substitutes shall return to the Principal their substitute folders, keys, texts, materials, roll books, and seating charts.
 7. Substitutes shall refrain from discussing the strike during class periods and in the presence of students.
 8. Substitutes will check with the office at the end of the day to determine if the regular teacher will return to service the following day.
 9. Substitutes are cautioned not to release their home telephone number to anyone who requests it. Such requests should be referred to the Superintendent's office.
- F. Student Transportation During a Strike
1. Bus drivers are expected to continue to perform their assigned duties during a strike emergency. Parent(s) will be told to expect bus service. Scheduled field trips will be conducted if an adequate number of staff is available.
 2. In the event that district drivers do not report or do not perform their duties as scheduled, alternate busing will be arranged by the School Business Administrator/Board Secretary with private charter lines.
 3. If the school building is picketed, alternate pickup points will be established by the Principal, in consultation with bus drivers, so that students are not required to cross lines.



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4. If a minimum day is declared, an effort will be made to have buses report at the early **dismissal** time. If this cannot be done on short notice, bused students will be kept in the school until the bus arrives. In anticipation of a minimum day, an alternate bus schedule will be prepared by the **Asst. Superintendent of Operations, Compliance and education**.

Issued: 12 January 2010

Issued:



8500 FOOD SERVICES

The Board of Education recognizes the midday meal as an important part of each student's school day. The Superintendent shall ensure a wholesome, nutritious food services program in the district and one which reinforces the concepts of nutrition education as taught in the classrooms of this district.

The Board shall provide food service facilities for the consumption of food on school premises. All students not expressly excused by the Principal shall be expected to remain at school for lunch.

The operation and supervision of the food services program shall be the responsibility of the School Business Administrator/Board Secretary.

The district shall participate in the Federal Child Nutrition Program.

The Food Service Program shall be operated on a nonprofit basis. All moneys derived from the operation, maintenance, or sponsorship of the food service facilities shall be deposited in the Food Service Account. The net cash resources of the food service account may not exceed three months' operating cost. A periodic review of the food service account shall be made by the School Business Administrator/Board Secretary. Any surplus funds shall be used to reduce the cost of the service to students or to purchase cafeteria equipment.

The Superintendent shall ensure the maintenance of sanitary, neat premises, free from fire and health hazards, for the preparation and consumption of food and the safekeeping and storage of food and food equipment in strict compliance with regulations of the New Jersey State Department of Health.

N.J.S.A. 18A:18A-42.1; 18A:33-3 et seq.; 18A:58-7.1

N.J.A.C. 6A:23-2.6 et seq.

N.J.A.C. 8:24-2.1 through 7.5

Adopted: 12 January 2010



8505 **LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS**

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
 - c. The Principal or **School Wellness Policy Coordinator** will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.



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- d. Food service staff, in consultation with the Principal or **School Wellness Policy Coordinator**, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
 - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
 - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal or **School Wellness Policy Coordinator** will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
 - b. The Principal or **School Wellness Policy Coordinator** will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
 - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items **and for students to make informed choices about nutrition, health and physical activity.**
3. Goals for Physical Activity
- a. The following activities will be coordinated in each elementary school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.



- (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
 - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
 - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
 - (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.
- b. The following activities will be coordinated in each middle school in the district:
- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
- c. The following activities will be coordinated in each high school in the district:



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- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
4. Goals for Other School-Based Activities - The following activities will be coordinated in the district:
- a. **The district will establish a District Wellness Committee (DWC). The DWC will:**
 - (1) **Be** comprised of **a** Principal, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, at least one food service staff member **representing all school levels in the district, and the District Wellness Policy Coordinator; and.**
 - (2) **Meet at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.**
 - b. The Principal or **School Wellness Policy Coordinator** will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
 - c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's **Principal and/or School Wellness Policy Coordinator.**



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- d. The Principal **and/or School Wellness Policy Coordinator** will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
5. Annual School Progress Report
 - a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the **School Wellness Policy Coordinator** in an Annual School Progress Report provided to the Superintendent of Schools before **May 1**.
 - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
 6. Annual District Summary Progress Report
 - a. Upon receiving the Annual School Progress Report from each school, the **School Wellness Policy Coordinator** will compile an Annual District Summary Progress Report to be presented to the **Superintendent and** Board of Education at a public meeting before **May 30** the beginning of the **current** school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.
 - b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.
 7. Additional Wellness Policy Goals
 - a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.
- B. Nutrition Guidelines for All Foods and Beverages



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Local Wellness Policy/Nutrient Standards for Meals and Other Foods

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the **Smart Snacks** in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food **or beverages** sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA **and a smart snack calculator shall be on file in each school for each product sold.**
 2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for **appropriate grade level.** Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
 3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be **pre-approved by** the Principal or **School Wellness Policy Coordinator.**
- C. District Coordinator
1. **The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.**
 2. **The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.**
 3. **The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.**



- a. **The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.**

D. Wellness Policy Assessment

1. **The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.**
2. **The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.**

E. Records

1. **The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:**
 - a. **The Board-approved Wellness Policy;**
 - b. **Documentation demonstrating the Policy has been made available to the public;**
 - c. **Documentation of the efforts made in the school district to review and update the Policy;**
 - d. **Documentation demonstrating compliance with the annual public notification requirements;**
 - e. **Documentation demonstrating the most recent assessment on Policy implementation; and**



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f. **Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.**

F. Publication/Dissemination

This Policy **and Assessment** will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 12 January 2010

Adopted: 24 January 2012

Adopted: 12 March 2013

Adopted: 11 November 2014

Adopted:



8506 SCHOOL LUNCH PROGRAM BIOSECURITY PLAN

The Board of Education is committed to protecting the health of the children and adults in school buildings by strengthening the safety of foodservice operations. Therefore, the Board requires the creation and implementation of a School Lunch Program Biosecurity Plan that will keep school meals free from intentional contamination and enable the foodservice to respond to threats or incidents of bioterrorism.

The School Lunch Program Biosecurity Plan shall be a document that spells out school lunch program policies and procedures that minimize the risk of intentional contamination of food and reduce the risk of illness or death in the school community. The Plan shall describe strategies for preventing threats and incidents of product tampering and food contamination. The Plan shall also include appropriate response actions to be taken should an incident occur. There may be a general Plan for all the schools in the district; however, the Plan will address the specific roles and responsibilities for individual schools or locations where food is served.

The School Lunch Program Biosecurity Plan shall be prepared, revised, and updated in accordance with the requirements of N.J.A.C. 2:36-1.13 - Biosecurity for School Food Service and the U.S. Department of Agriculture, "A Biosecurity Checklist for School Food Service Programs," March 2004 version, as amended and supplemented, as New Jersey's Biosecurity Policy for Child Nutrition Programs.

N.J.A.C. 2:36-1.13

Adopted: 12 January 2010



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Unpaid Meal Charges/Outstanding Food Service Charges

8550 **UNPAID MEAL CHARGES / OUTSTANDING FOOD SERVICE CHARGES**

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will **provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast or lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.**

In the event a student's school lunch or breakfast bill is in arrears in excess of \$25.00, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided an alternate breakfast or lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture beginning the eighth calendar day from the date of the second notice. This alternate meal will be provided until the bill is in arrears in excess of \$25.00, at which time the student will not be served school breakfast or lunch, as applicable.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.



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Unpaid Meal Charges/Outstanding Food Service Charges

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

N.J.S.A. 18A:33-21

United States Department of Agriculture SP 23-2017 - March 23, 2017

N.J.S.A. 18A:33-21

Adopted: 13 October 2015

Adopted: 10 May 2016

Adopted:



8600 TRANSPORTATION

The Assistant Superintendent of Operations shall have overall responsibility for the management of student transportation. It is the current policy of the Board to contract for school bus service.

- A. The Board shall provide transportation for the following students:
1. Those who live two miles or more from school - Kindergarten - eight and two and one-half miles for grades nine - twelve.
 2. Students who are physically handicapped. Monitoring of these services shall be the responsibility of the Director of Special Education.

Arrangements shall also be made for public school students to travel to and from school on public transportation at reduced cost when practical. Reduced fare tickets shall be issued to students at their schools.

When possible, all special class or school trips will be made by school bus, with insurance provided in keeping with state guidelines.

With authorization, certain secondary school personnel may transport students in connection with school activities. Insurance covering such authorized transportation shall be provided by the district.

The use of parent(s) cars for providing official transportation for school activities is not covered by the district's insurance. Requesting parent(s) to provide such transportation is forbidden. Every effort shall be made by the school administration to assure young children's safety as they walk to and from school.

- B. Courtesy Transportation Along Hazardous Routes

East Orange School District is concerned with the safety of students who walk to and from school along roadways determined to be hazardous routes. The Superintendent shall work in conjunction with municipal officials to determine the criteria necessary for the classification of a hazardous route and shall maintain list of all hazardous routes in the district. The Superintendent shall develop rules and regulations to supply courtesy transportation for students who must walk to and from school and along routes designated by the East Orange School District to be hazardous routes.



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Transportation

1. Safety Criteria Used To Determine Hazardous Routes
 - a. Mass population densities;
 - b. Posted and actual speeds on roadways;
 - c. Traffic volume on given highways;
 - d. Recommendations of the East Orange City Planning and Engineering Departments;
 - e. Safe walking routes;
 - f. Walking conditions during hours of pre-sunrise or post-sunset darkness;
 - g. The need to cross eight overpasses and six major arterial roads over Interstate 280 running east and west;
 - h. The need to cross the Garden State Parkway running north and south with four major arterial roads and five overpasses;
 - i. Thirteen overpasses have concrete protective walls that create blind intersections at each corner;
 - j. The need to cross ten truck routes;
 - k. Traffic congestion;
 - l. The age of the student as it relates to the actual walking distance and the need to carry school-related materials; and
 - m. Possible harm imposed on those walking.
2. Designation of Hazardous Routes
 - a. At the elementary and middle schools all routes are deemed hazardous;
 - b. At the middle school level:



Policy Alerts

East Orange Board of Education

OPERATIONS - POLICY
8600/page 3 of 3
Transportation

- (1) No student will walk across a highway on which the posted speed is 35 mph or greater unless there is a crossing guard or controlled intersection; and
- (2) No student will walk across Route 280, Garden State Parkway, and major arterial roads.

N.J.S.A. 18A:39-1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1

Adopted: 12 January 2010

Adopted:



8613 WAIVER OF STUDENT TRANSPORTATION

The Board of Education is required to provide transportation services for the school year to an elementary student living more than two miles from the public school of attendance or to a secondary school student living more than two and one-half miles from the public school of attendance in accordance with the provisions of N.J.S.A. 18A:39-1 et. seq.

The Board shall determine student transportation needs and approve student transportation routes based on all students eligible for transportation in accordance with the provisions of N.J.S.A. 18A:P39-1 et. seq. and any less than remote, courtesy busing, and/or hazardous route transportation determined by the Board of Education. However, while providing school bus seats for those students eligible for transportation each school year, the Board recognizes certain students eligible for transportation services voluntarily elect not to use the transportation services offered by the Board resulting in empty seats on school buses going to and from school. To assist the Board in operating the school district's transportation system in the most cost-effective manner, the Board may provide a student's parent the option of waiving transportation services for the school year in accordance with the provisions of N.J.S.A. 18A:39-1c. In the event the Board provides this option, a student's parent will be required to sign a written statement indicating the student waives transportation services for that school year. The written statement shall be in such form as determined by the New Jersey Department of Education.

In the event a parent of a student eligible for transportation services waives transportation services for that school year and circumstances change during that school year due to a family or economic hardship, the school district will reinstate the student's eligibility for transportation to and from school.

N.J.S.A. 18A:39-1; 18A:39-1c

Adopted: 8 May 2012

Adopted:

POLICY
2nd Reading



2110 MISSION STATEMENT

The East Orange School District is committed to and will prepare All of our students for college, careers, and life. We will provide a safe, clean, positive and supportive learning environment in which All students can successfully develop socially, emotionally and academically into lifelong learners and responsible, productive citizens. We will continually strengthen and align our curriculum with state, national and international standards that are engaging, rigorous, relevant, and implemented consistently. We will ensure that all students, parents, staff and community members are respected and informed in our family- friendly schools. We will strive to motivate and engage all of our students through various innovative instructional strategies, methods and techniques. Utilizing students' skills, talents, and unique abilities, we will prepare them to meet the demands of an ever changing competitive 21st century global society.

Adopted: 3 June 2009

Adopted:



2466 **NEEDLESS PUBLIC LABELING OF STUDENTS WITH DISABILITIES**

The Board of Education guarantees the privacy provided by law that no student with a disability be labeled publicly. Therefore, any reference to a student with a disability brought to the attention of the Board and/or any other potential public reference to a student with a disability will be through the use of a district-developed method of coding that would ensure a student's name or other labeling would not identify the student as a student with a disability. Examples where public labeling of students with disabilities shall be avoided include, but are not limited to, Board meeting agenda information, public address announcements, building/classroom signs, public school documents, and/or any other school publication identifying a student with a disability or class/program of students with disabilities.

Special education classes shall be referred to publicly by the name of the teacher. This applies to schedules, class lists, transportation lists, public address announcements, and any other form of communication that has any potential for any exposure other than for the use by appropriately authorized school staff.

Exceptions to the prohibition of public labeling of students with disabilities may be made upon consent of the student's parent(s) or legal guardian(s).

All student records shall be maintained strictly in accordance with N.J.A.C. 6A:32-7.1 et seq.

Adopted: 3 June 2009

Adopted:



3160 PHYSICAL EXAMINATION

The Board of Education requires each **candidate for employment who receives a conditional offer of employment to undergo a physical examination(s) to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, **but not limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening **and** hearing screening.

Candidates for employment who have received a conditional offer of employment will also be required to undergo a comprehensive fitness for duty examination. This examination shall not be used to determine a candidate's disabilities and shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to ADA. Comprehensive fitness for duty examinations, if required by the Board, will be required for all candidates for employment who receive a conditional offer of employment.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY
3160/page 2 of 2
Physical Examination

All staff members' medical and health records, including computerized records, will be secured stored, and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member and the Superintendent or his/her designee shall have access to medical information regarding an individual employee. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.**

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 or disability in accordance with **Policies** 3425 and 3435.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 3 December 2008

Adopted: 17 January 2017

Adopted:



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3160/page 1 of 5
Physical Examination

M

R 3160 PHYSICAL EXAMINATION

A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the **use of** one or more diagnostic tools to **test a person for** the presence or precursors of a particular disease.
4. "Physical examination" means the assessment of an individual's health **by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.**
5. "**Physician assistant**" means a health care professional licensed to practice medicine with physician supervision.

B. Employees' Initial Physical Examinations - **Candidates for Employment Who Have Received a Conditional Offer of Employment**

1. **Candidates for employment who have received a conditional offer of employment** shall be required to undergo a physical examination. The physical examination shall include, but is not limited a health history and health screenings **to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).** The candidate for employment will be provided the Board's requirements for the physical examination.
 - a. A health history shall include, **but is not limited to,** the **candidate's**:
 - (1) Past serious illnesses and injuries;
 - (2) Current health problems;
 - (3) Allergies; and
 - (4) Record of immunizations.



b. A health screening shall include his/her, **but is not limited to:**

- (1) Height and weight;
- (2) Blood pressure;
- (3) Pulse and respiration rate;
- (4) Vision screening;
- (5) Hearing screening.

C. Medical Requirements Upon Employment

1. A Mantoux tuberculosis test shall be given prior to employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.

a. Tuberculosis testing is not required:

- (1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or
- (2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.

b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3160/page 3 of 5

Physical Examination

(1) The school district shall determine the criteria essential to document a valid religious exemption.

c. Procedures for the administration of the Mantoux **tuberculosis** test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines **and requirements** issued by the State Department of Health.

2. **An individual** teaching staff member may provide health status information, including medications **that** may be of value to medical personnel in the event of an emergency requiring treatment. **In such instances, the teaching** staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

D. Health Records

1. All **health records of candidates for employment who have received a conditional offer of employment and of current** employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files.

2. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.**

E. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations and/or annual medical updates shall not require disclosure of HIV status.

F. **Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment**

1. **Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.**

a. **Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.**



Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3160/page 4 of 5

Physical Examination

- b. **The laboratory will conduct the test in accordance with industry standard practices for testing for controlled dangerous substances.**
 - c. **A Medical Review Officer, who is a licensed physician will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive drug tests to the candidate and to the Superintendent.**
 - d. **The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.**
 - e. **After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:**
 - (1) **It must be job-related and cannot be met with reasonable accommodation;**
 - (2) **It must be consistent with the demonstrated necessity of conducting business; and**
 - (3) **It must be related to legitimate job criteria.**
 - f. **The school district shall refuse to hire a candidate based upon a test result that indicates the illegal use of drugs as confirmed by the Medical Review Officer. This action shall be taken even if the candidate claims he/she recently stopped illegally using drugs.**
2. **The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.**
 3. **Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment in the school district.**



G. Review of Examinations and Assessments

1. The **results of the physical examination of** a candidate **for employment who has received a conditional offer of employment** will be **reviewed by** the school **physician** who, **in consultation with the Superintendent or his/her designee**, will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

H. Rescinding a Conditional Offer of Employment - Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. **All candidates for employment who receive a conditional offer of employment shall be informed by the district that:**
 - a. **An offer of employment by the Superintendent of Schools or his/her designee is conditional upon completion of the Board's required physical examinations and assessments.**
 - b. **The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**
 - c. **If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted: 3 December 2008

Adopted: 17 January 2017

Adopted:



3433.1 VACATION "BLACKOUT" PERIOD

To ensure proper staffing for the opening of schools, the Board of Education has determined the need to impose a vacation blackout period for all 12-month employees.

The vacation blackout period shall begin on the Monday of the last week in August. The blackout shall end on the Friday of the first full week in September, which is the Friday after Labor Day.

Adopted:



3433.2 CARRY OVER VACATION DAYS

All eligible 12-month employees receive their annual allotment of vacation days on July 1 of each year. It is expected that these days will be utilized by June 30th of the following year; however, circumstances may arise which could prevent usage of these days. In those cases, staff members must receive permission to carry over unused vacation days. No staff member will be allowed to carry over any vacation days without written approval from his/her immediate supervisor; the Assistant Superintendent for Operations, Compliance and Educational Support Services; and the Superintendent of Schools on the District's "Carry Over Vacation Day Request" form.

No employee will be allowed to carry over more than five (5) vacation days per year.

Adopted:



4160 PHYSICAL EXAMINATION

The Board of Education requires each **candidate for employment who receives a conditional offer of employment to** undergo a physical examination(s) **to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, **but limited to:** height and weight; blood pressure; pulse and respiratory rate; vision screening **and** hearing screening.

Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all candidates for employment who have received a conditional offer of employment.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY
4160/page 2 of 2
Physical Examination

All staff members' medical and health records, including computerized records, will be secured stored, and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member and the Superintendent or his/her designee shall have access to medical information regarding an individual employee. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.**

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 or disability in accordance with **Policies** 3425 and 3435.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 3 December 2008

Adopted: 17 January 2017

Adopted:



R 4160 **PHYSICAL EXAMINATION**

A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the **use of** one or more diagnostic tools to **test a person for** the presence or precursors of a particular disease.
4. "Physical examination" means the assessment of an individual's health **by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.**
5. "**Physician assistant**" means a health care professional licensed to practice medicine with physician supervision.

B. Employees' Initial Physical Examinations - **Candidates for Employment Who Have Received a Conditional Offer of Employment**

2. **Candidates for employment who have received a conditional offer of employment** shall be required to undergo a physical examination. The physical examination shall include, but is not limited a health history and health screenings **to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).** The candidate for employment will be provided the Board's requirements for the physical examination.
 - a. A health history shall include, **but is not limited to,** the **candidate's**:
 - (1) Past serious illnesses and injuries;
 - (2) Current health problems;
 - (3) Allergies; and
 - (4) Record of immunizations.



b. A health screening shall include his/her, **but is not limited to:**

- (1) Height and weight;
- (2) Blood pressure;
- (3) Pulse and respiration rate;
- (4) Vision screening;
- (5) Hearing screening;

C. Medical Requirements Upon Employment

1. A Mantoux tuberculosis test shall be given prior to employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.

a. Tuberculosis testing is not required:

- (1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or
- (2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.

b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 3 of 5

Physical Examination

(1) The school district shall determine the criteria essential to document a valid religious exemption.

c. Procedures for the administration of the Mantoux **tuberculosis** test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines **and requirements** issued by the State Department of Health.

2. **An individual** teaching staff member may provide health status information, including medications **that** may be of value to medical personnel in the event of an emergency requiring treatment. **In such instances, the teaching** staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

D. Health Records

1. All **health records of candidates for employment who have received a conditional offer of employment and of current** employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files.

2. **Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.**

E. Employees' Physical Examination and Medical Updates

1. School employee physicals, examinations and/or annual medical updates shall not require disclosure of HIV status.

F. Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment

1. **Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.**

a. **Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.**



Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 4 of 5

Physical Examination

- b. **The laboratory will conduct the test in accordance with industry standard practices for testing for controlled dangerous substances.**
 - c. **A Medical Review Officer, who is a licensed physician will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive drug tests to the candidate and to the Superintendent.**
 - d. **The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.**
 - e. **After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:**
 - (1) **It must be job-related and cannot be met with reasonable accommodation;**
 - (2) **It must be consistent with the demonstrated necessity of conducting business; and**
 - (3) **It must be related to legitimate job criteria.**
 - f. **The school district shall refuse to hire a candidate based upon a test result that indicates the illegal use of drugs as confirmed by the Medical Review Officer. This action shall be taken even if the candidate claims he/she recently stopped illegally using drugs.**
2. **The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.**
 3. **Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment.**



G. Review of Examinations and Assessments

1. The **results of the physical examination of a candidate for employment who has received a conditional offer of employment** will be **reviewed by** the school **physician** who, **in consultation with the Superintendent or his/her designee**, will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

H. Rescinding a Conditional Offer of Employment - Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. **All candidates for employment who receive a conditional offer of employment shall be informed by the district that:**
 - a. **An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;**
 - b. **The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and**
 - c. **If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.**

Adopted: 3 December 2008

Adopted: 17 January 2017

Adopted:



4433.1 VACATION "BLACKOUT" PERIOD

To ensure proper staffing for the opening of schools, the Board of Education has determined the need to impose a vacation blackout period for all 12-month employees.

The vacation blackout period shall begin on the Monday of the last week in August. The blackout shall end on the Friday of the first full week in September, which is the Friday after Labor Day.

Adopted:



4433.2 CARRY OVER VACATION DAYS

All eligible 12-month employees receive their annual allotment of vacation days on July 1 of each year. It is expected that these days will be utilized by June 30th of the following year; however, circumstances may arise which could prevent usage of these days. In those cases, staff members must receive permission to carry over unused vacation days. No staff member will be allowed to carry over any vacation days without written approval from his/her immediate supervisor; the Assistant Superintendent for Operations, Compliance and Educational Support Services; and the Superintendent of Schools on the District's "Carry Over Vacation Day Request" form.

No employee will be allowed to carry over more than five (5) vacation days per year.

Adopted:



8335 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult students certain rights with respect to the student's education records. FERPA requires the district to provide parents and adult students the right to inspect and review the student's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the student's education records the parent or adult student believes are inaccurate, and to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure of student records without consent if the disclosure is to school officials with legitimate educational interests. FERPA permits the school district to disclose education records without a parent's or adult student's consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or adult student of the records request unless it states in its annual notification that it intends to forward records on request.

The parent or adult student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The New Jersey Administrative Code 6A:32-7 – Student Records adopted by the New Jersey Department of Education incorporates the requirements of FERPA and Board of Education Policy **8335** ensures parents and adult students are afforded certain rights with respect to the student's education records as required by FERPA.

20 U.S.C. Sec. 1232g. – The Family Educational Rights and Privacy Act
N.J.A.C. 6A:32-7

Adopted: 12 January 2010

Adopted:



Policy/Regulations

East Orange Board of Education

OPERATIONS - REGULATION

R 8420.3/page 1 of 3

Natural Disasters and Man-made Catastrophes

M

R 8420.3 NATURAL DISASTERS AND MAN-MADE CATASTROPHES

A. Definitions

1. "Natural disasters" include floods, hurricanes, earthquakes, lightning strikes.
2. "Man-made catastrophes" include explosions, toxic hazards, airplane accidents, nuclear accidents, attacks.

B. Procedures

1. The Principal of each school building is responsible for responding quickly and reasonably to all natural disasters and man-made catastrophes. The Principal's primary goal in any emergency is the protection of the students and staff members assigned to his/her building.
2. The Principal shall cooperate with local law enforcement officers, civil defense agencies, and other appropriate authorities.
3. All reasonable efforts will be made to predict or anticipate the occurrence of a natural disaster or manmade catastrophe and to take such steps in advance as may be necessary to protect students and staff and, if possible, school property.
4. Any school employee who detects or suspects a natural disaster or man-made catastrophe shall immediately notify the Principal, who shall immediately evaluate and/or verify the report. The Principal shall report an impending disaster or catastrophe to the Superintendent and the appropriate police or civil authority.
5. If necessary and prudent, the school will be evacuated in accordance with the fire drills procedures set forth in Regulation No. 8420.1. The alarm for a disaster or catastrophe will be a building designated signal.
6. Until their students are sent home or they are otherwise excused from their duties, classroom teachers will attend to the needs of the students assigned to them. Other teaching staff members and support staff members will report to the Principal or their immediate supervisor for direction. The following personnel should be prepared to take the actions indicated at the direction of the Principal.



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Natural Disasters and Man-made Catastrophes

- a. The school nurse will set up a station for the treatment of injuries and caring for injured and shocked persons until transportation to hospital facilities is available.
 - b. The head custodian will survey the damage, if any, done to essential school building services, such as electrical, gas, water, and fuel. He/She will report any such damage to the Principal along with any recommendations for repair or substitution.
 - c. The cafeteria manager will assess food and water inventories and establish procedures for supplying such food and water as may be required by persons in the school or the school shelter.
7. If the school cannot or should not be re-entered, parents will be notified and students will be sent home as follows:
- a. Students who ordinarily walk to school will be excused,
 - b. Students who ride school buses will be excused as soon as bus transportation is available,
 - c. The Principal may arrange for private vehicle transportation.
8. Students who cannot be sent home safely shall be sheltered in a safe place in the school or in the place designated for out-of-school shelter in the school evacuation plan. A teaching staff member will be assigned to supervise any such students until they can be transferred to the parent or responsible adult designated by the parent.
9. Parent(s) will be informed of the school's response to the disaster or catastrophe by implementation of the parent call chain established pursuant to Regulation 8420. Reasonable efforts will be made to inform parent(s) promptly of the nature of the emergency and to assure them of their children's safety.
10. The Principal, other administrators, and all school staff members will strive to discharge their responsibilities calmly, intelligently, and prudently.



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Natural Disasters and Man-made Catastrophes

11. The Principal will make a written report to the Superintendent on the nature of the emergency, the actions taken in response to the emergency, and the outcome of those actions. The report will detail, as necessary, the actions of specific staff members and make such recommendations for commendation or discipline as may be appropriate.

Adopted: 12 January 2010

Adopted:



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Kidnapping

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R 8420.4 KIDNAPPING

A. Definition

1. A person is a victim of kidnapping:
 - a. When a person is unlawfully removed from the school or school grounds; or
 - b. When a person is unlawfully confined with the purpose of holding the victim for ransom, reward, as a shield, or hostage; or
 - c. When a person is unlawfully removed from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or
 - d. When a person is unlawfully confined for a substantial period of time with any of the following purposes:
 - (1) To facilitate commission of a crime or flight thereafter, or
 - (2) To inflict bodily injury on or terrorize the victim.

B. Procedures

1. The following procedures shall be implemented in the event there is reason to believe a student has been kidnapped. The Building Principal or designee will:
 - a. Immediately notify the Superintendent of Schools;
 - b. Check school records to determine whether there is a legal custody issue;
 - c. Contact the student's parent(s); and
 - d. Notify the local law enforcement agency.

The Building Principal or designee will be prepared to provide law enforcement authorities information about the student (to the extent possible) including: a physical description of the student; any photograph of the student;



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information regarding known friends of the student; the names of any potential witnesses to an abduction; a description of an abductor; and other information that may be helpful to law enforcement in locating the student.

2. The Building Principal or designee will alert school staff to the possible kidnapping and solicit staff assistance in obtaining information that may be helpful to law enforcement in locating the student.
3. The administrative staff will encourage all staff members remain calm to prevent panic.
4. Building Principal will check the visitor's log in and out that may lead to any person related to the victim.
5. Cooperate and collaborate with the police department/detective, (DCP&P), who is (are) will be working on the case.
6. Recorded data from school security camera must be reviewed and analyzed immediately by the Superintendent, Police, Building Principal, parents, teacher to provide clue(s) in finding the child.

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Asbestos Release

R 8420.5 ASBESTOS RELEASE

The Board of Education recognizes certain buildings in the school district may contain asbestos. The Board and school staff members have implemented the necessary safety measures to eliminate the possibility of asbestos fiber release episodes to ensure the safety of all building occupants. The district maintains an Asbestos Management Plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The following procedures shall be implemented in the event of an inadvertent disturbance that causes an asbestos fiber release episode in a school district building.

Procedures

1. The area where the fiber release may have occurred shall be immediately evacuated;
2. The building's heating, ventilating, and air conditioning system shall be shut down;
3. The area where the fiber release may have occurred shall be sealed off and doors shall be closed;
4. The Superintendent and building maintenance supervisor shall be immediately contacted;
5. The names of all persons who were in the area where the fiber release may have occurred shall be recorded and maintained in separate file;
6. The Building Principal or designee shall communicate to the parents/legal guardians of students, staff, and other occupants of the building as necessary; and
7. The school district shall take such action as necessary depending on whether asbestos fibers were released.
8. Contact immediately an EPA certified contractor/service agency to assess the asbestos fiber presence.
9. Emergency remediation must take place once the certified EPA contractors validate/reported the presence and hazards of the asbestos present in the building.
10. Refer to the ABC's of asbestos in schools provided by the EPA.

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Accidents To and From School

R 8420.6 ACCIDENTS TO AND FROM SCHOOL

The Board of Education recognizes that school staff and/or school students may be involved in an accident on their way to or on their way home from school. The school district or school building, depending on the circumstances, will follow these procedures, when practical, in the event there is an accident involving a school staff member or student who is on their way to or on their way home from school.

Procedures

1. The person receiving notice of an accident shall immediately contact police, fire, or rescue department as appropriate. In the event the person receiving notice of such accident is a student, the student shall immediately notify the Building Principal or designee. In the event the person receiving notice is a school staff member, the staff member shall notify the Building Principal or designee, or their immediate supervisor after contacting police, fire, or rescue department as appropriate.
2. The Building Principal or designee, or the immediate supervisor, shall immediately contact the Superintendent of Schools.
3. The Building Principal or designee, or the immediate supervisor, shall notify the parent(s), spouse, or individual identified on the emergency card as appropriate.
4. In the event the police, fire, or rescue department is aware of the accident when the district is notified of the accident, the Building Principal or designee, or the immediate supervisor shall continue to attempt to notify the parent(s), spouse or individual identified on the emergency card as appropriate.
 - a. If the parent(s), spouse or individual identified on the emergency card, is unavailable, the Building Principal or designee, or the immediate supervisor shall discuss the situation, as appropriate, with an associate at the place of employment of the parent(s), spouse, or emergency contact.
 - b. If contacts are unsuccessful, the Building Principal or designee, or the immediate supervisor will attempt to contact relatives, neighbors, or faith-based institutions, as appropriate.
5. The school district may send a staff member to the scene of the accident, if appropriate.

Accident Reporting

The Board of Education shall comply with N.J.S.A.6A:27-12:2 on reporting an accident.

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R 8420.10 **ACTIVE SHOOTER**

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices, In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury

A. Procedures in the Event of an Active Shooter in the School or on School Grounds

1. If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:
 - a. Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;
 - b. Contact local law enforcement;
 - c. Inform the Superintendent of Schools;
 - d. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and
 - e. Deactivate school bell systems, if feasible, until law enforcer officials arrive on scene; and
 - f. Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.
2. The Principal and/or designee will also:
 - a. Communicate to staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;
 - b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;



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Active Shooter

- c. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and
 - d. Will allow local law enforcement officials to control the scene upon their arrival.
 3. School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:
 - a. If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;
 - b. Turn off all lights, close blinds/shades, and turn off electronic equipment;
 - c. Instruct students to be absolutely quiet and not to use any individual electronic communication device;
 - d. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;
 - e. Close and lock doors windows from inside the room, if possible;
 - f. Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;
 - g. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and
 - h. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.
4. Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.



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Active Shooter

5. Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.
 6. Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.
 7. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.
 8. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe students outside the school building may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.
 9. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.
 10. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.
- B. Procedures After Active Shooter Situation is Brought Under Control
1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.
 2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.
 3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.
 4. The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.



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Active Shooter

5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.
6. The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.

These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education – 2010.

Adopted: 8 February 2011

Adopted:



8442 REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this district. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the district business office. Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured student shall complete a form, available in the office of the Building Principal, that includes the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances.

All injuries/accidents must be called in to **Division of Labor Relations & Employment Services** for Worker's Compensation and treatment determination.

A copy shall be retained by the Building Principal and a copy shall be sent to the business office.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Building Principal or job supervisor, as appropriate, no later than twenty-four hours following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

Adopted: 12 January 2010

Adopted:



8451 CONTROL OF COMMUNICABLE DISEASE

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of students who have contracted a communicable disease and of teachers and students who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the East Orange Board of Health governing the prevention, control, and reporting of communicable disease.

The school physician or the school nurse present in the building will examine and recommend exclusion or isolation from school.

Any student retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the student.

Any student or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult for students identified and excluded in accordance with this policy; the preparation of standards for the readmission of students who have recovered from communicable disease; the provision of appropriate home instruction to excluded students in accordance with law; and the filing of reports as required by law.

N.J.S.A. 18A:40-3; 18A:40-7 et seq.

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

N.J.A.C. 6A:16-1.4

N.J.A.C. 8:57-1.3; 8:57-1.6; 8:57-2.1 et seq.

Adopted: 12 January 2010

Adopted:



R 8451 CONTROL OF COMMUNICABLE DISEASE

- A. Detection of Communicable Diseases
1. School physicians or nurses are educated to detect communicable diseases in students by recognizing the symptoms of disease.
 2. In general, a student who shows one or more of the following symptoms should be sent to the school nurse for evaluation and/or treatment:
 - a. Pain, generalized or specific,
 - b. Chills,
 - c. Fever,
 - d. Earache,
 - e. Vomiting,
 - f. Sore throat,
 - g. Enlarged glands,
 - h. Skin eruption,
 - i. Running nose, or
 - j. Red and discharging eyes.
 3. A student who shows symptoms of any of the following communicable diseases should be sent promptly to the school nurse for evaluation.
 - a. Chicken pox: Small reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever.
 - b. German measles (rubella): A common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever.



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Control of Communicable Disease

- c. Measles (rubella): Cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplik spots) on inside of mouth, red blotchy rash, and dry cough.
 - d. Mumps: Tenderness and swelling of the salivary glands below and a little in front of the ear; fever.
 - e. Streptococcal infections (including scarlet fever, sore throat, and erysipelas): Sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh.
 - f. Whooping cough (pertussis): A common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
 - g. Fifth disease (erythema infectiosus): Fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever.
 - h. Pink eye (conjunctivitis): Redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive.
 - i. Head lice (pediculosis): Itching scalp, presence of lice and nits at hair roots.
 - j. Impetigo (staphylococcus infection): Lesions.
 - k. Meningitis-meningococcal: Severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck.
 - l. Hepatitis infectious: Fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.
4. Any person who is ill or infected with any disease below and as outlined in N.J.A.C. 8:57-1.3 or any communicable disease, whether confirmed or presumed will be reported immediately by the school Principal to the County Health Officer or to the New Jersey Department of Health if the County Health Officer is not available. Such telephone report will be followed up by a written report or electronic report within twenty-four hours of the initial report. The diseases to be immediately reported are:



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Control of Communicable Disease

- a. Botulism (Clostridium);
 - b. Diphtheria (Corynebacterium diphtheria);
 - c. Haemophilus influenza, invasive disease;
 - d. Hepatitis A, institutional settings;
 - e. Measles;
 - f. Meningococcal disease (Neisseria meningitides);
 - g. Pertussis (whooping cough, bordetella pertussis);
 - h. Plague (Yersinia pestis);
 - i. Poliomyelitis;
 - j. Rabies (human illness);
 - k. Rubella;
 - l. Viral hemorrhagic fevers, including, but not limited to, Ebola Lassa, and Marburg viruses;
 - m. Foodborne intoxications, including, but not limited to, mushroom poisoning;
 - n. Any foodborne, waterborne, nosocomial, outbreak or suspected outbreak or any outbreak or suspected outbreak of unknown origin;
 - o. Any other disease included in N.J.A.C. 8:57-1.3.
- B. Exclusion From School
1. A student who exhibits any of the symptoms described in A2 or whose condition suggests the presence of a communicable disease as described in A3 or A4 will be sent to the school nurse's office. The teacher will ensure that the student is accompanied by an adult or a responsible student.
 2. The teacher will communicate to the school nurse, directly or by written note, the reason for which the student is sent for medical assessment.



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Control of Communicable Disease

3. The school nurse will examine the student and, in consultation with the school medical inspector if the student's condition so indicates, recommend to the Principal the student's exclusion from school for medical reasons.
4. In the event neither the school nurse nor the school physician is available to be consulted about the student's condition, the Principal may determine to exclude the student from school.
5. The parent, adult family member, or other responsible adult designated by the parent will be promptly notified by telephone of the students' exclusion and requested to come to school to fetch the student. Until the adult arrives to remove the student, the student will be kept in an isolated location in the school and will be made as comfortable as possible. The student will be supervised at all times by a school staff member.

C. Readmission to School

1. A student who has been excluded from school or retained at home by reason of having or being suspected of having a communicable disease shall not be readmitted to school until the student presents written evidence that he/she is free of communicable disease.
2. Evidence that a student is free of communicable disease will consist of the certification of the school medical inspector or another qualified physician who has personally examined the student.

No student who has had a communicable disease will be readmitted to school until a physician's certificate indicating the symptoms of the disease have ceased has been provided to the Principal or designee or the school nurse.

D. Reports

1. The school nurse will file such reports as may be required by the New Jersey State Department of Health and in the reporting of communicable diseases in schools.
2. When the rate of school absenteeism is in excess of fifteen percent, the school nurse shall report the absenteeism to the local and/or the County Board of Health.



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Control of Communicable Disease

3. The teacher may, with the advice and consent of the Principal and the school nurse, inform the parent(s) of students in his/her class that a student in the class has contracted a communicable disease. The information given to parents or legal guardians may include the specific symptoms of the disease and parent(s) may be encouraged to consult their personal physicians for inoculations that may prevent the disease or ease the symptoms of the disease.

Adopted: 12 January 2010

Adopted:



8453 HIV/AIDS

The Board of Education will comply with rules of the State Board of Education and the State Department of Health and Senior Services with regard to the admission and employment of persons who may be diagnosed with Acquired Immune Deficiency Syndrome (AIDS) or infected with Human Immunodeficiency Virus (HIV). "AIDS" means a condition affecting a person who has a reliably diagnosed disease that meets the criteria for AIDS specified by the Center for Disease Control of the United States Public Health Services. "HIV infection" means infection with the human immunodeficiency virus or any other related virus identified as a probable causative agent of AIDS. Laboratory results indicative of infection with HIV shall mean laboratory results showing the presence of HIV or components of HIV, or laboratory results showing the presence of antibodies to HIV, or results from laboratory tests conducted to measure the presence of HIV RNA (viral load tests), such as quantitative PCR tests.

AIDS or HIV infection shall not be considered a communicable disease for purposes of admission to or attendance in a school or for eligibility for educational transportation.

In accordance with N.J.A.C. 6A:16-1.4(a)8, no person, student or employee, will be excluded from school solely because he/she is infected with HIV or lives with or is related to a person infected with HIV. Students infected with HIV, including those who may be symptomatic or diagnosed with AIDS, may be excluded from school only as a student not infected with HIV or diagnosed with AIDS may be excluded from school. A school employee infected with HIV may be restricted in his/her employment only if the employee has another illness that would affect his/her employment.

Any student excluded from the regular school program will be provided with home instruction in accordance with rules of the State Board of Education and Policy No. 2412.

No student, staff member, or visitor may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV.

It is not required that anyone in the school be especially notified that an HIV-infected student or employee is present. School employee physicals, student physicals and athletic physicals do not require disclosure of HIV status. Records of health and medical examinations should not include information about an individual's infection with HIV. Therefore, HIV/AIDS status is an exception to records required pursuant to student physical examinations, N.J.A.C. 6A:16-2.2, and school employee physical examinations, N.J.A.C. 6A:32-6.1 et seq. In the event the school nurse or a school official is apprised that a student or employee is HIV-infected, the fact of the infection will be held in strict confidence and will not be classified as a communicable disease for admission, local health reporting or educational transportation.



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HIV/AIDS

Information that identifies a student as having an HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent(s) as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student. The person who receives such information shall not reveal it to any other person without the express written consent of the minor student's parent(s), or the adult student.

The Board shall annually provide students, parent(s), staff members, school volunteers, and members of the community with information intended to increase awareness of HIV and AIDS, including information regarding the nature of the disease and its prevention. The Board will cooperate with other agencies to provide HIV/AIDS awareness information to the community.

N.J.S.A. 26:5C-5; 26:5C-6; 26:5C-7; 26:5C-8;

26:5C-9; 26:5C-10; 26:5C-11;

26:5C-12; 26:5C-13; 26:5C-14

N.J.A.C. 6A:16-1.3; 6A:16-1.4; 6A:16-1.5; 6A:16-3.2; 6A:32-9.1

N.J.A.C. 8:57-2.1 et seq.

Adopted: 12 January 2010

Adopted:



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Reporting Violence, Vandalism, Harassment,
Intimidation, Bullying, Alcohol, and Other Drug Abuse

8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION, BULLYING, ALCOHOL, AND OTHER DRUG ABUSE

The Board of Education shall observe "School Violence Awareness Week" during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident detail and offender and victim information that are reported on the Electronic Violence and Vandalism Reporting System (EVVRS).

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident report of violence, vandalism, harassment, intimidation, bullying, alcohol, or other drug abuse, shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.

The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.



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Reporting Violence, Vandalism, Harassment,
Intimidation, Bullying, Alcohol, and Other Drug Abuse

Two times each school year, between September 1 and January 1 and between January 1 and June 30, public hearing held pursuant to N.J.S.A. 18A:17-46, the Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L. 2002, c.83 (C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reported period to the Department of Education. The report must include data broken down by the enumerated categories as listed in section 2 of P.L. 2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the purposes of N.J.S.A. 18A:17-26. The grade received by a school and the district shall be posted on the home page of the school's website. The grade for the district and each school of the district shall be posted on the home page of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the website within ten days of the receipt of a grade by the school and district.

Whenever it is alleged a school employee has knowingly falsified the report on violence, vandalism, harassment, intimidation or bullying required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(g)2. Upon a determination by the Board that an employee has knowingly falsified the report, the Board may take appropriate action as outlined in N.J.A.C. 6A:16-5.3(g)3. Any action taken by the Board shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record. Any employee having been found responsible for the falsification of the annual report by the Board shall have the right to file a grievance under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. The availability of appeal options shall be based upon the action taken by the Board.



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Reporting Violence, Vandalism, Harassment,
Intimidation, Bullying, Alcohol, and Other Drug Abuse

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

The Board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1

N.J.A.C. 6A:16-5.2; 6A:16-5.3

Adopted: 12 January 2010

Adopted: 14 September 2010

Adopted: 23 June 2011

Adopted:



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Reporting Violence, Vandalism, Harassment,
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and Other Drug Abuse

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**R 8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT,
INTIMIDATION, BULLYING, ALCOHOL, AND OTHER DRUG ABUSE**

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form to include all of the incident detail and offender and victim information that are reported on the Electronic Violence and Vandalism Reporting System (EVVRS). A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

- A. Reporting Violence, Vandalism, Alcohol or Other Drug Use
1. For each incident report of violence, vandalism, or alcohol or other drug abuse, the Principal shall:
 - a. Review the incident report for accuracy by indicating the incident type, offender information, victim information, student demographics, and incident location;
 - b. Forward a copy of the incident report to the Superintendent; and
 - c. Notify the Superintendent of the action(s) taken regarding the incident.
 2. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.
 3. The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation or bullying pursuant to N.J.S.A. 18A:17-46.
 - a. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.



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Reporting Violence, Vandalism, Harassment,
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B. Reporting Requirements

1. The Superintendent shall:

- a. Submit a report to the Department of Education in accordance with the provisions of N.J.S.A. 18:17-46 of each incident of violence, vandalism and alcohol and other drug abuse in the school district utilizing the EVVRS;
 - (1) Prior to submission, the Superintendent shall review the report to verify that it is an accurate and final report of all incidences of violence and vandalism in all of the schools in the school district;
 - (2) Verify that the data entered onto the EVVRS are correct and in accordance with N.J.A.C. 6A:16-7.1(a)6; and
 - (3) Provide for the annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

C. Hearing Requirements

The Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46.

D. School employee knowingly falsifies the Annual Violence and Vandalism Report Required Under N.J.S.A. 18A:17-46.

1. Whenever it is alleged that a school employee has knowingly falsified the report, the Board shall make a determination regarding whether the employee committed the act.
2. Any employee alleged to have knowingly falsified the report shall be notified in writing of such allegation and shall be entitled to a hearing before the Board.
 - a. The hearing shall take place within thirty business days of the date on which the employee is notified of the allegation;
 - b. The employee shall be entitled to be represented by a person of his or her choosing and to present witnesses on his or her behalf; and



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- c. The Board shall notify the employee of its determination in writing within five school days of the hearing.
3. Upon determination by the Board that an employee has knowingly falsified the report, it shall take one or more of the following actions:
 - a. Impose minor discipline on a tenured or non-tenured employee notwithstanding any other law to the contrary and if negotiated with the majority representative of the employees in the appropriate collective bargaining unit;
 - b. Withhold a tenured or nontenured employee's increment for predominantly disciplinary reasons, which shall be subject to the grievance procedures established pursuant to law and shall be subject to the grievance procedures of section 8 of N.J.S.A. 34:13A-29;
 - c. File tenure charges with the Secretary of the Board in writing and with a written statement of evidence under oath to support such charges;
 - d. Terminate employment for an employee:
 - (1) For tenured employees, the termination shall be in accordance with the outcome of the proceedings in (G)3111 above; or
 - (2) Impose such other disciplinary sanctions as may be authorized by law.
4. Any action taken by the Board pursuant to G.3. above shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.
5. Any employee having been found responsible for the falsification of the report by the Board shall have the right to:
 - a. File a grievance under their respective bargaining agreements;
 - b. Appeal the Board's determination to the Commissioner of Education in accordance with N.J.A.C. 6A:3-1.3 through 1.17 and subsequently to the State Board of Education; or
 - c. Appeal the decision to the Superior Court of New Jersey.



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6. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

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8465 **HATE CRIMES AND BIAS-RELATED ACTS**

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving students can lead to further violence and retaliation. Hate crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

Definitions

A "hate crime" is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, disability, religion, sexual orientation, or ethnicity.

A "bias-related act" is an act directed at a person, group of persons, private property, or public property that is motivated in whole or part by racial, gender, disability, religion or sexual orientation, or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense. All hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate crime.

Required Actions

Whenever any school employee in the course of his/her employment develops reason to believe that (1) a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or (2) a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours, the school employee shall immediately notify the Building Principal and Superintendent, who in turn shall notify the East Orange Police Department and Bias Investigation Officer for the county prosecutor's office. The Principal shall notify the East Orange Police Department and the county prosecutor's office immediately if there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a student or there is otherwise reason to believe that a life has been or will be threatened.



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Hate Crimes and Bias-Related Acts

Whenever any school employee in the course of his/her employment has reason to believe that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such bias-related act was or is to be committed during operating school hours, the school employee should immediately notify the Building Principal and Superintendent, who in turn should promptly notify the East Orange Police Department.

In deciding whether to refer the matter of a bias-related act to the East Orange Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public. The Building Principal and Superintendent should also consider the possibility that the suspected bias-related act could escalate or result in some form of retaliation which might occur within or outside school property.

It is understood a referral to the East Orange Police Department or county prosecutor's office is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the East Orange Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias-related act pending the arrival of the East Orange Police Department or the county prosecutor's office. The school officials, when feasible, will cover or conceal such evidence until the arrival of the East Orange Police Department or county prosecutor's office.

N.J.A.C. 6A:16-6.1 et seq.; 6A:16-6.3(e)

State Memorandum of Agreement approved by the Department
of Law & Public Safety and the Department of Education

Adopted: 12 January 2010

Adopted:



R 8465 HATE CRIMES AND BIAS-RELATED ACTS

A. Definitions

1. A hate crime is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, gender, disability, religion, sexual orientation, or ethnicity.
2. A bias-related act is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religion, sexual orientation, or ethnic prejudice. A bias-related act need not involve an act that constitutes a criminal offense. All hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate crime.

B. Procedure For Reporting Hate Crimes

1. A school employee will notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
 - a. A hate crime has been committed or is about to be committed on school property; or
 - b. A hate crime has been or is about to be committed by any student, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours; or
 - c. That a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on school property or during school hours.
2. The Building Principal will notify the Superintendent, the East Orange Police Department and Bias Incident Officer for the county prosecutor's office.
3. The Principal and the Superintendent shall notify the East Orange Police Department and the county prosecutor's office immediately if there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a student or there is otherwise reason to believe that a life has been or will be threatened.



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C. Procedure For Reporting Bias Incidents

1. A school employee should immediately notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
 - a. A bias-related act has been committed or is about to be committed on school property; or
 - b. A bias-related act has been or is about to be committed by any student, whether on or off school property and whether or not such bias-related act was or is to be committed during school hours.
2. The Building Principal will notify the Superintendent and the East Orange Police Department.
3. In deciding whether to refer the matter of a bias-related act to the East Orange Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider:
 - a. The nature and seriousness of the conduct; and
 - b. The risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public.
4. The Building Principal will consult with the Superintendent and should consider:
 - a. That the police department or the county prosecutor's office may possess, or have access to, other information that could put the suspected bias-related act in proper context, which could shed light on the motivation for the act or some other unsolved hate crime; and
 - b. The possibility that the suspected incident could escalate or result in some form of retaliation that might occur within or outside school property.



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D. Nature of Referral

1. The mandatory referral for suspected or committed hate crimes and the presumptive referral for suspected or committed bias-related acts as described in the regulation is only a request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.
2. Any referral in accordance with this regulation is not an accusation or formal charge.
3. Any referral pursuant to this regulation is predicated on the basis of reasonable suspicion, which is less than probable cause, less than the proof sufficient to sustain an adjudication of delinquency or a finding of guilt in a court of law and less than the proof sufficient to justify the imposition of school discipline.
4. All doubts by school officials should be resolved in favor of referring a matter to the East Orange Police Department or the county prosecutor's office.

E. Concurrent Jurisdiction

1. Unless the East Orange Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.
2. The school officials will discontinue the in-school investigation if the East Orange Police Department or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.

F. Preservation of Evidence

1. School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias-related act pending the arrival of the East Orange Police Department or the county prosecutor's office.



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2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the East Orange Police Department or county prosecutor's office in a manner designed to minimize the harm and continued exposure to students by such evidence, but that will not permanently damage or destroy such evidence or otherwise limit its utility in an ongoing investigation or prosecution.
3. The East Orange Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school district's earliest opportunity.

Issued: 12 January 2010

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8467 WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal and/or designee and/or immediate supervisor. The Building Principal and/or designee and/or immediate supervisor shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Building Principal and/or designee and/or immediate supervisor shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the Chief of Police of East Orange that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any student who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any student or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.



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Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Students with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy No. 2460 and Regulation No. 2460.6.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of federal or state law to crimes committed by a child with disabilities.

Any student requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611.

The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

N.J.S.A. 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

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

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C 1415

Adopted: 12 January 2010

Adopted:



R 8467 **WEAPONS**

A. Definitions

“Weapon” includes:

1. Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.
2. Components that can be readily assembled into a weapon.
3. Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.
4. Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.
5. Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.
6. Ballistic knives, which means any device capable of lethal use that can propel a knife blade.
7. Billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.
8. Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.



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9. Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.
 10. Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.
- B. Confiscation
1. A school employee who confiscates any weapon shall immediately notify the school Principal.
 2. The Principal shall immediately notify the Chief of Police of the East Orange Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.
 3. The Principal shall safeguard the weapon until a law enforcement officer takes custody of it.
 - a. The Principal shall place the weapon in a box or container.
 - b. The Principal shall record or cause to be recorded on the container or on a document attached to the container,
 - (1) A description of the weapon;
 - (2) The name and signature of the person who confiscated the weapon;
 - (3) The date, time, and place the weapon was confiscated;
 - (4) The circumstances under which the weapon was confiscated; and
 - (5) The name of the student or staff member believed to be in possession of the weapon when it was confiscated.
 - c. The container will be placed in a secure location under lock and key and under the Principal's direct control.



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- d. In the event any person other than the Principal is permitted access to the weapon prior to its retrieval by a law enforcement officer, that person shall enter his/her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the weapon will be permitted only in the presence of the Principal.
 - e. The law enforcement officer who takes custody of the weapon shall be required to sign and date the record to indicate his/her receipt of the substance or item.
 4. The Principal shall provide to the law enforcement officer who takes custody of the weapon:
 - a. All information concerning the manner in which it was confiscated;
 - b. The identity of all persons who had custody of the weapon following its confiscation; and
 - c. The identity of any student or staff member believed to have been in possession of the weapon.
- C. Evacuation
 1. The Principal shall, in accordance with Regulation No. 8420, direct the immediate evacuation of the school building or the appropriate portion thereof in the event that:
 - a. The presence of an incendiary device or explosive is known or is reasonably reliably suspected;
 - b. A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and the use of force necessary to confiscate the weapon would place another person at serious risk; or
 - c. The Principal in his/her judgment believes that the school community is at risk and the building should be evacuated.
 2. Regular evacuation routes may be modified as required to protect students and staff members from danger.



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3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.
- D. Removal of Students from Educational Program
1. A student convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a student committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
 2. A student who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
 3. Removal of a student for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.
 4. The Building Principal will immediately notify the student's parent(s) if the student is found to be in possession of a firearm on school property or if a student commits an assault upon members of the school community with a weapon other than a firearm on school property.

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8468 CRISIS RESPONSE

The Board of Education recognizes its responsibility to be prepared to confront circumstances in which the physical and/or mental well-being of students, staff and other individuals on school grounds is threatened or overtly impacted upon by an individual or group of individuals. Situations at issue include, but are not limited to, acts of terrorism, hostage situations and other threats or acts of a violent nature. The Board further recognizes there is a need to deal with the aftermath of such events and circumstances and to contend with the psychological trauma, pain and confusion which may ensue as the result of these events.

The Board establishes through the person of the Superintendent or his/her designee, a School Safety/Crisis Advisory Committee whose responsibility it shall be to act:

1. As a source of information;
2. As a vehicle through which direct services may be delivered;
3. In an advisory capacity to the Superintendent, or his/her designee, and/or other agents or agencies dealing with the crisis situation.

The District School Safety/Crisis Advisory Committee may consist of the following membership:

1. The Superintendent of Schools, or his/her designee;
2. **At least eight (8)** administrators from schools within the district;
3. Safe & Drug free Schools Coordinator;
4. School Psychologist(s);
5. Guidance Counselor(s);
6. School Social Worker(s);
7. Director of Special Services and/or Educational Support Services;
8. Director of Buildings and Grounds;
9. **At least eight (8)** Teacher representative(s);



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10. A representative of local/State Police, Fire Department, Office of Emergency Management;
11. A representative of local medical facility/hospital or Department of Health;
12. Supervisor of Security;
13. Representative of the Early Childhood Department;
14. School Nurse and/or medical inspector;
15. Others as deemed appropriate to the function of the Crisis School Safety/Advisory Committee.

The Crisis School Safety/Advisory Committee shall be convened at least quarterly. Subcommittees and/or task forces meet as necessary:

1. To review and make recommendations on school safety/crisis management policy and procedures and school safety plans;
2. To orient new members as to their responsibilities;
3. To maintain and reinforce lines of communication between the various disciplines and specialists who make up the Crisis Team.
4. To collaborate in the planning implementation and monitoring of school safety drills.

Each school shall have a Crisis/School Safety Team made up of school staff. The team shall meet on a regular basis to:

1. Review and update School Safety/Crisis Plans annually and update as circumstances warrant;
2. Orient staff to their responsibilities;
3. Respond to School level crisis situations;
4. In some situations, school level team members may be deployed to other district sites.

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R 8468 CRISIS RESPONSE

In responding to a crisis situation, the school administration and staff shall implement the following procedures:

A. LEVEL I - Threat Situation

In the event of an overt threat to an individual:

1. Anyone becoming aware of such a threat shall, without delay, report the nature of this threat, and any details known about the threat to the Building Principal or their immediate supervisor.
2. The administrator/supervisor, upon receipt of such a report, shall isolate and contain the individual(s) reported to have made said threat. Such action is to be taken only if it is possible to do so without further jeopardizing the safety of the individual threatened, or any other individual on the school premises.
3. If the physical safety of any individual is, or might be jeopardized by an attempt to isolate or contain the individual in question, the local law enforcement authorities shall be contacted for their assistance.
4. Whenever possible, the building supervisor or administrator shall cause any and all other individuals present to be removed from the immediate and surrounding location, to a place of safety.
5. In those instances in which weapons, and/or potentially dangerous materials are discovered to be involved, the local law enforcement authorities shall immediately be notified in accordance with Policy and Regulation Nos. 5611 and 8467.
6. The building administrator or supervisor shall, at earliest opportunity, report to the Superintendent the existence of any crisis situation, the status of that situation and any action contemplated or taken by the building administrator.
7. In the absence of an imminent threat to any individual(s) (such as those outlined in #3 or #5 above), the Superintendent may choose to consult with others in determining an appropriate response to the threat situation; e.g., Board Attorney, administrator in whose school the threat has occurred. The Superintendent may also:



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- a. Convene a meeting of the District School Safety/Crisis Team and/or any members of that Team and/or the District Mental Health Emergency Response Team for consultation regarding an appropriate course of action.
 - b. Direct the administrator to:
 - (1) Contact the parents of the individual(s) involved, and require their immediate presence at school to discuss the nature of the threat.
 - (2) Immediately suspend the student(s) from school, pending further action.
 - (3) When applicable, place suspended student(s) on Homebound Instruction, pending evaluation by the Child Study Team.
 - (4) If deemed necessary, report the incident to the local police authorities.
 - c. In instances in which weapons have been involved, initiate suspension or expulsion proceedings in accordance with Policy and Regulation No. 5611.
8. Upon resolution and during a Level I situation, counseling/intervention services may be provided to individual(s) who have been adversely affected. Such services may be made available through the District Mental Health Emergency Response Team, Child Study Team or through a referral to an outside agency.
9. The Superintendent or his/her designee, shall report to the Board concerning the relevant details of the Level I crisis situation; specifically, those actions contemplated or taken, and the resultant outcome.
- B. Level II - Crisis in Progress
- During the commission of an act of terrorism, natural disaster, hostage situation or other violence, the jurisdiction of the local/State Police authority is recognized.
1. Aware that such an act is in progress, the administrator shall, without delay, notify the local, state or county law enforcement authorities.
 2. The school shall place at the disposal of the law enforcement authorities, all personnel and information that might be supportive and useful in resolving the crisis.



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3. The Crisis Team may be immediately convened.
4. The Crisis Team may be briefed on the status of the situation, and will act in an informational and advisory capacity to the Superintendent or his/her designee, and local enforcement agency during the crisis.
5. The Crisis Team members will provide assistance and services as needed to help maintain order. Efforts should also be directed toward generating a sense of control in students, staff and members of the community.
6. The Superintendent or his/her designee, shall act as the primary disseminator of information to the press, public and staff concerning the ongoing crisis. He/she may elect to consult with the local, state or county law enforcement authorities and/or Crisis Team in determining the nature and extent of information to be released. Consideration shall be given to the possible effects the release of information might have on:
 - a. The safety of individuals immediately involved in the situation;
 - b. The reactions or interpretation of the staff, students or community;
 - c. The effect upon law enforcement efforts to resolve the crisis.

C. Level III - Aftermath

Upon resolution of a Level II situation, the District School Safety/Crisis Advisory Committee and the District Mental Health Emergency Response Team shall convene to determine the status of the student body, staff and community; and to determine the steps needed to reestablish a normalized psychological/social environment.

1. They shall consider and make recommendations concerning:
 - a. Individuals who are in need of referral to in-school counseling services;
 - b. Individuals who need to be referred to agencies or private counselors;
 - c. Steps to be taken by staff in dealing with student questions, concerns and fears related to the crisis. To accomplish this, a faculty meeting of the entire staff shall be held as soon as time and circumstances allow;



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- d. Information to be provided to the classroom teacher which may be shared with students with the objective of reducing fear, rumor, and promoting a calming and healing atmosphere;
 - e. Debriefing opportunities for staff members who have questions, concerns and fears related to the crisis;
 - f. Directions to the staff regarding appropriate/inappropriate media contact.
2. The School Safety/Crisis Advisory Committee shall:
 - a. Review the crisis policy and procedures currently in effect;
 - b. Make suggestions to the Superintendent or his/her designee, for modifications in policy and procedures which have potential for dealing with future incidents.
 3. The Superintendent or his/her designee, shall communicate to the Board of Education, information concerning the resolution of the crisis situation, details of actions contemplated or taken and recommendations for changes in policy or procedure.
 4. Individuals who are members of the student population, and are found to be culpable in the commission of any threat or act as indicated above, shall be subject to:
 - a. Criminal law pertaining to such acts and individuals.
 - b. The civil law pertaining to such acts and individuals.
 - c. New Jersey Education Law and Codes (Regular or Special Education) as they pertain to such acts and individuals.

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