

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

**REGULAR PUBLIC MEETING**

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

**Tuesday, May 9, 2017 – 6:00 P.M.**

**AGENDA**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. BOARD OF EDUCATION**

**A. APPROVAL OF MINUTES**

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

- February 23, 2017
- March 29, 2017
- April 18, 2017

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

**A. PRESENTATIONS**

- 1. Congratulations to the 2016-2017 East Orange School District Educational Services Professional of the Year Award presented by Dr. Deborah Harvest, Assistant Superintendent.**

Educational Service Professional Awardee	School
Ms. Valerie Sterzel	Benjamin Banneker Academy
Dr. Judith Hampson	Bowser School of Excellence
Ms. Pamela Smith	Carver Institute
Ms. Huriya Edens	Johnnie L. Cochran, Jr. Academy
Ms. Devinn Waithe	Mildred Barry Garvin School
Ms. Rosa Pride	Althea Gibson Academy
Ms. Vanessa Toney-El	Whitney Houston Academy
Ms. Maryronju Butler	Langston Hughes School
Mrs. Sandra Thompson	J. Garfield Jackson, Sr. Academy
Ms. April Hendricks	Louveture School
Ms. Guerdy Baguidy	Cicely L. Tyson Elementary School
Ms. Vanessa Moore	Wahlstrom Academy
Mrs. Fatima McCoy-Leonard	Dionne Warwick Institute
Ms. Sharette Thomas	John L. Costley, Sr., Middle School
Mr. Eric Palmer	Sojourner Truth Middle School
Mr. Robert DeVeaux	Cicely L. Tyson Middle/High School
Mrs. Christina Jaquez	East Orange Campus High School
Mrs. Aphie Amams	Fresh Start Academy High School

## V. REPORT OF THE SUPERINTENDENT OF SCHOOLS

### A. PRESENTATIONS

#### 2. Congratulations to the 2016-2017 East Orange School District Governor's Teacher of the Year Award presented by Dr. Deborah Harvest, Assistant Superintendent

Governor's Teacher of the Year	School
Mrs. Nakeisha Moore	Benjamin Banneker Academy
Ms. Cynthia Vasquez	Bowser School of Excellence
Ms. Sheila White	Carver Institute
Mr. Thomas Buonomo	Johnnie L. Cochran, Jr. Academy
Ms. Eugenie Barber	Mildred Barry Garvin School
Ms. Melissa Nascimento	Whitney Houston Academy
Ms. Zania Saul	Langston Hughes School
Mrs. Ann White	J. Garfield Jackson, Sr. Academy
Mrs. Lynn Luckshire	Ecole Toussaint Louverture School
Mrs. Sahkeenah Wallace	Cicely L. Tyson Elementary School
Ms. Samantha Donat	Wahlstrom Academy
Ms. Tahira Barber	Dionne Warwick Institute
Ms. Karen Larkin	John L. Costley, Sr., Middle School
Ms. Pamela Wilson	Patrick F. Healy Middle School
Mrs. Lilian Ogwumike-Eke	Sojourner Truth Middle School
Mr. James Lemon	Cicely L. Tyson Middle/High School
Ms. Cambie Jones	Fresh Start Academy Middle School
Mrs. Monique Herring-Drummond	East Orange Campus High School
Mr. Ricardo Romero	Fresh Start Academy High School

### B. POLICY READING

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

Policy No.	Description	New/Revised
0000.1	Introduction	Revised Bylaw
2320	Independent Study Program	Abolished
2416.06	Unsafe School Choice Option	Revised Policy
2622	Student Assessment	Revised Policy
3282	Use of Social Networking Sites	Revised Policy
4282	Use of Social Networking Sites	Revised Policy
4415	Substitute Wages	Revised Policy
5116	Education of Homeless Children	Revised Policy & Regulation
5465	Early Graduation	Abolished
5519	Dating Violence at School	Revised Policy & Regulation
7446	School Security Program	New Policy
8310	Public Records	Revised Policy & Regulation
8311	Managing Electronic Mail	Revised Policy
8320	Personnel Records	Revised Policy & Regulation
8350	Retention Records	New Policy
8420	Emergency & Crisis Situations	Revised Policy & Regulation
8420.1	Fire & Fire Drills	Revised Regulation
8420.2	Bomb Threats	Revised Regulation

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

**B. POLICY READING**

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

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

**VI. COMMITTEE REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD OF EDUCATION**

**VII. COMMENTS AND PRESENTATIONS FROM THE PRESIDENT**

**VIII. COMMENTS FROM THE PUBLIC**

**IX. RETIRE TO EXECUTIVE SESSION**

**X. RECOMMENCE PUBLIC MEETING**

**XI. ROLL CALL**

## **XII. CONSIDERATION OF RESOLUTIONS**

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

#### **1. EDUCATIONAL SUPPORT & STUDENT SERVICES**

- a. East Orange Intra-District High School Chess Tournament at STEM Academy
- b. WNBA Kickoff for Autism After School Program
- c. Permission to Submit Proposal for the Student Space Flight Experiment Program
- d. Saturday Detention from May 13<sup>th</sup> through June 10<sup>th</sup>, 2017
- e. Ed of the Year School Carnival
- f. Field Day & Water Day Activities
- g. Field Day at Oval Park
- h. Fifth Grade Social
- i. Student Council Carnival
- j. School Carnival
- k. Health Fair
- l. Youth Empowerment Summit Program
- m. New Jersey Positive Behavior Support in Schools (NJPBSIS)
- n. Universoul Circus
- o. CTE Annual Field Day Event
- p. Young People for Peace (YPP)
- q. My Brother's Keeper Anti-Bullying Assembly
- r. 5<sup>th</sup> Grade Promotional Ceremony
- s. Celebrating Families with Literacy
- t. College and Career Readiness Week
- u. Young Audience Arts for Learning's Jump with Jill Assembly
- v. CTES Wellness Program
- w. Pre-Kindergarten and Kindergarten Ceremony 2017
- x. 5<sup>th</sup> Grade Social
- y. PTO Movie Night "Moana"
- z. Stress Management Workshop
- aa. Student Workshop and Performance of Bluesicals (A Celebration of Black Broadway Musicals)
- bb. Accuplacer Institution/Implementation Formative Assessments and Instructional Strategies
- cc. Consultant, Dr. Charles Mitchell on Job Embedded Instructional and Leadership Coaching
- dd. Liberty Mutual "Crash Car" Presentation
- ee. 2017 Career Expo
- ff. Assembly for Six Grade Students
- gg. Assembly Program for Harp, Piano and String Students
- hh. Participation in Jobs for Americans Graduates (JAG) NJ
- ii. Girl Empowerment Program
- jj. School Olympics
- kk. Seton Hall University Speech Internship Partnership
- ll. Establish Special Education Program
- mm. Eliminate Special Education Programs
- nn. Independent Psychological Evaluations
- oo. Independent Psychological Evaluations
- pp. Independent Psychological Evaluations
- qq. Neurological Evaluations
- rr. Cerebral Palsy of North Jersey, Inc.
- ss. Cerebral Palsy of North Jersey, Inc.
- tt. Special Education Home Instruction Services
- uu. Student Administrative Hearing Recommendation for In-District Alternative Education Placement

## **XII. CONSIDERATION OF RESOLUTIONS**

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

#### **1. EDUCATIONAL SUPPORT & STUDENT SERVICES**

- vv. Student Administrative Hearing Recommendation for In-District Alternative Education Placement
- ww. Student Administrative Hearing Recommendation for In-District Alternative Education Placement
- xx. Student Administrative Hearing Recommendation for In-District Alternative Education Placement
- yy. Recognition of the 2016-2017 E.O. School District Retirees
- zz. NJPAC Tap Dance and Jazz Residencies
- aaa. NJ Spine and Rehabilitation Center "Massage a Teacher" at Tyson Middle/High Division of Curriculum Services
- bbb. Affiliation Practicum in Therapeutic Interventions
- ccc. Girl Empowerment Program
- ddd. Harassment, Intimidation and Bullying Monthly Incident
- eee. Field Trips

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

- a. Retirements
- b. Resignation
- c. Separations
- d. Rescission of Appointment
- e. Rescission of Leave of Absence
- f. Leaves of Absence
- g. Transfers
- h. Salary Adjustments
- i. 2017-2018 Reappointment List
- j. Staff Appointments - 2016-2017 School Year
- k. Staff Appointments - 2017-2018 School Year
- l. Extra-Curricular and Co-Curricular Appointments - Various Locations - 2016-2017 SY
- m. Summer Staff Appointments
- n. Salary Adjustment Addendum - East Orange Education Association - 2011-12 to 2016-17 SY
- o. Approval of Extra-curricular and Co-curricular Activities - Various Locations - 2017-2018 SY
- p. Approval of Job Description
- q. Abolishment of Positions
- r. Denial of Request for Extended Sick Leave
- s. Agenda Changes/Corrections
- t. Appointments
- u. Professional Conferences

## **XII. CONSIDERATION OF RESOLUTIONS**

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

#### **3. BUSINESS SERVICES**

- a. List of Bills (Ratify)
- b. List of Bills
- c. Appropriation Transfers
- d. Appropriation Transfers – ECPA/Fund 15
- e. T-1 Request for Taxes from the City of East Orange
- f. Recommendation to Approve Fund Raising Requests
- g. Reflex Math Grant
- h. Accept a Donation (Warwick Institute)
- i. Resolution Authorizing an Interlocal Joint Purchasing Agreement Between the City of East Orange and The East Orange Board of Education for Mechanics Services
- k. Request for Authorization to Participate in the Hunterdon County Educational Services Commission for 2016-2017
- l. Request for Authorization to Participate in the Educational Services Commission of New Jersey for 2016-2017
- m. Recommendation to Approve Price Increase for Paid Student Lunches
- n. Office of Fiscal Accountability and Compliance (OFAC's) Fiscal Review of the 2015-2016 Preschool Education Program Contract of The Little Ones – Findings
- o. A-148 Secretary's Report
- p. A-149 Treasurer's Report
- q. Budgetary Major Account/Fund Status Certificate
- r. Recommendation to Exceed the Awarded Contract Amount for Legal Services
- s. Request to Approve the Void of Stale Dated Payroll Checks
- t. Application for 2017 Safety Grant Program
- u. Permission to Receive Donation
- v. Permission to Receive Donation

#### **4. MAINTENANCE SERVICES**

- a. Recommendation for the Use of Facility

## **XIII. CLOSING STATEMENT/ADJOURNMENT**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. East Orange Intra-District High School Chess Tournament at STEM Academy – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of The Chess Club from STEM Academy, Campus High, and Tyson High School to participate in the 2<sup>nd</sup> Annual East Orange High School Chess Tournament on May 15<sup>th</sup>, May 17<sup>th</sup>, May 20<sup>th</sup> and May 24<sup>th</sup>, 2017 with no cost to the District.

- b. WNBA Kickoff for Autism After School Program - (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves permission for East Orange STEM Academy to host the WNBA kickoff of the afterschool program for Students with Autism in the gymnasium on May 10, 2017 at no cost to the District.

- c. Permission to Submit Proposal for the State Space Flight Experiment Program – (Ramsey, A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves permission for Thelma Ramsey and Mr. Abdulsaleem Hasan to submit a proposal for the Student Spaceflight Experiment Program Mission 3 to the International Space Station. Students in grades 6 -12 will participate. The total cost for this program is approximately \$30,000 and an additional \$10,000 for staff stipends. Some funding will be offset by grants and donations secured through the National Center for Earth and Science Education.

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: FYI – Stem and EOCHS budgets)

- d. Saturday Detention from May 13 – June 10 – (Ramsey)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves permission for East Orange STEM Academy for the following Saturdays, May 13, 20, 27, June 3, 10 from 9:00 am until 12 pm. The disciplinarian will cover the afterschool detention for a total of 18 hours at \$33 per hour for a total of \$594.00.

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: 17.15.130.100.101.102.002.9729)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESe. End of the Year School Carnival – (Johnson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Ecole Toussaint Louverture's staff and students to attend the Louverture School PTO sponsored carnival on June 9, 2017 with a rain date of June 13, 2017 at no cost to the District.

f. Field Day & Water Day Activities – (Jackson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Wahlstrom Early Childhood Academy staff and students to participate in Field Day and Water Day activities to be held in the playground area of Wahlstrom on June 8, 2017 with a rain date of June 9, 2017 from 9 am to 1:30 pm at no cost to the District.

g. Field Day at Oval Park – (Shults)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a Field Day for PreK to 5<sup>th</sup> grade students to participate in Field Day activities on June 2, 2017 from 8:30 to 2:350 at Oval Park located at 120 Eaton Place, East Orange, NJ at no cost to the District.

h. Fifth Grade Social – (Shults)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves an activity for the 5<sup>th</sup> grade students to participate in the Gordon Parks Academy End of Year Social on June 9, 2017 from 5 pm – 8 pm to be held in the Gordon Parks Academy cafeteria at no cost to the District.

i. Student Council Carnival– (Shults)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve a Field Trip for PreK to 5<sup>th</sup> grade students to participate in the Student Council Carnival activities on June 16, 2017 from 8:30 – 2:50 at Gordon Parks Academy located at 98 Greenwood Avenue, no cost to the District.

j. School Carnival – (Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Dionne Warwick Institute's staff and students to attend the Dionne Warwick Institute School Carnival on June 20, 2017 (Raindate: June 21, 2017) at no cost to the District.

k. Health Fair – (Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a Health Fair for students and families of East Orange. The Health Fair promotes health and wellness for students and families on May 19, 2017 at no cost to the District.



A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESl. Youth Empowerment Summit Program – (Webb)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Youth Empowerment Summit to be held on Wednesday, May 24, 2017 at no cost to the District.

m. New Jersey Positive Behavior Support in Schools – (Webb)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of Fresh Start Academy High School staff and students in the NJPSIS Program in collaboration with the New Jersey Department of Education, Office of Special Education Programs and Robert Wood Medical School at no cost to the District.

n. Universoul Circus – (P. Hasan, Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Universoul Circus at no cost to the District

o. CTE Annual Field Day Event – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves our annual field day event on June 9<sup>th</sup>, 2017 and a raindate of June 12<sup>th</sup>, 2017 at no cost to the District.

p. YPP Young People for Peace Service Learning/Empowering Students to Use Their Creativity to Promote Peace Throughout East Orange District – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the YPP (Young People for Peace) music video shoot which will be held at Cicely L. Tyson Elementary School Mau 8 -12, 2017 at no cost to the District.

q. MBK (My Brother's Keeper) Anti-Bullying Assembly for Students Grades 3 - 5 – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the Anti-Bullying Assembly by My Brother's Keeper here at Tyson Elementary School. The assembly will be held on May 4, 2017 at 1:30 pm.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESr. 5<sup>th</sup> Grade Promotional Ceremony – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the fifth grade student promotional ceremony at a cost of \$4,506.50. This amount covers cost associated with cap, gowns, flowers, certificates, school shirts and trophies.

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: 17.15.190.100.610.312.012.6000)

s. Celebrating Families with Literacy – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves our annual Celebrating Families with Literacy program here at Cicely L. Tyson Elementary School. The program date is May 19, 2017 and there is no cost to the District.

t. College and Career Readiness Week – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves an “A College and Career Readiness Week” presented at Cicely Tyson Elementary School. The program will be held from May 22 – 25, 2017. There will be no cost to the District.

u. Young Audience Arts for Learning’s Jump with Jill Assembly – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Young Audiences Art for Learning to present Jump with Jill Assembly to students at Tyson Elementary School on June 9, 2017 at no cost to the District.

v. CTES Wellness Program – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a health and wellness program on the Saturdays of May 6<sup>th</sup>, 13<sup>th</sup> and 19<sup>th</sup> at no cost to the District. The Links Organization will be providing the funding.

w. Pre-Kindergarten and Kindergarten Moving Up Ceremony 2017 – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Moving Up Ceremony for 60 Kindergarten and 35 Pre-Kindergarten students on June 14, 2017 from 9:30 am to 11:30 am at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESx. 5<sup>th</sup> Grade Promotional Ceremony – (P. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the fifth grade social at a cost of \$600, which will cover supplies, decorations and rentals.

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: 17.15.190.100.610.312.012.6000)

y. PTO Movie Night “Moana” – (Jacob)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Cochran Academy’s PTO to host a movie night showing the movie “Moana” on May 11, 2017 from 6:00 – 8:00 pm in Cochran’s school auditorium, at no cost to the District. The PTO will supply refreshments.

z. Stress Management Workshop – (Jacob)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a Stress Management Workshop to celebrate Teacher Appreciation Day. The workshop will be held at Cochran Academy on May 17, 2017 from 1:30 – 4:00 pm. Ms. Bonanomo and Ms. Polite are the presenters at no cost to the District.

aa. Student Workshop and Performance of Bluessicals (A Celebration of Black Broadway Musicals) – (Jacob)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the use of Cochran Academy’s auditorium for a performance of Bluessicals (A Celebration of Black Broadway Musicals and 30 students will participate from the student body during the school day. Two teachers who have volunteers will oversee a performance in the evening on June 9, 2017. The workshops will be held school during the weeks of May 29, 2017 and June 4, 2017 at no cost to the District.

bb. EOCHS Accuplacer Institution/Implementation – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves EOCHS as an Accuplacer Institution for implementation at a cost to the District not to exceed \$2,300.

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 Code: 17.15.190.100.610.101.001.6000)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- cc. Consultant Dr. Charles Mitchel on Job Embedded Instructional and Leadership Coaching – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Dr. Charles Mitchel to provide Instructional and Leadership coaching to administration and staff for 5 sessions for the period of May through December 2017 at a cost to the District not to exceed \$7,500.

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: 17.20.231.200.300.101.001.0000)

- dd. Liberty Mutual “Crash Car” Presentation – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves a “Crash Car” presentation to the Senior Class of 2017 of EOCHS during the month of June at no cost to the District.

- ee. 2017 Career Expo – (A. Hasan)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves EOCHS Career Expo on May 9, 2017 at no cost to the District.

- ff. Assembly for Sixth Grade Students – (H. Walker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves offering an assembly program for sixth grade students at Healy School on how to avoid gangs, guns and other forms of violence and become productive members of the community. This assembly will be offered on a date to be determined at no cost to the District.

- gg. Assembly Program for Harp, Piano and String Students – (Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves The Sphinx Organization featured group, the Catalyst Quartet visit to Tyson Community School of Performing and Fine Arts on Thursday, May 4, 2017 at no cost to the District.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICEShh. Participation in Jobs for Americas Graduates (JAG) NJ – (Trono)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the participation of Costley Middle School in the Jobs for America's Graduates – NJ program at an estimated cost to the District of \$20,000.

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: 18.15.000.270.512.015.5523  
18.15.190.100.800.215.015.0000  
18.15.000.240.580.215.015.0000)

ii. Girl Empowerment Program – (Trono)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the DANDO-LUZ, a nonprofit organization to implement the Girl Empowerment Program at Costley at no cost to the District.

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: 18.15.000.270.512.015.5523)

jj. School Olympics – (Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Dionne Warwick Institute's staff and students to attend the Warwick Spring Olympics on June 2, 2017 (Raindate: June 5, 2017) at no cost to the District.

kk. Seton Hall University Speech Internship Partnership – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2017-2018 partnership between the East Orange School District and Seton Hall University to provide a Clinical Education Program. The district will provide Internships to six (6) speech pathology graduate students. The services will be provided at no cost to the District.

ll. Establish Special Education Programs – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the opening of Special Education Programs during the 2017-2018 school year in Bowser, Warwick and Campus High.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESmm. Eliminate Special Education Programs – (Harvest, Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the closing of Special Educations Programs in Hughes, Bowser, Garvin, Costley and Healy schools.

nn. Independent Psychological 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 Dr. Donald Merachnik to complete Psychological Evaluations at a rate of \$375 per case during the 2017-2018 school year. Dr. Merachnik has provided RFQ # 2793 for Psychological Services.

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)

oo. Independent Psychological 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 Mr. Joel Thervil to complete Psychological Evaluations (Bilingual and Regular) at a rate of \$375 per case during the 2017-2018 school year. Mr. Thervil has provided RFQ # 2793 for Psychological Services.

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)

pp. Independent Psychological 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 Ms. Mary Ellen Laughlin to complete Psychological Evaluations at a rate of \$375 per case during the 2017-2018 school year. Ms. Laughlin has provided RFQ # 2793 for Psychological Services.

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 SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESqq. Neurological Evaluations – (Harvest, Santos)

WHEREAS, pursuant to N.J.S.A. 19:44A-20.26 (P.L. 205, c.271, s.2) Dr. Kavita Sinha has submitted the required Political Contribution Disclosure Form and Stockholder Disclosure Certification, of which they both are on file; Dr. Sinha has provided RFQ # 2796 for Neurological Services.

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Dr. Kavita Sinha to complete Neurological Evaluations at a rate of \$300 per case and a no show fee of \$35 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)

rr. Cerebral Palsy of North Jersey, Inc. – (Harvest, Santos)

WHEREAS, pursuant to N.J.S.A. 19:44A-20.26 (P.L. 205, c.271, s.2) the Cerebral Palsy of North Jersey has submitted the required Political Contribution Disclosure Form and Stockholder Disclosure Certification, of which they both are on file; CPNJ has provided RFQ # 2797 for Occupational Therapy Services.

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with Cerebral Palsy of North Jersey for Occupational Evaluations at a cost of \$362 (including reports). The cost of Services for Occupational Therapy \$98 per hour (including travel time), Argumentative and Alternative Communication Evaluations \$750 - \$1200 and Alternative Communication training at \$150 per hour (minimum of 2 hrs.). Home base and Transitional Services for three year olds. Occupational or Physical Therapist in home - \$120, Special Educator (Maybe DI or ABA Specialist, as appropriate for child's need \$95). Child Development Associate - \$655 (trained to carry over core work of teacher and/or OT & PT) For longer term arrangements, these home visit rates may be reduced 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: 11.000.216.0320.00.028.031.0000)

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESss. Cerebral Palsy of North Jersey, Inc. – (Harvest, Santos)

WHEREAS, pursuant to N.J.S.A. 19:44A-20.26 (P.L. 205, c.271, s.2) the Cerebral Palsy of North Jersey has submitted the required Political Contribution Disclosure Form and Stockholder Disclosure Certification, of which they both are on file; CPNJ has provided RFQ # 2797 for Physical Therapy Services.

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the contract with the Cerebral Palsy of North Jersey for Physical Therapy Evaluations at a rate of \$350 (including reports). The cost of Services for Physical Therapy \$98 per hour (including travel time) 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: 11.000.216.0320.000.028.031.0000)

tt. 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 16 students to be given on Home Instruction Services.

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.)

uu. 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 Superintendent of Schools, approves the recommendation to In District Alternative Program placement for one student as a result of an administrative hearing.

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 Superintendent of Schools, approves the recommendation to In District Alternative Program placement for one student as a result of an administrative hearing.



A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ww. 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 Superintendent of Schools, approves the recommendation to In District Alternative Program placement for one student as a result of an administrative hearing.

- xx. 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 Superintendent of Schools, approves the recommendation to In District Alternative Program placement for one student as a result of an administrative hearing.

- yy. Recognition of the 2016-2017 E.O. School District Retirees – (West)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, according to the Board Policy, approves the Recognition of Accomplishments, which mandates the recognition of retirees with appropriate plaques or certificates (all retirees will receive a certificate of recognition) approves recognition of district retirees at the June 13, 2017 Board Meeting at a cost of \$250.

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: 17.11.000.230.600.028.019.6662)

- zz. NJPAC Tap Dance and Jazz Residences – (Walker, Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the continuation NJPAC Residences for Tap Dance and Jazz Studies for school year 2017-2018. Residences will provide specialized instruction for East Orange students in 160 classes and preparation for 6 performances and auditions by May 2018. Cost to the District: \$16,660.

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: 18.11.000.221.320.000.000.9706)

**A. SUPERINTENDENT OF SCHOOLS**

**1. EDUCATIONAL SUPPORT & STUDENT SERVICES**

- aaa. NJ Spine and Rehabilitation Center “Massage a Teacher” at Tyson Middle/High, Division of Curriculum Services – (D. Walker, Moncur)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the attendance of the NJ Spine and Rehabilitation Center to provide a Massage a Teacher for teacher appreciation day for all K-5 ELA coaches, Math coaches and Teacher trainers to be held at Tyson Middle/High School, East Orange School District Division of Curriculum Services in the resource room. This is for the teacher appreciation day for the K-5 ELA coaches, Math coaches, and Teacher trainers on Wednesday, June 7, 2017 from 1 – 4 pm at no cost to the District.

- bbb. Affiliation Practicum in Therapeutic Interventions – (Harvest, Watson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the completion of a practicum in Therapeutic Interventions at a school to be determined by Mr. Lawrence Carter at no cost to the District.

- ccc. Girl Empowerment Program – (Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the DANDO-LUZ, a non-profit organization to implement the Girl Empowerment Program at Sojourner Truth Middle School at no cost to the District.

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

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Acting Superintendent of Schools, accepts the report of 4 incidents for April 2017 for the NJDOE monthly reporting of HIB.

**XII. CONSIDERATION OF RESOLUTIONS****MAY 9, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**eee. 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
<b>1</b>	Ms. Lovett 73 students 12 staff members Warwick Institute	East Orange, NJ	To visit the Fire Safety House (Educational)	May 2017	No cost to the district
<b>2</b>	Ms. Luckshire 100 students 5 staff members 10 parent chaperones Louverture	Newark, NJ	To attend performance at NJPAC (Educational)	5/5/17	\$ 624.00 Transportation \$ 575.00 Admissions \$1,199.00 Total 17.15.190.100.800.310.010.0000 (SB) <b>[THIS IS A RATIFIED RESOLUTION]</b>
<b>3</b>	Mrs. White 23 students 23 parent chaperones Jackson Academy	Newark, NJ	To attend the Annual Law Day Student Award Ceremony (Educational)	5/5/17	\$260.00 Transportation \$260.00 Total 17.15.000.270.512.314.014.5523 (SB) <b>[THIS IS A RATIFIED RESOLUTION]</b>
<b>4</b>	Mr. R. Thomas 10 students 2 staff members Campus High School	East Orange, NJ	To attend Future Business Leaders of America at Garvin School (Educational)	5/5/17	\$234.00 Transportation \$260.00 Substitute Salary \$494.00 Total 17.15.000.270.512.101.001.5523 (SB) 17.15.140.100.101.101.001.9727 (SB)
<b>5</b>	Mr. K. Reilly 20 students 1 staff member 1 parent chaperone Tyson Elementary	Short Hills, NJ	To attend site workshops and visit Kings Food Market (Educational)	5/6/17 5/13/17 5/19/17	No cost to the district (Funding provided by the Links Organization)
<b>6</b>	Major Nikalaus 100 students 4 staff members 3 parent chaperones Campus High School	Orange, NJ	To attend a Military Ball (Educational)	5/12/17	\$962.00 Transportation \$962.00 Total 17.15.000.270.512.101.001.5523 (SB)
<b>7</b>	Ms. E. Potucek 64 students 6 staff members Costley Middle School	East Hanover, NJ	To visit Funplex (Incentive)	5/12/17	\$1,400.00 Admissions \$ 676.00 Transportation \$2,076.00 Total 17.15.000.270.512.215.015.5523 (SB) 17.15.190.100.800.215.015.0000 (SB)
					<b>F/T Board Agenda 5/9/17</b>

**XII. CONSIDERATION OF RESOLUTIONS****MAY 9, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**eee. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
8	Ms. D. Evans 25 students 3 staff members Tyson M/H School	Newark, NJ	To visit the New Jersey Institute of Technology (Educational)	5/17/17	<u>\$234.00</u> Transportation \$234.00 Total 17.15.000.270.512.203.003.5523 (SB)
9	Ms. Cowins 18 students 2 staff members Louverture	Orange, NJ	To visit the Interfaith Food Pantry (Educational)	5/17/17	No cost to the district
10	Ms. Stevenson 38 students 5 staff members Louverture	East Orange, NJ	To visit the East Orange Public Library (Educational)	5/17/17	No cost to the district
11	Ms. I. Colson 24 students 2 staff members Parks Academy Garvin School	Bayonne, NJ	To participate in the Colors of the Rainbow Ballroom Dancing Semi-Finals (Educational)	5/18/17	<u>\$301.60</u> Transportation \$301.60 Total 17.11.000.270.517.000.000.9706 (AB)
12	Dr. G. Watson 71 students 10 staff members Tyson M/H School Campus High School STEM Academy	Cedar Grove, NJ	To attend the Male Youth Leadership Conference (Educational)	5/19/17	\$400.40 Transportation (Tyson) \$208.00 Transportation (STEM) <u>\$208.00</u> Transportation (Campus) \$816.40 Total 17.15.000.270.512.203.003.5523 (SB) 17.15.000.270.512.102.002.5523 (SB) 17.15.000.270.512.101.001.5523 (SB)
13	Ms. Miller 32 students 6 staff members Banneker Academy	Florham Park, NJ	To visit Imagine That! (Educational)	5/19/17	\$296.40 Transportation <u>\$439.60</u> Admissions \$736.00 Total 17.20.218.100.500.336.026.9019 (GB) 17.20.218.200.516.336.026.9019 (GB)
14	Ms. N. Morant 22 students 4 staff members 3 parent chaperones Louverture	Maplewood, NJ	To visit the Words Up Bookstore (Educational & Enrichment)	5/23/17	No cost to the district (Transportation paid by the Bass Foundation)
15	Ms. Grohs 10 students 2 staff members Bowser Elementary	New Brunswick, NJ	To attend the Law Fair (Educational)	5/23/17	<u>\$388.00</u> Transportation \$388.00 Total 17.15.000.270.512.304.004.5523 (SB)
16	Ms. P. Moore 400 students 40 staff members Garvin School	East Orange, NJ	To attend Health Walk at Oval Park (Educational)	5/24/17	No cost to the district
					<b>F/T Board Agenda 5/9/17</b>

## XII. CONSIDERATION OF RESOLUTIONS

MAY 9, 2017

### A. SUPERINTENDENT OF SCHOOLS

#### 1. EDUCATIONAL SUPPORT & STUDENT SERVICES

eee. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
17	Ms. S. Allen 12 students 1 staff member Campus High School	West Orange, NJ	To attend the 14th Annual Clean Communities Conference at Turtle Back Zoo (Educational)	5/24/17	No cost to the district (Transportation provided by the City of East Orange)
18	Ms. S. Johnson 50 students 6 staff members Houston Academy	Warren, NJ	8th Grade Trip to Forest Lodge (Enrichment & Rewards)	5/24/17	\$1,144.00 Transportation <u>\$3,800.00</u> Admissions \$4,944.00 Total 17.15.000.270.512.307.007.5523 (SB) 17.15.190.100.800.307.007.0000 (SB)
19	Ms. M. Johnson 150 students 15 staff members Parks Academy	West Orange, NJ	To participate in Kids-Teens Awards and Environmental Expo at the Turtle Back Zoo (Educational)	5/24/17	No cost to the district (Transportation paid the E.O.D.P.W.)
20	Ms. A. LuBrant 76 students 5 staff members 3 parent chaperones Warwick Institute	Jersey City, NJ	To visit the Liberty Science Center (Educational)	5/24/17	\$ 624.00 Transportation <u>\$ 727.00</u> Admissions \$1,351.00 Total 17.15.000.270.512.309.009.5523 (SB) 17.15.190.100.800.309.009.0000 (SB)
21	Ms. P. Moore 400 students 40 staff members Garvin School	East Orange, NJ	To attend Field Day at Oval Park (Educational)	5/25/17	No cost to the district
22	Ms. M. Johnson 4 students 2 staff members Parks Academy	West Orange, NJ	To participate in the NJ Clean Communities Seminar and Panel Discussion at McLoone's Boathouse (Educational)	5/25/17	No cost to the district (Transportation paid the E.O.D.P.W.)
23	Ms. S. Johnson 50 students 5 staff members Houston Academy	Orange, NJ	To attend the 8th Grade Social at Bella Italia (Incentive & Rewards)	5/31/17	No cost to the district
24	Ms. A. Pruett 100/115 per trip 15 staff members Bowser Elementary	West Orange, NJ	To visit South Mountain Reservation (Educational)	5/31/17	<u>\$1,014.00</u> Transportation \$1,014.00 Total 17.15.000.270.512.304.004.5523 (SB)
					<b>F/T Board Agenda 5/9/17</b>

**XII. CONSIDERATION OF RESOLUTIONS****MAY 9, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**eee. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets
					SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
25	Ms. K. Scantlebury 63 students 3 staff members 3 parent chaperones Warwick Institute	Parsippany, NJ	To visit Green Meadows-Native Lands (Educational)	5/31/17 (Rain date 6/5/17)	\$ 728.00 Transportation \$ 759.00 Admissions \$1,487.00 Total 17.20.218.200.516.309.026.9019 (GB) 17.15.000.270.512.309.009.5523 (SB) 17.15.190.100.800.309.009.0000 (SB) 17.20.218.100.500.309.026.9019 (GB)
26	Ms. A. Dula 15 students 3 staff members Parks Academy	South Orange, NJ	To visit SOPAC (Educational)	6/1/17	\$260.00 Transportation \$260.00 Total 17.15.000.270.512.311.011.5523 (SB)
27	Ms. Whalen 120 students 14 staff members Banneker Academy	Monmouth Junction, NJ	To visit the Von Thun Farm (Educational)	6/1/17	\$1,320.00 Admissions \$ 589.00 Transportation \$1,909.00 Total 17.20.218.200.516.336.026.9019 (GB) 17.15.190.100.800.336.036.5800 (SB)
28	Mr. Tol 270 students 29 staff members 3 parent chaperones Louverture	East Orange, NJ	To attend Field Day at Elmwood Avenue Park (Educational & Enrichment)	6/2/17 (Rain date 6/5/17)	No cost to the district
29	Ms. I. Colson 24 students 2 staff members Parks Academy Garvin School	Newark, NJ	To attend final competition of the Colors of the Rainbow Ballroom Dancing Program at NJPAC (Educational)	6/2/17	\$270.40 Transportation \$270.40 Total 17.11.000.270.517.000.000.9706 (AB)
30	Ms. J. Badawi 30 students 6 staff members 4 parent chaperones Louverture	Jersey City, NJ	To visit the Liberty Science Center (Educational)	6/2/17	\$ 364.00 Transportation \$ 706.00 Admissions \$1,070.00 Total 17.20.218.100.500.310.026.9019 (GB) 17.20.218.200.516.310.026.9019 (GB)
31	Ms. A. Smith 24 students 4 staff members Cochran Academy	Lyndhurst, NJ	To attend Medieval Times for Dinner and Tournament (Educational & Enrichment)	6/5/17	\$1,060.40 Admissions \$ 676.00 Transportation \$1,736.40 Total 17.15.190.100.800.338.038.0000 (SB) 17.15.000.270.512.338.038.5523 (SB)
32	Ms. S. Johnson 45 students 4 staff members Houston Academy	Hillside, NJ	To visit the Community Food Bank of New Jersey (Educational)	6/5/17	\$338.00 Transportation \$338.00 Total 17.15.000.270.512.307.007.5523 (SB)
					<b>F/T Board Agenda 5/9/17</b>

## XII. CONSIDERATION OF RESOLUTIONS

MAY 9, 2017

### A. SUPERINTENDENT OF SCHOOLS

#### 1. EDUCATIONAL SUPPORT & STUDENT SERVICES

eee. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
33	Ms. L. Wing 90 students 5 staff members 5 parent chaperones Warwick Institute	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	6/6/17	\$ 572.00 Transportation \$ 900.00 Admissions \$1,472.00 Total 17.20.218.200.516.309.026.9019 (GB) 17.15.000.270.512.309.009.5523 (SB) 17.15.190.100.800.309.009.0000 (SB) 17.20.218.100.500.309.026.9019 (GB)
34	Ms D. Ivey 50 students 3 staff members Louverture	Madison, NJ	To visit the Museum of Early Trades & Crafts (Educational)	6/7/17	No cost to the district (Funding will be paid by the Museum of Early Trades & Crafts)
35	Ms. Strickland 75 students 6 staff members 1 parent chaperone Louverture	Hope, NJ	To visit the Land of Make Believe (Educational)	6/7/17 (Rain date 6/8/17)	\$ 821.60 Transportation \$ 975.00 Admissions \$1,796.60 Total 17.15.190.100.800.310.010.0000 (SB) 17.15.000.270.512.310.010.5523 (SB)
36	Ms. M. Johnson 45 students 5 staff members 4 parent chaperones Parks Academy	Bronx, NY	To visit the Bronx Zoo (Educational)	6/8/17	\$442.00 Transportation \$480.00 Admissions \$922.00 Total 17.15.000.270.512.311.011.5523 (SB) 17.15.190.100.800.311.011.0000 (SB)
37	Mr. P. Wambugu 20 students 2 staff members Campus High School	New Brunswick, NJ	To participate in the 24th Annual Recognition Ceremony at Rutgers University (Educational)	6/8/17	\$312.00 Transportation \$312.00 Total 17.15.000.270.512.101.001.5523 (SB)
38	Ms. S. Harper-Cabbell 20 students 3 staff members Campus High School	Newark, NJ	To attend the Teen Parent Summit at Rutgers Campus Robeson Student Center (Educational)	6/9/17	\$234.00 Transportation \$234.00 Total 17.15.000.270.512.101.001.5523 (SB)
39	Ms. A. Pruett 330 students 33 staff members Bowser Elementary	Easton, PA	To visit the Crayola Crayon Factory (Educational)	6/9/17	\$4,784.00 Transportation \$3,654.37 Admissions \$8,438.37 Total 17.15.000.270.512.304.004.5523 (SB) 17.15.190.100.800.304.004.0000 (SB) 17.20.218.200.516.304.026.9019 (GB) 17.20.218.100.500.304.026.9019 (GB)
40	Ms. L. Gopal 40 students 4 staff members Campus High School	West Orange, NJ	To attend the Treetop Adventure Course at Turtle Back Zoo (Incentive & Enrichment)	6/12/17	\$260.00 Transportation \$260.00 Total 17.15.000.270.512.101.001.5523 (SB)
					F/T Board Agenda 5/9/17

**XII. CONSIDERATION OF RESOLUTIONS**

**MAY 9, 2017**

**A. SUPERINTENDENT OF SCHOOLS**

**1. EDUCATIONAL SUPPORT & STUDENT SERVICES**

eee. Field Trips

No.	Names(s)	Destination	Reason (include incentive & benefit)	Date(s)	Cost/Budgets SB - School Based/GB - Grant Based/ AB - Arts Based Budgets
41	Ms. Barber 42 students 7 staff members Parks Academy	Bronx, NY	To visit the Bronx Zoo (Educational)	6/13/17	<u>\$442.00</u> Transportation \$442.00 Total 17.15.000.270.512.311.011.5523 (SB)
42	Ms. N. Hopkins 55 students 8 staff members Warwick Institute	West Orange, NJ	To visit the Turtle Back Zoo (Educational)	6/14/17	\$ 520.00 Transportation \$ 710.00 Admissions \$1,230.00 Total 17.20.218.200.516.309.026.9019 (GB) 17.20.218.100.500.309.026.9019 (GB)
43	Mr. S. Webb 50 students 7 staff members FSA High School	East Orange, NJ	To host an awards ceremony at Edward Bowser Senior Citizens Building and TASC student participation with Campus HS graduation & rehearsals (Enrichment)	6/15/17	\$ 785.00 Catering \$ 215.00 Supplies & Materials \$1,000.00 Total 17.11.423.240.500.029.029.0000 (SB) 17.11.423.240.600.029.029.6662 (SB)
44	Mr. J. Ford 25 students 4 staff members STEM Academy	Montauk, NY	To attend the Viking Fishing Tour (Enrichment)	6/16/17 6/17/17	No cost to the district (Funding paid by Mr. John Ford)
45	Ms. I. Colson 200 students 12 staff members 8 parent chaperones Tyson M/H School (Summer Arts Academy)	New York City, NY	To attend the Harlem School of the Arts (Educational)	7/18/17 7/19/17	\$ 3,120.00 Transportation \$ 7,300.00 Other Expenses \$10,420.00 Total 18.11.000.270.517.000.000.9706 (AB) 18.11.000.221.890.000.000.9706 (AB)
46	Ms. Manigault 67 students 6 staff members Louverture	Highlands, NJ	To visit the NJ Sea Grant Consortium (Educational)	6/19/17	\$1,352.00 Transportation \$ 675.00 Admissions \$2,027.00 Total 17.15.190.100.800.310.010.0000 (SB) 17.15.000.270.512.310.101.5523 (SB)
47	Ms. I. Colson 40 students 4 staff members Tyson M/H School (Summer Arts Academy)	Newark, NJ	To perform in Military Park (Educational)	7/19/17	<u>\$208.00</u> Transportation \$208.00 Total 18.11.000.270.517.000.000.9706 (AB)
48	Mr. D. Johnson 22 students 3 staff members Louverture	West Orange, NJ	To visit the Turtle Back Zoo	6/6/17	<u>No cost to the District</u> Transportation by the Bass Foundation
49	Ms. B. Barnes 12 students Parks Academy	Newark, NJ	To participate in the Color of the Rainbow Dance	6/8/17	<u>No cost to the District</u>



**XII. CONSIDERATION OF RESOLUTIONS****MAY 9, 2017****A. SUPERINTENDENT OF SCHOOLS****1. EDUCATIONAL SUPPORT & STUDENT SERVICES**eee. Field Trips

<b>CHANGES TO ADMINISTRATIVE/FIELD TRIP RESOLUTIONS</b>					
<b>No.</b>	<b>Names(s)</b>	<b>Destination</b>	<b>Reason (include incentive &amp; benefit)</b>	<b>Date(s)</b>	<b>Cost/Budgets</b>  <b>SB - School Based/GB - Grant Based/ AB - Arts Based Budgets</b>
<b>1</b>	Ms. A. Jackson Wahlstrom Academy	East Orange, NJ	Kindergarten Graduation Ceremony	6/21/17	This resolution was Board approved at the 4/18/17 Board meeting. The original date of the event was 6/7/17 and has been changed to 6/21/17 due to a scheduling conflict.
<b>2</b>	Ms. Spain 162 students 8 staff members 10 parent chaperones Garvin School	Newark, NJ	To visit the Branch Brook Park Roller Skating Center (Incentive)	6/13/17	This resolution was Board approved at the 3/14/17 Board meeting. The original date of the event was 6/5/17 and has been changed to 6/13/17 due to scheduling conflicts.
					<b>F/T Board Agenda 5/9/17</b>

**A. SUPERINTENDENT OF SCHOOLS****2. LABOR RELATIONS & EMPLOYMENT SERVICES****a. Retirements**

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

1. Ms. Deborah Achinivu – Teacher of the Handicapped (ICS) – Carver Institute  
Effective July 1, 2017 (21 years, 5 months of service)  
(15.213.100.0101.000.305.005.0000)
2. Mr. William Adams – Teacher of the Handicapped (ICS) – Tyson 6-12  
Effective July 1, 2017 (13 years, of service)  
(15.213.100.0101.000.203.003.0000)
3. Ms. Sonia Grant – Custodian (Night) – East Orange Campus High School  
Effective May 1, 2017 (16 years, 7 months of service)  
(11.000.262.0100.000.000.000.0000)
4. Ms. Deborah Hilyard – Math Coach – Garvin School  
Effective July 1, 2017 (40 years, of service)  
(15.000.221.0104.000.308.008.0000)
5. Mr. Todd Walker – CST - Social Worker – Houston Academy  
Effective July 1, 2017 (24 years, 2 months of service)  
(11.000.219.0104.000.000.000.0000)
6. Dr. Moira Weidenborner – Teacher of ESL – Costley Middle School  
Effective July 1, 2017 (28 years, of service)  
(15.240.100.0101.000.215.015.0000)

**b. Resignation**

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

1. Dr. Nicole Crews – Climate & Culture Specialist – Tyson 6-12  
Effective June 30, 2017 (no reason) (15 years, of service)  
(20.231.200.0100.000.203.003.0000)

**c. Separations**

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

1. Ms. Camille Harley-Brown – Lunch Period Supervisory Aide – Langston Hughes School  
Effective September 30, 2016 (abandoned position)  
(11.000.262.0100.000.000.000.0000)
2. Ms. Shaquanna Maddox – Lunch Period Supervisory Aide – East Orange Campus High School  
Effective March 27, 2017 (abandoned position)  
(11.000.262.0100.000.000.000.0000)
3. Mr. Desmond Sturdivant – Hourly Security – Department of Security  
Effective April 24, 2017 (separation)  
(11.000.266.0100.000.000.000.0000)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESd. Rescission of Appointment

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

1. Mr. Shamir Lowe – Lunch Period Supervisory Aide – Garvin School  
Appointment was approved at the March 14, 2017 Board Meeting  
(11.000.262.0100.000.000.0000)

e. Rescission of Leave of Absence

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

1. Ms. Willow Brown – Math Coach – Tyson Elementary  
Child Rearing LOA was approved at the February 14, 2017 Board Meeting  
(15.000.221.0104.000.312.012.0000 – 50.0000%)  
(15.120.100.0101.000.312.012.0000 – 50.0000%)

f. 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. Stacey-Ann Brinson – Teacher Assistant for Special Ed (BD) – Bowser Elementary School  
Family Act LOA (Intermittent) Effective March 13, 2017 to June 30, 2017 (NTE 10 days)  
(15.209.100.0106.000.304.004.0000)
2. Ms. Chiffon Brown – Teacher of Pre-Kindergarten – Banneker Academy  
Family Act LOA (Intermittent) Effective February 7, 2017 to June 30, 2017 (NTE 20 days)  
(20.218.100.0101.000.028.026.9010)
3. Ms. Michayne Campbell – Teacher of Elementary – Carver Institute  
Family Act LOA (Intermittent) Effective March 8, 2017 to June 30, 2017 (NTE 10 days)  
Family Act LOA (Intermittent) Effective September 5, 2017 to January 31, 2018 (NTE 20 days)  
(15.120.100.0101.000.305.005.0000)
4. Mr. Christopher Fretz – Teacher of the Handicapped (LD) – Healy Middle School  
Family Act and Bonding LOA Effective April 17, 2017 to April 28, 2017  
(15.204.100.0101.000.217.017.0000)
5. Mr. Jeffrey Garriss – Painter – Division of Maintenance Services  
Family Act LOA Effective February 7, 2017 to February 17, 2017  
Family Act LOA Effective March 28, 2017 to April 28, 2017  
(11.000.261.0100.000.000.000.0000)
6. Ms. Gail Howerton – Teacher of Elementary – Jackson Academy  
Health LOA Effective April 19, 2017 to April 30, 2017  
(15.120.100.0101.000.314.014.0000)
7. Mr. Larry Jackson – Teacher of Spanish – Tyson Elementary  
Family Act LOA Effective April 6, 2017 to April 8, 2017  
(15.120.100.0101.000.312.012.0000)

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

8. Ms. Lashonda James – Teacher of Grades 6-8 (LAL) – Truth Middle School  
Family Act and Bonding LOA Effective September 5, 2017 to December 4, 2017  
(15.130.100.0101.000.216.016.0000)
9. Mr. Terrence Knox – Teacher of the Handicapped (ICS) – Warwick Institute  
Health LOA Effective March 15, 2017 to June 30, 2017  
(15.209.100.0101.000.309.009.0000)
10. Ms. Patricia Lamby – Teacher Assistant for Pre-Kindergarten – Bowser Elementary School  
Family Act LOA Effective March 1, 2017 to March 15, 2017  
(15.190.100.0106.000.304.004.9704)
11. Ms. Erika Loiacono – Teacher of Elementary – Langston Hughes School  
Family Act LOA (Intermittent) Effective March 22, 2017 to June 30, 2017 (NTE 36 days)  
(15.120.100.0101.000.306.006.0000)
12. Ms. Karen Lopez-Hawk – Teacher Assistant for Kindergarten – Langston Hughes School  
Family Act LOA (Intermittent) Effective February 7, 2017 to June 30, 2017 (NTE 05 days)  
(15.190.100.0106.000.306.006.9704)
13. Ms. Alexia Maltabes – Teacher of Grades 6-8 (Mth) – Costley Middle School  
Family Act and Bonding LOA Effective March 30, 2017 to June 30, 2017  
Family Act and Bonding LOA Effective September 5, 2017 to October 31, 2017  
(15.130.100.0101.000.215.015.0000)
14. Ms. Tinesha McNeill – Teacher of Grades 6-8 (SSd) – Tyson 6-12  
Family Act LOA (Intermittent) Effective January 3, 2017 to June 30, 2017 (NTE 15 days)  
(15.130.100.0101.000.203.003.0000)
15. Mr. Beaumont Munford, III – Custodian (Night) – Warwick Institute  
Family Act LOA Effective April 18, 2017 to June 30, 2017  
(11.000.262.0100.000.000.000.0000)
16. Ms. Jennifer Ok – Teacher of Grades 6-8 (LAL) – Truth Middle School  
Family Act LOA Effective March 20, 2017 to March 24, 2017  
Family Act LOA (Intermittent) Effective March 27, 2017 to June 30, 2017 (NTE 10 days)  
(15.130.100.0101.000.216.016.0000)
17. Ms. Jennifer Orellana Giron – Teacher of the Handicapped (AUT) – Tyson 6-12  
Family Act LOA Effective April 17, 2017 to April 28, 2017  
(15.214.100.0101.000.203.003.0000)
18. Mr. Bobby Pitt – Custodian (Day) – Garvin School  
Family Act LOA Effective March 16, 2017 to April 7, 2017  
Family Act LOA (Intermittent) Effective April 10, 2017 to June 30, 2017 (NTE 06 days)  
(11.000.262.0100.000.000.000.0000)
19. Ms. Alexandra Pujols – Learning Disabilities Teacher Consultant – Tyson 6-12  
Family Act LOA Effective June 19, 2017 to June 30, 2017  
Family Act and Bonding LOA Effective September 5, 2017 to December 4, 2017  
Child Rearing LOA (without pay) Effective December 5, 2017 to December 22, 2017  
(11.000.219.0104.000.000.000.0000)

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

20. Mr. Shon Reid – Custodian (Night) – Campus High  
Family Act and Bonding LOA Effective March 16, 2017 to June 12, 2017  
(11.000.262.0100.000.000.0000)
21. Ms. Kim Severe – School Psychologist – Campus High  
Family Act LOA Effective April 27, 2017 to June 8, 2017  
(11.000.219.0104.000.000.000.0000)
22. Ms. Effie Stewart – Custodian (Day) – Bowser Elementary School  
Family Act LOA Effective April 7, 2017 to June 5, 2017  
(11.000.262.0100.000.000.000.0000)
23. Ms. Aminah Toler – Secretary (Head) – Gibson Academy  
Family Act LOA Effective June 2, 2017 to June 9, 2017  
Family Act LOA (Intermittent) Effective June 12, 2017 to June 30, 2017 (NTE 05 days)  
(15.000.240.0105.000.337.037.0000)
24. Mr. Karl Wright – Teacher of Grades 6-8 (Mth) – Tyson 6-12  
Family Act LOA Effective March 3, 2017 to June 8, 2017  
Health LOA Effective June 9, 2017 to June 30, 2017  
(15.130.100.0101.000.203.003.0000)

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.”

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. Kalma Butler – Per Diem Substitute Teacher – Substitute Department  
(Original Hire Date: April 24, 2017)  
From: \$75.00 p/d  
To: \$130.00 p/d  
Effective April 24, 2017 to June 30, 2017  
(higher training level)  
(11.120.100.0101.000.000.000.0000)
2. Ms. Natalie Chavez – Teacher of Elementary – Garvin School  
(Original Hire Date: October 28, 2013)  
From: Level 4/BA Step 1 \$53,034.00 p/a  
To: Level 5/MA Step 1 \$58,734.00 p/a  
Effective March 16, 2017 to June 30, 2017  
(higher training level)  
(15.120.100.0101.000.308.008.0000)
3. Ms. Leanora Cousins – Teacher of Technology – Fresh Start Academy Middle School  
(Original Hire Date: September 1, 2003)  
From: Level 4/BA Step 16 \$91,709.00 p/a  
To: Level 5/MA Step 16 \$99,568.00 p/a  
Effective September 1, 2017 to June 30, 2018  
(higher training level) (11.423.100.0101.000.145.045.0000)

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

4. Ms. Favell Holder – Teacher of Kindergarten – Carver Institute  
(Original Hire Date: February 11, 2004)  
From: Level 5/MA Step 5½ \$61,434.00 p/a  
To: Level 5½/MA+15 Step 5½ \$63,979.00 p/a  
Effective September 1, 2017 to June 30, 2018  
(higher training level)  
(15.110.100.0101.000.305.005.9704)
5. Ms. Athea McCaskill – Teacher of Elementary – Cochran Academy  
(Original Hire Date: April 3, 1992)  
From: Level 4/BA Step 16 \$91,709.00 p/a + \$1,250 Longevity  
To: Level 4/BA Step 16 \$91,709.00 p/a + \$1,500 Longevity  
Effective April 3, 2017 to June 30, 2017  
(25 years longevity stipend)  
(15.120.100.0101.000.338.038.0000)
6. Dr. Narima Shahabudeen – Teacher of the Handicapped (LD) – Campus High  
(Original Hire Date: April 4, 1997)  
From: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$1,250 Stipend + \$750 Longevity  
To: Level 6/MA+32 Step 16 \$106,268.00 p/a + \$1,250 Stipend + \$1,250 Longevity  
Effective April 4, 2017 to June 30, 2017  
(20 years longevity stipend)  
(15.204.100.0101.000.101.001.0000)

i. 2017-2018 Reappointment ListRESOLUTION #1

BE IT RESOLVED: “That the teachers, guidance personnel, psychological personnel, school nurses, administrators, and others named in the attached Reappointment List dated May 9, 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.”

j. Staff Appointments – 2016-2017 School Year

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

k. 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.k”

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESl. Extra-curricular and Co-curricular Appointments – Various Locations – 2016-2017 School Year

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

m. 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.m. All positions are dependent upon student enrollment and the availability of funds.”

n. Salary Adjustment Addendum – East Orange Education Association – 2011-12 to 2016-17 S/Y

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2011-12 to 2016-17 school years salary adjustment addendum for the East Orange Education Association staff listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.n.”

o. 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 DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.o for the 2017-2018 school year.”

p. 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 the job description listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.p, effective May 9, 2017.”

District Safety, Culture and Climate Specialist

q. 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.”

- (1) Assistant Purchasing Agent Position
- (1) Coordinator of Technology/Computer Admin Services Position
- (15) Custodial Positions
- (2) Elementary Teaching Positions
- (1) Hourly Instructor Position
- (1) IT Technician Position
- (1) Maintenance Position
- (1) Principal on Special Assignment Position
- (7) School Library Media Specialist Positions
- (3) Secretarial Positions
- (10) Security Positions
- (16) Special Education Teaching Positions
- (16) Special Education Teacher Assistant Positions
- (3) Teacher Assistant Positions
- (18) Teacher Tutor Positions

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESr. Denial of Request for Extended Sick Leave

BE IT RESOLVED: "that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, denies the granting of extended sick leave to the staff member listed below:

TWG

s. 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. Candace Ballard – Security Monitor – Costley Middle School  
Change in Family Act LOA Effective Dates  
From: March 2, 2017 to April 20, 2017  
To: February 2, 2017 to April 20, 2017  
Change in LOA Type and Effective Dates  
From: Health LOA Effective April 21, 2017 to June 30, 2017  
To: Family Act LOA (Intermittent) Effective April 21, 2017 to June 30, 2017 (NTE 15 days)
2. Ms. Willow Brown – Math Coach – Tyson Elementary  
Change in Family Act LOA Effective Dates  
From: June 5, 2017 to June 30, 2017  
To: June 19, 2017 to June 30, 2017  
Change in Family Act and Bonding LOA Effective Dates  
From: September 1, 2017 to November 28, 2017  
To: September 5, 2017 to December 4, 2017
3. Ms. Trisha Butts – Teacher Assistant for Kindergarten – Bowser Elementary School  
Change in Educational LOA Effective Dates  
From: January 18, 2017 to May 3, 2017  
To: January 5, 2017 to May 31, 2017
4. Ms. Gail Howerton – Teacher of Elementary – Jackson Academy  
Change in Family Act LOA Effective Dates  
From: January 9, 2017 to April 9, 2017  
To: January 9, 2017 to April 18, 2017
5. Mr. Jimmy Williams – School Disciplinarian – Fresh Start Academy Middle School  
Change in Health LOA Effective Dates  
From: January 6, 2017 to April 14, 2017  
To: January 6, 2017 to May 21, 2017

t. Appointments

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

1. Ms. Sania Grandchamp – Teacher Assistant for Bilingual Education – Banneker Academy  
Salary \$26,007.00 p/a Step 1 Effective May 10, 2017 to June 30, 2017  
(15.240.100.0106.000.336.036.0000) (replacement)
2. Mr. Anthony Smith – Per Diem Substitute Teacher – Substitute Department  
Salary \$130.00 p/d Effective May 10, 2017 to June 30, 2017  
(11.120.100.0101.000.000.000.0000)



**XII. CONSIDERATION OF RESOLUTIONS****MAY 9, 2017****A. SUPERINTENDENT OF SCHOOLS****2. LABOR RELATIONS & EMPLOYMENT SERVICES****u. 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."

MJ – Effective May 4, 2017 to a date TBD

**v. 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."

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>
1.	Dr. Dana Walker <i>Division of Curriculum Services</i>	Various Locations	NJDOE Sponsored Workshops	2016-2017 SY 2017-2018 SY	NO COST TO THE DISTRICT
2.	Dr. Dana Walker Paulette Salomon Curtis Frazier Tracy Smith Vaughn Miller David Mwangi Jaliyla Fraser Dr. Gloria Watson Thelma Ramsey Craig Smith <i>Division of Curriculum Services</i>	Newark, NJ	Future Ready Schools-New Jersey Certifications Summit at NJIT	5/8/2017	NO COST TO THE DISTRICT
3.	Valerie Sterzel <i>Banneker Academy</i>	New Brunswick, NJ	Why We Bully: Talking About Race	5/11/2017	NO COST TO THE DISTRICT
4.	Danielle Shorts <i>Parks Academy</i>	New Brunswick, NJ	Why We Bully: Talking About Race	5/11/2017	NO COST TO THE DISTRICT
5.	Dr. Dana Walker <i>Division of Curriculum Services</i>	Union, NJ	Educational Thought Leaders Conference at Kean University	5/12/2017	NO COST TO THE DISTRICT
6.	Passion Moss-Hasan <i>Cicely Tyson Elementary School</i>	Union, NJ	Educational Thought Leaders Conference at Kean University	5/12/2017	NO COST TO THE DISTRICT
7.	Dr. Howard Walker <i>Healy Middle School</i>	Monroe, NJ	A Collaborative Protocol to Improve Teaching and Learning	5/15-6/5/2017	<div> <div>\$250.00</div> <div><b>\$250.00</b></div> </div> <div> <div>Registration Fee</div> <div><b>Total Est. Cost</b></div> </div>
					17.15.000.240.580.217.017.0000

## XII. CONSIDERATION OF RESOLUTIONS

MAY 9, 2017

### A. SUPERINTENDENT OF SCHOOLS

#### 2. LABOR RELATIONS & EMPLOYMENT SERVICES

##### v. Professional Conferences

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>
8.	June Blackwell Toni Auerbach Beth Coleman <i>Fresh Start Academy High School</i>	Newark, NJ	LACES Target Training	5/17/2017	NO COST TO THE DISTRICT
9.	Maria Johnson Shondece Curry Athonia Cunningham Shareefah Barber Shanieka Hill Marie Fontages Alyssa Dula <i>Parks Academy</i>	Bridgewater, NJ	Handwriting: A Major Player in Reading and Writing Achievement	5/18/2017	<div> <div>\$520.00</div> <div>Substitute's Salary</div> <div><b>\$520.00</b></div> <div><b>Total Est. Cost</b></div> </div> <div>17.15.000.100.101.101.011.9727</div>
10	Joana Bernard Cambie Jones Lahshawn Brooks-Bey <i>Fresh Start Academy High School</i>	Lincroft, NJ	NJALL 2017 Annual Conference	5/19/2017	NO COST TO THE DISTRICT
11	Dr. Renee Baskerville Claudette Clement Dr. Harriet Coleman Carol Reid <i>Early Childhood Department</i>	Lincroft, NJ	New Jersey Counseling Association 2017 Conference	5/19/2017	<div> <div>\$340.00</div> <div>Registration Fee</div> <div><b>\$340.00</b></div> <div><b>Total Est. Cost</b></div> </div> <div>17.20.218.200.329.028.026.9033</div>
12	Dr. Ellie Abdi <i>Warwick Institute</i>	Monroe Township, NJ	New Jersey Council of Administrators of Health and Physical Education (NJCAHPE)	5/23/2017	NO COST TO THE DISTRICT
13	Ikechukwu Onyema <i>Campus High School</i>	New Brunswick, NJ	18 <sup>th</sup> Annual New Jersey Writing Alliance Conference	5/24/2017	NO COST TO THE DISTRICT
14	Dr. Dana Walker Dawn Tyler <i>Division of Curriculum Services</i>	New York City, NY	ANet Spring Network Meeting	5/25/2017	NO COST TO THE DISTRICT
15	Dr. Deborah Harvest Dr. Dana Walker <i>Division of Operations &amp; Curriculum Services</i>	Lincroft, NJ	32 <sup>nd</sup> Annual Educational Policy & School Law Seminar	6/2/2017	NO COST TO THE DISTRICT

**XII. CONSIDERATION OF RESOLUTIONS**

**MAY 9, 2017**

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

**v. Professional Conferences**

	Name(s)	Destination	Reason	Date(s)	Cost	
16	Victor Demming Craig Smith <i>Division of Business Services</i>	Atlantic City, NJ	NJ Association of School Business Officials' Annual Conference	6/6-9/2017	\$275.00 \$30.00 Costs \$260.00  \$132.00 \$68.00 <b>\$765.00</b>	Registration Fee Transportation  Lodging & Gratuities Meals & Gratuities Mileage & Tolls <b>Total Est. Cost</b>
					17.11.000.251.580.028.020.0000	
17	Barbara Froehlich <i>STEM Academy</i>	Kansas City, MO	ETS College Board Computer Science Principles Readers Conference	6/8 – 16/2017	\$910.00 <b>\$910.00</b>	Substitute's Salary <b>Total Est. Cost</b>
					17.15.130.100.101.102.002.9729	
18	Ayeshia Govan <i>Labor Relations &amp; Employment Services</i>	Edison, NJ	Digital Marketing	6/20/2017	\$199.00 \$16.53 <b>\$199.00</b>	Registration Fee Mileage & Tolls <b>Total Est. Cost</b>
					17.11.000.230.580.028.021.0000	
19	Kelly Speed-Hobbs Allen Ashby Guerdy Baguidy Linda Giles Nadia Iqbal <i>Tyson Elementary School</i>	Montclair, NJ	2017 MSU Network for Educational Renewal Summer Conference	6/26/2017	NO COST TO THE DISTRICT	
20	Kenya Moncur <i>Division of Curriculum Services</i>	Phoenix, AZ	Singapore Math In-Depth Summit 2017	7/12-14/2017	\$699.00 \$550.20  Costs \$480.92  \$260.00 \$188.00  <b>\$2,178.12</b>	Registration Fee Airfare/ Transportation  Lodging & Gratuities Meals & Gratuities Other Expenses <b>Total Est. Cost</b>
					18.11.000.221.580.028.033.0000	
21	Pamela Moenga <i>Tyson Middle/High School</i>	Edison, NJ	Advanced Placement (AP) Summer Institute	7/31/2017	\$900.00 <b>\$900.00</b>	Registration Fee <b>Total Est. Cost</b>
					17.15.000.240.500.203.003.0000	

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESa. 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 \$3,565,498.50 (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, May 9, 2017 board meeting in the amount of \$3,521,097.60 (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 SCHOOLS3. BUSINESS SERVICESd. 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 \$1,754,837.58 for the month of May 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. Reflex Math Grant

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves Johnnie L. Cochran Jr. Academy to accept a grant from Reflex Math for second grade students for a period of 12 months at no cost to the district. (Attachment 3-g)

h. Accept a Donation (Warwick Institute)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of \$1500.00 donation to Dionne Warwick Institute of Economics and Entrepreneurship by DDD 3 Inc. (Attachment 3-h)

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- i. Resolution Authorizing an Interlocal Joint Purchasing Agreement Between The City of East Orange and The East Orange Board of Education For Ice Control And Salt Services

WHEREAS, the East Orange Board of Education, a board of education organized and existing pursuant to Title 18A:10-1 et. seq. of the laws of the State of New Jersey, with principal offices located at 199 4<sup>th</sup> Avenue, East Orange, New Jersey 07017 (hereinafter referred to as the "Board") and the CITY OF EAST ORANGE, a municipal corporation of the State of New Jersey with offices located at 44 City Hall Plaza, East Orange, New Jersey 07019 (hereinafter referred to as the "City") seek to provide for the most efficient and effective method of acquiring Mineral Rock Salt and a Salt Brine Solution from the City; and

WHEREAS, N.J.S.A. 40A:11-10(b) and N.J.S.A. 40A:65-1 et. seq. authorizes contracts between municipalities and school districts for the joint provision of services within their respective jurisdictions; and

WHEREAS, the Board seeks to provide for the efficient and effective ice control and salt application on school driveways, parking lots and school building entrances throughout the East Orange School District ("District"); and

WHEREAS, the City has the logistical capability to acquire and store Mineral Rock Salt and a Salt Brine Solution; and

WHEREAS, the Board of Education and the City desire to enter into an Interlocal Joint Purchasing Agreement for ice control and salt services for the 2017-2018 school year and an option for renewal for 2 one year terms.

NOW, THEREFORE BE IT RESOLVED, by the East Orange Board of Education, East Orange, New Jersey as follows:

1. That entry into the Interlocal Joint Purchasing Agreement with the City of East Orange, upon terms substantially similar to the agreement attached hereto, is pursuant to and in accordance with the N.J.S.A. 40A:11-10(b) and N.J.S.A. 40A:65-1 et seq., and is hereby authorized.
2. That the proper school officials and Board President shall be and are hereby authorized to execute an agreement, in substantially the same form as that attached hereto, between the Board and the City.
3. That upon execution of the Interlocal Joint Purchasing Agreement, this resolution and the agreement between the parties shall be available for public inspection in the Office of the Board Secretary.
4. That no further action of the Board shall be required.

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- j. Resolution Authorizing an Interlocal Joint Purchasing Agreement Between The City of East Orange and The East Orange Board of Education For Mechanics Services

WHEREAS, The East Orange Board of Education, a board of education organized and existing pursuant to Title 18A:10-1 et. seq. of the laws of the State of New Jersey, with principal offices located at 199 4<sup>th</sup> Avenue, East Orange, New Jersey 07017 (hereinafter referred to as the "Board") and the CITY OF EAST ORANGE, a municipal corporation of the State of New Jersey with offices located at 44 City Hall Plaza, East Orange, New Jersey 07019 (hereinafter referred to as the "City") seek to provide for the most efficient and effective method of maintaining and servicing the Board's sizeable fleet of vehicles; and

WHEREAS, N.J.S.A. 40A:11-10(b) and N.J.S.A. 40A:65-1 et. seq. authorizes contracts between municipalities and school districts for the joint provision of services within their respective jurisdictions; and

WHEREAS, the Board is in need of a facility that can service the Board's fleet of vehicles; and

WHEREAS, the City has the logistical capability to provide regular and routine maintenance and repairs; and

WHEREAS, the Board of Education and the City desire to enter into an Interlocal Joint Purchasing Agreement for the maintenance and service of the Board's fleet of vehicles for the 2017-2018 school year and an option for renewal for 2 one year terms.

NOW, THEREFORE BE IT RESOLVED, by the East Orange Board of Education, East Orange, New Jersey as follows:

1. That entry into the Interlocal Joint Purchasing Agreement with the City of East Orange, upon terms substantially similar to the agreement attached hereto, is pursuant to and in accordance with the N.J.S.A. 40A:11-10(b) and N.J.S.A. 40A:65-1 et seq., and is hereby authorized.
2. That the proper school officials and Board President shall be and are hereby authorized to execute an agreement, in substantially the same form as that attached hereto, between the Board and the City.
3. That upon execution of the Interlocal Joint Purchasing Agreement, this resolution and the agreement between the parties shall be available for public inspection in the Office of the Board Secretary.
4. That no further action of the Board shall be required.

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

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

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

WHEREAS, upon recommendation by Hunterdon County Educational Services Commission adopts a resolution awarding the contracts to the various vendors; and

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

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

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

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

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Technology Supplies & Accessories* awarded to ePlus Technology, Inc. (Bid #2238) has been extended to March 15, 2018

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Bus Surveillance & Security* awarded to various vendors listed below (Bid #2811),

AngelTrax dba IVS, Inc.
Technotime Business Solutions



A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Office Supplies* awarded to various vendors listed below (Bid #2812),

Cascade School Supplies
School Specialty
Staples Advantage

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Facility & Grounds Supplies & Equipment – Catalog Sales* awarded to various vendors listed below (Bid #2813),

Fastenal
Bio-Shine, Inc.
Wilfred MacDonald, Inc.
Equiptech LLC dba Bobcat of Central Jersey
Storr Tractor Co
Cammops Hardware & Lawn Products
Cherry Valley Tractor Sales
F.W. Webb Co
Powerco Inc
Power Place Inc.
eCube Solution

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *LED Lighting Supplies & Equipment – Catalog Sales* awarded to various vendors listed below (Bid #2814),

Tristate LED
Generation Electric Company

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Interactive Technology for Classrooms & Meeting Rooms* awarded to various vendors listed below (Bid #2815),

Tele-Measurements Inc.
Troxell
Commercial Technology Contractors
Educate-Me.net

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

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

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

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

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

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

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

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

BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for *Building Access & Security Systems* awarded to Open Systems. (Bid #2253), **has been extended to April 28, 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 *H.V.A.C - Airdale* awarded to Midcost Mechanical, Inc. (Bid #2674), **has been extended to March 17, 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 *Plumbing-Job Order Contracting (select counties)* awarded to Magic Touch. (Bid #2609), **has been extended to June 4, 2018;** and

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

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

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Pool Supplies*** awarded to various vendors listed below. (Bid #2252),

Leslie's Pool Supplies
Main Line Commercial Pools 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 ***Truck Maintenance and Repair Services*** awarded to various vendors listed below. (Bid #2707),

Bellmawr Truck Repair Company
Ken's Body Works, 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 ***Electrician Services – Time & Material*** awarded to various vendors listed below. (Bid #2808),

MTB – Northeast Electric
Redmann Electric

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Lockers – Purchase/Refurbishment/Installation & Repair*** awarded to various vendors listed below. (Bid #2809),

Nickerson Corporation
Rabco Equipment Corp

FURTHER RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby authorizes participation in the contract for ***Musical Instruments*** awarded to various vendors listed below. (Bid #2810),

K & S Music
Music & Arts

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESm. Recommendation to Approve Price Increase for Paid Student Lunches

WHEREAS, Federal regulations, established as a result of the Healthy, Hunger-Free Kids Act of 2010, require Local Education Agencies (LEAs) participating in the National School Lunch Program (NSLP) to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals; and

WHEREAS, USDA new guidelines requires the establishment of “weighted” average pricing to determine prices for the paid student lunches that results in a .10 increase;

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, increases the price of paid student lunches by \$.10 effective for the **2017-2018** school year.

**Reduced Lunch will remain \$0.40 for all reduced students.**

<b>2016-2017</b>	Elementary		Middle		High	
	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>
National School Lunch	\$2.05	\$2.15	\$2.55	\$2.65	\$2.55	\$2.65
School Breakfast	-0-	-0-	-0-	-0-	-0-	-0-

<b>2017-2018</b>	Elementary		Middle		High	
	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>	<b>From</b>	<b>To</b>
National School Lunch	\$2.15	\$2.25	\$2.65	\$2.75	\$2.65	\$2.75
School Breakfast	-0-	-0-	-0-	-0-	-0-	-0-

n. Office of Fiscal Accountability and Compliance (OFAC's) Fiscal Review of the 2015-2016 Preschool Education Program Contract of The Little Ones – Findings

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). A fiscal review of The Little Ones’ contract, budget and financial records were completed by OFAC for the fiscal year 2015-16 preschool education program. (Attachment 3-n)

o. 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

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESo. A-148 Secretary's Report – Cont'd

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-o)

<b>Period Ending</b>	<b>Appropriation Balance</b>	<b>Cash Balance</b>
March 31, 2017	\$22,366,807.07	\$27,351,697.37

p. 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 March 31, 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-p)

<b>Period Ending</b>	<b>Cash Balance</b>
March 31, 2017	\$27,351,697.37

q. 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)

r. Recommendation to Exceed the Awarded Contract Amount for Legal Services

WHEREAS, on February 23, 2017, the Board of Education of the City of East Orange increased the awarded contract to DeCotiis, Fitzpatrick and Cole, LLP as the Board Attorney for the remainder of the 2016-17 fiscal year from \$350,000.00 to \$472,930.85 for legal services;

WHEREAS, as a result of increased legal services required, the School Business Administrator projects the spending for the balance of the year will be an additional \$38,429.46; and

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESr. Recommendation to Exceed the Awarded Contract Amount for Legal Services – Cont'd

WHEREAS, the additional funds will be charged to account# 17.11.000.230.331.028.020.4334 (*Legal Services*);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education approves the increase of the contract amount for DeCotiis, Fitzpatrick and Cole, LLP by an additional \$38,429.46 from the amount of \$472,930.85 to a revised amount not to exceed \$511,360.31.

s. Request to approve the void of stale dated payrolls checks

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the cancellation of the stale dated payroll checks that were outstanding on the district's bank reconciliation. The total amount of these checks are \$4,109.61. A detailed list of the cancelled checks is on file in the Business Office.

BE IT FURTHER RESOLVED: That the East Orange Board of Education, upon the direction of the Superintendent of Schools directs the Treasurer of School Monies to remove these void checks from the district's bank reconciliation report. (Attachment 3-s)

t. Application for 2017 Safety Grant Program

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, hereby approves the submission of a grant application for the 2017 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application in the amount of \$18,765.00 for the period July 1, 2017 through June 30, 2018.

u. Permission to Receive Donation

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the acceptance of checks in the amount of \$25.00, \$100.00, \$250.00, \$625.00, \$50.00, \$100.00 and \$50.00. A total of \$1,000.00 was donated to Cicely L. Tyson Elementary School from the Shaari Group. Furthermore from the Shaari Group, be it resolved that future donations be accepted for the Twilight Rams Extended Day Program. (Attachment 3-u)

v. Permission to Receive Donation

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of a check in the amount of \$5.00 given to Cicely L. Tyson Elementary School by Box Top Education. (Attachment 3-v)

A. SUPERINTENDENT OF SCHOOLS4. MAINTENANCE SERVICESa. Recommendation for the Use of Facility

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

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

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

No.	Organization	Schedule ID#	Schedule Title	School/Location	Event Date
1	EO RECREATION	1398	REC SMART PROG.	COSTLEY - GYM, FACULTY RM., & POOL	JUNE 26, 2017 - JULY 24, 2017 (M-F) WITH THE EXCEPTION OF 6/30
2	ROBESON CLASSIC	1442	ROBESON CLASSIC ALL STAR GAME	ROBESON STADIUM	*RAIN DATE ONLY JUNE 16, 2017 (FRI)
3	EO EDUCATION FOUNDATION	1545	ANNUAL SPELLING BEE	EO CAMPUS - AUDITORIUM	JUNE 3, 2017 (SAT)
4	JOHNNIE L. COCHRAN ACADEMY PTO	1547	EASTER EGG HUNT	COCHRAN - PARKING LOT	APRIL 8, 2017 (SAT)
5	EO RECREATION	1552	MAC FEST CELEBRATION	TYSON HIGH - PARKING LOT	JUNE 17, 2017 (SAT)
6	WORLDS COLLIDE TOP RANK FIGHTING LLC	1553	BOXING EVENT	EO CAMPUS - GYM	JUNE 24, 2017 (SAT)
7	EO COMMUNITY CHARTER SCHOOL	1554	MOVING UP CEREMONY	TYSON HIGH - 800 SEAT THEATER	JUNE 20, 2017 (TUES)
8	THE HISTORICAL SOCIETY OF EO	1556	HSEO LAWN RECEPTION	TYSON HIGH - GROUNDS	JUNE 11, 2017 (SUN)
9	ESSEX COUNTY BOARD OF ELECTIONS	1558	PRIMARY/GENERAL ELECTIONS	STEM - GYM	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
10	ESSEX COUNTY BOARD OF ELECTIONS	1559	PRIMARY/GENERAL ELECTIONS	JACKSON - ALL PURPOSE RM/MEDIA CNTR	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
11	ESSEX COUNTY BOARD OF ELECTIONS	1560	PRIMARY/GENERAL ELECTIONS	LOUVERTURE - GYM	JUNE 6, 2017 & NOV. 7, 2017 (TUES)

**XII. CONSIDERATION OF RESOLUTIONS****MAY 9, 2017****A. SUPERINTENDENT OF SCHOOLS****4. MAINTENANCE SERVICES****a. Recommendation for the Use of Facility continued**

No.	Organization	Schedule ID#	Schedule Title	School/Location	Event Date
12	ESSEX COUNTY BOARD OF ELECTIONS	1561	PRIMARY/GENERAL ELECTIONS	HUGHES - GYM	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
13	ESSEX COUNTY BOARD OF ELECTIONS	1562	PRIMARY/GENERAL ELECTIONS	PARKS - HALLWAY	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
14	ESSEX COUNTY BOARD OF ELECTIONS	1563	PRIMARY/GENERAL ELECTIONS	BOWSER - HALLWAY	JUNE 6, 2017 & NOV. 7, 2017 (TUES)
15	WAHLSTROM ACADEMY	1564	MARCH MADNESS PARENT VS. STAFF BASKETBALL GAME	IN HOUSE ACTIVITY EO CAMPUS HIGH-GYM	APRIL 20, 2017 (THUR)
16	EO RECREATION	1566	REC SMART PROG.	WARWICK- ALL PURPOSE RM. & CLASSROOM	JUNE 26, 2017 - AUG. 4, 2017 (M-F)
17	EO RECREATION	1569	REC SMART PROG.	COSTLEY- HALLWAY	JUNE 26, 2017 - AUG. 4, 2017 (M-F)
18	EO RECREATION	1570	JULY FOURTH CELEBRATION	BOWSER - CAFÉ & CLASSROOM	JULY 4, 2017 (TUES)
19	EO RECREATION	1571-1572	REC SMART PROG	STEM - GYM	MAY 30, 2017 - AUG. 4, 2017 (M-F)
20	EO RECREATION	1574-1575	REC SMART PROG	EO CAMPUS - GYM & BASEBALL FIELD	MAY 30, 2017 - AUG. 4, 2017 (M-F)
21	THREE STAGES	1577	MOVING UP CEREMONY	HEALY - AUDITORIUM	JUNE 22, 2017 (THUR)
22	MURPHY FOR GOVERNOR	1578	TOWNHALL MEETING	TYSON HIGH - 400 SEAT & PARKING LOT	MAY 8, 2017 (MON)

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.

**ADJOURNMENT**



**BUSINESS SERVICES**

**RESOLUTIONS**

9.

Report Date 04/19/17 03:00 PM

EAST ORANGE BOARD OF EDUCATION

Page No 1

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	12022166	8,346.25	04/19/17	16128 LANCE T. WIGFALL	C
10	12022167	1,000.00	04/19/17	16128 LANCE T. WIGFALL	C
Total Bank No 10		9,346.25			

Total Manual Checks	.00
Total Computer Checks	9,346.25
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	9,346.25
Number of Checks	2

Batch Yr	Batch No	Amount
17	001520	9,346.25

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12022161	1,225.00	04/19/17	33103 BROADWAY GPS	C
10	12022162	25,000.00	04/19/17	24554 ELEVATOR MAINTENANCE CORP.	C
10	12022163	12,459.30	04/19/17	2315 EMBASSY SUITES HOTEL CENTER CITY	C
10	12022164	1,550.00	04/19/17	79 ESSEX COUNTY SUPT. RECOGNITION FUND	C
10	12022165	335.00	04/19/17	3273 LAND OF MAKE BELIEVE	C
Total Bank No 10		40,569.30			
Total Manual Checks					.00
Total Computer Checks					40,569.30
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					40,569.30
Number of Checks					5

Batch Yr	Batch No	Amount
17	001517	40,569.30

## A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
10	12022168	475,795.04	04/20/17	29823 BENECARD SERVICES	C
10	12022169	56,071.75	04/20/17	29831 DELTA DENTAL OF NJ	C
10	12022170	2,180,584.76	04/20/17	5780 STATE OF NEW JERSEY	C
10	12022171	20,894.49	04/20/17	5780 STATE OF NEW JERSEY	C
<b>Total Bank No 10</b>		<b>2,733,346.04</b>			

<b>Total Manual Checks</b>	<b>.00</b>
<b>Total Computer Checks</b>	<b>2,733,346.04</b>
<b>Total ACH Checks</b>	<b>.00</b>
<b>Total Other Checks</b>	<b>.00</b>
<b>Total Electronic Checks</b>	<b>.00</b>
<b>Total Computer Voids</b>	<b>.00</b>
<b>Total Manual Voids</b>	<b>.00</b>
<b>Total ACH Voids</b>	<b>.00</b>
<b>Total Other Voids</b>	<b>.00</b>
<b>Total Electronic Voids</b>	<b>.00</b>

**Grand Total** **2,733,346.04**

**Number of Checks** **4**

<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
<b>17</b>	<b>001527</b>	<b>2,733,346.04</b>

## 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	12022172	2,400.00	04/21/17	33243 AMAZING AMUSEMENTS & ENTERTAINMENT INC.	C
Total Bank No 10		2,400.00			

Total Manual Checks	.00
Total Computer Checks	2,400.00
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	2,400.00
Number of Checks	1

Batch Yr	Batch No	Amount
17	001536	2,400.00

## 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	12022173	150.00	04/27/17	2520 ESSEX COUNTY SUPERINTENDENTS' ROUNDTABLE	C
Total Bank No 10		150.00			
Total Manual Checks					.00
Total Computer Checks					150.00
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					150.00
Number of Checks					1

Batch Yr	Batch No	Amount
17	001566	150.00

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12022294	56,276.79	05/02/17	4499 METRO YMCA OF THE ORANGES-E.O.BRANCH	C
10	12022295	33,846.41	05/02/17	5280 NORJENES	C
10	12022296	12,744.68	05/02/17	3076 SARAH WARD NURSERY CORPORATION	C
10	12022297	112,177.80	05/02/17	4426 THE LITTLE ONES	C
<b>Total Bank No 10</b>		<b>215,045.68</b>			

<b>Total Manual Checks</b>	<b>.00</b>
<b>Total Computer Checks</b>	<b>215,045.68</b>
<b>Total ACH Checks</b>	<b>.00</b>
<b>Total Other Checks</b>	<b>.00</b>
<b>Total Electronic Checks</b>	<b>.00</b>
<b>Total Computer Voids</b>	<b>.00</b>
<b>Total Manual Voids</b>	<b>.00</b>
<b>Total ACH Voids</b>	<b>.00</b>
<b>Total Other Voids</b>	<b>.00</b>
<b>Total Electronic Voids</b>	<b>.00</b>

**Grand Total** 215,045.68

**Number of Checks** 4

<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
17	001586	215,045.68

A/P Summary Check Register *Day Care* FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12022298	92,726.52	05/03/17	1546 COMMUNITY DAY NURSERY	C
10	12022299	75,492.35	05/03/17	2332 EAST ORANGE CHILD DEVELOPMENT CORP.	C
10	12022300	103,272.75	05/03/17	3182 HARAMBEE FAMILY ACADEMY	C
10	12022301	45,207.35	05/03/17	4426 THE LITTLE ONES	C
10	12022302	152,928.08	05/03/17	3166 THREE STAGES LEARNING CENTER	C
10	12022303	95,014.18	05/03/17	10669 ZADIE'S OF THE ORANGES	C
<b>Total Bank No 10</b>		<b>564,641.23</b>			

Total Manual Checks	.00
Total Computer Checks	564,641.23
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

<b>Grand Total</b>	<b>564,641.23</b>
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<b>Number of Checks</b>	<b>6</b>
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Batch Yr	Batch No	Amount
17	001600	564,641.23



## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12022174	32,218.20	05/09/17	1271 1ST CEREBRAL PALSY OF NJ	C
10	12022175	625.82	05/09/17	7014 4IMPRINT INC	C
10	12022176	8,000.00	05/09/17	7009 S32 HOLDING CO. LLC	C
10	12022177	486.00	05/09/17	148 ALARM & COMMUNICATION TECHNOLOGIES, INC.	C
10	12022178	750.00	05/09/17	32379 ALICIA MORAN-JAMO MUSIC	C
10	12022179	522.45	05/09/17	423 AMERICAN MULTI-CINEMA, INC.	C
10	12022180	435.00	05/09/17	443 ANDERSON AQUARIUMS	C
10	12022181	79.19	05/09/17	441 ANDERSON'S DBA TAYMARK	C
10	12022182	600.00	05/09/17	14729 ANDREW MCKEE	C
10	12022183	900.00	05/09/17	25070 ANTHONY F. MORRIS	C
10	12022184	3,073.80	05/09/17	452 APPLE COMPUTER, INC	C
10	12022185	46.90	05/09/17	626 ARCTIC FALLS SPRING WATER INC	C
10	12022186	1,065.30	05/09/17	11320 ASCD	C
10	12022187	1,574.00	05/09/17	8576 AUTOMATED LOGIC CONTRACTING SERVICE	C
10	12022188	1,999.95	05/09/17	621 B&H PHOTO-VIDEO	C
10	12022189	6,686.61	05/09/17	642 BANCROFT, INC.	C
10	12022190	5,183.10	05/09/17	202 BANYAN SCHOOL, INC.	C
10	12022191	13,471.00	05/09/17	32549 BELOVED COMMUNITY CHARTER SCHOOL	C
10	12022192	500.00	05/09/17	31844 BERGEN COUNTY ACADEMICS DBA STUDENT	C
10	12022193	300.00	05/09/17	22527 BLACKBOARD INC	C
10	12022194	220.00	05/09/17	14567 BRAINPOP LLC	C
10	12022195	810.00	05/09/17	872 BRANCH BROOK PARK	C
10	12022196	845.00	05/09/17	28428 BUEHLER CHALLENGER & SCIENCE CENTER	C
10	12022197	581.00	05/09/17	31429 BUSINESS COMMUNICATIONS OF MAINE	C
10	12022198	1,850.00	05/09/17	27650 CAPE MAY COUNTY SPECIAL SERVICES SCHOOL	C
10	12022199	84.00	05/09/17	1211 CASCADE SCHOOL SUPPLIES INC.	C
10	12022200	43.52	05/09/17	30180 CASSANDRA RODRIQUEZ	C
10	12022201	705.64	05/09/17	1012 CDW GOVERNMENT, INC.	C
10	12022202	3,085.41	05/09/17	1637 CEREBRAL PALSY OF NORTH JERSEY	C
10	12022203	713.00	05/09/17	1391 CHILDREN'S SPECIALIZED HOSPITAL	C
10	12022204	22,378.40	05/09/17	1477 CITY OF EAST ORANGE	C
10	12022205	3,000.00	05/09/17	16454 CLARISSA NEWBY PHILLIPS	C
10	12022206	13,471.00	05/09/17	32468 COLLEGE ACHIEVE CENTRAL CHARTER SCHOOL	C
10	12022207	71.76	05/09/17	1587 COMCAST	C
10	12022208	562.50	05/09/17	1541 COMPUTER MANAGEMENT TECHNOLOGIES	C
10	12022209	39,234.89	05/09/17	507 CONNECTIONS PERSONNEL INC.	C
10	12022210	447.20	05/09/17	1085 CTB	C
10	12022211	32.44	05/09/17	33146 DEBORAH REYNOLDS	C
10	12022212	19.39	05/09/17	5266 DELIRIS LORENZO	C
10	12022213	103,473.93	05/09/17	2105 DERON SCHOOL OF NEW JERSEY	C
10	12022214	2,625.00	05/09/17	2806 DR. DONALD MERACHNIK, PHD.	C
10	12022215	13,399.92	05/09/17	2237 ECLC OF NEW JERSEY	C
10	12022216	260.00	05/09/17	2535 ENGINEERED SECURITY SYSTEMS ESSI LLC	C
10	12022217	17,525.20	05/09/17	2516 ESSEX REGIONAL EDUCATIONAL SERVICES COMM	C
10	12022218	1,163.91	05/09/17	29076 ESSEX TRAVEL SERVICE	C
10	12022219	49,960.40	05/09/17	2534 ESSEX VALLEY SCHOOL	C
10	12022220	11,610.00	05/09/17	5649 EXCEPTIONAL SECURITY SOLUTIONS, LLC	C
10	12022221	30,408.84	05/09/17	8131 FEDCAP REHABILITATION SERVICES	C
10	12022222	9,830.06	05/09/17	12211 FILEBANK, INC.	C
10	12022223	11,820.40	05/09/17	2860 GATEWAY SCHOOL	C
10	12022224	1,200.00	05/09/17	23779 GEOFFREY OWENS	C
10	12022225	8,864.28	05/09/17	2919 GLENVIEW ACADEMY DBA KDDS INC.	C
10	12022226	398.64	05/09/17	2954 GLOUCESTER COUNTY SPECIAL SERVICES SCHOO	C
10	12022227	907.74	05/09/17	2985 GOPHER SPORT PROPHET CORPORATION	C
10	12022228	11,900.88	05/09/17	3001 GRAMON SCHOOL DBA ELO INCORPORATED	C

## A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
10	12022229	234,049.00	05/09/17	7064 GREAT OAKS LEGACY CHARTER SCHOOL	C
10	12022230	287.44	05/09/17	32387 GROSH SCENIC RENTALS, INC.	C
10	12022231	74.50	05/09/17	3345 HECHT TRAILERS	C
10	12022232	352.93	05/09/17	3374 HENRY HAMILTON - PETTY CASH	C
10	12022233	2,415.45	05/09/17	3394 HERTZ EQUIPMENT RENTAL	C
10	12022234	27,790.00	05/09/17	30767 HONOR RIDGE ACADEMY	C
10	12022235	26,077.00	05/09/17	32450 HUDSON ARTS AND SCIENCE CHARTER SCHOOL	C
10	12022236	5,086.00	05/09/17	30520 HUNTERDON PREPARATORY SCHOOL	C
10	12022237	250.00	05/09/17	32794 JACOB SHUR	C
10	12022238	78.99	05/09/17	18910 JENNIFER D. PARRISH	C
10	12022239	199.08	05/09/17	32190 JENNIFER FERNANDES	C
10	12022240	300.00	05/09/17	24589 JERRY BRYANT	C
10	12022241	22.41	05/09/17	27502 JESSICA PIERRESAINT	C
10	12022242	209.00	05/09/17	4002 FERGUSON ENTERPRISES INC. #501	C
10	12022243	16,481.00	05/09/17	4165 LADY LIBERTY ACADEMY CHARTER SCHOOL	C
10	12022244	453.00	05/09/17	3273 LAND OF MAKE BELIEVE	C
10	12022245	60,125.00	05/09/17	24740 LINK COMMUNITY CHARTER SCHOOL	C
10	12022246	125.93	05/09/17	1894 MARISSA C MCKENZIE	C
10	12022247	5,782.04	05/09/17	1411 LEGACY TREATMENT SERVICES	C
10	12022248	12,783.00	05/09/17	17981 MERIT PREPARTORY OF NEWARK CHARTER SCHOO	C
10	12022249	15,202.00	05/09/17	7072 METS CHARTER SCHOOL	C
10	12022250	6,489.20	05/09/17	16942 MORRIS SCHOOL DISTRICT	C
10	12022251	300.00	05/09/17	5673 MOSES B. PHILLIPS	C
10	12022252	1,275.00	05/09/17	9164 NJ SOCIAL WORK EDUCATION RESEARCH AND	C
10	12022253	6,291.12	05/09/17	22853 NEPTUNE TOWNSHIP BOARD OF EDUCATION	C
10	12022254	17,170.38	05/09/17	5283 NEW BEGINNINGS DBA KDDS III INC	C
10	12022255	57,442.00	05/09/17	5296 NEW HORIZONS COMMUNITY CHARTER SCHOOL	C
10	12022256	149.00	05/09/17	5382 NEW JERSEY SCHOOL BOARDS ASSN.	C
10	12022257	26,317.80	05/09/17	5286 NEWARK BOARD OF EDUCATION N J REG DAY NE	C
10	12022258	30,060.00	05/09/17	19046 NEWARK EDUCATORS COMMUNITY CHARTER	C
10	12022259	18,887.00	05/09/17	13927 NEWARK PREP CHARTER	C
10	12022260	59.00	05/09/17	5239 NJTESOL/NJBE, INC	C
10	12022261	3,672.40	05/09/17	5461 NORCOSTCO, INC.	C
10	12022262	200,067.00	05/09/17	23400 NORTH STAR ACADEMY CHARTER	C
10	12022263	74,432.31	05/09/17	1619 NORTHWEST ESSEX COMMUNITY HEALTHCARE NET	C
10	12022264	7,972.40	05/09/17	27286 NUTLEY BOARD OF EDUCATION	C
10	12022265	3,944.00	05/09/17	5622 PABCO INDUSTRIES, LLC	C
10	12022266	3,846.98	05/09/17	5727 PASSAIC CTY TECHNICAL INST.	C
10	12022267	1,658.00	05/09/17	17973 PEOPLE'S PREPARATORY CHARTER SCHOOL	C
10	12022268	132,394.00	05/09/17	17604 PHILIP'S ACADEMY CHARTER SCHOOL (PACS)	C
10	12022269	69.78	05/09/17	2042 READYREFRESH	C
10	12022270	320,968.00	05/09/17	6015 PRIDE ACADEMY CHARTER SCHOOL	C
10	12022271	3,858.00	05/09/17	2446 PSAT/COLLEGE BOARD	C
10	12022272	50,007.00	05/09/17	32700 ROBERT TREAT ACADEMY CHARTER SCHOOL	C
10	12022273	125,690.00	05/09/17	5258 ROSEVILLE COMMUNITY CHARTER SCHOOL	C
10	12022274	378.67	05/09/17	2871 SAM ASH MUSIC STORES	C
10	12022275	3,532.67	05/09/17	6510 SCHOOL HEALTH CORP.	C
10	12022276	1,854.50	05/09/17	6539 SCHOOL SPECIALTY INC.	C
10	12022277	715.00	05/09/17	18333 SCHOOL WEBMASTERS	C
10	12022278	2,478.37	05/09/17	6422 SIX FLAGS GREAT ADVENTURE	C
10	12022279	2,558.00	05/09/17	6429 SODEXO CATERING FOR E.O.B.O.E FOOD SERVI	C
10	12022280	3,668.90	05/09/17	6617 SOMERSET COUNTY EDUCATIONAL SERVICES COM	C
10	12022281	3,500.00	05/09/17	20451 SOMERSET FOLK HARP FESTIVAL	C
10	12022282	13,000.61	05/09/17	1412 SPECTRUM 360	C
10	12022283	144.53	05/09/17	1721 STAPLES ADVANTAGE	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12022284	6,300.00	05/09/17	11460 STARLIGHT HOME CARE AGENCY, INC.	C
10	12022285	121,048.00	05/09/17	6978 TEAM ACADEMY CHARTER SCHOOL	C
10	12022286	4,867.74	05/09/17	4841 THE MILTON SCHOOL	C
10	12022287	41,990.00	05/09/17	13951 THE PAULO FREIRE SCHOOL	C
10	12022288	1,000.00	05/09/17	9687 THELONIOUS MONK	C
10	12022289	131,504.00	05/09/17	7228 UNIVERSITY HEIGHTS CHARTER SCHOOL	C
10	12022290	2,638.55	05/09/17	2540 W.B. MASON INC.	C
10	12022291	1,500.00	05/09/17	20761 WALLACE RONEY	C
10	12022292	300.00	05/09/17	28991 WILLIAM M. SEALY	C
10	12022293	64,978.83	05/09/17	7570 YOUTH CONSULTATION SERVICE	C
<b>Total Bank No 10</b>		<b>2,351,144.18</b>			
30	12000121	9,765.04	05/09/17	31879 PRO-TEK	C
30	12000122	1,160,188.38	05/09/17	6428 SODEXO, INC. - BUSINESS OFFICE	C
<b>Total Bank No 30</b>		<b>1,169,953.42</b>			

Total Manual Checks	.00
Total Computer Checks	3,521,097.60
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

<b>Grand Total</b>	<b>3,521,097.60</b>
<b>Number of Checks</b>	<b>122</b>

Batch Yr	Batch No	Amount
17	001565	512,869.39
17	001567	1,623,374.00
17	001576	50,106.28
17	001578	47,824.76
17	001579	38,744.37
17	001580	42,484.57
17	001581	35,740.81
17	001584	1,169,953.42

# **POLICY COVER PAGE**

# POLICY

## 2<sup>nd</sup> Reading



# Policy Alerts

## East Orange Board of Education

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### **0000.01 INTRODUCTION**

#### Definitions

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

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

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

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

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

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

“Core Curriculum Content Standards” means the New Jersey **Student Learning Standards**.

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

“Day” means a calendar day.

**“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.**

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

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

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



# Policy Alerts

## East Orange Board of Education

BYLAWS  
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**“New Jersey Student Learning Standards” or “NJSLS” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.**

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

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

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

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

“Professional employee” means a teaching staff member.

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

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

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

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

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



# Policy Alerts

## East Orange Board of Education

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

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

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

### Construction

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

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

### Effectuation

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

### Citations

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

1. United States **Code** Statutes - **U.S.C.**
2. United States Regulations - **Code of Federal Regulations (C.F.R.)**





# Policy Alerts

## East Orange Board of Education

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### 3. New Jersey Statutes

N.J.S.A. 2C	Code of Criminal Justice
N.J.S.A. 9	Children-Juvenile and Domestic Relations
N.J.S.A. 10	Civil Rights
N.J.S.A. 11	Civil Services
N.J.S.A. 17	Corporations and Institutions for Finance and Insurance
N.J.S.A. 18A	Education N.J.S.A. 19 Elections N.J.S.A. 24 Food and Drug
N.J.S.A. 26	Health and Vital Statistics
N.J.S.A. 27	Highways
N.J.S.A. 30	Institutions and Agencies
N.J.S.A. 34	Labor and Worker's Compensation
N.J.S.A. 36	Legal Holidays
N.J.S.A. 39	Motor Vehicles and Traffic Regulation
N.J.S.A. 41	Oaths and Affidavits
N.J.S.A. 45	Professions and Affidavits
N.J.S.A. 47	Public Records
N.J.S.A. 52	State Government, Departments, and Officers
N.J.S.A. 53	State Police
N.J.S.A. 54	Taxation
N.J.S.A. 59	Tort Claims

### 4. New Jersey Administrative Code

N.J.A.C. 1	Administrative Law
N.J.A.C. 6 & 6A	Education
N.J.A.C. 8	Health
N.J.A.C. 10	Human Services
N.J.A.C. 13	Law and Public Safety
N.J.A.C. 17	Treasury-General

### Severability

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



# Policy Alerts

## East Orange Board of Education

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### Enactment

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

Issued: 10 September 2013

**Issued:**



# Policy Alerts

## East Orange Board of Education

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Independent Study Programs

**ABOLISHED AS OF APRIL 2017**

### 2320 INDEPENDENT STUDY PROGRAMS

The Board of Education authorizes an independent study program aimed at achieving the Core Curriculum Content Standards for promotion and graduation purposes in accordance with the requirements of N.J.A.C. 6A:8-5.1(a)ii.

An independent study program and appropriate assessments shall be planned for individuals and/or a group based on specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards. The Principal shall certify completion of the independent study program based on specific instructional objectives.

The Principal may utilize a performance or competency assessment to approve student completion of an independent study program, including those occurring all or in part prior to the student's high school enrollment.

A group independent study program shall be approved in the same manner as other approved courses. Independent study programs shall be on file in the school district and subject to review by the Commissioner of Education or designee.

N.J.A.C. 6A:8-5.1 et seq.

Adopted: 3 June 2009



### 2415.06 UNSAFE SCHOOL CHOICE OPTION

**The New Jersey Department of Education (NJDOE) is required to establish an Unsafe School Choice Option (USCO) Policy per the Elementary and Secondary Act (ESEA) of 1965, as reauthorized under the Federal Every Student Succeeds Act of 2015 (ESSA). The USCO Policy requires that students who attend a persistently dangerous public elementary or secondary school as determined by the NJDOE, or become victims of a violent criminal offense while in or on school grounds of a public school that they attend, be allowed to attend a safe public school within the district. The USCO provision under the ESSA contains two provisions that apply to school districts that receive funds under ESSA: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.**

Effective the beginning of each school year, school districts receiving **ESSA** funds must be prepared to complete the transfer of students who choose to exercise Provision I and Provision II of this **USCO** Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under **ESSA**. The Superintendent is required to certify compliance with this USCO Policy to the New Jersey Department of Education (NJDOE) in the application for **ESSA** funds.

#### USCO Policy Provision I - Persistently Dangerous Schools (PDS)

##### 1. Criteria for Determining Persistently Dangerous Schools.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the New Jersey Department of Education (NJDOE) for three consecutive years and is part of a school district that receives funds under **ESSA**. The NJDOE will use the most current available data from the Electronic Violence and Vandalism Reporting System (EVVRS) to identify persistently dangerous schools on or before July 31 of each year.

##### 2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

**A school district will be notified by the NJDOE on or before July 31 of each year if a school(s) in the school district has been identified as a PDS.** Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the **date of the** notice and offer them the option for their children to transfer to a safe public school within the district



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by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.

Students are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer students should be made simultaneously. Parents of enrolled students must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring students.

To the extent possible, the district will allow transferring students to transfer to schools that **have not been identified as low performing, under the State's ESSA accountability system. When a transfer school is not available within the school district, the district may seek arrangements for students to transfer to the nearest charter school or neighboring district; however, this is not required.** The district **may** take into account the needs and preferences of the affected students and parents.

### 3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified **by the NJDOE** as persistently dangerous, the district will submit to the NJDOE documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all students exercising the option by the first day of the school year. **Additionally, the district is required to** develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide **the** schools with guidance for **its** corrective action plan, as well as monitor the school district's timely completion of the approved plans.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing their corrective action plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining persistently dangerous schools (PDS). A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by **September 30** of that year, which will apply to the respective school year. The school district must inform all parents of enrolled students in the school of the designation within fifteen calendar days of the date **of** notice and offer them the option for their children to



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transfer to a safe public school by the beginning of the respective school year **in accordance with 2. above.**

A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by and in accordance with guidance provided by the NJDOE.

#### 4. Procedures and Guidelines for Early Warning of Schools.

**When a school meets the criteria set forth in this Policy for one year, the district will be informed of the types of offenses reported that have led to an early notification. This notification, on or before August 15 of each year, will be informational only. A school that no longer meets the criteria for PDS for one year will no longer be considered in early notification status. A school that meets the criteria for two consecutive years will move into early warning status outlined below.**

**If** a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of their pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit for approval **a school safety plan to the NJDOE** on or before September 30 of the same year, which will apply to the respective school year. The **school safety** plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide **an early warning** school with guidance for **its school safety** plan, as well as monitor the school's timely completion of the approved plan. A school receiving an "early warning" notices is not required to provide the transfer option to students.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing **its school safety** plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining persistently dangerous schools. **The** schools will be notified of **its** status on or before July 31 of the respective year.

A school that no longer meet the **criteria** for Persistently Dangerous Schools for one school year, the year in which the **school safety** plan was in effect will no longer be required to submit a **school safety** plan.



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A school that **meets the criteria for PDS** for a third consecutive year will be designated persistently dangerous and will be required to submit for approval a corrective action plan on or before September 30 of that year, which will apply to the respective school year **and** provide the transfer option to students in the school designated as persistently dangerous.

### 5. Schools Not Receiving **ESSA** Funds, but Meeting the Criteria for PDS.

School buildings and districts that do not receive federal funds under **ESSA**, but meet any one of the criteria for persistently dangerous schools, will be contacted by the NJDOE and be required to develop and submit for approval a **school safety plan** on or before September 30 of the respective year. The **school safety plan** must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the school **with** guidance for **its school safety plan**, as well as monitor the school's timely completion of the approved plan.

### USCO Policy Provision II - Victims of Violent Criminal Offenses

The **Unsafe School Choice Option** provision of **ESSA** requires a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.

**The individual victim provision of this Policy attempts to fulfill the requirement for the school district to provide relief to students who have been victimized, while providing a school with a practical means for making determinations on incidents of victimization that are within the purview of the school district. The individual victim section of this Policy has been crafted to enable school staff to make reasonable determinations and actions regarding this Policy.** The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b) **13**, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

### 1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled student has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends. These criteria only apply to a student who has become a victim of one or more of the violent criminal offenses enumerated below:





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A student is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:
  - (1) Law enforcement officials have filed formal charges against the **offender(s)** for commission of the violent crime; or
  - (2) The **offender(s)** has **received sanctions in accordance with the Board of Education's Code of Student**; or
  - (3) The **offender(s)** either has not been identified or is not an enrolled student(s), but it is clear that the student (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
  - (4) The pre-existence of a restraining order against the **offender(s)**.

## 2. Procedures and Guidelines

Effective the first day of each school year, the district must be prepared to begin the transfer of any student who chooses to exercise the **individual** choice option provision. The district must offer, within **fourteen** calendar days **of the incident**, an opportunity to transfer to a safe public school within the district to any student who has become a victim of a violent criminal offense while in or on the grounds of a public school that the student attends. While the student must be offered the opportunity to transfer, the student may elect to remain at the school.

To the extent possible, the district will allow any transferring student to transfer to a school that **has not been identified as low performing, under the State's ESSA accountability system. In addition, when a transfer school is not available within the district, the district may seek arrangements for a student to transfer to the nearest charter school or neighboring district; however, this is not required.** The district **may** take into account the needs and preferences of the affected student and his or her parent(s). Transfers must occur within thirty days of the determination that the student was a victim of a violent criminal offense.





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### 3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision **of this Policy** are identified and explained below. The offenses apply to completed offenses, as well as attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the **school grounds, as defined in N.J.A.C. 6A:16-1.3, of the school that the student attends.** The offenses apply whether they occur wholly or in part in or on the grounds of **the** school that the student attends. The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups.

### 4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A **student** is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the student's parent, sibling or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(A)(1-3) and 2C:12-1(B)(1-4)] - A person is a victim of an assault when the actor purposely, knowingly or recklessly causes bodily injury to the victim; negligently, recklessly, knowingly or purposely causes bodily injury to the victim with a deadly weapon; attempts by physical menace to put the victim in fear of imminent serious bodily injury; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded.
- c. Sexual Assault [N.J.S.A. 2C:14-2] - A **student** is a victim of **a sexual assault when the student is a victim of an act of sexual contact when the victim is less than thirteen years old and the actor is at least four years older than the victim, or the student is a victim of** an act of sexual penetration under any of the following circumstances:

- (1) The victim is less than thirteen years old.

- (2) The victim is at least thirteen, but less than sixteen years old; and the actor is at least four years older than the victim.
  - (3) The victim is at least sixteen years old, but less than eighteen years old; and the actor has supervisory or disciplinary power over the victim.
  - (4) The actor uses physical force or coercion.
  - (5) The victim is one whom the actor knew or should have known was physically helpless, mentally defective, or mentally incapacitated.
- d. Bias Intimidation [N.J.S.A. 2C:16-1(A)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in Chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:
  - (1) With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
  - (2) Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
  - (3) Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
    - (a) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
    - (b) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation or ethnicity.



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- e. Terroristic Threat [N.J.S.A. 2C:12-3(A) and 2C:12-3(B)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under **this** Policy against the victim with the purpose to put the student in imminent fear of one of the violent crimes enumerated in **this** Policy under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).
- f. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; or threatens the victim with or purposely puts the victim in fear of immediate bodily injury.
- g. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a student for a substantial period of time **with any of the following purposes:** to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
- h. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor **purposely or knowingly** starts a fire or causes an explosion in or on the grounds of a school whereby the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

### Miscellaneous Provisions of USCO

#### 1. Transfer Time Period – Persistently Dangerous Schools (PDS)

The transfer will be temporary and will be in effect as long as the student's original school is identified as persistently dangerous.



### 2. Charter School Transfer Option

While **ESSA** permits affected students to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).

Since charter schools in New Jersey are considered public **local education agencies (LEA's)**, pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, students may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all students on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective students), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the charter school must select students to attend using a random selection process for enrollment.

### 3. Funding Sources for USCO

The Unsafe School Choice Option **statute** does not authorize resources specifically to help cover USCO costs **associated with transferring a student from a PDS**. However, under certain circumstances Federal funds may be used. For example, **ESEA Title IV, Part A [Section 4115(b)(2)(E)(v)]** may be used to establish safe zones of passage to and from school to ensure that students travel safely on their way to school and on their way home. In addition, **ESEA Title IV, Part A [Sections 5121(8) and 5131(12) and (25)]** funds may be used to help cover costs such as tuition or transportation related to the Unsafe School Choice Option or expansion of public school choice.

### 4. Special Education Students

The district will provide transferred special education students with the program required by the student's Individualized Education Program (IEP).



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## 5. Transfer Schools

**In the event there is not another school within the school district for a transferring student, the district is not required to transfer the student to a school outside the school district.**

The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized students. The district will promote the importance of school safety and respond to the needs of students and staff. Pursuant to the law, the district will provide an opportunity for students, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize students in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for student discussion on conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

**In accordance with the provisions of N.J.S.A. 18A:17-46, two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the Superintendent shall report to the Board of Education all acts of violence; vandalism; and harassment, intimidation, and bullying which occurred during the previous reporting period.**

**Title VIII, Part F, Subpart 2, SEC. 8532  
Every Student Succeeds Act (ESSA) of 2015**

Adopted: 3 June 2009

**Adopted:**



### 2622 STUDENT ASSESSMENT

The Commissioner of Education, **in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may** implement assessments **of** student achievement **in any grade(s) and by such assessment as he or she deem appropriate** of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. **The Commissioner shall report to the State Board of Education the results of such assessments.**

**The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.**

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

**Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled.** There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

#### Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.





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The Board of Education shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course PARCC assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLs consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade four.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLs consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Department of Education shall implement a high school assessment program component of the NJSLs that assesses, at a minimum, English language arts, mathematics, and science with the exception that students may receive a waiver from the Board of Education from taking the high school end-of-course PARCC assessment in ELA 11 due to the student's participation in another English language/literature college placement assessment during the same school year.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board of Education shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.

The Board of Education shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative



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**assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.**

**The Boards of Education shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(f).**

### Test Administration Procedures and Security Measures

**The Board of Education shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district.** All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

### Documentation of Student Achievement

The Department of Education shall provide the Superintendent with documentation of student **performance** after **each test** administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Information regarding individual student test scores shall only be released in accordance with Federal and State law.

**The Board of Education shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.**

**The Board of Education shall maintain an accurate record of each student's performance on Statewide assessments.**

**The Board of Education shall maintain for every student a ninth grade through graduation transcript that contains the following, as available:**

- 1. Results of all applicable State assessments, including assessments that satisfy graduation requirements set forth in N.J.A.C. 6A:8-5.1(a)6;**
- 2. Results of any English language proficiency assessments according to N.J.A.C. 6A:8-5.1(h);**
- 3. Evidence of instructional experience and performance in the NJSLS;**
- 4. Evidence of technological literacy;**





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5. **Evidence of career education instructional experiences and career development activities;**
6. **Evidence of State-issued occupational licenses and credentials, industry-recognized occupational credentials, and/or technical skill assessments for students enrolled in Department of Education-approved career and technical education programs pursuant to N.J.A.C. 6A:19-3.2; and**
7. **Any other information deemed appropriate by the Board of Education.**

### Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board **of Education** will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below **the** established levels of student proficiency in any content area either on Statewide or local assessments. All students **shall be** expected to demonstrate the knowledge and skills of the **NJSLS** as measured by the Statewide assessment system.

### Annual Review and Evaluation of School Districts

**The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.**

### Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the **NJSLS** as measured by the Statewide assessment system **by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students.** In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.



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## Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

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

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;  
6A:14-4.10

Adopted: 3 June 2009

Adopted: 11 September 2012

Adopted: 14 April 2015

Adopted: 9 August 2016

**Adopted:**



### **R2622 STUDENT ASSESSMENTS**

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. Therefore, the Board requires all students to take Statewide assessments and the Board cannot grant permission to a parent for their child to opt-out of required Statewide assessments. The procedures outlined below shall be followed in the event a parent refuses to have their child participate in a Statewide assessment.

#### **A. Written Notice from Parent**

1. A parent who refuses to have their child participate in a Statewide assessment shall submit a letter to the school Principal stating their child will not participate in a Statewide assessment.
2. The parent shall indicate in the letter the testing date(s) and the specific Statewide assessment(s) their child will not be taking.
3. The letter shall be submitted to the Principal at least five school days before the scheduled testing date.
4. The letter shall be maintained with the student's academic records.

#### **B. Testing Date**

1. A student whose parent has provided prior written notice informing the Principal their child will not be participating in a Statewide assessment will be required to report to the testing location on the date of the assessment.
2. The student will be removed from the testing location to an area in the building such as a study hall, media center, or other location in the school where the student can be supervised by a school district staff member.
3. A student not participating in a Statewide assessment will be provided an alternative educational activity during the testing time.



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#### C. Attendance Recording

1. A student, whose parent has provided prior written notice informing the Principal their child will not participate in a Statewide assessment, who reports to school on the testing date shall be recorded as present in school.
2. A student, whose parent has provided prior written notice informing the Principal their child will not participate in a Statewide assessment, who does not report to school on the testing date shall be recorded as absent. This absence shall be recorded as an unexcused absence.

#### D. School District Response

1. There shall be no disciplinary consequence imposed upon a student who does not participate in a Statewide assessment in accordance with the provisions outlined in this procedure.
2. A student who does not participate in a Statewide assessment(s) will not receive any credit for the Statewide assessment(s).

Issued: 14 April 2015

Issued: 9 August 2016

**Issued:**



#### 3282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all students, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all students attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised that communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using emails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to students or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, students or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, posting, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

**The school district strongly encourages all staff members to carefully review the privacy settings and End User License Agreement (EULA) of social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.**

**When using personal social networking sites, school staff members:**



# Policy Alerts

## East Orange Board of Education

### TEACHING STAFF MEMBERS - POLICY 3282/Page 2 of 3 Use of Social Networking Sites

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, students, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including students and their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mail, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal email accounts;
8. Must consult with their Principal, Assistant Superintendent of Curriculum, and the Department of Information Technology before setting up online sites or creating user accounts on existing online sites to facilitate student learning. Principals are responsible for monitoring all communication and activities on these sites to ensure a safe learning environment;
9. Shall not post updates on any personal social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project;
10. Shall not promote non-district related businesses/organizations on district social networking sites unless authorized by District Administration;
11. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member; and



# Policy Alerts

## East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY  
3282/Page 3 of 3  
Use of Social Networking Sites

12. Are required to have a signed media release form on file.

**The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potential adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.**

**This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward students and/or community while using social networking site.**

Adopted: 11 September 2012  
**Adopted:**



# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4282/Page 1 of 3

#### Use of Social Networking Sites

#### 4282 USE OF SOCIAL NETWORKING SITES

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# Policy Alerts

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY 4282/Page 2 of 3 Use of Social Networking Sites

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# Policy Alerts

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4282/Page 3 of 3  
Use of Social Networking Sites

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Adopted: 11 September 2012  
**Adopted:**



# Policy Alerts

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4415/page 1 of 1  
Substitute Wages

### 4415 SUBSTITUTE WAGES

In order to ensure reliable assistance in the absence of regular support staff employees, the Board of Education will offer competitive compensation to qualified substitute secretaries, clerks, custodians, maintenance workers, bus drivers **and** teacher aides/**teacher assistants**. In no instance shall the wages paid a substitute exceed the wages paid the regular employee.

Substitute support staff members will be paid at a per diem rate set by the Board.

Adopted: 3 December 2008

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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

### 5116 EDUCATION OF HOMELESS CHILDREN

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

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

The school district of residence for a homeless child is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child means the school district in which the parent(s) **resident permanently** prior to becoming homeless.

The school district liaison for the education of homeless children is the Director of **Educational Support Services and Parent Relations** or his/her designee. The liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager. -Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child shall be enrolled in accordance with the provisions of N.J.A.C. 17-2.5.



# Policy Alerts

## East Orange Board of Education

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

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

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall immediately make a determination, if possible, but no later than within forty-eight hours.

If a the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the Division of Administration and Finance. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

N.J.S.A. 18A:7B-12; 18A:7B-12.1  
N.J.A.C. 6A:17-2.1 et seq.

Adopted: 12 January 2010  
Adopted: 11 October 2016  
Adopted: 14 February 2017

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

R 5116/page 1 of 8

### Education of Homeless Children

#### R 5116 **EDUCATION OF HOMELESS CHILDREN**

##### A. Definitions

1. "School district liaison for the education of homeless children" means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.
2. "School district of residence" for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.
3. "Homeless child" means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2. 2.
4. "Immediate" or "immediately" means at the instant the need for placement is made known.
5. "Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.
6. "Superintendent" means Superintendent and/or Chief School Administrator.

##### B. Determination of Homelessness (N.J.A.C. 6A:17-2.2)

1. The Board of Education shall determine that a child is homeless for the purposes of N.J.A.C. 6A:17-2 when he or she resides in any of the following:
  - a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;



# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

R 5116/page 2 of 8

#### Education of Homeless Children

- b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks; abandon buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;
  - c. The residence of relatives or friends where the homeless child resides out of necessity because his or her family lacks a regular or permanent residence of its own;
  - d. Substandard housing.
- C. Responsibilities of the School District of Residence (N.J.A.C. 6A:17-2.3)
  - 1. The school district of residence for a homeless child is responsible for the education of the child and shall:
    - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5;
    - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and
    - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.
  - 2. The determination of the homeless child's school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 based upon information received from the parent, the Department of Human Services or the Department of Children and Families, a shelter provider, another school district, an involved agency, or a case manager.
  - 3. The district Board of Education identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.



# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

R 5116/page 3 of 8

#### Education of Homeless Children

- D. Designation of School District Liaisons and Their Responsibilities (N.J.A.C. 6A:17-2.4)
1. The Superintendent identifies the district liaison for the education of homeless children. The school district liaison shall:
    - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child resides;
    - b. Develop procedures to ensure a homeless child residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5;
    - c. Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start and Even Start programs, preschool programs administered by the local education agency, and referrals to health care, dental, mental health, and other appropriate services;
    - d. Inform parents of homeless children and youth of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children;
    - e. Ensure that public notice of the educational rights of homeless children and youth is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
    - f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7;
    - g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5;
    - h. Assist the parent to obtain the homeless child or youth's medical records or required immunizations; and
    - i. Assist an unaccompanied youth to ensure he or she is enrolled and is receiving all services pursuant to N.J.A.C. 6A:17.





# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Education of Homeless Children

2. When a homeless child resides in a school district, the district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, the Department of Human Services or the Department of Children and Families, a shelter director, an involved agency, or a case manager.
  3. Upon notification of the need for enrollment of a homeless child, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b).
- E. School District Enrollment (N.J.A.C. 6A:17-2.5)
1. The Superintendent of the school district of residence or designee shall decide in which district the homeless child shall be enrolled as follows:
    - a. Enroll the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's parent;
    - b. Continue the homeless child's education in the school district of last attendance if it is not the school district of residence; or
    - c. Enroll the homeless child in the school district where the child resides.
  2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child based on what is determined to be in the best interest of the child after considering:
    - a. The enrollment of the homeless child in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's parent.
    - b. The continuity of the child's educational program;
    - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
    - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.



# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

R 5116/page 5 of 8

#### Education of Homeless Children

3. The Superintendent of the school district of residence or designee shall determine the child's school district enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:
  - a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child will be enrolled immediately. If a dispute arises regarding enrollment of a homeless child, the homeless child shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7.
  - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
  - c. A decision to enroll a homeless child in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32, School District Operations.
5. When a homeless child with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
6. When the school district of residence for a homeless child cannot be determined, the Superintendent or designee of the school district in which the child currently resides shall enroll the child immediately in the school district of the current residence or the school district of last attendance.
7. The school district selected pursuant to N.J.A.C. 6A:17-2 shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.



# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

R 5116/page 6 of 8

#### Education of Homeless Children

8. Enrollment in the school district of residence, the school district of last attendance if not the school district of residence, or the school district where the child resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child becomes permanently housed during the academic year.
- F. Parental Rights (N.J.A.C. 6A:17-2.6)
1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 et seq.
- G. Disputes and Appeals (N.J.A.C. 6A:17-2.7)
1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved school district(s) or the child's parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the Department's McKinney-Vento Homeless Education Coordinator or designee, shall immediately decide the child's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
  2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools, who shall make a determination immediately, if possible, but no later than within forty-eight hours.
    - a. If the dispute regarding determination of district of residence does not involve the determination of homelessness and/or district enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the Department of Education pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of Administration and Finance.



# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

R 5116/page 7 of 8

#### Education of Homeless Children

- b. If an appeal of a determination of district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
  3. Any dispute or appeal shall not delay the homeless child's immediate enrollment or continued enrollment in the school district. The homeless child shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
  4. Disputes and appeals involving the services provided to a homeless child with a disability shall be made pursuant to N.J.A.C. 6A:14.
- H. Tuition (N.J.A.C. 6A:17-2.8)
  1. When the homeless child is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer pay tuition to the school district of enrollment.
  2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence shall no longer list the student on its ASSA.
  3. The State shall assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:
    - a. If the school district of residence cannot be determined for the homeless child;
    - b. If the school district of residence is outside of the State; or



# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Education of Homeless Children

- c. If a child resides in a Department of Community Affairs-licensed emergency shelter or transitional living facility due to domestic violence for more than a year combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d.
  - (1). When the State assumes fiscal responsibility for the tuition of a homeless child, the State shall pay to the school district in which the child is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.

Issued: 12 January 2010

Issued: 11 October 2016

Issued: 14 February 2017

**Issued:**



# Policy Alerts

## East Orange Board of Education

STUDENTS – POLICY

5465/page 1 of 1

Early Graduation

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### **ABOLISHED**

#### 5465 EARLY GRADUATION

~~The Board of Education will award a State-endorsed diploma to a student that has met all State and local requirements for high school graduation. In addition, the Board shall award a State-endorsed high school diploma to any currently enrolled student in accordance with the provisions of N.J.A.C. 6A:8-5.2(e).~~

~~In accordance with the provisions of N.J.A.C. 6A:8-5.2(e), the Board of Education shall award a State-endorsed high school diploma early to any currently enrolled student who:~~

- ~~1. — Has demonstrated proficiencies in the Statewide assessments as required by the New Jersey Department of Education for high school graduation;~~
- ~~2. — Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and~~
- ~~3. — Has formally requested an early award of a State-endorsed high school diploma.~~

~~A student permitted to graduate before the end of the twelfth grade will be issued a state-endorsed diploma certifying that he/she has met all state and local requirements for early graduation. The diploma will bear the date of its issuance. The student may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school district on application to and approval of the high school Principal.~~

~~N.J.S.A. 18A:7C-1 et seq.~~

~~N.J.A.C. 6A:8-5.1 et seq.; 6A:8-5.2 et seq.~~

~~Adopted: 12 January 2010~~

~~Adopted: 12 May 2015~~



### 5519 **DATING VIOLENCE AT SCHOOL**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A student who is a victim of dating violence suffers academically and the student's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's student code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a student. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the student's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitting to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are, threatening or controlling.

The Board of Education, upon recommendation of the Superintendent or Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learn of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.



# Policy Alerts

## East Orange Board of Education

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Dating Violence at School

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

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is 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.

A pattern of behaviors may be an important sign a student is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a student in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to students and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a student less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials utilized by the school district.





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Dating Violence at School

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for students within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37

New Jersey Department of Education Model Policy and Guidance for Incidents Involving Dating Violence — September 2011

Adopted: 24 January 2012

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### STUDENTS - REGULATION

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Dating Violence at School

#### R5519 **DATING VIOLENCE AT SCHOOL**

##### A. Definitions

1. "At school" means in a classroom, or anywhere on school property, school bus or school-related vehicle, at an official bus stop, or at any school-sponsored activity or event whether or not it is on school grounds. (Requesting to add *and from school*).
2. "Dating partner" means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.
3. "Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

##### B. Procedures for Reporting Acts or Incidents of Dating Violence

1. School staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of teen dating violence and are required to report all acts or incidents of dating violence at school.
2. All acts or incidents of dating violence at school shall be reported to the Principal or designee.
  - a. This report should be made verbally as soon as possible, but no later than the end of the student's school day when the staff member witnesses or learns of an act or incident of dating violence at school.
  - b. A written report regarding the act or incident of dating violence at school should be submitted to the Principal or designee, by the reporting staff member no later than one day after the staff member witnesses or learns of an act or incident of dating violence at school.
3. These acts or incidents may include, but are not limited to:
  - a. Witnessed or receipt of reliable information concerning acts or incidents that are characterized by physical, emotional, verbal, or sexual abuse;
  - b. Digital or electronic acts or incidents of dating violence; and/or



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Dating Violence at School

- c. Patterns of behavior which are threatening or controlling.
- C. Guidelines/Protocols for Responding to At-School Acts or Incidents of Dating Violence
  - 1. Protocol for All School Staff Members - Any school staff member who witnesses or learns of an act or incident of dating violence at school shall take the following steps:
    - a. Separate the victim from the aggressor;
    - b. Speak with the victim and the aggressor separately;
    - c. Speak with witnesses or bystanders separately;
    - d. Verbally report the act or incident to the Principal or designee no later than the end of the student's school day;
    - e. Prepare and submit a written report of the act or incident to the Principal or designee no later than one day after the act or incident occurred; and
    - f. Monitor the interactions of the victim and the aggressor with student safety being the priority.
  - 2. Protocol for Administrators/Administrative Investigation — The Principal or designee upon receiving a report of a dating violence act or incident at school shall take the following steps:
    - a. Separate the victim from the aggressor, if applicable;
    - b. Meet separately with the victim and the alleged aggressor;
    - c. Take written statements from the victim and alleged aggressor;
    - d. Review the victim's and alleged aggressor's written statements to ascertain an understanding of the act or incident. The administrator may ask questions of either individual for classification;
    - e. Further investigate the act or incident by speaking with bystanders/witnesses of the act or incident. All statements obtained from bystanders/witnesses shall be written and documented, when possible;



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#### Dating Violence at School

- f. The school administrator may make a determination to involve the school resource officer or law enforcement, if appropriate;
  - g. Appropriate referrals should be made if after an assessment by a school social worker, Anti-Bullying Specialist, counselor, or psychologist determines the victim's or alleged aggressor's mental health has been placed at risk;
  - h. The Principal or designee shall contact the parents/ guardians of both the victim and the alleged aggressor. The Principal or designee shall require a meeting be held to discuss the act or incident; and
  - i. The Principal or designee will notify both parties in writing of the outcome/determination of the investigation into the act or incident of dating violence at school.
  - j. Due to the rights of other students involved, the Principal or designee is prohibited from providing a parent with information as to the consequences or services provided to anyone other than their own child.
3. Protocol For Working with the Victim of an Act or Incident of Dating Violence at School — The Principal or Assignee shall implement the following procedures for dealing with victims of a confirmed act or incident of dating violence at school:
- a. A student's safety shall be the first priority in a dating violence act or incident. Interaction between the victim and the aggressor shall be avoided. The burden of any schedule changes (classroom, bus, etc.) should be taken on by the aggressor;
  - b. A conference shall be held with the victim and their parents/guardians;
  - c. Identify any means or actions that should be taken to increase the victim's safety and ability to learn in a safe and civil school environment;
  - d. Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law;



# Policy Alerts

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#### Dating Violence at School

- e. Monitor the victim's safety as needed and assist the victim with any plans needed for the school day and after-school hours (hallway safety, coordination with parents/guardians for transportation to and from school, etc.). The administration should develop a safety plan;
  - f. The administration may develop a Stay-Away Agreement between the victim and the aggressor if deemed necessary;
  - g. Encourage the victim to self-report any and all further acts or incidents of dating violence that occur at school in writing to the Principal or designee; and
  - h. Document all meetings and action plans that are discussed. Keep a record of review, changes, and case closures in student's file.
4. Protocol for Working with the Aggressor of an Act or Incident of Dating Violence at School — The Principal or designee shall implement the following procedures for dealing with the aggressor of a confirmed act or incident of dating violence at school:
- a. Schedule a conference with the aggressor and their parents/guardians;
  - b. Give the aggressor the opportunity to respond verbally and in a written statement to the allegations and the outcome/ determination of an act or incident of dating violence at school;
  - c. Alert the aggressor and their parents/guardians to both school and community-based support and counseling resources that are available;
  - d. Identify and implement counseling, intervention, and disciplinary methods that are consistent with school policy for acts or incidents of this nature;
  - e. Review the seriousness of any type of retaliation (verbal, emotional, physical, sexual, and electronic/digital) toward the victim who reported the act or incident of dating violence. Address that consequences will be issued consistent with the school's student code of conduct and procedures for any type of retaliation or intimidation toward the victim; and
  - f. Document all meetings and action plans that are discussed.



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#### Dating Violence at School

5. Protocol for the Documentation and Reporting of an Act or Incident of Dating Violence at School - School districts shall implement the following procedures for documenting and reporting acts or incidents of dating violence that occur at school:
  - a. Dating violence statements and investigations shall be kept in files separate from student academic and discipline records to prevent the inadvertent disclosure of confidential information.
  - b. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This documentation shall include all written statements, planning actions, consequences, and disciplinary measures as well as counseling and other support resources that were offered, prescribed, and/or provided to the victim or the aggressor.
- D. Discipline Procedures Specific to At School Acts or Incidents of Dating Violence
  1. The Board of Education requires its school administrators to implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school's student code of conduct.
  2. The policies and procedures specific to acts or incidents of dating violence at school should be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved.
  3. The response shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.
  4. Consequences may include, but are not limited to, the following:
    - a. Admonishment
    - b. Temporary removal from the classroom;
    - c. Classroom or administrative detention;
    - d. In-school suspension;
    - e. Out-of-school suspension;
    - f. Reports to law enforcement; and
    - g. Expulsion.



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#### Dating Violence at School

5. Retaliation toward 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.
  6. Remedial procedures/interventions may include, but are not limited to, the following:
    - a. Parent conferences;
    - b. Student counseling (all students involved in the act or incident);
    - c. Peer support group;
    - d. Corrective instruction or other relevant learning or service experiences;
    - e. Supportive student intervention (Intervention and Referral Services - I&RS);
    - f. Behavioral management plan; and
    - g. Alternative placements.
- E. Warning Signs of Dating Violence
1. A pattern of behaviors may be an important sign that a student is involved in an unhealthy or abusive dating relationship. Many warning signs make a connection to one student in the relationship asserting control and power over the other. Recognizing one or more *signs* of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.
  2. The warning signs listed below are to educate the school community on the characteristics a student in an unhealthy or abusive relationship might exhibit. Warning signs may include, but are not limited to, the following:
    - a. Name-calling and putdowns - Does one student in the relationship use name-calling or putdowns to belittle or intimidate the other student?
    - b. Extreme jealousy - Does one student in the relationship appear jealous when the other talks with peers?



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#### Dating Violence at School

- c. Making excuses - Does one student in the relationship make excuses for the other?
  - d. Canceling or changing plans - Does one student cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
  - e. Monitoring - Does one student call, text, or check up on the other student constantly? Does one student demand to know the other's whereabouts or plans?
  - f. Uncontrolled anger — does one of the students in the relationship lose his or her temper or throw and break things in anger?
  - g. Isolation - Has one student in the relationship given up spending time with family and friends? Has the student stopped participating in activities that were once very important?
  - h. Dramatic changes -- Has the appearance of the student in the relationships changed? Has the student in the relationship lost or gained weight? Does the student seem depressed?
  - i. Injuries - Does the student in the relationship have unexplained injuries? Does the student give explanations that seem untrue?
  - j. Quick Progression - Did the student's relationship get serious very quickly?
- F. The Principal or designee will provide to the parents/guardians of a victim or aggressor information on safe, appropriate school, family, peer, and community resources available to address dating violence related to their child.

Issued: 24 January 2012

**Issued:**





# Policy Alerts

East Orange Board of Education

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School Security Program  
Feb 17

[See POLICY ALERT No. 211]

## 7446 SCHOOL SECURITY PROGRAM

The safety of students, staff members, and visitors on school grounds is an important concern for the Board of Education.

### School Resource Officer Program

The Board of Education authorizes a School Resource Officer Program in partnership with the municipality and local law enforcement. The Program is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district. A School Resource Officer assigned to the school district shall remain an employee of the municipality and its Police Department.

The School Resource Officer may be a full-time Police Officer or a Class Three Special Law Enforcement Officer employed by the municipality in accordance with the provisions of N.J.S.A. 40A:14-146.11. A Class Three Special Law Enforcement Officer is authorized to exercise full powers and duties similar to those of a permanent regularly appointed full-time police officer while providing security at a public school during hours when school is normally in session or when occupied by students or school staff members. The use of a firearm by a Class Three Officer is authorized pursuant to the provisions of N.J.S.A. 40A:14-146.14. A Class Three Officer shall not carry a firearm except when engaged in the actual performance of the Officer's official duties as a School Resource Officer and when specifically authorized by the Chief of Police or in the absence of the Chief, a designee. The Board of Education and the municipality shall enter into a partnership agreement that sets forth the respective obligations of the municipality, local law enforcement, and the school district. The agreement shall include, but is not limited to, the following terms: the number of police officers assigned to the school district; the school(s) to be covered; the days of police coverage in the school district; the process for the Police Department to assign and the process for the Board of Education to approve a School Resource Officer(s); the duties of the assigned School Resource Officer(s); the reporting requirements for the School Resource Officer; and the financial obligations of the parties. The School Resource Officer Program Agreement shall be approved by the Board of Education.



# Policy Alerts

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School Security Program

**A School Resource Officer who is a full-time Police Officer or a Class Three Special Law Enforcement Officer must comply with all statutes and codes regarding their law enforcement status and all other statutory and administrative code responsibilities.**

## **School District Employed Security Officers – (Unarmed)**

**The Board of Education authorizes the employment of school district security officers. The district's security officers will be required to wear Board-approved uniforms and shall work in cooperation with the school administration to provide security services on school grounds. The security officers will be provided the necessary equipment to perform the security functions assigned by the administration. The district's security officers will not carry a gun. The Superintendent of Schools will ensure all school district security officers receive appropriate training for the responsibilities of the position.**

**This Policy will be reviewed and approved by the Board attorney for compliance with applicable statutes and administrative code provisions before initial adoption and subsequent re-adoptions by the Board.**

**N.J.S.A. 2C:39-4; 2C:39-5; 2C:39-6; 2C:58-4;  
40A:14-146.10; 40A:14-146.11;  
40A:14-146.14**

**Adopted:**



# Policy Alerts

## East Orange Board of Education

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Public Records

### 8310 **PUBLIC RECORDS**

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction. The Board designates the School Business Administrator/Board Secretary as the custodian of government records for the district.

Government Record or Record (N.J.S.A. 47:1A-1.1)

"Government records" or "records" pursuant to N.J.S.A. 47:1A-1.1 include any record that has been required by law to be made, maintained, or kept on file by the Board, its officials, or its employees. Except as such records that may be exempted by law or this policy, a "government record" or "record" means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of the official business of the Board of Education or that has been received in the course of the official business of the Board of Education.

Board meeting minutes may be inspected and copied as soon as they are prepared; unapproved minutes will be so labeled. Minutes of executive/closed session Board meetings conducted in accordance with the Open Public Meetings Act will be preserved separately and will not be available for immediate public inspection. These minutes will be integrated with minutes of public meetings only after the matter discussed at the executive/closed session meeting has been made public.

A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.

A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq. Victims' records; trade secrets and proprietary commercial or financial information; any record within the attorney-client privilege; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security; security measures and surveillance techniques and information which, if disclosed, would give an advantage to competitors or bidders are examples of excluded government records.



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Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position; information which is a communication between the district and its insurance carrier, administrative service organization or risk management office; information which is to be kept confidential pursuant to court order and that portion of any most documents which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; and personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions are examples of excluded government records.

Test questions, scoring keys and other examination data pertaining to the administration of an examination for employment or academic examination; information concerning individual student records grievance or disciplinary proceedings against a student to the extent disclosure would reveal the identity of the student and all other information defined as not being a government record in N.J.S.A. 47:1A-1 et seq. are not government records.

### Records of Investigation In Progress (N.J.S.A. 47:1A-3 et seq.)

Records which are sought to be inspected, copied, or examined pertain to an investigation in progress by the Board and/or administration will be inspected, copied and/or examined pursuant to N.J.S.A. 47:1A-3.

### Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

The custodian will permit the government record to be inspected, examined, and copied pursuant to N.J.S.A. 47:1A-5 et seq. by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-1 et. seq.

### Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used



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to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5c.

Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.

If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A/ 47:1A-5b. the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.

Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this policy is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

A custodian will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.

The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the district. The request form will include information in accordance with the requirements of N.J.S.A. 47:1A-5.f. Requests for access to a government record will be in writing and hand-delivered, mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically. The custodian will promptly comply with a request in accordance with N.J.S.A. 47:1A-5.g.



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Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.

The custodian will grant access to a government record or deny a request for access to a government record in accordance with N.J.S.A. 47:1A-5.i and as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.

A custodian will post prominently in public view in the part of the office of the custodian that is open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

### Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

A person who is denied access to a government record by the custodian, at the option of the requestor, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L.2001, c. 404 (C.47:1A-7). If it is determined that access was improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee. A public official, officer, employee, or custodian who knowingly and willfully violates N.J.S.A. 47:1A-1 et seq. and is found to have unreasonably denied access under the totality of the circumstances, shall be subject to the penalties and disciplinary proceedings in accordance with N.J.S.A. 47:1-A-11.

### Government Records Council (N.J.S.A. 47:1A-7 et seq.)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.

### Common Right Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. will be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

### Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. will not abrogate any exemption of a public or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation



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promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any federal law; federal regulation; or federal order.

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. will not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public or government record.

N.J.S.A. 10:4-14

N.J.S.A. 47:1A-1.1 et seq.; 47:3-16

N.J.A.C. 6:3-6.1 et seq.

Adopted: 12 January 2010

Adopted: 14 December 2010

**Adopted:**





# Policy Alerts

## East Orange Board of Education

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Public Records

### R 8310 **PUBLIC RECORDS**

#### A. Definitions (N.J.S.A. 47:1A-1.1)

"Board" means the East Orange Board of Education, school staff, including members of the administration, and any persons acting on behalf of the Board of Education.

"Public agency" or "agency" means any of the principal departments in the Executive Branch of State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department; the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch; and any independent State authority, commission, instrumentality, or agency. The terms also mean any political subdivision of the State or combination of political subdivisions of the State or combination of political subdivisions, and any independent authority, commission, instrumentality, or agency created by a political subdivision or combination of political subdivisions.

"Custodian of a government record" or "custodian" is the officer officially designated by formal action of the Board of Education.

#### B. Government Record or Record (N.J.S.A. 47:1A-1.1)

1. Any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business of the Board of Education or that has been received in the course of his or its official business of the Board of Education.
2. A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.
3. A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, the following information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq.:
  - a. Victims' records, except that a victim of a crime shall have access to the victim's own records;





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- b. Trade secrets and proprietary commercial or financial information obtained from any source. Trade secrets shall include data processing software obtained by the district under a licensing agreement which prohibits its disclosure;
- c. Any record within the attorney-client privilege. This will not be construed as exempting from access attorney or consultant bills or invoices except that such bills or invoices may be redacted to remove any information protected by the attorney-client privilege;
- d. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;
- e. Emergency or security information or procedures for any buildings or facility that, if disclosed, would jeopardize security of the building or facility or persons therein;
- f. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
- g. Information that, if disclosed, would give an advantage to competitors or bidders;
- h. Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;
- i. Information that is a communication between the district and its insurance carrier, administrative service organization or risk management office;
- j. Information that is to be kept confidential pursuant to court order;
- k. That portion of any document which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information



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by the Division of Motor Vehicles as permitted by Section 2 of P.L.1997, c. 188 (C.39:2-3.4); and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor;

- l. Personnel and pension records of an individual, including records relating to any grievance filed by or against an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions. Personnel or pension records of any individual shall be accessible when required to be disclosed by law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest;
- m. Test questions, scoring keys and other examinations data pertaining to the administration of an examination for employment or academic examination;
- n. Information concerning student records or grievance or disciplinary proceedings against a student to the extent disclosure would reveal the identity of the student; and
- o. All other information listed as being confidential and not a government record as defined in N.J.S.A. 47:1A-1

#### C. Records of Investigation In Progress (N.J.S.A. 47:1A-3)

- 1. Notwithstanding the provisions of N.J.S.A 47:1A:1 et seq., where it appears the record or records which are sought to be inspected, copied, or examined shall pertain to an investigation in progress by the Board and/or administration:
  - a. The right to inspection, copying and/or examination may be denied if the inspection, copying or publication of such record or records will be inimical/detrimental to the public interest. This provision will not be construed to prohibit the Board and/or custodian from opening such



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record or records if not otherwise prohibited by law or to prohibit access to a record that was open for public inspection, examination, or copying before the investigation commenced; and

- b. If the Board, during the course of an investigation, obtains from another public agency a government record that was open for public inspection, examination or copying before the investigation commenced, the Board will provide the other agency with sufficient access to the record to allow the other agency to comply with requests made pursuant to N.J.S.A. 47:1A-1 et seq.
  2. Notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq., the information concerning a criminal investigation will be available to the public in accordance with N.J.S.A. 47:1A-3.b.
- D. Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)
1. The custodian will permit the government record to be inspected, examined, and copied by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-5.a.
  2. Prior to allowing access to any government record, the custodian will redact from that record any information which discloses the social security number, credit card number, unlisted telephone number, or driver license number of any person, except:
    - a. If the record is being used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support;
    - b. With respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c. 188 (C.39:2-3.4);
    - c. That a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature,



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Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and

- d. Where an agency can demonstrate an emergent need, a regulation that limits access to government records shall not be retroactive in effect or applied to deny a request for access to a government record that is pending before the agency, the council or a court at the time of the adoption of the regulation.

#### E. Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

1. The custodian shall charge the requestor a fee for a copy or copies of a government record in accordance with the provision of N.J.S.A. 47:1A-5b. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger.
  - a. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the school district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5c. and E.2. below.
  - b. The calculation of actual costs shall be as follows:
    - (1) The custodian shall contact the school district's supplier(s) to determine the cost of paper and toner. A supplier is wherever the district obtains copy materials such as paper and toner.
    - (2) The custodian shall calculate or contact the copying company to determine the school district's annual school year copying volume. This volume shall not only include copies pertaining to OPRA requests, but shall include all copying on all copy machines in the district for all purposes.
    - (3) The custodian shall calculate or contact the copy company to determine the average paper life of one toner/ink cartridge (i.e. how many pieces of paper the ink or toner shall be able to copy).



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- (4) The custodian shall maintain documentation of all information provided by the copying company or office supplier (i.e. contracts or correspondence from purchasing agent or copying company) regarding this calculation.
    - (5) The actual calculation is the total cost of paper purchased for one school year plus the total cost of toner purchased for one school year divided by the annual copying volume. This calculation can be averaged for all copy machines in the district that produce letter and legal copies.
    - (6) Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately.
  - c. If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5b. and E.1 above, the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.
  - d. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.
2. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this Regulation is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.
3. A custodian shall permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium.



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4. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.
5. Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
6. The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form will provide:
  - a. Space for the name, address, and phone number of the requestor and a brief description of the government record sought;
  - b. Space for the custodian to indicate which record will be made available, when the record will be available, and the fees to be charged;
  - c. Specific directions and procedures for requesting a record;
  - d. A statement as to whether prepayment of fees or a deposit is required;
  - e. The time period within which the school district is required by N.J.S.A. 47:1A-1 et seq. to make the record available;
  - f. A statement of the requestor's right to challenge a decision to deny access and the procedure for filing an appeal;
  - g. Space for the custodian to list reasons if a request is denied in whole or in part;
  - h. Space for the requestor to sign and date the form; and
  - i. Space for the custodian to sign and date the form if the request is fulfilled or denied.
7. The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information thus requested will cost in excess of \$5.00 to reproduce.



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8. Request for access to a government record shall be in writing and hand-delivered, or mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically.
9. The custodian will promptly comply with a request to inspect, examine, copy, or provide a copy of a government record.
10. If the custodian is unable to comply with a request for access, the custodian will indicate the specific basis therefore on the request form and promptly return it to the requestor.
11. The custodian will sign and date the form and provide the requestor with a copy thereof.
12. If the custodian asserts that part of a particular record is exempt from public access pursuant to N.J.S.A. 47:1A-1 et seq. the custodian will delete or excise from a copy of the record that portion which the custodian asserts is exempt from access and shall promptly permit access to the remainder of the record.
13. If the government record requested is temporarily unavailable because it is in use or in storage, the custodian will advise the requestor and will make arrangements to promptly make available a copy of the record.
14. If a request for access to a government record would substantially disrupt school district operations, the custodian may deny access to the record after attempting to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the district.
15. Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.
16. Unless a shorter time period is otherwise provided by statute, regulation, or executive order, the custodian will grant access to a government record or deny a request for access to a government record as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.
  - a. In the event the custodian fails to respond within seven business days after receiving a request, the failure to respond will be deemed a denial of the request, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor.





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- b. If the requestor has elected not to provide a name, address, or telephone number, or other means of contacting the requestor, the custodian will not be required to respond until the requestor reappears before the custodian seeking a response to the original request.
    - c. If the government record is in storage or archived, the requestor will be so advised within seven business days after the custodian receives the request. The requestor will be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.
  - 17. A custodian will post prominently in public view in the part or parts of the office or offices of the custodian that are open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.
- F. Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)
  - 1. A person who is denied access to a government record by the custodian, at the option of the requestor, may:
    - a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or
    - b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).
  - 2. The right to institute any proceeding under N.J.S.A. 47:1A-6 will be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The Board will have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.
- G. Government Records Council (N.J.S.A. 47:1A-7)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.
- H. Common Right Law Right of Access (N.J.S.A. 47:1A-8)





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Nothing contained in N.J.S.A. 47:1A-1 et seq. shall be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

#### I. Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)

1. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public record or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any federal law; federal regulation; or federal order.
2. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public record or government record.

Issued: 12 January 2010

Issued: 14 December 2010

**Issued:**



# Policy Alerts

## East Orange Board of Education

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Managing Electronic Mail

### 8311 **MANAGING ELECTRONIC MAIL**

School district e-mail messages, like paper records, must be retained and destroyed according to established records management procedures as required by New Jersey's Division of Archives & Records Management (NJDARM). E-mail messages are electronic documents created and sent or received by a computer system. This definition applies equally to the contents of the communication, the transactional information, and any attachments associated with such communication. Thus, e-mail messages are similar to other forms of communicated messages, such as correspondence and memoranda.

N.J.S.A. 47:3-16, as amended, defines public records as follows:

"Public records" mean any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, data processed or image processed document, sound recording or in a similar device, or any copy thereof, that has been made or required by law to be received for filing, indexing, or reproducing by any officer, commission agency, or authority of the State or any political subdivision thereof, including any subordinate boards thereof, or that has been received in the course of his/her or its official business by such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof, in connection with the transaction of public business and has been retained by such recipient or its successor as evidence of its activities or because of the information contained therein.

An e-mail message that meets the criteria of the definition of public records per N.J.S.A. 47:3-16, as amended, whether it is subject to access by the general public or not, must be retained according to records retention and disposition schedules approved by the State Records Committee. No public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content of e-mail messages may vary considerably and therefore, the content must be evaluated to determine the length of time the message must be retained.

For the purposes of this Policy, there are non-record e-mail messages and public record e-mail messages.



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Non-record e-mail messages are personal correspondence that do not meet the criteria of public records as per N.J.S.A. 47:3-16, as amended, and may be deleted at any time unless they become part of some official record as a result of a special circumstance. These types of messages may include personal correspondence not received or created in the course of school district business and may be deleted at any time since it is not an official public record. Non-record e-mail messages are also non-governmental publications that are publications, promotional material from vendors, and similar materials that are publicly available to anyone. These e-mail messages are not public records as defined by N.J.S.A. 47:3-16, as amended, unless specifically incorporated into other official public records, and may also be deleted at any time. However, if an e-mail message is used to justify expenditure or is included in a proposal, the e-mail message becomes an official public record and must be retained according to records retention and disposition schedules in accordance with the appropriate retention schedules.

All public record e-mail messages shall be maintained by the individual who sends the e-mail message and the primary recipient. The sender and primary recipient are encouraged to print a hard copy of a public record e-mail and file the e-mail in school district files for continued access. The district may establish a district-wide system to facilitate public record e-mail management for continued access and retention. All public record e-mails shall be retained according to records retention and disposition schedules approved by the State Records Committee and no public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

An e-mail message that meets the criteria of the definition of a "government record" per N.J.S.A. 47:1A-1.1 must be made available to the public upon request under New Jersey's Open Public Records Act during the required retention period, unless the content of the message falls under one of the exceptions contained in the Act or any other statute, regulation, Executive Order by the Governor, rule of Court, or Federal law, regulation or order.

State of New Jersey – Circular Letter 03-10-ST – Managing Electronic Mail: Guidelines and Best Practices – 7/11/02

**Following the guidance of the New Jersey Division of Revenue and Enterprise Services (Records Management Services) and Office of Information Technology, the district will institute an email retention period of seven years.**

**State of New Jersey - Joint Circular Letter No. 14-12-DORES/OIT - ENTERPRISE ELECTRONIC MAIL RETENTION AND DISPOSITION FRAMEWORK - APRIL 4, 2014**

Adopted: 12 January 2010

**Adopted:**



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Personnel Records

### 8320 **PERSONNEL RECORDS**

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the employee designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.



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The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, **(to be contained in a separate medical file)**, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions. Reports of annual or special physical and mental examinations **will be stored separately in a medical file.**

Any requirement of this Policy is superseded by any contradictory language in any contract between the Board and the Association.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32  
N.J.S.A. 47:1A-1 et seq.

Adopted: 12 January 2010  
**Adopted:**



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Personnel Records

#### R 8320 **PERSONNEL RECORDS**

##### A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
  - a. The employee's current correct name, address, telephone number, and birthdate;
  - b. Application form, including official transcripts of all academic work, records of prior military service, and other supporting documents;
  - c. Annual employment contract and/or annual salary notice, signed by the employee;
  - d. Certificates and/or licenses required for employment;
  - e. Documentation of fulfillment of requirements for any change in salary classification;
  - f. Income tax forms;
  - g. Retirement registration;
  - h. Hospitalization forms;
  - i. Annuity forms;
  - j. Rate of compensation;
  - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
  - l. Assignment to positions, including position title and building to which assigned;
  - m. Completed evaluations;



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- n. Reports of disciplinary incidents;
  - o. Records of special awards, commendations, or distinctions;
  - p. Oath of allegiance;
  - q. Reports of routine physical examinations **to be stored in a separate medical file**; and
  - r. Reports of physical and mental examinations required for cause **to be stored in a separate medical file**.
- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
  - 3. The content of personnel files will be reviewed periodically and material no longer required may be destroyed.
- B. Custodian of Personnel Records
- 1. The Superintendent is custodian of all personnel records.
  - 2. Personnel records shall be maintained in the office of the Director of **Labor Relations and Employment Services**, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
- 1. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
    - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee unless the employee refuses to sign the document.
    - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.



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- c. No report or letter or memorandum from any source, other than documents referred to in C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

#### D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
2. Written request for access shall be submitted to the Director of **Labor Relations and Employment Services**. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Director of **Labor Relations and Employment Services** and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
5. The employee may hand copy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

#### E. Appeal of Content of the File

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing **to** the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board shall be final.





# Policy Alerts

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8320/page 4 of 4

Personnel Records

#### F. Access by Board Members and School Officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

#### G. Computerized Records

1. Computerized personnel records may include only the following information about an employee:
  - a. Name, address, and telephone number;
  - b. Social security number;
  - c. Current assignment;
  - d. Work experience;
  - e. Employment date; and
  - f. Salary guide and step.
2. Computerized information may be used only for the following purposes:
  - a. Payroll;
  - b. An employee's individual employment record; and
  - c. Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the Director of **Labor Relations and Employment Services**, provided that such studies, reports, or surveys do not identify specific employees.

Issued: 12 January 2010

**Issued:**



# Policy Alerts

East Orange Board of Education

OPERATIONS - POLICY  
8350/page 1 of 1  
Records Retention  
Feb 17

[See POLICY ALERT No. 211]

## 8350 RECORDS RETENTION

The New Jersey Department of the Treasury - Records Management Services places all public records on Records Retention Schedules that list the minimum legal and fiscal time periods public records must be retained by State and local governmental and educational agencies. Records Management Services determines these retention periods in conformance with State and Federal codes, regulations, and statutes of limitation. Final approval of the schedules comes from the State Records Committee, which is comprised of representatives of the Attorney General, State Treasurer, State Auditor, Director of Local Government Services, and the director of the division.

Part and parcel to a good records management program is the timely destruction of records once their retention period has expired. This pertains to the destruction of paper records as well as those that are microfilmed, have been imaged, or are electronic. Unique records disposal request (such as the disposal of fire damaged records which have not yet outlived their retention period) require specific authorization from the State Records Committee.

As per the Destruction of Public Records Act of 1953 (P.L. 1953, c. 410), the Board of Education must receive prior written authorization from Records Management Services to dispose of their public records regardless of the medium in which the information is maintained. Authorization to dispose public records shall be submitted electronically by the school district custodian of such records to Records Management Services. Records must be retained in accordance with the Records Retention Schedules and shall not be disposed until approval for such disposal is obtained from Records Management Services.

Adopted:



# Policy Alerts

## East Orange Board of Education

OPERATIONS - POLICY  
8420/page 1 of 2  
Emergency and Crisis Situations

### 8420 **EMERGENCY AND CRISIS SITUATIONS**

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency planners, and school and community resources, as appropriate, in the development of the school district's plan. Procedures and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A: 9-64 et. seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1 by November 1, 2010. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training shall be reviewed annually and updated, as appropriate.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.



# Policy Alerts

## East Orange Board of Education

### OPERATIONS - POLICY

8420/page 2 of 2

#### Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3  
N.J.S.A. 18A:41-1 et seq.  
N.J.A.C. 6A:27-11.2

Adopted: 12 January 2010  
Adopted: 14 September 2010  
Adopted: 8 February 2011  
**Adopted:**



# Policy Alerts

## East Orange Board of Education

### OPERATIONS

R 8420/page 1 of 2

### Emergency Evacuation School Safety Plan

#### R 8420 **EMERGENCY EVACUATION SCHOOL SAFETY PLAN**

The need for orderly and safe evacuation during certain situations is critical to the safety of the occupants of a school building. If such a threat is deemed immediate, credible, and reasonable, the Principal or designee may order a non-fire building evacuation. In the event the Principal or designee believes a threat does not exist or immediate evacuation is not required, the Principal or designee shall review the situation with the Superintendent of Schools, who may consult with local law enforcement officials to review the threat risk.

- A. Procedures in the Events it is Determined a Non-Fire Evacuation is Warranted
1. The Principal or designee will immediately order a non-fire evacuation of the school building. The notification process may be the school's fire alarm system, a notice over the school's public address system, or any other method deemed appropriate by the Principal or designee to inform building occupants to evacuate the school building. The evacuation may be an entire or partial building evacuation depending on the circumstances.
  2. The Principal or designee will:
    - a. Immediately call local law enforcement officials;
    - b. Immediately call the Superintendent of Schools;
    - c. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;
    - d. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and
    - e. Allow local enforcement officials to control the scene upon their arrival.
  3. School staff members, upon receiving notice the school needs to be evacuated, will
    - a. Direct students to gather personal belongings in the classroom or within their immediate area;
    - b. Instruct students not to use any electronic communication device until instructed otherwise;
    - c. Close the windows and doors of their vacated rooms and turn off any light or electrical switch;



# Policy Alerts

## East Orange Board of Education

### OPERATIONS - REGULATION

R8420/page 2 of 2

#### Emergency and Non-Fire Evacuation Plan

- d. Take the student roster and the day's attendance;
- e. Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;
- f. Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;
- g. Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
- h. Not speak to the media or permit media to interview any student.

#### B. Procedures After it is Determined the School Building Can be Reoccupied

1. The Principal or designee, upon a determination by school and law enforcement officials that the threat or risk is concluded, will direct the reoccupation of the building.
2. If it is determined the building is not safe to re-enter, the Principal or designee will notify school officials of the situation at the evacuation assembly locations. If it is determined students will be released for the day, the Principal or designee, in consultation with the Superintendent of Schools, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
3. The school district will provide, school district staff and other school district Crisis response team members to provide counseling and support as needed.

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: 12 January 2010

Adopted: 8 February 2011

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.1/page 1 of 3

Fire and Fire Drills

#### R 8420.1 **FIRE AND FIRE DRILLS**

##### A. Fire Drills

1. The Principal of each school building will conduct a fire drill each month within school hours, including any summer months during which the school is open for instructional programs. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and students. The Principal shall inform local firefighting officials whenever a fire alarm is for drill purposes. District security should also be notified.
2. A or the Fire alarm shall be by a building designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
  - a. Direct students to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
  - b. Close the windows of the room and turn off all lights and audio-visual equipment;
  - c. Take the class register or roll book;
  - d. Ascertain that all students have left the room and that any student who may have left the classroom prior to the fire drill is located and escorted from the building;
  - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during the emergency lockdown or an emergency lockdown drill;
  - f. Ensure the students assigned to him/her class has left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill;
  - g. Direct his/her students to a location not less than a distance twice the height of the building walls and keep the students in a single file line facing the building;



# Policy Alerts

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.1/page 2 of 3

#### Fire and Fire Drills

- h. Take attendance to determine that all students who reported to his/her class have been evacuated from the building and report immediately to the Principal any student who is unaccounted for; and
    - i. When the recall signal is given, escort his/her students back to the classroom.
4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Students must be silent, refrain from talking and running, and remain in closed, single file lines. Any student or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Students will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, students may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. His/Her report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
11. Principals are encouraged to change the circumstances of fire drills so that staff members and students are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
  - a. One or more exits may be designated as "blocked" so that students are required to use alternative evacuation routes.





# Policy Alerts

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.1/page 3 of 3

Fire and Fire Drills

- b. A fire drill may be designated as a “smoke drill” so that students learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

#### B. Fire

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or activating a fire alarm pull station to the East Orange Fire Department in accordance with law, whether or not the fire has been extinguished.
2. The school staff member or building occupant shall also report shall be immediately relayed to the school Principal.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all students, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in paragraph A, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled students who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such student.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

Adopted: 12 January 2010

Adopted: 14 September 2010

**Adopted:**



# Policy Alerts

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.2/page 1 of 4

Bomb Threats

**M**

#### R 8420.2 **BOMB THREATS**

A bomb threat consists of a message regardless of the source or form or truth of the message that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.

##### A. Procedures When a Bomb Threat is Received

1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.
2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.
3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.
  - a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.
  - b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about
    - (1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);
    - (2) The caller (e.g., name, address, location, gender, age, background, motive);
    - (3) The identity of the person who placed the bomb, if the caller denies responsibility;
    - (4) The means by which the bomb was delivered to the site;
    - (5) The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and
    - (6) Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).



# Policy Alerts

## East Orange Board of Education

OPERATIONS - REGULATION  
R 8420.2/page 2 of 4  
Bomb Threats

B. Procedures to be Used After a Bomb Threat is Received

1. The Principal or designee will immediately call:
  - a. The Police Department/local law enforcement;
  - b. The Fire Department; and
  - c. The Superintendent's office.
2. If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:
  - a. The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;
  - b. If the Principal or designee determines that time permits, students will empty their lockers and leave them unlocked; and
  - c. School staff members and students will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.
3. If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.
4. The Principal or designee will also:
  - a. Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;
  - b. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instruction from law enforcement officials;
  - c. Notify and maintain contact with the Superintendent of Schools, regarding the communication to be released to parents, community and media; and



# Policy Alerts

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.2/page 3 of 4

#### Bomb Threats

- d. Allow law enforcement officials to control the scene upon their arrival.
5. School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:
  - a. Direct students to gather personal belongings in the classroom or within their immediate area;
  - b. Instruct students to not use any electronic communication device until instructed otherwise;
  - c. Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;
  - d. Leave the windows and doors of their vacated rooms open and do not turn on or off any light or electrical switch;
  - e. Take the student roster and the day's attendance;
  - f. Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;
  - g. Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;
  - h. Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
  - i. Not speak to the media or permit media to interview any student.
6. If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and students dismissed.
7. In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and students, the Principal or designee will:
  - a. Work with law enforcement officials to ensure the continued safety of students and staff;



# Policy Alerts

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.2/page 4 of 4

#### Bomb Threats

- b. Notify school officials at the evacuation assembly locations of the situation that students will be released for the day; and
  - c. In consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
- 8. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.
- 9. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.
- 10. In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultations with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
- 11. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.

These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined 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: 12 January 2010

Adopted: 8 February 2011

**Adopted:**

POLICY

1<sup>st</sup> Reading



# Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY  
2110/page 1 of 1  
Mission Statement

## 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 21<sup>st</sup> century global society.

Adopted: 3 June 2009

**Adopted:**



# Policy/Regulations

East Orange Board of Education

PROGRAM - POLICY

2466/page 1 of 1

Needless Public Labeling of Students with Disabilities

**M**

## 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:**





# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3160/page 1 of 2

Physical Examination

M

## 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 to 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.



# Policy/Regulations

East Orange Board of Education

## TEACHING STAFF MEMBERS - REGULATION

R 3160/page 2 of 5  
Physical Examination

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.



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - REGULATION

R 3160/page 5 of 5

Physical Examination

## **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:**



# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3433.1/page 1 of 1

Vacation "Blackout" Period

## 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:**





# Policy/Regulations

East Orange Board of Education

TEACHING STAFF MEMBERS - POLICY

3433.2/page 1 of 1

Carry Over Vacation Days

## 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 30<sup>th</sup> 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:



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4160/page 1 of 2

Physical Examination

M

## 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:**



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 1 of 5

Physical Examination

**M**

## 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 to 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.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 2 of 5  
Physical Examination

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.**



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 5 of 5

Physical Examination

## **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:**





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4433.1/page 1 of 1

Vacation "Blackout" Period

## 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:**



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4433.2/page 1 of 1

Carry Over Vacation Days

## 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 30<sup>th</sup> 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:



# Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY  
8335/page 1 of 1  
Family Educational Rights  
and Privacy Act

## 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.



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.3/page 2 of 3

#### 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.



# Policy/Regulations

East Orange Board of Education

OPERATIONS - REGULATION

R 8420.3/page 3 of 3

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:**



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.4/page 1 of 2

Kidnapping

**M**

#### 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;



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.4/page 2 of 2

Kidnapping

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.

Issued: 12 January 2010

**Issued:**





# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.5/page 1 of 1

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.

Issued: 12 January 2010

**Issued:**



# Policy/Regulations

## East Orange Board of Education

OPERATIONS - REGULATION  
R 8420.6/page 1 of 1  
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.

Issued: 12 January 2010

**Issued:**



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8420.10/page 1 of 4

Active Shooter

#### 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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### OPERATIONS - REGULATION

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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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### OPERATIONS - REGULATION

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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:**



# Policy/Regulations

## East Orange Board of Education

OPERATIONS - POLICY  
8442/page 1 of 1  
Reporting Accidents

### 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:**



# Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

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Control of Communicable Disease

**M**

## 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:**





# Policy/Regulations

## East Orange Board of Education

OPERATIONS - REGULATION  
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Control of Communicable Disease  
**M**

### 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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## East Orange Board of Education

### OPERATIONS - REGULATION

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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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## East Orange Board of Education

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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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## East Orange Board of Education

### OPERATIONS - REGULATION

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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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East Orange Board of Education

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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:**



# Policy/Regulations

## East Orange Board of Education

OPERATIONS - POLICY  
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HIV/AIDS

### 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.



# Policy/Regulations

## East Orange Board of Education

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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:**



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - POLICY

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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.





# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - POLICY

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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.



# Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8461/page 3 of 3

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:**



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

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Reporting Violence, Vandalism, Harassment,  
Intimidation, Bullying, Alcohol,  
and Other Drug Abuse  
M

#### **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.



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

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Reporting Violence, Vandalism, Harassment,  
Intimidation, Bullying, Alcohol,  
and Other Drug Abuse

#### 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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Reporting Violence, Vandalism, Harassment,  
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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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# Policy/Regulations

## East Orange Board of Education

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Hate Crimes and Bias-Related Acts  
**M**

### 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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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:**





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**M**

#### 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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#### Hate Crimes and Bias-Related Acts

##### 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.

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# Policy/Regulations

## East Orange Board of Education

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Weapons

**M**

### 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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Weapons

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:**



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**M**

#### 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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#### Weapons

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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# Policy/Regulations

## East Orange Board of Education

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Crisis Response

### **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.

Adopted: 12 January 2010

**Adopted:**



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Crisis Response

#### **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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#### Crisis Response

- 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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Crisis Response

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;



# Policy/Regulations

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Crisis Response

- 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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