

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

**REGULAR PUBLIC MEETING**

East Orange Board of Education  
Via Telecommunications

Tuesday, September 15, 2020 – 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 meeting:

- **August 11, 2020**
- **August 25, 2020**

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

**A. POLICIES READING**

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

<b>#</b>	<b><i>Policy/Regulation</i></b>	<b><i>New/Revised</i></b>
P 1648	Restart and Recovery Plan	New Policy
P 1648.02	Remote Learning Options for Family	New Policy
P1649	Federal Families First Coronavirus (COVID-19) Response Act (FFCRA)	New Policy
P2270	Religion in Schools	Revised Policy
P2431.3	Heat Participation for Student-Athlete Safety	Revised Policy
P2622	Student Assessment	Revised Policy
P&R 5111	Eligibility of Resident/Nonresident Students	Revised Policy & Regulation
P&R 5200	Attendance	Revised Policy & Regulation
P&R 5320	Immunization	Revised Policy & Regulation
P&R 5330.04	Administering an Opioid Antidote	Revised Policy & Regulation
P&R 5600	Student Discipline/Code of Conduct	Revised Policy & Regulation

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

**A. POLICIES READING *continued*..**

<b>#</b>	<b><i>Policy/Regulation</i></b>	<b><i>New/Revised</i></b>
P 5610	Suspension	Revised Policy
R 5610	Suspension Procedures	Revised Procedures
P 5620	Expulsion	Revised Policy
P&R 8320	Personnel Records	Revised Policy & Regulation

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

<b>#</b>	<b><i>Policy/Regulation</i></b>	<b><i>New/Revised</i></b>
0155.1	Board Member Participation at Board Meetings Using Electronic Device	New Policy
P 1648.03	Restart and Recovery Plan - Full Time Remote Instruction	New Policy

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

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

**VIII. COMMENTS FROM THE PUBLIC**

**IX. RETIRE TO EXECUTIVE SESSION**

**X. RECOMMENCE PUBLIC MEETING**

**XI. ROLL CALL**

## **XII. CONSIDERATION OF RESOLUTIONS**

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

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

- a. MOU for Essex County College Dual Enrollment/Psychology 101 & Sociology 101
- b. Rutgers University Business for Youth "The RUBY Program" A 3-Year Program
- c. Flocabulary Intervention Program
- d. Flocabulary Intervention Program
- e. Tiger Tech Squad
- f. Girls Who Code Club
- g. Safety Patrol
- h. Professional Support for English Language Arts
- i. Nearpod Learning Program
- j. IXL
- k. Read 180 Reading Intervention Program
- l. Social Emotional Learning Program 360 Suite
- m. Planning for Adult Life – Making Action Plans for Life (MAPs)
- n. Aveanna Healthcare
- o. Starlight Homecare Agency, Inc.
- p. Commission for the Blind & Visually Impaired 2020-2021 Contracts
- q. EOSD – School Health/Nursing Plan for School Year 2020-2021
- r. Therapeutic Counseling Services
- s. Dual Enrollment at Pillar College
- t. Rutgers University: Teacher Effectiveness Professional Development
- u. CTE Cosmetology Consultation
- v. WIDA/WCEPS Professional Development
- w. TESOL Trainers, Inc.
- x. Up the Bar Consulting (Virtual ELL Parent Workshops)
- y. Vista Higher Learning/Get Ready 9-12
- z. NJPAC Tap Dance and Jazz Residencies
- aa. Dance Instruction for Elementary Students
- bb. Strategic Partnership between STEM Academy and New Jersey Institute of Technology (NJIT)
- cc. 2020-2021 K-1 Grading System and District Scale Threshold
- dd. Rho Kappa National Social Studies Honor Society
- ee. Oiada International Videoconferencing Exchange Opportunities: Eye Opener
- ff. Equity Leadership Network
- gg. New Jersey Child Assault Prevention (CAP) 2020-2021
- hh. Dance Resources for EOSD Dance Instructors Provided by CLI Studios
- ii. Music First for All High School Students & Advanced Middle School Instrumental Music Students
- jj. Digital Theater for EOSD Theater Instruction
- kk. Quaver Music & Social Emotional Learning Online Resources for all K-8 Music Teachers and Students
- ll. Virtual and In-Class Visual Art Instruction

## **XII. CONSIDERATION OF RESOLUTIONS**

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

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

- a. Retirements
- b. Resignations
- c. Rescission of Appointments
- d. Rescission of Leaves of Absence
- e. Leaves of Absence
- f. Transfers
- g. Reorganization of Staff
- h. Salary Adjustments
- i. Staff Appointments – 2020-2021 School Year
- j. Approval of Extra-curricular and Co-curricular Activities – Various Locations – 2020-2021 SY
- k. Summer Extra Compensation Staff Appointments – 2020 – 2021 School Year
- l. Reappointment of Per Diem Substitute Teachers – 2020-2021 School Year
- m. Abolishment of Position
- n. Creation of Positions and/or Job Descriptions
- o. Revision of Job Descriptions
- p. Reinstatement of Positions
- q. Agenda Change/Correction
- r. Appointments
- s. Termination
- t. Suspension
- 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. T-1 Request for Taxes from the City of East Orange
- e. Acceptance of T-2 Debt Service Taxes from the City of East Orange
- f. A-148 Secretary's Report
- g. A-149 Treasurer's Report
- h. Budgetary Major Account/Fund Status Certificate
- i. Two Donations of \$1,250 to CTES Vocal Music Program
- j. Sodexo/Covid 19 Amendment
- k. Change of Authorized Signer for Custody Account
- l. Memorandum of Agreement Between the East Orange Public Safety, Police Division and the East Orange Board of Education
- m. Resolution of the Board of Education of the City of East Orange in the County of Essex, New Jersey Supplementing the Board Resolution Authorizing Change Orders No. 1 and No. 2 to an Agreement with Honeywell for the Implementation of an Energy Savings Improvement Program in Accordance with the School District's Energy Savings Plan, Dated December 12, 2017

#### **4. MAINTENANCE**

- a. No Use of Facilities

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

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- a. MOU for Essex County College Dual Enrollment/Psychology 101 & Sociology 101 - (Mr. English)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve permission for Essex County to begin a dual enrollment program/class with Cicely L. Tyson Community School for Performing and Fine Arts and Essex County College. Students who complete this program/course will receive credits for Psychology 101 and Sociology 101. The credits will be transferable to all New Jersey Colleges. The cost will include a minimum per course cost, book fees, and adjunct cost for 2 courses for the 2020-2021 school year. A total cost to the District not to exceed \$10,455.60.

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(s): 20.282.100.300.033.255**

- b. Rutgers University Business for Youth "The RUBY Program" A 3-Year Program - (Mr. Worley/Ms. Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Robert Thomas and a cohort of 2020-2021 academic school year CTE Business sophomore students from E.O. Campus High School beginning a three (3) year program at Rutgers University called, "The RUBY Program" - Rutgers University Business for Youth at no cost to the district.

- c. Flocabulary Intervention Program - (Dr. Burton)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the purchasing of a one-year license with Flocabulary for language arts instruction at Banneker Academy during the 2020-2021 academic year. At a cost not to exceed \$2,250.

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(s): 15.190.100.500.336.227**

- d. Flocabulary Intervention Program - (Mrs. Lovett)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the purchasing of a one-year license with Flocabulary for language arts instruction at Sojourner Truth Middle School during the 2020-2021 academic year. At a cost not to exceed \$2,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code(s): 15.000.222.500.216.227**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESe. Tiger Tech Squad - (Ms. Peeples)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, permit Garvin School to host a Tiger Tech Squad from December 2, 2020 to June 19, 2021 at no cost to the district.

f. Girls Who Code Club - (Ms. Peeples)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, permit Garvin School to host a Girls Who Code Club program and hire a club facilitator to run the program from November 2020 to March 2021 at no cost to the district. The club will begin on a date TBD from 3:10pm to 4:10pm.

g. Safety Patrol - (Ms. Peeples)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, permit Garvin School to host a safety patrol program from December 1, 2020 to June 14, 2021 at no cost to the district.

h. Professional Support for English Language Arts - (Ms. Peeples)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the Teachers College Reading and Writing Projects to provide support for teachers, administrators, and school change agents with professional development, curriculum, and instructional methods at Garvin School from the School Improvement Allocation not to exceed \$28,550.

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(s): 20.234.200.300.308.230 Title I SIA**

i. Nearpod Learning Program - (Mrs. Jackson/Ms. Whitaker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Patrick F. Healy Middle School to implement the Nearpod Learning Program at a cost to the district of \$4,600.

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(s): 20.234.100.300.217.255**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESj. IXL - (Mrs. Jackson/Ms. Whitaker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Patrick F. Healy Middle School to renew the IXL ELA and Math Program at a cost to the district of \$5,819.

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(s): 20.234.100.300.217.255**

k. READ 180 Reading Intervention Program - (Mrs. Jackson/Ms. Whitaker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Patrick F. Healy Middle School to renew the Read 180 Reading Intervention Program at a cost to the district of \$13,238.40.

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(s): 20.234.100.300.217.255**

l. Social Emotional Learning Program 360 Suite - (Mrs. Jackson/Ms. Whitaker)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Patrick F. Healy Middle School to implement the 360 Suite Social Emotional Learning Program at a cost to the district of \$8,900.

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(s): 20.234.100.300.217.230**

m. Planning for Adult Life - Making Action Plans for Life (MAPs) - (Dr. Harvest/Mrs. Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the agreement between the EOBOE and the ARC of NJ to host the Planning for Adult Life - Making Action Plans for Life Program (MAPs) during the 2020-2021 school year. The program will be presented to classified students at Tyson M/H School, Campus HS and STEM Academy. The program will be provided at no cost to the district.



A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESn. Aveanna Healthcare - (Dr. Harvest/Mrs. Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the attached contract with Aveanna Healthcare and the district to provide home to school Nursing Services for an identified special needs student who attends a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$400. The cost to the district will be approximately \$72,000 for the 2020-2021 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(s): 11.000.213.500.031.227**

o. Starlight Homecare Agency, Inc. - (Dr. Harvest/Mrs. Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the attached contract with Starlight Homecare Agency, Inc. and the district to provide home to school nursing services for an identified special needs student who attends a school for the disabled. Services will be provided by a Certified Nurse (LPN). The daily rate for the specialized service will be \$384. The cost to the district will be approximately \$69,120 for the 2020-2021 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(s): 11.000.213.500.031.227**

p. Commission for the Blind & Visually Impaired 2020-2021 Contracts - (Dr. Harvest/Mrs. Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the contract between the EOSD and the NJ Commission for the Blind and Visually Impaired. Three (3) students will receive Level 1 services at a cost of \$2,100 per student. One (1) student will receive Level 2 services at a cost of \$5,000 per student. The total cost to the district for Level 1 service will be \$6,300. The total cost to the district for Level 2 service will be \$5,000. The grand total for all services provided will be \$11,300.

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(s): 20.11.206.100.0320.000.028.031.0000**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- q. EOSD - School Health/Nursing Service Plan for School Year 2020-2021 - (Dr. Harvest/Mrs. Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the East Orange School Health Services Plan at no cost to the district.

- r. Therapeutic Counseling Services - (Dr. Harvest/Mrs. Santos)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the contractual agreement between Catholic Charities of the Archdiocese of Newark and the EOBOE for the provision of counseling services to nonpublic students who attend St. Joseph School in East Orange, NJ. The services will not exceed the allotment of \$71,816 in the IDEA-B Grant project #1210-21. Catholic Charities of the Archdiocese of Newark responded to RFQ #3202. Service Fee: Initial assessment session: \$90, Individual session: \$70 and Group session: \$150. Catholic Charities of the Archdiocese was chosen because they have the ability to provide the services on campus within the budget. Also, they have experience providing services in nonpublic schools. For the identified fee, the assigned social worker(s) will schedule services, maintain treatment records, consult with instructional staff members and consult with parents as needed.

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(s): IDEA-B Grant, FY21**

- s. Dual Enrollment at Pillar College - (Ms. Champagne/Ms. Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve a cohort of 2020-2021 academic year CTE Business Junior and Senior students from Campus HS to enroll in the Entrepreneurship course at Pillar College at a cost not to exceed \$9,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code(s): 20.361.200.300.033.**

- t. Rutgers University: Teacher Effectiveness Professional Development - (Ms. Champagne/Ms. Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Dawn Stokes-Tyler and Dr. Elisa Shernoff from Rutgers University to conduct Professional Learning Community on strategies for teacher effectiveness during remote learning at no cost to the district.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESu. CTE Cosmetology Consultation - (Ms. Champagne/Ms. Tyler)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Career and Technical Education consultant Avian Reagan to assist with the new Cosmetology CTE program at Campus HS from September 2020 to June 2021 at a cost not to exceed \$10,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code(s): 20.361.200.300.033.225**

v. WIDA/WCEPS Professional Development - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve WIDA/WCEPS to serve as an external provider of a three (3) part virtual professional development series for teachers of English-Language Learners during the SY2020-2021, at a cost not to exceed \$4,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code(s): 20.243.200.300.025.230**

w. TESOL Trainers, Inc. - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve TESOL Trainers to serve as an external provider of two (2) virtual professional development sessions for teachers of ELLs during SY2020-2021, at a cost not to exceed \$5,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code(s): 20.242.200.300.025.230**

x. Up the Bar Consulting (Virtual ELL Parent Workshops) - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Up the Bar Consulting to serve as an external provider of two (2) virtual ELL Parent Workshops during SY2020-2021 at a cost not to exceed \$3,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code(s): 20.243.200.300.025.230**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- y. Vista Higher Learning/Get Ready 9-12 - (Ms. Champagne/Ms. Vega-Moore)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Vista Higher Learning to serve as a provider of a combination print and web-based English Language Learners Intervention program to be used for Newcomer ELLs in grades 9, at a cost of \$9,535.07 for 50 student licenses 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 code(s): 20.242.100.600.025.220**

- z. NJPAC Tap Dance and Jazz Residencies - (Ms. Champagne/Mrs. Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the continuation of NJPAC Residencies for tap dance and jazz studies for school 2020-2021. Residencies will start as virtual classes, moving into small "in person" sessions as our policy permits. Seniors will get needed support for college auditions and music and dance students will continue building on skills through this partnership. We are planning 120 hours of jazz instruction, 80 hours of tap instruction with collaborative planning and audition prep supported by the artists and NJPAC Arts Education Department. Cost to the district is \$28,500 (reduced rate from last year). The Board does not need to undertake a procurement process because NJPAC teaching residencies qualify as an extraordinary unspecifiable service exemption pursuant to the competitive contracting provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-4.1 et seq. in accordance with the requirements of N.J.S.A. 18A:18A-4.6 et seq.; and

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(s): 11.000.221.320.027.226**

- aa. Dance Instruction for Elementary Students - (Ms. Champagne/Mrs. Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Free Space Dance with Lisa Grimes and Dr. D.W. Bennett providing dance instruction in grade 2 in all elementary schools with the exception of Tyson Elementary and Houston Academy where dance instructors are on staff. Classes will be scheduled to take place virtually or in small group sessions as allowed by district protocol. Based on enrollment, we are planning 29 district 2nd grade classes receiving 8 dance classes each. Twenty African Dance classes will also be taught as a part of this partnership, providing ten specialty classes each for Tyson M/H and Houston students. Cost to the district not to exceed \$28,000. The Board does not need to undertake a procurement process because NJPAC teaching residencies qualify as an extraordinary unspecifiable service exemption pursuant to the competitive contracting provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-4.1 et seq. in accordance with the requirements of N.J.S.A. 18A:18A-4.6 et seq.; and

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICESaa. Dance Instruction for Elementary Students (cont'd)

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(s): 11.000.221.320.027.226**

bb. Strategic Partnership between STEM Academy and New Jersey Institute of Technology (NJIT) - (Ms. Champagne/Dr. Stallings)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the strategic partnership between STEM Academy and NJIT. The establishment of the Options for Advanced Academic Achievement Secondary School Partnership provides opportunities for students to take college credit courses at STEM Academy, during the regular academic year. The cost for the current rate of tuition is \$150.00 per undergraduate credit for the 2020-2021 academic year. All tuition, registration and fees will be paid by the district, and will not exceed \$10,000. Upon approval of teacher transcripts and other credentials by NJIT, the following courses will be taught: CS 113 - Intro to Computer Science I (3 credits) and HUM 101 - English Composition I (3 credits).

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(s): 20.282.100.300.033.255**

cc. 2020-2021 K-1 Grading System and District Scale Threshold - (Ms. Champagne)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the grading system for the 2020-2021 school year grading scale per the description attached at no cost to the district.

dd. Rho Kappa National Social Studies Honor Society - (Ms. Champagne/Ms. Richardson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve establishing a charter of the Rho Kappa National Social Studies Honor Society at each of the secondary schools in the EOSD for students in grades 6-12 at a cost to the district not to exceed \$1,500.

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(s): 11.000.221.500.033.227**

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ee. Oiada International Videoconferencing Exchange Opportunity: Eye Opener - (Ms. Champagne/Ms. Richardson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve establishing an opportunity for secondary schools in the EOSD to participate in a videoconferencing opportunity with Oiada International, a non-profit 501(c)(3) organization that has been providing award-winning educational and experiential programs via videoconferencing to students in grades 6-12 at a cost to the district not to exceed \$5,000.

BE IT FURTHER RESOLVED: that the East Orange Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant. **Account code(s): 20.218.200.580.026.580**

- ff. Equity Leadership Network - (Ms. Champagne/Mr. Adisa)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the virtual participation of Akeem Adisa, Bridgett Green, Kelly Powers, Denise Vega-Moore, Shea Richardson and Dawn Stokes-Tyler, for the Equitable Leadership Network (September 23, 2020; October 14, 2020; November 18, 2020; December 16, 2020; and January 13, 2021). GOMO Educational Services will bridge research and practice on each of the indicated dates virtually. The total cost to the district not to exceed \$3,750.

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(s): 20.218.200.580.026.580**

- gg. New Jersey Child Assault Prevention (CAP) 2020-2021 - (Dr. Harvest/Dr. Williams)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the submission of a proposal for continuation of services from the Child Assault Prevention (CAP) program of New Jersey valued at \$15,904 to provide educational instruction for students, staff and parents on child assault prevention and bullying prevention at Jackson Academy, Sheila Oliver Academy, STEM Academy and Langston Hughes School at no cost to the district.

- hh. Dance Resources for EOSD Dance Instructors Provided by CLI Studios - (Ms. Champagne/Mrs. Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve the School Scholarship Program from CLI (Create, Learn, Inspire) Studios to provide educational resources for dance instruction. A grant received by CLI Studios for East Orange Schools funds the program for use by EOSD Dance Faculty for the school year 2020-2021 at no cost to the district.

A. SUPERINTENDENT OF SCHOOLS1. EDUCATIONAL SUPPORT & STUDENT SERVICES

- ii. Music First for All High School Students & Advanced Middle School Instrumental Music Students - (Ms. Champagne/Mrs. Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Music First to provide online and in class music instruction for all music students in grades 9-12 and advanced grades 6-8 instrumental students. The cost to the district is \$7,956.

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(s): 11.000.221.500.027.226**

- jj. Digital Theater for EOSD Theater Instruction - (Ms. Champagne/Mrs. Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve renewal of "Digital Theater" providing educational resources for District Theater Arts Staff and students at Tyson M/H, Tyson Elementary and Houston Academy for the 2020-2021 school year at a cost to the district of \$1,988.75.

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(s): 11.000.221.500.027.226**

- kk. Quaver Music & Social Emotional Learning Online Resources for all K-8 Music Teachers and Students - (Ms. Champagne/Mrs. Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Quaver Music SEL resources for K-2 elementary music classes (\$3,640) and Music Instruction presented through digital resources for all elementary and middle school students enrolled in vocal or general music (\$11,760). Total cost to the district is \$15,220.

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(s): 11.000.221.500.027.226**

A. SUPERINTENDENT OF SCHOOLS

1. EDUCATIONAL SUPPORT & STUDENT SERVICES

II. Virtual and In-Class Visual Art Instruction - (Ms. Champagne/Mrs. Colson)

BE IT RESOLVED: that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approve Davis Art to provide resources for all visual art staff and students through their digital programs Explorations In Art (Elementary); A Personal Journey (Grades 6-8); The Visual Experience (High School including Fresh Start); for one calendar year, September 2020 - June 2021. Cost to the District is \$11,866.20 for licenses for all visual arts teachers and all students taking art classes for the 2020-2021 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(s): 11.000.221.500.027.226**



**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. Mr. Hamlet Beaton – Electrician – Division of Maintenance Services  
Effective December 1, 2020 (31 years, 7 months of service)  
(11.000.261.0100.000.000.000.0000)
2. Ms. Sally Cain – Lunch Period Supervisory Aide – Tyson 6-12  
Effective October 1, 2020 (30 years, 9 months of service)  
(11.000.262.0100.000.000.000.0000)
3. Mr. Maurice Hawkins – Security Guard – Tyson 6-12  
Effective December 1, 2020 (26 years of service)  
(15.000.266.0100.000.203.003.0000)
4. Ms. Katerina Richardson – Assistant Principal – East Orange Campus High School  
Effective January 1, 2021 (50 years, 4 months of service)  
(15.000.240.0103.000.101.001.0000)
5. Ms. Michele Williams – Confidential Secretary – Division of Curriculum Services  
Effective January 1, 2021 (22 years of service)  
(11.000.223.0105.000.000.000.0000)
6. Ms. Cynthia Wilson Bradshaw – Secretary – Department of Special Education  
Effective January 1, 2021 (31 years, 2 months of service)  
(11.000.219.0105.000.000.000.0000)

**b. Resignations**

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

1. Ms. Nicole Alston – Building Based Substitute Teacher – Warwick Institute  
Effective June 30, 2020 (another position) (4 months of service)  
(11.120.100.0101.000.000.000.0000)
2. Mr. Rony Desarme – Teacher Assistant for ESL – Truth Middle School  
Effective June 30, 2020 (no reason) (7 months of service)  
(15.240.100.0106.000.216.016.0000)
3. Ms. Linda McCrary – Teacher of Grades 6-8 (Mth) – Truth Middle School  
Effective June 30, 2020 (no reason) (12 years of service)  
(15.130.100.0101.000.216.016.0000)
4. Ms. Aja Palmer – Teacher Assistant for Special Ed (PSD) – Parks Academy  
Effective June 30, 2020 (no reason) (4 years, 5 months of service)  
(11.216.100.0106.000.000.000.0000)
5. Ms. Thaili Torres – Teacher Assistant for Pre-Kindergarten – Garvin School  
Effective June 30, 2020 (personal reasons) (4 years of service)  
(20.218.100.0106.000.028.026.9013)

**A. SUPERINTENDENT OF SCHOOLS****2. LABOR RELATIONS & EMPLOYMENT SERVICES****b. Resignations (cont'd)**

6. Ms. Toni Ann Vaughn – Teacher Assistant for Special Ed (1:1) – Gibson Academy  
Effective June 30, 2020 (no reason) (1 year, 5 months of service)  
(11.000.217.0100.000.000.000.0000)
7. Ms. Rebecca Wallace – Teacher Assistant for Kindergarten – Tyson Elementary  
Effective June 30, 2020 (no reason) (3 years of service)  
(15.190.100.0106.000.312.012.9704)

**c. Rescission of Appointments**

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

1. Ms. Jade Barnett – Teacher of the Handicapped (BD) – Healy Middle School  
Appointment was approved at the August 11, 2020 Board Meeting  
(15.209.100.0101.000.217.017.0000)
2. Mr. Jeffrey Brutus – School Counselor – Houston Academy  
Appointment was approved at the July 21, 2020 Board Meeting  
(15.000.218.0104.000.307.007.0000)
3. Mr. Vashon Hill – Teacher Assistant for Special Education (CSM) – Garvin School  
Appointment was approved at the August 11, 2020 Board Meeting  
(15.213.100.0106.000.308.008.0000)
4. Mr. Kyron Johnson – Teacher of Elementary – Garvin School  
Appointment was approved at the July 21, 2020 Board Meeting  
(15.120.100.0101.000.308.008.0000)
5. Mr. Alvin Kitchens – Teacher of the Handicapped (LD) – Costley Middle School  
Appointment was approved at the August 11, 2020 Board Meeting  
(15.204.100.0101.000.215.015.0000)
6. Ms. Lauren Kline – Media Specialist – Banneker Academy  
Appointment was approved at the July 21, 2020 Board Meeting  
(15.000.222.0100.000.336.036.0000 – 60%)  
(15.000.222.1000.000.308.008.0000 – 40%)
7. Ms. Cindy Smith – Teacher of Grades 6-8 (LAL) – Truth Middle School  
Appointment was approved at the August 11, 2020 Board Meeting  
(15.130.100.0101.000.216.016.0000)

**d. 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. Barbara Chroman – Speech Therapist – Oliver Academy  
Family Act LOA (Intermittent) was approved at the May 12, 2020 Board Meeting  
(11.000.216.0100.000.000.000.0000)

**A. SUPERINTENDENT OF SCHOOLS****2. LABOR RELATIONS & EMPLOYMENT SERVICES****e. 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. Toni Auerbach – Teacher of Elementary – Garvin School  
Health LOA Effective September 2, 2020 to January 1, 2021  
(15.120.100.0101.000.308.008.0000)
2. Ms. Taquinza Berryman – Teacher Assistant for Special Ed (AUT) – Banneker Academy  
Educational LOA (without pay) Effective September 9, 2020 to December 16, 2020 (NTE 12 days)  
(15.214.100.0106.000.336.036.0000)
3. Ms. Charity Bracey – Teacher of English – East Orange STEM Academy High School  
Family Act LOA (Intermittent) Effective September 8, 2020 to June 30, 2021 (NTE 25 days)  
(15.140.100.0101.000.102.002.0000)
4. Ms. Stacey-Ann Brinson – Teacher Assistant for Special Ed (PSD) – Bowser Elementary School  
Educational LOA (without pay) Effective September 24, 2020 to January 20, 2021  
(15.204.100.0106.000.304.004.0000)
5. Ms. Teresa Cabrera – Teacher of Spanish – East Orange Campus High School  
Family Act LOA Effective September 2, 2020 to December 2, 2020  
(15.140.100.0101.000.101.001.0000)
6. Ms. Barbara Chroman – Speech Therapist – Oliver Academy  
Health LOA Effective September 2, 2020 to January 1, 2021  
(11.000.216.0100.000.000.000.0000)
7. Ms. Bahiya Cleveland – Teacher Assistant for Special Ed (LD) – Costley Middle School  
Educational LOA (without pay) Effective September 2, 2020 to December 16, 2020 (NTE 20 days)  
(15.204.100.0106.000.215.015.0000)
8. Ms. Sade Criss – Secretary (Assistant) – East Orange STEM Academy High School  
Family Act LOA (Intermittent) Effective September 8, 2020 to December 31, 2020 (NTE 46 days)  
(15.000.218.0105.000.102.002.0000)
9. Ms. Angela Davis – Teacher of Elementary – Banneker Academy  
Family Act LOA (Intermittent) Effective September 8, 2020 to December 31, 2020 (NTE 30 days) -  
(15.120.100.0101.000.336.036.0000)
10. Mr. Jose Garcia – Teacher of Mathematics – Tyson 6-12  
Family Act LOA (Intermittent) Effective September 2, 2020 to June 30, 2021 (NTE 20 days)  
(15.140.100.0101.000.203.003.0000)
11. Mr. John Giotta – Teacher of Grades 6-8 (LAL) – Costley Middle School  
Family Act LOA Effective September 8, 2020 to December 8, 2020  
(15.130.100.0101.000.215.015.0000)
12. Ms. Terri Gorgone – Teacher of Music (Voc) – Tyson 6-12  
Family Act LOA (Intermittent) Effective September 2, 2020 to June 30, 2021 (NTE 30 days)  
(15.130.100.0101.000.203.003.0000)

**A. SUPERINTENDENT OF SCHOOLS****2. LABOR RELATIONS & EMPLOYMENT SERVICES****e. Leaves of Absence**

13. Ms. Meshele Hardy – Teacher of Science – Fresh Start Academy High School  
Family Act LOA Effective September 2, 2020 to September 11, 2020  
(11.423.100.0101.000.029.029.0000)
14. Mr. Maurice Hawkins – Security Guard – Tyson 6-12  
Family Act LOA Effective July 20, 2020 to September 25, 2020  
(15.000.266.0100.000.203.003.0000)
15. Mr. Eric Hayden – Security Guard – Department of Security  
Family Act LOA Effective September 9, 2020 to December 9, 2020  
Health LOA Effective December 10, 2020 to December 16, 2020  
(11.000.266.0100.000.000.000.0000)
16. Ms. Marissa McKenzie – Director of Labor Relations & Empl Serv – Division of Labor Relations &  
Family Act LOA (Intermittent) Effective August 3, 2020 to June 30, 2021 (NTE 30 days)  
(11.000.251.0100.000.000.000.0000)
17. Ms. Yasmin Mebarez – Math Coach – Truth Middle School  
Family Act LOA (Intermittent) Effective September 8, 2020 to December 31, 2020 (NTE 46 days)  
(15.000.221.0104.000.216.016.0000)
18. Ms. Fostyne Mitchell – CST Social Worker – Costley Middle School  
Family Act LOA (Intermittent) Effective September 2, 2020 to June 30, 2021 (NTE 30 days)  
(11.000.219.0104.000.000.000.0000)
19. Ms. Faosat Oluyadi – Teacher Assistant for Special Ed (ICS) – Cochran Academy  
Family Act LOA (Intermittent) Effective September 2, 2020 to June 30, 2021 (NTE 15 days)  
(15.213.100.0106.000.338.038.0000)
20. Ms. Debra Pasterczyk – Teacher of Music (Voc) – Jackson Academy  
Family Act LOA Effective September 2, 2020 to December 4, 2020  
(15.120.100.0101.000.314.014.0000 – 88%)  
(20.218.100.0101.000.028.026.9011 – 12%)
21. Ms. Aweleka Reddin – Teacher Assistant for Special Ed (ICS) – East Orange Campus High School  
Family Act LOA (Intermittent) Effective September 2, 2020 to June 30, 2021 (NTE 20 days)  
(15.213.100.0106.000.101.001.0000)
22. Mr. Mark Richards – Carpenter – Division of Maintenance Services  
Family Act LOA Effective July 14, 2020 to September 8, 2020  
Health LOA Effective September 9, 2020 to September 11, 2020  
(11.000.261.0100.000.000.000.0000)
23. Ms. Kimberly Scott – Inventory Control – Division of Business Services  
Family Act LOA Effective August 11, 2020 to October 27, 2020  
(11.000.262.0100.000.000.000.0000)
24. Ms. Dawn Stokes-Tyler – Supervisor of Staff Development – Division of Curriculum Services  
Family Act LOA (Intermittent) Effective September 8, 2020 to December 31, 2020 (NTE 46 days)  
(11.000.221.0104.000.000.000.0000)

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

25. Ms. Maureen Sullivan – Teacher of the Handicapped (AUT) – Banneker Academy  
Family Act LOA Effective September 2, 2020 to September 30, 2020  
(15.214.100.0101.000.336.036.0000)
26. Ms. Bonnie Taylor – Teacher of Business/Technology – East Orange STEM Academy High School  
Family Act LOA (Intermittent) Effective September 14, 2020 to June 30, 2021 (NTE 20 days)  
(15.000.222.0100.000.102.002.0000)
27. Dr. Rita Wenger – Teacher of Grades 6-8 (Mth) – Healy Middle School  
Health LOA Effective September 2, 2020 to November 20, 2020  
(15.130.100.0101.000.217.017.0000)
28. Ms. Mesha Wickliffe – Payroll Clerk – Division of Business Services  
Family Act LOA (Intermittent) Effective July 27, 2020 to June 30, 2021 (NTE 20 days)  
(11.000.251.0100.000.000.000.0000)

f. Transfers

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

g. Reorganization of Staff

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the reorganization of staff 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. Nicole Adams – Teacher of Elementary – Banneker Academy  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 5/MA Step 9½ \$69,419 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.120.100.0101.000.336.036.0000)
2. Ms. Omolola Akinronbi – Teacher Assistant for Special Education (1:1) – Banneker Academy  
(Original Hire Date: September 1, 2020)  
From: Step 1 \$28,677 p/a  
To: Step 3 \$29,227 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(11.000.217.0100.000.000.000.0000)

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

3. Ms. Rosa Alegria – Teacher of ESL – Truth Middle School  
(Original Hire Date: September 1, 2018)  
From: Level 5½/MA+15 Step 5½ \$66,019 p/a  
To: Level 6/MA+32 Step 5½ \$72,919 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.130.100.0101.000.216.016.0000)
4. Ms. Shareefah Barber – Teacher of Elementary – Parks Academy  
(Original Hire Date: September 1, 2000)  
From: Level 5/MA Step 13 \$83,799 p/a  
To: Level 5½/MA+15 Step 13 \$86,299 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.120.100.0101.000.311.011.0000)
5. Ms. Jade Benjamin-Harper – Teacher of Elementary – Banneker Academy  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 5/MA Step 1 \$61,919 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.120.100.0101.000.336.036.0000)
6. Ms. Carol Brown – Teacher Assistant for Pre-Kindergarten – Bowser Elementary School  
(Original Hire Date: September 1, 2012)  
From: Step 2 \$28,737 p/a  
To: Step 4 \$29,392 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(20.218.100.0106.000.028.026.9013)
7. Ms. Lakisha Brown – Teacher Assistant for Special Education (CSM) – Langston Hughes School  
(Original Hire Date: September 1, 2020)  
From: Step 1 \$28,677 p/a  
To: Step 3 \$29,227 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.213.100.0106.000.306.006.0000)
8. Ms. Michelle Christophe – Master Teacher – Department of Early Childhood  
(Original Hire Date: September 1, 2017)  
From: Level 5½/MA+15 Step 5 \$65,719 p/a  
To: Level 6/MA+32 Step 5 \$72,619 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(20.218.200.0176.000.028.026.9026)

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

9. Ms. Jatirah Diggs – Teacher of Health/Physical Education – Tyson 6-12  
(Original Hire Date: September 9, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 5½/MA+15 Step 1 \$63,419 p/a  
Effective September 9, 2020 to June 30, 2021  
(higher training level)  
(15.130.100.0101.000.203.003.0000)
10. Mr. Todd Fleming – Teacher Assistant for Special Education (CSM) – Jackson Academy  
(Original Hire Date: September 1, 2020)  
From: Step 1 \$28,677 p/a  
To: Step 3 \$29,227 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.213.100.0106.000.314.014.0000)
11. Ms. Monikk Gray – Assistant Principal (12-Mth) – East Orange Campus High School  
(Original Hire Date: September 9, 2020)  
From: Step 1 \$127,808 p/a  
To: Step 5 \$139,200 p/a  
Effective September 9, 2020 to June 30, 2021  
(verified prior experience)  
(15.000.240.0103.000.101.001.0000)
12. Ms. Lisa Johnson – School Nurse – Oliver Academy  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 4/BA Step 14 \$82,931 p/a  
Effective September 1, 2020 to June 30, 2021  
(verified prior experience)  
(20.218.200.0104.000.028.026.9027)
13. Ms. Samantha Kaminsky – Teacher of Grade 6 (Math/Science) – Banneker Academy  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 6/MA+32 Step 13 \$91,799 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.120.100.0101.000.336.036.0000)
14. Ms. Eun Jung Kim – Teacher of ESL – Banneker Academy  
(Original Hire Date: September 12, 2017)  
From: Level 5½/MA+15 Step 10½ \$73,419 p/a  
To: Level 6/MA+32 Step 10½ \$81,019 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.240.100.0101.000.336.036.0000)

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

15. Ms. Connie Liristis-Wilson – Climate & Culture Specialist – Parks Academy  
(Original Hire Date: September 1, 2007)  
From: Level 5/MA Step 16 \$102,743 p/a  
To: Level 5½/MA+15 Step 16 \$104,325 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(20.231.200.0100.000.028.018.0000)
16. Mr. Brian Maduruh – CTE Teacher (TV/Film) – Campus High  
(Original Hire Date: November 11, 2014)  
From: Level 4/BAH Step 6½ \$59,319 p/a  
To: Level 5/MA Step 6½ \$65,219 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.140.100.0101.000.101.001.0000)
17. Ms. Marina Moreno – Teacher of Spanish – Garvin School  
(Original Hire Date: September 14, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 5/MA Step 10½ \$71,919 p/a  
Effective September 14, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.120.100.0101.000.308.008.0000 – 60%)  
(15.120.100.0101.000.310.010.0000 – 40%)
18. Ms. Stephanie Natera – School Counselor – East Orange Campus High School  
(Original Hire Date: November 10, 2020)  
From: Level 5½/MA+15 Step 10 \$72,419 p/a  
To: Level 6/MA+32 Step 12 \$85,419 p/a  
Effective November 10, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.000.218.0104.000.101.001.0000)
19. Mr. Simon Nuthu – Teacher of Science – East Orange STEM Academy High School  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 5½/MA+15 Step 6½ \$66,619 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.140.100.0101.000.102.002.0000)
20. Ms. Veronica Owolabi – Teacher Assistant for Special Education (PSD) – Oliver Academy  
(Original Hire Date: September 1, 2016)  
From: Step 1 \$28,677 p/a  
To: Step 3 \$29,227 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(11.120.100.0101.000.000.000.0000)



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

21. Mr. Jon Rafols – MultiMedia Prod & Cinematography Teacher – Tyson 6-12  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 6/MA+32 Step 13 \$91,799 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.140.100.0101.000.203.003.0000)
22. Ms. Zuri Rivera – Teacher Assistant for Special Education (CSM) – Cochran Academy  
(Original Hire Date: September 1, 2020)  
From: Step 1 \$28,677 p/a  
To: Step 3 \$29,227 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.213.100.0106.000.338.038.0000)
23. Ms. Bianca Rouse – Teacher of Grades 6-8 (LAL) – Banneker Academy  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 5½/MA+15 Step 9 \$68,919 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.120.100.0101.000.336.036.0000)
24. Dr. Kelly Speed – Teacher of Elementary – Tyson Elementary  
(Original Hire Date: September 1, 2012)  
From: Level 6/MA+32 Step 13 \$91,799 p/a  
To: Level 6/MA+32 Step 13 \$91,799 p/a + \$1,250 Stipend  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.120.100.0101.000.312.012.0000)
25. Dr. Daniel Strand – Teacher of Grades 6-8 (Sci) – Houston Academy  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 6/MA+32 Step 1 \$70,219 p/a + \$1,250 Stipend  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.130.100.0101.000.307.007.0000)
26. Ms. Sherrol Walcott – School Nurse – Jackson Academy  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 5/MA Step 16 \$102,743 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.000.213.0100.000.314.014.0000)

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

27. Ms. Shakeira Willis-Porter – Teacher of Kindergarten – Ecole Toussaint Louverture  
(Original Hire Date: September 1, 2006)  
From: Level 5/MA Step 16 \$102,743 p/a  
To: Level 5½/MA+15 Step 16 \$104,325 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level)  
(15.110.100.0101.000.310.010.9704)
28. Ms. Leila Wooten – Teacher of Mathematics – East Orange STEM Academy High School  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 5/MA Step 3 \$63,119 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.140.100.0101.000.102.002.0000)
29. Mr. Allen Young – Media Specialist – Houston Academy  
(Original Hire Date: September 1, 2020)  
From: Level 4/BA Step 1 \$56,219 p/a  
To: Level 6/MA+32 Step 16 \$110,588 p/a  
Effective September 1, 2020 to June 30, 2021  
(higher training level & verified prior experience)  
(15.000.222.0100.000.307.007.0000 – 55.83%)  
(15.000.222.0100.000.305.005.0000 – 40.00%)  
(20.218.100.0101.000.028.026.9011 – 04.17%)

i. Staff Appointments – 2020-2021 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2020-21 school year staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES 2.i.”

j. Approval of Extra-curricular and Co-curricular Activities – Various Locations – 2020-2021 S/Y

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 activities for the various locations listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.j for the 2020-2021 school year.”

k. Summer Extra Compensation Staff Appointments – 2020-2021 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the 2020-2021 school year summer extra compensation staff appointments listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.k.”

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

1. Reappointment of Per Diem Substitute Teachers – 2020-2021 School Year

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the reappointment of Per Diem Substitute Teachers listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.1 for the 2020-2021 school year at a rate of \$77 p/d or \$130 p/d.”

m. Abolishment of Position

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the abolishment of the following position, effective October 1, 2020.”

(1) Data Entry Clerk

n. Creation of Positions and/or Job Description

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of the following positions and/or job description.”

- (1) Assistant Secretary (Group II), effective October 1, 2020 (*position only*)
- (1) Building Based Substitute Teacher, effective September 16, 2020 (*position only*)
- (1) Math Interventionist, effective September 16, 2020 (*position and job description*)

o. Revision of Job Descriptions

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the revision of the job descriptions listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.o, effective September 15, 2020.”

Club Advisor (All Clubs)  
Comptroller  
District Safety, Culture and Climate Specialist  
Principal  
School Library Media Specialist  
School Social Worker  
Security Guard  
Security Monitor  
Teacher Assistant

p. Reinstatement of Positions

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the reinstatement of the following positions, effective September 15, 2020.”

- (1) Comptroller
- (1) Security Monitor

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESq. Agenda Change/Correction

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

1. Ms. Apollonia Robinson – Teacher Assistant for Special Ed (1:1) – Oliver Academy  
Change in Educational LOA Effective Dates  
From: September 1, 2020 to December 31, 2020  
To: September 8, 2020 to December 4, 2020

r. 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. Jacinta Abarah – Teacher Assistant for Special Education (CSM) – Parks Academy  
Salary \$29,227 p/a Step 3 Effective September 1, 2020 to June 30, 2021  
(15.213.100.0106.000.311.011.0000) (replacement)
2. Ms. Breeah Bradshaw – Building Based Substitute Teacher – Tyson 6-12  
Salary \$143 p/d Effective September 1, 2020 to June 30, 2021  
(11.140.100.0101.000.000.000.0000) (replacement)
3. Ms. Jayla Carter – Building Based Substitute Teacher – Tyson 6-12  
Salary \$143 p/d Effective September 1, 2020 to June 30, 2021  
(11.140.100.0101.000.000.000.0000) (replacement)
4. Mr. Filman Cooper, Jr. – Building Based Substitute Teacher – Warwick Institute  
Salary \$143 p/d Effective September 16, 2020 to June 30, 2021  
(11.120.100.0101.000.000.000.0000) (replacement)
5. Ms. Nicole Degel – Teacher of Science – Future Ready Prep  
Salary \$56,219 p/a Level 4/BA Step 1 Effective September 1, 2020 to June 30, 2021  
(11.403.100.0100.000.047.047.0000) (replacement)
6. Ms. Kristen Eannetta – Literacy Coach – East Orange STEM Academy High School  
Salary \$59,819 p/a Level 4/BA Step 7½ Effective September 1, 2020 to June 30, 2021  
(15.000.221.0104.000.102.002.0000) (replacement)
7. Mr. Alex Mack, III. – PC/Network Technician – East Orange STEM Academy High School  
Salary \$38,000 p/a Effective September 16, 2020 to June 30, 2021  
(15.000.222.0100.000.102.002.0000) (replacement)
8. Ms. Johora Moore – School Disciplinarian – East Orange STEM Academy High School  
Salary \$110,588 p/a Level 6/MA+32 Step 16 Effective September 1, 2020 to June 30, 2021  
(15.140.100.0101.000.102.002.0000) (replacement)
9. Ms. Yacquelin Mota – Building Based Substitute Teacher – Warwick Institute  
Salary \$143 p/d Effective September 16, 2020 to June 30, 2021  
(11.120.100.0101.000.000.000.0000) (replacement)

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

10. Ms. Desiree Nyame – Building Based Substitute Teacher – Fresh Start Academy Middle/High School  
Salary \$143 p/d Effective September 1, 2020 to June 30, 2021  
(11.140.100.0101.000.000.000.0000) (replacement)
11. Ms. Allinda O'Leary – Teacher of Elementary – Garvin School  
Salary \$56,219 p/a Level 4/BA Step 1 Effective September 16, 2020 to June 30, 2021  
(15.120.100.0101.000.308.008.0000) (leave replacement)
12. Ms. Jewell Pollard – Teacher of Grades 6-8 (LAL) – Truth Middle School  
Salary \$56,219 p/a Level 4/BA Step 1 Effective September 16, 2020 to June 30, 2021  
(15.130.100.0101.000.216.016.0000) (replacement)
13. Ms. Patience Roberts – Secretary (12-Mth) – Division of Maintenance Services  
Salary \$37,419 p/a Group 3 Step 1 Effective September 16, 2020 to June 30, 2021  
(11.000.251.0100.000.000.000.0000) (replacement)
14. Mr. Baja Rowe – Teacher Assistant for Special Education (CSM) – Parks Academy  
Salary \$28,677 p/a Step 1 Effective September 16, 2020 to June 30, 2021  
(15.213.100.0106.000.311.011.0000) (replacement)
15. Ms. Tawanna Saxton – Teacher of Grades 6-8 (Math) – Truth Middle School  
Salary \$56,219 p/a Level 4/BA Step 1 Effective September 1, 2020 to June 30, 2021  
(15.130.100.0101.000.216.016.0000) (replacement)
16. Ms. Akiva Simmons – Teacher of Health/Physical Education – Parks Academy  
Salary \$61,919 p/a Level 5/MA Step 1 Effective September 1, 2020 to June 30, 2021  
(15.120.100.0101.000.311.011.0000 – 83%) (replacement)  
(20.218.100.0101.000.028.026.9011 – 17%)
17. Ms. Lisette Wait – Teacher of English – East Orange STEM Academy High School  
Salary \$56,219 p/a Level 4/BA Step 1 Effective September 16, 2020 to June 30, 2021  
(15.140.100.0101.000.102.002.0000) (replacement)
18. Ms. Melissa Walcott – Teacher of Elementary – Garvin School  
Salary \$63,419 p/a Level 5½/MA+15 Step 1 Effective September 1, 2020 to June 30, 2021  
(15.120.100.0101.000.308.008.0000) (replacement)
19. Mr. Brian White – Teacher of Grades 6-8 (Math) – Truth Middle School  
Salary \$58,619 p/a Level 4/BA Step 5 Effective September 1, 2020 to June 30, 2021  
(15.130.100.0101.000.216.016.0000) (replacement)

s. Termination

BE IT RESOLVED: “that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the termination of the employee listed in DIVISION OF LABOR RELATIONS & EMPLOYMENT SERVICES Schedule 2.s (Resolution #4.A)”

**A. SUPERINTENDENT OF SCHOOLS**

**2. LABOR RELATIONS & EMPLOYMENT SERVICES**

t. 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."

RD – Effective September 3, 2020 to a date TBD (without pay)

A. SUPERINTENDENT OF SCHOOLS2. LABOR RELATIONS & EMPLOYMENT SERVICESu. Professional Conferences

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

	Name(s)	Destination	Reason	Date(s)	Cost
1.	Beth Brooks <i>Division of Business Services</i>	Virtual	New Jersey Ethics in Local Government Laws and Standards, Green Purchasing: Strategies, Insights, and Resources	9/17/2020, 10/30/2020	\$ 226.00 Registration Fees  <b>\$ 226.00 Total Cost Est.</b>  20.11.000.251.580.020.580
2.	Christina Hunt <i>Division of Business Services</i>	Virtual	New Jersey Association of School Business (NJASBO), DOE Basics, Updates, State Reporting, Purchasing Basics, Records Management, Board Meeting Specifics	9/29/2020, 10/28/2020, 12/08/2020, 01/21/2020	\$ 100.00 Registration Fees  <b>\$ 100.00 Total Cost Est.</b>  20.11.000.251.580.020.580
3.	Board Members (7) <i>Office of the Board Members</i>  AbdulSaleem Hasan <i>Superintendent's Office</i>  Anita Champagne <i>Division of Curriculum Services</i>  Dr. Deborah Harvest <i>Division of Operations &amp; Compliance</i>  Beth Brooks Christina Hunt <i>Division of Business Services</i>  Marissa McKenzie <i>Division of Labor Relations &amp; Employment Services</i>  Tonya Santos <i>Special Education Services</i>  Dr. Kelly Williams <i>Educational Student Support and Parent Relations</i>	Virtual	New Jersey School Boards Association (NJSBA) Workshop 2020	10/20/2020 – 10/22/2020	\$ 900.00 Registration Fees  <b>\$ 900.00 Total Cost Est.</b>  20.11.000.230.585.032.580

**XII. CONSIDERATION OF RESOLUTIONS****SEPTEMBER 15, 2020****A. SUPERINTENDENT OF SCHOOLS****2. LABOR RELATIONS & EMPLOYMENT SERVICES****u. Professional Conferences**

	<b>Name(s)</b>	<b>Destination</b>	<b>Reason</b>	<b>Date(s)</b>	<b>Cost</b>
4.	Marissa McKenzie <i>Division of Labor Relations &amp; Employment Services</i>	Virtual	Human Resource Professionals – Focused Discussions on Critical Yearly Decisions	9/16/2020, 1/26/2021, 4/20/2021	\$ 700.00 Registration Fees  <b>\$ 700.00 Total Cost Est.</b>  20.11.000.230.592.021.580

Grand Total: 4



**A. SUPERINTENDENT OF SCHOOLS****3. BUSINESS SERVICES****a. List of Bills (Ratify)**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, ratifies the payment of bills on the attached list for Alio \$37,006.50, and the attached list for Systems 3000 \$6,273,269.87 totaling \$6,310,276.37 (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, September 15, 2020 board meeting in the amount of \$3,203,837.81 (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)

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESd. 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 \$1,936,728.59 for the month of September 2020;

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-d)

e. Acceptance of T-2 Debt Service Taxes from the City of East Orange

WHEREAS, N.J.S.A. 54:4-75 and 76 provides for a board of education in a Type I School District to requisition Debt Service monies from the municipality in an amount deducted from the Equalization Aid for the Qualified School Bonds; and

WHEREAS, the Secretary of the Board has determined this amount to be **\$941,832.00** for August 1, 2020.

NOW, THEREFORE BE IT RESOLVED, that the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, accepts the T-2 Debt Service monies from the City of East Orange in the amount of \$941,832.00. (Attachment 3-e)

f. A-148 Secretary's Report

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

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

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

<b>Period Ending</b>	<b>Cash Balance</b>
June 30, 2020	\$40,694,805.13

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESg. A-149 Treasurer's Report

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the East Orange Board of Education, for the period ending June 30, 2020 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-g)

<b>Period Ending</b>	<b>Cash Balance</b>
June 30, 2020	\$40,694,805.13

h. 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)

i. Two Donations of \$1250.00 to CTES Vocal Music Program

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the acceptance of two \$1250.00 donations to the Cicely Tyson School Elementary Choir: The New Jersey Lender's Corporation and Rachel Disalvo of Keller Williams each offer a donation of \$1250.00 for a total of \$2500.00 to match the donation by Vinnie Brown and Uncle Vinnie Productions in August 2020.

j. Sodexo / Covid 19 Amendment

WHEREAS, due to the Covid 19 pandemic closure as of March 17, 2020, Sodexo was restricted to operate within normal contractual agreement parameters; and

WHEREAS, the loss of the normal revenue stream impacted Sodexo's ability to reach the guarantee of \$400,468.00; and

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICESj. Sodexo / Covid 19 Amendment (cont'd)

NOW, THEREFORE, BE IT RESOLVED, the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves that Sodexo shall return the sum of \$290,903.94 as the guarantee relieving Sodexo of the participating difference amount of \$109,564.06.

k. Change of Authorized Signer for Custody Account

BE IT RESOLVED: the East Orange Board of Education, upon the recommendation of the Superintendent of Schools, approves the change of the authorized signer's name on the East Orange Board of Education Custody Account from Mr. Victor Demming to Beth Brooks, School Business Administrator.

l. Memorandum of Agreement Between the East Orange Public Safety, Police Division and the East Orange Board of Education

BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent of Schools, approves a Memorandum of Agreement between the East Orange Public Safety, Police Division and the East Orange Board of Education for the Grab-N-Go Student Breakfast and Lunch Feeding Program. (Attachment 3-l)

m. Resolution of the Board of Education of the City of East Orange in the County of Essex, New Jersey Supplementing the Board Resolution Authorizing Change Orders No. 1 and No. 2 to an Agreement with Honeywell for the Implementation of an Energy Savings Improvement Program in Accordance with the School District's Energy Savings Plan, Dated December 12, 2017

WHEREAS, the Board of Education of the City of East Orange in the County of Essex, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed thereby) has, pursuant to N.J.S.A. 18A:18A-4.6, (the "ESP Law"), determined to undertake an energy savings plan; and

WHEREAS, following a competitive contracting process, the Board selected Honeywell International ("Honeywell") to develop an Energy Savings Plan (the ESP") pursuant to the ESP Law; and

WHEREAS, Honeywell has developed an ESP based upon a scope of projects including individual energy conservation measures ("ECM's") and including annual energy and operational savings and a proposed cash flow pro forma (the "ESP"); and

WHEREAS, the Board, via Resolution dated December 12, 2017:

- concluded that the energy savings generated from ESP will be sufficient to cover the cost of the program's ECM's set forth in the ESP,

A. SUPERINTENDENT OF SCHOOLS3. BUSINESS SERVICES

- m. Resolution of the Board of Education of the City of East Orange in the County of Essex, New Jersey Supplementing the Board Resolution Authorizing Change Orders No. 1 and No. 2 to an Agreement with Honeywell for the Implementation of an Energy Savings Improvement Program in Accordance with the School District's Energy Savings Plan, Dated December 12, 2017 (cont'd)

- authorized the implementation of the ESIP pursuant to N.J.S.A. 18A:18A-4.6 et seq. and to finance the ESP through the issuance, by the City of East Orange, of energy savings obligations pursuant to N.J.S.A. 18A:18A-4.6(c),
- authorized the execution of a contract to Honeywell, and
- authorized the execution of an energy savings guaranty with Honeywell; and

WHEREAS, while undertaking the ESIP projects Honeywell identified asbestos at certain locations within with the District that required remediation at a cost of \$311,760, which remediation work was not included in the contract with Honeywell; and

WHEREAS, the District would like to undertake certain lighting improvements associated Robeson Stadium at a cost of \$58,971, which work was not included in the contract with Honeywell; and

WHEREAS, the Honeywell contract includes \$650,128 of Project Design Allowances and Subcontractor Budgets, that the parties can utilize to address changes in the scope of work being implemented by Honeywell without impacting the total contract price; and

WHEREAS, the Honeywell contract requires the parties to reduce all change orders to the scope of work to a writing executed by both parties; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE CITY OF EAST ORANGE, IN THE COUNTY OF ESSEX, NEW JERSEY AS FOLLOWS:

SECTION 1. The Board of Education hereby authorizes and directs the Business Administrator to execute Change Order No.1 addressing asbestos remediation at several locations with the District in an amount not to exceed \$311,760 in a form substantially similar to the form attached hereto as Exhibit A.

SECTION 2. The Board of Education hereby authorizes and directs the Business Administrator to execute Change Order No.2 addressing lighting improvements associated with Robeson Stadium in an amount not to exceed \$58,971 in a form substantially similar to the form attached hereto as Exhibit B.

SECTION 3. This resolution shall take effect immediately.

**XII. CONSIDERATION OF RESOLUTIONS**

**SEPTEMBER 15, 2020**

**A. SUPERINTENDENT OF SCHOOLS**

**4. MAINTENANCE**

**a. No Use of Facility**

**XIII. ADJOURNMENT**

# **POLICY COVER PAGE**

# POLICY

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





## 1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

### A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

#### 1. Transportation

- a. If the school district is providing transportation services on a school bus, a face covering must be worn by all students upon entering the school bus unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions to the face covering requirement shall be those outlined in A.2.d. below:
  - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student’s particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.



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Restart and Recovery Plan**

- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 - Appendix C for the protocols/procedures for "Transportation" which is also included in the school district's Restart and Recovery Plan.]

**2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms**

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.

- (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.

- (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

- (3) Results must be documented when signs/symptoms of COVID-19 are observed.

- (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.

- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.

- (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.



# Policy/Regulations

East Orange Board of Education

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- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
  - (1) If a visitor refuses to wear face coverings for non-medical reasons and if such coverings cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility will be denied.
- c. Students are required to wear face coverings, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
  - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- d. Exceptions to the Requirement for Face Coverings
  - (1) Doing so would inhibit the individual's health.
  - (2) The individual is in extreme heat outdoors.
  - (3) The individual is in water.
  - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
  - (5) The student is under the age of two, due to the risk of suffocation.
  - (6) During the period a student is eating or drinking.
  - (7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).



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- (8) The student is engaged in high intensity aerobic or anaerobic activities.
- (9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
- (10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

### **3. Facilities Cleaning Practices**

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

### **4. Wraparound Supports**

#### **a. Mental Health Supports**

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]



**ADMINISTRATION - POLICY  
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**5. Contact Tracing**

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 - Appendix F for the protocols/procedures for "Contact Tracing" which is also included in the school district's Restart and Recovery Plan.]

**B. NJDOE Guidance - Key Subject Area 2 - Leadership and Planning**

**1. Scheduling**

- a. The school district's Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.



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- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

### (1) Special Education and English Language Learners (ELL)

- (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
- (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 - Appendix N for the protocols/procedures for "Scheduling of Students" which is also included in the school district's Restart and Recovery Plan.]

## 2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.
- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 - Appendix O for the protocols/procedures for "Staffing" which is also included in the school district's Restart and Recovery Plan.]

## C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

### 1. School Funding

- a. Purchasing



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The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the "Public School Contracts Law", N.J.S.A. 18A:18A-1 et seq.

**b. Use of Reserve Accounts, Transfers, and Cashflow**

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

**c. Costs and Contracting**

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

**D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning**

**1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities**

- a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

**2. Professional Learning**

- a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

**(1) Professional Learning**

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.



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**(2) Mentoring and Induction**

**(a) The school district shall ensure:**

- (i) All novice provisional teachers new to the district be provided induction;**
- (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;**
- (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;**
- (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and**
- (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.**

**(3) Evaluation**

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).**

**3. Career and Technical Education (CTE)**

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.**
- b. Quality CTE Programs**

**The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.**





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**c. Work-Based Learning**

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

**New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”**

**Memorandum – New Jersey Governor and Department of Education – Conditions for Learning – Health and Safety – August 3, 2020**

**Adopted:**

DRAFT



## **RESTART & RECOVERY PLAN**

### **Appendix A - Critical Area of Operation #1 - General Health and Safety Guidelines**

#### **Health and Safety Guidelines**

##### **Students and Staff**

- Are required to wear face masks unless they have documentation of a medical or behavioral condition that would inhibit the individual's health
- Will be required to take temperatures at home prior to reporting to school/work each day. If you have a temperature higher than 100.4°F or symptoms of COVID-19, students and staff do not report to school/work that day and notify the School Nurse (for students) or immediate supervisor (for staff) by phone or email ASAP.
- Wash hands often and for the recommended time of 20 seconds
- Stay at least 6 feet apart when moving through the school and workplace
- All staff will be trained on the process for facility cleaning and best practices. A daily checklist will be used to ensure procedures are followed.

##### **Protocols for High Risk Staff and Students**

It is imperative to provide safeguards for staff and students who are identified as high risk to ensure their health and safety. Where a high risk staff or student cannot safely interact with others even when social distancing and masks are utilized, other accommodations will be considered including physical barriers or assignments to participate in remote only instruction. This instruction could take place in a designated classroom or remote location. Other accommodations would be considered as communicated by a health professional.

### **Appendix B - Critical Area of Operation #2 - Classrooms, Testing, and Therapy Rooms**

#### **Social Distancing**

All instructional and non-instructional rooms in the East Orange School District will allow for social distancing to the maximum extent possible. The following are protocols that will be implemented to ensure that this occurs:



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## Instructional Areas

### **Classrooms**

- Class size will be reduced in all schools to maintain guidelines set forth in the NJDOE. Special populations with reduced class size, such as self-contained special education classes, will operate with a full class roster while following social distancing standards (in accordance with N.J.A.C. 6A:14).
- Students will be seated at least 6 feet apart, where possible. In instructional/therapy setting where the physical space does not allow for social distancing, the following modifications will be put in place:
  - Staff and students will be required to wear face masks and face shields, with the exception of those students whose health would be impaired by doing so. In the event that a child is excused from wearing PPE, the instructor/therapist must have a shield and mask/desk shield.
  - Groups of students will be positioned in the same direction
  - Learning activities will be individualized so that objects are not shared

## Non-Instructional Areas

- Social distancing parameters will be used to determine group sizes
- During activities or in rooms that do not allow for social distancing, the following modifications will take place:
  - Staff and students will be required to wear face masks and face shield, with the exception of those students whose health would be impaired by doing so. In the event that a child is excused from wearing PPE, the instructor/therapist must have a shield and mask/desk shield.
  - Physical barriers will be used
  - Use of shared objects will be limited, when possible. When not possible, the equipment will be cleaned between activities

## Additional Considerations

- Hand sanitizing dispensers (with at least 60% alcohol) will be placed and maintained in each classroom, at entrances and exits, near eating areas, and hand washing capabilities in bathrooms



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- In the event hand sanitizing dispensers/hand soap needs to be refilled, the custodial staff will be notified
- Classrooms that have existing handwashing stations will have soap, water, and alcohol-based sanitizers (with at least 60% alcohol)
- A school-wide initiative where students are required to wash/sanitize their hands for at least 20 seconds at regular intervals (upon entering each room) during the school day and always before and after eating. Handwashing with soap is required after blowing their nose, coughing, sneezing and using the bathroom.

## Appendix C - Critical Area of Operation #3 - Transportation

### Student Transportation

The EOSD shall collaborate with the contracted service provider to ensure that all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

- It is expected that all buses (contracted and District owned) will be cleaned and sanitized (rails, chairs, windows, etc.) before and after each bus route as per the Center for Disease Control (CDC) recommendation. A daily checklist can serve as evidence that the activity is completed.
- Drivers must practice all safety actions and protocols as indicated for other staff, including hand hygiene and face coverings
- The vendor should provide their staff with information (signs and symptoms) regarding COVID-19, as well as having a process in place for taking the temperature of staff each day
- All contracted vendors must sign an agreement regarding the recommended protocols

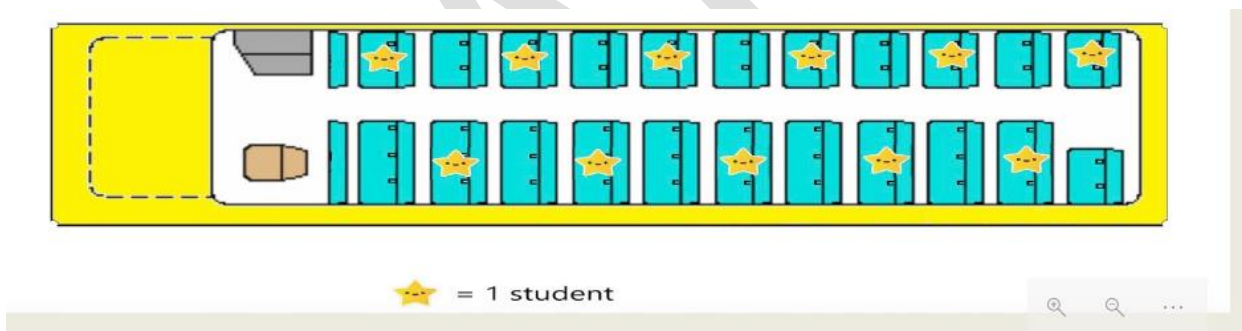
### Social Distancing on School Buses

The EOSD shall collaborate with the contracted service provider to ensure that all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

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- Students must board the bus wearing a face covering
- Accommodations for students who are unable to wear face coverings should be consistent with the student's IEP
- Bus staff members must also wear a face covering
- Seating format: one student per row in alternating rows unless students are from the same family
- Students must wear seat belts.
- If conditions are favorable, windows should be opened slightly to circulate fresh air.



## Appendix D - Critical Area of Operation #4 - Student Flow, Entry, Exit and Common Areas

### Screening Locations

#### Students

TO BE DEVELOPED COLLABORATIVELY WITH CABINET AND BUILDING ADMINISTRATORS



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### Staff

- All staff will receive an email each evening with a link to the Daily Employee COVID-19 Screening Questionnaire. The questionnaire takes approximately 15 seconds to complete and can be done using a computer or mobile device. Staff members are encouraged to complete the questionnaire prior to reporting to work. If a staff member completes the survey the evening before reporting to work, he/she must reassess themselves to determine if any symptoms are present and must also retake their temperature prior to reporting to work.
- All staff will have his/her temperature checked upon arrival to their worksites. Each department/location administrator or his/her designee will complete the Daily Temperature Log form. Actual temperatures are not disclosed on this form. A “√” indicates a temperature that is below 100.4°F or 37.8°C, and the employee can remain at work. A “-” indicates a temperature that is above 100.3°F or 37.8°C. If a staff member has a temperature above 100.3°F or 37.7°C, he/she must speak to a member of the district’s medical team for further assessment.
- Any staff member who shows symptoms will be escorted to an isolation room where a medical professional will conduct further screening. In the event that symptoms are confirmed, the staff member will be asked to leave and not return until symptoms subside.

### Social Distancing

#### Entrances/Exits

- Signs and physical markings on sidewalks will be provided to help ensure that staff and students remain at least 6 feet apart at all entrances
- Security personnel will be present to monitor/enforce social distancing during arrival and dismissal
- Face masks will be required while students and staff are in school and while riding school buses

#### Student Flow in Common Areas

- Signs and physical markings will be provided on floors and walls in hallways and stairwells to ensure that staff and students remain at least 6 feet apart
- Students and staff will be required to wear face masks at all times



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- Staff will dismiss students in small groups during transitions to allow for proper social distancing
- School staff will be present to monitor/enforce social distancing during transitions
- In hallways that do not allow for social distancing, “one-way routes” will be established and utilized

### Appendix E - Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms

#### Screening Procedures for Students and Staff

##### **If sick and/or symptomatic:**

- Stay home for at least 72 hours
- Seek medical attention

##### **If sick or symptomatic during work hours (probable case):**

- Student or staff will be sent to the isolation room, which will be a space that is safely and respectfully distance from others
- If a staff member presents a temperature of **100.4°F or greater, they must be sent home immediately**
- Current CDC guidelines will be followed. Symptoms and stages of illness will be documented and monitored

#### Protocols for Symptomatic Students and Staff

##### Students

- Students are excluded from school with a temperature of **100.4°F or greater**
- Students may return to school after **24 hours if fever free without medication and NO other symptoms are present**
- Students who have a temperature of **100.4°F and any of the following COVID-19 symptoms listed below under the “Symptoms” heading are excluded for a minimum of 72 hours. A doctor’s note upon return to school is required.**



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- It is the parent's/guardian's responsibility to ensure that their child is healthy enough to attend school
- Parents/Guardians shall monitor their child's temperature prior to boarding the school bus each day.
  - If the child's temperature is **100.4°F or greater**, the child must be kept home
  - At no time shall a child who is unwell or showing signs of illness be sent to school
- If the parent/guardian responds "yes" to any of the following questions, the child shall not be sent to school:
  - Has your child had flu-like symptoms? (Fever, shortness of breath, cough)?
  - Has anyone that you live with had flu-like symptoms or tested positive for COVID-19 to your knowledge?
  - Has your child taken any fever-reducing medications in the past 24 hours (Tylenol, Advil, Motrin, etc.)?

### Staff

- Staff members are excluded from work with a temperature of **100.4°F or greater. Staff may return to school after 24 hours if they only had a fever and no other symptoms. They must be fever free without medication and NO other symptoms.**
- Staff members who have a temperature of **100.4°F and any of the following COVID-19 symptoms listed below under the "Symptoms" heading are excluded for a minimum of 72 hours. A doctor's note upon return to school is required**

A letter will be sent home with students advising parents/guardians of COVID-19 symptoms, contacting their primary care provider and care at home instructions. Information will be universal among all schools.





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### Symptoms

- May appear 2-14 days after exposure
- Per the CDC, symptoms may include the following:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headaches
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

<b>Staff - Do you have any of the symptoms listed below?</b> <b>Parents/Guardians - Does your child have any of the symptoms listed below?</b>	Yes	No
Fever - 100.4°F or higher. If you answered YES: <b>Stay home</b> until fever free without the use of medications for 24 hours and monitor for symptoms. Contact your physician if other symptoms present.		
<b>Staff - Do you have a fever with any of the symptoms listed below?</b> <b>Parents/Guardians - Does your child have a fever with any of the symptoms listed below?</b>		
Cough or shortness of breath?		
Other symptoms such as: muscle ache, fatigue, headache, sore throat, runny nose, congestion, vomiting, diarrhea, loss of appetite, drowsiness, or new loss of smell/taste?		
Have you travelled in the last 14 days to an area on the current travel advisory list?		
Have you had close contact (6 feet or less) with a person who has had a cough and fever AND has travelled to a restricted area?		
Have you been in contact with someone with a confirmed or presumed positive case of COVID-19?		



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### Personal Protective Equipment (PPE)

- District-issued face coverings will be provided. Additional disposable face coverings will be available in the case that a face covering become contaminated
- Face shields in addition to face coverings will be issued to be utilized in situations where social distancing cannot be maintained and/or the possibility of contact with bodily fluids. Face shields can be cleaned and disinfected daily by the person utilizing the face shield. Sharing face shields is not permitted
- Gloves will be provided and should be worn according to normal protocols such as medical screening and toileting

### Protocols for Face Coverings

- Staff and visitors will be required to wear masks at all times when students are present
- Students shall wear masks at all times. *If students' IEP/504 indicates that a face covering is not to be worn due to a disabling or medical condition, the student will be provided with accommodations*

### Isolation Room

- Each school will have a dedicated isolation room to be used in the event a student or staff member needs to be temporarily quarantined for additional medical screening
- If adequate space is not possible in certain cases a barrier may be used. If a barrier is warranted, (dependent upon the size of the room), a curtain could be hung from the ceiling to provide privacy

### Response to Confirmed COVID-19 cases

Scenario	Response <i>Subject to change as new guidance is provided.</i>
1 confirmed case	School remains open*; students and staff in close contact with positive case are excluded from school for 14 days.



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### Response to Confirmed COVID-19 cases (cont'd)

Scenario	Response <i>Subject to change as new guidance is provided.</i>
2 or more cases in the same classroom (outbreak limited to one cohort)	School remains open*; students and staff in close contact with positive cases are excluded from school for 14 days. Recommendations for whether the entire classroom would be considered exposed will be based on public health investigation.
2 or more cases within 14 days, but are linked to a clear alternative exposure that is unrelated to the school setting and unlikely to be a source of exposure for the larger school community (e.g. in same household, exposed at the same event outside of school)	Close impacted area/wing; transition impacted students and staff to remote learning
2 or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts)	Recommendations for whether school closure is indicated will be based on investigation by local health department
2 or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts)	Close school for 14 days and transition to remote learning
Very high risk of community transmission (refer to Covid-19 Regional Risk Level Matrix)	Close school until COVID-19 transmission decreases and transition to remote learning

**\*Note:** A temporary closure may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious, before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

**Period of closure:** After switching to remote learning due to high levels of viral transmission in the school or local geographic community, districts or schools should wait a minimum of 14 days before bringing any students back for in-person learning. This timeframe is sufficient so that most people in the school community who will develop symptoms as a result of school exposure could be identified and self-isolated, as appropriate.



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#### Appendix F - Critical Area of Operation #6 - Contact Tracing

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify the Assistant Superintendent of Operations and the Director of Labor Relations, of a confirmed case while maintaining confidentiality.

All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Contact tracing for COVID-19 typically involves:

- The nurse will ask the staff member that tested positive to identify all staff and students with whom they had close contact during the time they may have been infectious
- The list of names and locations of the personal contacts who are associated with the school district must be submitted to the Assistant Superintendent of Operations
- The Assistant Superintendent will notify contacts of their potential exposure and recommend a self-quarantine period.

To prevent the further spread of disease, COVID-19 contacts are encouraged to maintain social distance (at least 6 feet). Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19. If symptoms present, contacts should seek direction from their physician to test for COVID-19 and quarantine for fourteen (14) days to ensure symptoms are no longer present.

The Assistant Superintendent of Operations and the Director of Special Education Services shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.



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The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse shall immediately notify the Assistant Superintendent of Operations and the Director of Special Education Services of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.

When the student exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area. The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptoms of COVID 19 shall be required to submit to a COVID 19 test. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school. The nurse shall report all students testing positive for COVID 19 to the health department. The health department shall conduct the contact tracing.

### Symptoms of COVID 19 include:

- A fever of 100° F or greater;
- Cough;
- Shortness of breath or difficulty breathing;
- Chills;
- Repeated shaking with chills;
- Muscle pain;
- Headache;
- Sore throat;
- New loss of taste or smell;
- Fatigue;
- Congestion or runny nose;
- Nausea or vomiting;
- Diarrhea

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, shall be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.

The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing.



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Upon notification that a student or staff member (resident) has tested positive for COVID-19, the local health department will work with the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.

The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts

The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.

A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.

School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

### Notification Protocols for a Positive Case

The East Orange School District will notify the department of health regarding asymptomatic individuals who have come in contact with the COVID-19 positive individuals, symptomatic individuals and those individuals who have tested and are waiting for results or have tested and are found positive.

The East Orange School District strives to ensure factual accuracy through communication with families and staff, while maintaining privacy.

Communications will be provided when:

An individual (staff or student in our school community) has tested positive for COVID-19

### Response to Confirmed COVID-19 cases

Scenario	Response <i>Subject to change as new guidance is provided.</i>
1 confirmed case	School remains open*; students and staff in close contact with positive case are excluded from school for 14 days.



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### Response to Confirmed COVID-19 cases (cont'd)

Scenario	Response <i>Subject to change as new guidance is provided.</i>
2 or more cases in the same classroom (outbreak limited to one cohort)	School remains open*; students and staff in close contact with positive cases are excluded from school for 14 days. Recommendations for whether the entire classroom would be considered exposed will be based on public health investigation.
2 or more cases within 14 days, but are linked to a clear alternative exposure that is unrelated to the school setting and unlikely to be a source of exposure for the larger school community (e.g. in same household, exposed at the same event outside of school)	Close impacted area/wing; transition impacted students and staff to remote learning
2 or more cases within 14 days, linked together by some activity in school, but who are in different classrooms (outbreak involving multiple cohorts)	Recommendations for whether school closure is indicated will be based on investigation by local health department
2 or more cases are identified within 14 days that occur across multiple classrooms and a clear connection between cases or to a suspected or confirmed case of COVID-19 cannot be easily identified (outbreak involving multiple cohorts)	Close school for 14 days and transition to remote learning
Very high risk of community transmission (refer to Covid-19 Regional Risk Level Matrix)	Close school until COVID-19 transmission decreases and transition to remote learning

**\*Note:** A temporary closure may also be considered for a period of 2-5 days if a student or staff member attended school while potentially infectious, before being confirmed as having COVID-19. This short-term dismissal allows time for local health officials to gain a better understanding of the COVID-19 situation impacting the school and perform contact tracing.

**Period of closure:** After switching to remote learning due to high levels of viral transmission in the school or local geographic community, districts or schools should wait a minimum of 14 days before bringing any students back for in-person learning. This timeframe is sufficient so that most people in the school community who will develop symptoms as a result of school exposure could be identified and self-isolated, as appropriate.





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#### Appendix G - Critical Area of Operation #7 - Facilities Cleaning Practices

##### COVID Related Supply List

Hand Sanitizer  
Masks  
Touchless Thermometers  
Electrostatic Sprayers (Provided to specialty cleaning crew)  
Disinfectant (CDC Approved)  
Paper Towels  
Soap Dispensers  
Floor Markings (for directing Traffic and Social Distancing)  
Signage (in English and Spanish with photos)  
PPE for staff

##### CLEANING PROTOCOL

CDC approved cleaning products and methods will be used.  
Disinfect and Sanitize high areas of the building systems.  
High touch horizontal surfaces, window handles, light switches, door handles, elevators, door frames will be sanitized daily.  
Signs will be displayed for hygiene, wearing of masks and social distancing.  
Staff should minimize personal items on their desks, throughout the classroom and work spaces to help facilitate regular sanitation efforts.  
Elevators should have no more than 2 people.

##### CUSTODIAL CLEANING PROTOCOL

Cleaning and disinfection of high touch areas throughout the school, throughout the day with PPE (masks and gloves).  
Classrooms will be cleaned daily.  
Frequent disinfecting of bathrooms and regular bathroom checks for supplies will be conducted daily by custodians.  
Custodians will clean and sanitize classrooms every evening.  
Hand sanitizers should be available in hallways and classrooms.  
Students should have their own water bottles to use at bottle filling stations. Fountains without bottle filling stations will be turned off.

##### COVID OUTBREAK RESPONSE

Staff and students should be evacuated then a team will begin fogging within 24 hours to sanitize the entire facility.





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#### Appendix H - Critical Area of Operation #8 – Meals

The East Orange School District (EOS) provides breakfast and lunch for all students while school is in session, whether remotely or in person, and in compliance with the National Food and Child Nutrition Program. During times of full remote learning, the district will be utilizing a grab and go program. During times of Phase-In instructional learning, a combination of grab and go and breakfast and lunch in the classroom will be utilized. The type of food service distribution procedures may change as COVID19 guidance from the CDC may change.

The EOSD outsources the food service program. The below are food handling and sanitization procedures to be used.

#### S&S Sanitizer used by Sodexo

##### Simpler Process, Smarter Protection

- Help protect guests and staff from foodborne illness by keeping food contact surfaces cleaned and sanitized with a 2-in-1 no-rinse cleaner and sanitizer
- EPA Registered food contact sanitizer with 30-second Norovirus kill claim
- Multi-Use functionality and streamlined procedures simplify food code compliance
- Board usage applications, including food contact surfaces and 3d sink sanitation
- Proprietary cleaning pail technology provides visual indication of concentration to ensure product efficacy

##### Safer Kitchens, Cleaner Environments, Easier Compliance

- This simplified solution cleans and sanitizes hard, non-porous surfaces with a single product
- A simple solution to delight guests, protect reputation and optimize operation

#### Sodexo Policy on Employee COVID19 Safety Measures

To protect staff and students, Sodexo established the following safety measures.



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#### Employee Health Monitoring

All employees are required to follow the established checklist and monitor their own health prior to work each day to verify they have no COVID19 systems. In addition, employees must determine whether they have had close, prolonged contact with someone in the past 14 days who has these systems and/or diagnosis.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list does not include all possible systems. Up to date information can be found at [www.cdc.gov](http://www.cdc.gov).

#### Return to Work

A Sodexo employee with a confirmed case of COVID19 should remain in isolation and cannot return work until the employee: (1) has been fever free for at least 72 hours; and (2) other symptoms, such as cough and shortness of breath have improved; and (3) at least 10 days have passed since systems first appeared. An employee with a confirmed case of COVID10 who is asymptomatic can return to work 10 days after the test.

#### Cleaning/Physical Distancing/Protective Equipment

Sodexo will regularly evaluate sanitation and cleaning procedures, implement safe working practices, and provide Personal Protective Equipment when deemed necessary. Sodexo will determine at each unit any additional requirements regarding implementing physical distancing and use of employee face coverings, including requirements from clients and the law. Sodexo's Health Safety and Environment team has created several procedures to be followed, which are available through applicable Safety manuals.

#### Handwashing

Employees are expected to wash their hands frequently, using proper handwashing techniques.



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### Training

Sodexo follows a Six-Foot Kitchen training program for safeguarding kitchen operations. The training modules are broken down into six distinct topics.

- Personal Hygiene
- Personal Protective Equipment
- Cleaning of Contact Surfaces
- Accepting Deliveries
- Food Storage
- Food Production

### **Appendix I - Critical Area of Operation #9 – Recess/Physical Education**

**Physical Education will be modified with the 25% building capacity to ensure safety. Students will be assigned to smaller groups to limit the number of students in the gym and to reduce the spread of COVID-19.**

- All students will wear face-mask and face covering. Breaks will be permitted in an isolated area.
- The use of cones, flags, and tape to separate groups of students.
- Alcohol-based hand sanitizing stations present outside to provide students with the opportunity to sanitize hands after activities.
- Close all locker rooms to mitigate the risk of the spread of COVID-19.
- Students will be encouraged to wear comfortable clothing and safe footwear to school that allows for safety movement and is appropriate attire to participate without the use of a locker room.
- When students are at home activities focusing on motor skill development will be provided. Activities will include but not limited to mindfulness, yoga, and stretching.
- Lesson will focus on individual pursuits rather than team sports and activities.
- Staff will assist with the sanitation of equipment after student use. Supplies will be provided.
- Students spaced at least 6 feet in the gym to adhere to social distancing guidelines



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Recess only applies to elementary. Based on 25% of the population  $\frac{1}{2}$  of the students will eat while the  $\frac{1}{2}$  will be permitted to go outside. During this time mask should be worn. Breaks will be permitted in an isolated area.

- Small groups will be assigned to the outside area to monitor the number of students participating in recess at select times.
- Staggered the use of playground equipment.
- Games and activities will not include the use of shared equipment.
- Social distancing protocols will be placed.
- Hand washing and sanitizing will take place immediately after recess

#### **Appendix J - Critical Area of Operation #10 - Field Trips, Extra-Curricular Activities, and Use of Facilities Outside of School Hours**

EOSD has postponed all field trips until safety guidelines have been established consistently across various organizations and entities within the state.

Opportunities to participate in face-to-face co-curricular activities as well as remote activities will be made available to students in accordance with public health and safety guidance.

There will be limited use of facilities outside of school hours based on our phased in options related to hybrid, in-person, and remote learning.

Where possible, EOSD will find creative ways to provide extracurricular activities for all students virtually.

#### **Appendix K - Academic, Social and Behavioral Supports**

##### **Social Emotional Learning (SEL) and School Culture and Climate**

SEL will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

##### **SEL**

East Orange School District understands the important role of climate and culture, more specifically, social and emotional learning (SEL) and how critical it is in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.



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The East Orange School District's School Counselors and the Social Workers developed a SEL reopening planning specifically for the elementary, middle, and high school levels. The plan includes strategies for developing positive school climates, educator well-being, and recommendations on how to prepare for and integrate SEL during schooling remote and in person instruction.

### Multi-tiered Systems of Support (MTSS)

MTSS is a framework that can be used to select and implement social and emotional, academic, behavioral, and wraparound supports and interventions necessary to maximize the conditions for learning in school, the classroom, and the student level. MTSS is recognized as a systematic approach to prevention, intervention and enrichment in grades PK-12 for academics and behavior, offering schools a research-based structure to implement required intervention and referral services (I&RS). MTSS/RTI frameworks include screening and progress monitoring, as well as formative assessments to determine where students are relative to key skills at the beginning of the school year, and how they are responding to instruction and various interventions.

The four components critical for districts moving toward MTSS as a framework to focus on while planning to reopen schools: 1) Universal screening 2) Collaborative problem-solving teams 3) Family engagement and 4) Data based decision making to include progress monitoring.

MTSS is a systemic approach to prevention, intervention, and enrichment in grades Pre-K through twelve for academics and behavior that offers educators and families a mechanism to identify individual students who need extra support is currently being utilized.

#### Instructional Supports

Adhering to the guidelines of the NJTSS, students are identified by academic data and referral for additional tiered support and interventions. Students' growth is continuously monitored and plans revised to provide the best interventions and support for the student.

#### Behavioral Interventions and Supports

- Behavioral instruction is provided to all students in all settings and consists of district and school expectations, rules and procedures
- Students exhibit behavioral and/or social concerns and receive interventions
  - PIRT, I&RS teams and CST members



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- Screening measures are in place to identify students
- Behavioral intervention plans are developed and monitored

### Wraparound Supports

Wraparound services differ from traditional school-based services in their comprehensive approach to addressing the academic, behavioral, and social-emotional needs of students with interventions both inside and outside of the school environment is currently being utilized.

The East Orange School District will continue to provide wraparound supports to families. The district has a range of supports through partnerships with diverse organizations that help to meet the needs of the school community. Supports include, but are not limited to, mental health assistance, social emotional supports, housing, and financial assistance.

### Food Service and Distribution

School meals are critical to student health and well-being, especially for low-income students. The NJDOE considers it a moral imperative to ensure the seamless and continuous feeding of students during all phases of school reopening is currently being utilized.

- The East Orange School District is committed to serving nutritious meals to all children regardless of their financial status
- Grab and Go meals will be provided for all children who want them either at school or available for home

### Quality Child Care

Child care will be needed as schools reopen, particularly in instances where modified school schedules may increase the likelihood that families who otherwise would not utilize child care will now require it being developed by School Officials.

Childcare facilities will follow the guidelines listed below:

- Each certified site will keep students socially distanced while in extended care
- All district protocols and procedures as outlined in this plan in Appendices A,B,D, and E are to be strictly adhered to by the childcare provider



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#### Appendix L - Restart Committee

##### Establishing a Restart Committee

- a. A Restart Committee was established as collaboration is critical to the development of the Board's Plan.
- b. The Restart Committee included school district and school-level administrators, members of the local Board of Education, the Presidents of the local education associations or their designees and a diverse set of content experts, educators, parents, and students.
- c. The Restart Committee should work closely with the Local Health Department, and others in municipal and county government as necessary to develop the district Plan. Restart Committees and Presidents of the local association helped address policies and procedures for the Board's Plan.
- d. The Restart Committee reflected the diversity of the school community, including those representing students with disabilities, families speaking languages other than English at home, and diverse racial, ethnic, and socioeconomic demographics.
- e. The Restart Committee developed subcommittees to focus on age or grade-level specific needs, school specific needs, or to address issues of importance such as medically fragile students or staff and social emotional support for students.

#### Appendix M - Pandemic Response Teams

Adjusting the East Orange School District's environment to ensure the health and safety of students and staff will require a great deal of planning. Hence, each school will establish Pandemic Response Teams to centralize, expedite, and implement COVID-19 related decision-making. Each school team will have a liaison that reports to district-level administrators to ensure coordinated actions across the district.

Pandemic Response Teams should include a cross section of administrators, staff, and parents and should represent a cross-section of the East Orange school community and is responsible for:

- Overseeing each school's implementation of the district's reopening plan, particularly health and safety measures, and providing safety and crisis leadership; adjusting or amending school health and safety protocols as needed
- Providing staff with needed support and training



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- Reviewing school level data regarding health and safety measures and the presence of COVID19 and reporting that data to the district as required
- Developing and implementing procedures to foster and maintain safe and supportive school climates as necessitated by the challenges posted by COVID-19
- Providing necessary communications to the school community and to the district
- Creating pathways for community, family, and student voices to continuously inform the Team's decision-making

The Pandemic Response Team will meet regularly and provide the community with timely updates and any changes to protocols. As the needs of New Jersey and the East Orange communities evolve, Pandemic Response Teams will be well-versed in creating pathways for community, family, and student voices to continuously inform the team's decision-making. These teams will serve a critical role in addressing concerns as they arise. The teams will ensure accurate, timely and transparent information is shared within the school community.

**Each School Team should be comprised of:** (can be the same members of existing Crisis and/or School Safety Teams)

- School Principal
- Teachers
- Child Study Team member
- School Counselor
- School Nurse
- Security team member
- Custodian
- Parent Representative

### Appendix N - Scheduling of Students

Elementary and secondary school schedules have been created to place students into small groups to attend school to ensure that the building population does not to exceed 25% of the school's capacity or the State's established guidelines for the time period. Through a phased approach students will move from total remote learning (2019-2020 SY) to Phase 1 one day week at 25%, Phase 2 two days a week with an ultimate goal of fully returning to school.

The school day for remote learn is equal or equivalent to the expected learning time for hybrid and in-person activities.





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The Pre-K, K-12 curriculum will be infused daily through the learning management system, Schoology, to provide continuity between hybrid, in-person, and remote learning.

Elementary and secondary schedules have been created to support hybrid, in-person, and full remote learning. Appropriate accommodations have been made to support learning for at-risk students, special education programs, as well as English limited learners.

Professional development will be provided for staff to support in-person and remote learning instructional practices and strategies and to identify and support student trauma and grief.

The district has conducted numerous professional development opportunities throughout the school closure and the during the summer months of July and August in preparation for the 2020-2021 SY.

#### Appendix O - Staffing

The East Orange School District will include in Appendix O the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan - Section B.4, B.5, and B.6

#### Staffing

East Orange School District will continue to maintain open communication with the EOAA, EOE, EOMA, EORPA, EOSPA, EOLPSA and CWA to clearly communicate the expectations and support for staff and students. The East Orange School District Reopening Plan considers the unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns. Staff roles have been expanded to accommodate new health and safety regulations. The East Orange School District has developed a plan to monitor student movement, hallway traffic, and maintain safety according to guidelines. Instructional and non-instructional staff schedules may also include designated time to support school building logistics required to maintain health and safety requirements.

#### Certification

#### Educator Preparation Programs and Certification

- **CE Guidance** - Candidates seeking initial teaching certification(s) that require the passage of test(s) of basic skills and subject matter knowledge may be eligible for the Temporary Certificate of Eligibility (Temporary CE), allowing them to work in New Jersey public schools until July 31, 2021 by which time they must have taken and passed the required test(s) for the certificate sought to continue employment.



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- **Temporary CE Requirements** - To be issued a Temporary CE, candidates must meet all requirements for the Certificate of Eligibility for the subject area endorsement sought, other than the subject matter knowledge and basic skill test(s), at the time of application
  - Hold a bachelor's degree
  - Pass the Physiological and Hygiene Exam
  - Demonstrate required overall cumulative GPA
  - Demonstrate required number of appropriate content course credits for the endorsement sought. Endorsement areas are listed on the Certification and Induction webpage
  - Pay the \$190.00 application fee
- **Temporary Provisional Certification Requirements** - A candidate who was issued a Temporary CE must be issued a Temporary Provisional Certificate within 60 days of beginning work as a teacher at a New Jersey school
  - Hold a Temporary CE
  - Enroll in or demonstrate completion of a preparation program
  - Complete 50 hours of pre-service as per educator preparation program requirements
  - Attain an offer of employment at a New Jersey school
  - District will enroll candidates into the provision teacher process in the Provisional Licensure Registration Management System (PLRMS)
  - Temporary CE candidates who do not pass the assessments and apply for certification before July 31, 2021 when their certification expires must start the certification process over and seek a regular CE. Candidates must pay for the new CE if they do not convert before July 31, 2021. Candidates can complete their preparation program at the discretion of the program



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- **Performance Assessment Requirements for Certification**
  - **edTPA Flexibilities**
    - **CEAS or CE provisional teachers applying for a standard certification** will be granted a waiver of the performance assessment requirement for a CEAS, if they meet all other requirements. The NJDOE is providing temporary flexibility for approved educator preparation programs to, in lieu of the performance assessment, recommend candidates for a CEAS/standard certification after verifying their preparedness to teach.

### Mentoring

The East Orange School District mentoring program will provide non-tenured teachers with an induction to the teaching profession and to the school district community through differentiated support based on the teachers' individual needs. As part of the induction, non-tenured *novice* provisional teachers who hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS) will receive one-on-one mentoring. Mentors will employ various methods to continue to support their novice provisional teachers through this period. The East Orange School District will conduct a New Teacher Orientation at the end of August.

### Requirement Reminders

- Novice provisional teachers will receive the equivalent of at least 30 total weeks of mentoring
- CE holders will receive at least eight weeks of one-to-one meetings with their mentors
- CEAS holders must receive at least four weeks of one-to-one meetings with their mentors
- Mentoring observations shall remain confidential and non-evaluative

### Flexibilities

- A school district may count mentoring provided during the State's mandated closure of schools to students toward the 30-week minimum requirement under N.J.A.C. 6A:9C-5.1
- Based on the novice teacher's level of preparedness and the degree of support provided during closure, districts may determine that when schools reopen, some mentees will need mentoring beyond the minimum requirement.



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#### Educator Evaluations

- **Tenured** - All tenured teachers, principals, APs VPs and other certificated staff in good standing (defined as those whose previous year's rating was Highly Effective, or Effective) will be marked Not Evaluated (NE) for their summative rating for local and state reporting purposes
- **Provisional/Non-Tenured** - Educators working under a provisional certification must receive a summative rating. The summative rating must be kept locally and entered into the Provisional Licensure Registration Management System (PLRMS). Educators with a provisional certification will earn a summative rating based on those observations completed by the date of each school district's March 2020 closure and scored using the appropriate educator practice instrument. No measures of student achievement will be included in the summative rating. There must be a minimum of two observations. Educators with a provisional certification must receive a summary conference. This conference should be conducted remotely via a video conference if possible.
- **CAP** - Chief School Administrators have the discretion to produce a summative rating for an educator currently on a CAP who had been progressing towards an Effective or Highly Effective rating (as shown by observation scores issued up to this point in the year) and who will be moved back into good standing by the issuance of a summative rating. All other educators on a CAP will receive a Not Evaluated (NE) rating for the 2019-2020 school year. Coaching should continue via telephone or video conferencing.

The current CAP will be in place for the start of the 2020-2021 school year. At the start of the 2020-2021 school year, the educator and school-based administrator should collaboratively review the CAP and amend it to reflect the educator's assignment and context.

#### **Educators' Roles Related to School Technology Needs**

- In order to provide ongoing support to students, teachers, and families, there will be a technology point person
  - Students contact their teacher
  - Staff contact their administrator/helpdesk



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#### **Appendix P – Athletics**

Under Executive Order 149, high school sports under the jurisdiction of the NJSIAA may resume only in accordance with reopening protocols issued by the NJSIAA and cannot resume until identified by the state.

As members of the New Jersey Interscholastic Athletic Association, we will follow the guidance documents developed by their Medical Advisory Task Force. Within these documents are clear protocols for moving from Phase 1 to 2 of summer practice and conditioning to the start of the newly revised fall season and beyond.

#### **Appendix Q - Remote Learning Options for Families**

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

#### **Procedures for submitting Full-Time Remote Learning Request**

A parent may request a student receive full-time remote learning from the school district by submitting the completed – “Full-Time Remote Learning Form” to the child’s school or by submitting the application to the East Orange Board of Education Central office.

- The written request must be provided to the EOSD at least 10 calendar days before the student is eligible to commence full time remote learning.



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Remote Learning may begin

- at the beginning of the school year
- at the beginning of a marking period
- within 5 school days after receiving written approval

The principal, designee, or District Administrator will provide written approval to the parent or seek additional information within 7 calendar days of receiving the parent's written request.

### **Procedures to Transition from Full-Time Remote Learning to In-Person Services**

A request from a parent to transition back from full-time remote learning to in-person services must be submitted to the building principal at least 10 calendar days before the student is eligible for in-person services.

A student is only eligible to transition from full-time remote learning to in-person services at the beginning of a marking period

**Timeline for Choosing Fully Remote Instruction is 14 days prior to the District returning to hybrid or full time face to face instruction**



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Remote Learning Options for Families

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### **1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES**

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled "Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021" as a result of the COVID-19 pandemic. This supplemental guidance includes an additional "anticipated minimum standard," as this phrase is used throughout "The Road Back: Restart and Recovery Plan for Education" (NJDOE Guidance). This additional "anticipated minimum standard" provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as "parents") may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district's Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to in-person services; the procedures of this Policy; and/or any other information regarding the school district's Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

#### **A. Unconditional Eligibility for Full-time Remote Learning**

##### **1. All students are eligible for full-time remote learning.**

- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).





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### Remote Learning Options for Families

#### **B. Procedures for Submitting Full-time Remote Learning Requests**

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 10 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
  2. The student may only begin full-time remote learning at the beginning of the school year; or at the beginning of a marking period; or within 5 school days after receiving written approval of the Principal/designee or District Administrator.
  3. The written request for the student to receive full-time remote learning shall include:
    - a. The student's name, school, and grade;
    - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
    - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
    - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
    - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
- (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.





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### Remote Learning Options for Families

4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
  5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.
    - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
  6. The Principal's written approval of the request shall be provided to the parent within 7 calendar days of receiving the parent's written request.
    - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.
- C. **Scope and Expectations of Full-Time Remote Learning**
1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
    - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
    - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and



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### Remote Learning Options for Families

- c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).
    - (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
  - d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.
- D. Procedures to Transition from Full-Time Remote Learning to In-Person Services**
- 1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 10 calendar days before the student is eligible for in-person services.
  - 2. A student is only eligible to transition from full-time remote learning to in-person services commencing at the beginning of a marking period.
  - 3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
    - a. The student's name, school, and grade;
    - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and
    - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.



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### Remote Learning Options for Families

4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least one marking period in remote learning before being eligible to transition into the school district's in-person program.
    - a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
  5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.
    - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
  6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
  7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.
- E. Reporting
1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
    - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.



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### Remote Learning Options for Families

#### F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:
  - a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
  - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
  - c. Scope and expectations of full-time remote learning in accordance with C. above;
  - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
  - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.

#### G. Home or Out-of-School Instruction

1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:

“Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021”

Adopted:



**ADMINISTRATION - POLICY**

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**Federal Families First Coronavirus  
(COVID-19) Response Act**

**June 20  
M**

[See POLICY ALERT No. 220]

**1649 FEDERAL FAMILIES FIRST CORONAVIRUS (COVID-19)  
RESPONSE ACT**

The Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). The EFMLEA expands the Federal Family and Medical Leave Act (FMLA) and the EPSLA provides employees with paid sick leave for specified reasons related to COVID-19.

The provisions of the FFCRA shall apply from April 1, 2020 through December 31, 2020.

**A. Emergency Family and Medical Leave Expansion Act (EFMLEA)**

**1. Definitions - For the purposes of the EFMLEA:**

- a. "Eligible employee" means an employee who has been employed for at least thirty calendar days by the employer with respect to whom leave is requested.
- b. "Employer" means any employer with fewer than five hundred employees.
- c. "Qualifying need related to a public health emergency" means with respect to leave, the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under eighteen years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- d. "Public Health Emergency" means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
- e. "Child care provider" means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).



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- f. "School" means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

#### 2. Relationship to Paid EFMLEA Leave

The FFCRA includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) that amended the Federal Family and Medical Leave Act of 1993 (29 U.S.C. 2611 et seq. to provide leave to an eligible employee because of a qualifying need related to a public health emergency with respect to COVID-19 - (U.S.C. 2612(a)(1)(F)).

##### a. Leave for Initial Ten Days

- (1) The first ten days of this FMLA leave for an eligible employee shall be unpaid.
- (2) If the first ten days of this FMLA leave are unpaid, an employee may elect to substitute any accrued vacation leave, personal leave, or emergency paid sick leave provided by the EPSLA for the initial ten days under the EFMLEA in accordance with 29 U.S.C. 2612(d)(2)(B).
- (3) An employee may not use sick leave under N.J.S.A. 18A:30-1 for a qualifying need related to a public health emergency. However, an employee receiving sick leave under the provisions of N.J.S.A.18A:30-1 may only use sick leave because of personal disability due to illness or injury, or because the employee has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.

##### b. Paid Leave for Subsequent Days

- (1) An employer shall provide paid leave for each day of leave under the EFMLEA that an employee takes after taking such leave for ten days.



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(2) The paid leave for an employee shall be calculated based on:

- (a) An amount that is not less than two-thirds of an employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)); and
- (b) The number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under A.2.(b)(4) below).

(3) In no event shall such paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.

(4) Varying Schedule Hours Calculation - In the case of an employee whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken leave under the EFMLEA, the employer shall use the following in place of such number:

- (a) Subject to A.2.b.(4)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
- (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

#### c. Employee Notice to Employer

- (1) In any case where the necessity for leave under the EFMLEA for the purpose of a qualifying need related to a public health emergency is foreseeable, an employee shall provide the employer with such notice of leave as is practicable.



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- (a) A request for such leave that is foreseeable shall be submitted to the Director of Labor Relations and Employment Services prior to commencing the leave.
- (b) A need for such leave that is not foreseeable shall be submitted to the Director of Labor Relations and Employment Services within one business day of the first day of the leave being taken by the employee.
- (c) The employee shall provide to the Director of Labor Relations and Employment Services the name of the employee's child, the name of the school, place of care, or child care provider that has closed or become unavailable, and a statement that no other suitable person is available to care for the child.

#### d. Restoration to Position

- (1) The employee shall be restored to the same or equivalent position held by the employee when the leave commenced pursuant to 29 CFR 825.214. The requirement to restore the employee to the same or equivalent position held when the leave commenced does not apply to an employer who employs fewer than twenty-five employees if all four of the following conditions are met:
  - (a) The employee takes leave under the EFMLEA.
  - (b) The position held by the employee when the leave commenced does not exist due to economic conditions or other changes in operating conditions of the employer:
    - i. That affect employment; and
    - ii. Are caused by a public health emergency during the period of leave.





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### Federal Families First Coronavirus (COVID-19) Response Act

- (c) The employer makes reasonable efforts to restore the employee to a position equivalent to the position the employee held when the leave commenced with equivalent employment benefits, pay, and other terms and conditions of employment.
- (d) If the reasonable efforts of the employer under A.2.d.(1)(c) above fail, the employer makes reasonable efforts during the period described in A.2.d.(2) below to contact the employee if an equivalent position described in A.2.d.(1)(c) above becomes available.

#### (2) Contact Period

- (a) The period described under A.2.d. above is the one-year period beginning on the earlier of:
  - i. The date on which the qualifying need related to a public health emergency concludes; or
  - ii. The date that is twelve weeks after the date on which the employee's leave under the EFMLEA commences.

#### B. Emergency Paid Sick Leave Act (EPSLA)

The FFCRA includes the EPSLA, which provides paid sick time to an employee to the extent the employee is unable to work or (telework) due to a need related to COVID-19. The paid sick time provided by the EPSLA and outlined in B.1. below cannot be taken with any other paid leave time provided by the employer.

##### 1. Definitions

###### a. For purposes of the EPSLA and this Policy:

- (1) "Employee" means an individual who is employed by a private employer with fewer than five hundred employees and public employers with at least one employee.
- (2) "Employer" means a private person or entity that employs fewer than five hundred employees and public employers that employ at least one employee.



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### Federal Families First Coronavirus (COVID-19) Response Act

- (a) "Covered employer" includes any person engaged in commerce or in any industry or activity affecting commerce that:
- i. In the case of a private entity or individual, employs fewer than five hundred employees; and
  - ii. In the case of a public agency or any other entity that is not a private entity or individual, employs one or more employees.
- (b) "Covered employer" also includes:
- i. Any person acting directly or indirectly in the interest of an employer in relation to an employee (within the meaning of such phrase in section 3(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(d)); and
  - ii. Any successor in interest of an employer; and any "public agency", as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (c) "Covered employer" also includes any "public agency" as defined in section 3(x) of the Fair Labor Standards Act of 1938 (29 U.S.C. 203(x)).
- (3) "Employ" and "State" have the meanings given such terms in section 3 of the Fair Labor Standards Act of 1938 (29 U.S.C. 203).
- (4) "Health care provider" and "son or daughter" have the meanings given such terms in section 101 of the Family and Medical Leave Act of 1993 (29 U.S.C. 2611).
- (5) "Paid sick time" means an increment of compensated leave that:



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- (a) Is provided by an employer for use during an absence from employment for a reason described in any paragraph of B.2.a. below; and
- (b) Is calculated based on the employee's required compensation under B.1.a.(6) below and the number of hours the employee would otherwise be normally scheduled to work (or the number of hours calculated under (B.1.a.(7) below), except that in no event shall such paid sick time exceed:
  - i. \$511.00 per day and \$5,110.00 in the aggregate for a use described in B.2.a.(1), (2), or (3) below; and
  - ii. \$200.00 per day and \$2,000.00 in the aggregate for a use described in B.2.a.(4), (5), or (6) below.
- (6) "Required Compensation" subject to B.1.a.(5)(b) above, the employee's "required compensation" shall be not less than the greater of the following:
  - (a) The employee's regular rate of pay (as determined under section 7(e) of the Fair Labor Standards Act of 1938 (29 U.S.C. 207(e)).
  - (b) The minimum wage rate in effect under section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)).
  - (c) The minimum wage rate in effect for such employee in the applicable State or locality, whichever is greater, in which the employee is employed.

Subject to B.1.a.(5)(b) above, with respect to any paid sick time provided for any use described in B.2.a.(4), (5), or (6) below, the employee's required compensation shall be two-thirds of the amount described in B.1.a.(6) above.



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### Federal Families First Coronavirus (COVID-19) Response Act

- (7) "Varying Schedule Hours Calculation" means in the case of a part-time employee described in B.3.b.(2) below whose schedule varies from week to week to such an extent that an employer is unable to determine with certainty the number of hours the employee would have worked if such employee had not taken paid sick time under B.2.a. below, the employer shall use the following in place of such number:
- (a) Subject to clause B.1.a.(7)(b) below, a number equal to the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the employee takes the paid sick time, including hours for which the employee took leave of any type.
  - (b) If the employee did not work over such period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.

## 2. Paid Sick Leave Requirement

- a. An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:
- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
  - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
  - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - (4) The employee is caring for an individual who is subject to an order as described in B.2.a.(1) above or has been advised as described in B.2.a.(2) above.



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### Federal Families First Coronavirus (COVID-19) Response Act

- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

#### 3. Duration of Paid Sick Time

- a. An employee shall be entitled to paid sick time for an amount of hours determined under B.3.b. below.
- b. The amount of hours of paid sick time to which an employee is entitled shall be as follows:
  - (1) For full-time employees, eighty hours.
  - (2) For part-time employees, a number of hours equal to the number of hours that such employee works, on average, over a two-week period.
- c. Paid sick time under the EPSLA shall not carry over from one year to the next.

#### 4. Employer's Termination of Paid Sick Time

- a. Paid sick time provided to an employee under the EPSLA shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under B.2.a. above.

#### 5. Prohibition

- a. An employer may not require, as a condition of providing paid sick time under the EPSLA, that the employee involved search for or find a replacement employee to cover the hours during which the employee is using paid sick time.



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### 6. Use of Paid Sick Time

- a. The paid sick time under B.2.a. above shall be available for immediate use by the employee for the purposes described in the EPSLA, regardless of how long the employee has been employed by an employer.
- b. Sequencing Leave Time
  - (1) An employee may first use the paid sick time under B.2.a. above for the purposes described in the EPSLA.
  - (2) An employer may not require an employee to use other paid leave provided by the employer to the employee before the employee uses the paid sick time under B.2.a. above.

### 7. Notice

- a. Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees are customarily posted, a notice, to be prepared or approved by the Secretary of Labor, of the requirements described in the EPSLA.
- b. Not later than seven days after the date of enactment of this Act, the Secretary of Labor shall make publicly available a model of a notice that meets the requirements of B.7.a. above.

### 8. Prohibited Acts

- a. It shall be unlawful for any employer to discharge, discipline, or in any other manner discriminate against any employee who:
  - (1) Takes leave in accordance with the EPSLA; and
  - (2) Has filed any complaint or instituted or caused to be instituted any proceeding under or related to the EPSLA (including a proceeding that seeks enforcement of the EPSLA), or has testified or is about to testify in any such proceeding.

### 9. Enforcement



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Federal Families First Coronavirus  
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- a. Unpaid Sick Leave - An employer who violates B.2. through B.6. of this Policy shall:
    - (1) Be considered to have failed to pay minimum wages in violation of section 6 of the Fair Labor Standards Act of 1938 (29 U.S.C. 206); and
    - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
  - b. Unlawful Termination - An employer who willfully violates B.8. above shall:
    - (1) Be considered to be in violation of section 15(a)(3) of the Fair Labor Standards Act of 1938 (29 U.S.C. 215(a)(3)); and
    - (2) Be subject to the penalties described in sections 16 and 17 of the Fair Labor Standards Act of 1938 (29 U.S.C. 216; 217) with respect to such violation.
10. Rules of Construction
- a. Nothing in the EPSLA shall be construed:
    - (1) To in any way diminish the rights or benefits that an employee is entitled to under any:
      - (a) Other Federal, State, or local law;
      - (b) Collective bargaining agreement; or
      - (c) Existing employer policy; or
    - (2) To require financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for paid sick time under the EPSLA that has not been used by such employee.



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### Federal Families First Coronavirus (COVID-19) Response Act

#### 11. Guidelines

- a. Not later than fifteen days after the date of the enactment of the EPSLA, the Secretary of Labor shall issue guidelines to assist employers in calculating the amount of paid sick time under the EPSLA.

#### 12. Reasonable Notice

- a. After the first workday (or portion thereof) an employee receives paid sick time under the EPSLA, an employer may require the employee to follow reasonable notice procedures in order to continue receiving such paid sick time.
- b. The request for such leave shall be submitted to the Director of Labor Relations and Employment Services, who may request documentation from the employee in support of the emergency paid sick leave.
- c. The documentation shall include a signed statement containing the following information: the employee's name; the date(s) for which leave is requested; the COVID-19 qualifying reason for leave; and a statement representing that the employee is unable to work or telework because of the COVID-19 qualifying reason.
- d. An employee requesting to take emergency paid sick leave under the EPSLA or the EFMLEA to care for his or her child must provide the following information: the name of the child being care for; the name of the school; place of care; or child care provider that closed or became unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child during the period of requested leave.

#### 13. Regulatory Authorities

- a. The Secretary of Labor shall have the authority to issue regulations for good cause under sections 553(b)(B) and 553(d)(A) of Title 5, United States Code:
  - (1) To exempt small businesses with fewer than fifty employees from the requirements of B.2.a.5. when the imposition of such requirements would jeopardize the viability of the business as a going concern; and





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## **ADMINISTRATION - POLICY**

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### **Federal Families First Coronavirus (COVID-19) Response Act**

- (2) As necessary, to carry out the purposes of the EPSLA, including to ensure consistency between the EPSLA and Division C and Division G of the FFCRA.

**H.R. 6201: Families First Coronavirus (COVID-19) Response Act  
N.J.S.A. 18A:30-1**

**Adopted:**



## 2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. **The First Amendment requires public school officials to show** neither favoritism toward nor hostility against religious expression **such as prayer**.

**The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.**

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to:** prayer during **non-instructional time**; organized prayer groups and activities; **teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time**; prayer in classroom assignments; student assemblies and **noncurricular events**; prayer at graduation; **and/or** baccalaureate ceremonies.

**The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching about religion; student dress codes and policies; and/or religious excusals.**

**The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.**

**Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.**



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Religion in the Schools

U.S. Consti. Amend. 1

**The Equal Access Act, 20 U.S.C. Section 4071**

U.S. Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools – **January 16, 2020**

N.J. Consti. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 3 June 2009

Adopted: 12 September 2017

**Adopted:**



# Policy/Regulations

East Orange Board of Education

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## **Heat Participation Policy for Student-Athlete Safety June 2020**

### **2431.3 HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY**

The Board of Education adopts this Policy as a measure to protect the safety, health and welfare of students participating in school-sponsored athletic programs and extra-curricular activities. The Board believes practice and pre-season heat-acclimation guidelines for student-athletes will minimize injury and enhance a student's health, performance, and well-being.

**In accordance with the provisions of N.J.S.A. 18A:11-3.10, a school district which is a member of any voluntary association, pursuant to N.J.S.A. 18A:11-3, which oversees activities associated with Statewide interscholastic sports programs shall adopt and implement the most current "Heat Participation Policy" required by the New Jersey State Interscholastic Athletic Association (NJSIAA) for conducting practice or games in all sports during times of high heat or humidity.**

**The NJSIAA Policy shall address:**

- 1. The scheduling of practice or games during times of various heat and humidity levels;**
- 2. The ratio of time devoted to workouts to time allotted for rest and hydration during various heat and humidity levels; and**
- 3. The heat and humidity levels at which practice or games will be canceled.**

**The guidelines included in the NJSIAA Heat Participation Policy shall provide a default Policy to those responsible or sharing duties for making decisions concerning the implementation of modifications or cancellation of practices or games based on the presence of heat and humidity.**

**The Board of Education shall purchase a WetBulb Globe Temperature (WBGT) tool to measure the heat stress in direct sunlight at the practice or game site. Heat stress consists of temperature, humidity, wind speed, the angle of the sun, and cloud coverage.**

**The Board of Education shall adopt and implement the provisions of the NJSIAA Heat Participation Policy concerning the frequency and recording of WBGT measurements.**

**The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or individual as appointed by the school staff member designated by the**



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## **Heat Participation Policy for Student-Athlete Safety**

**Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.**

**A copy of this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy shall be provided to each coach, as appropriate, and reviewed with all coaches by the Principal or designee which may include, but not be limited to, the Athletic Trainer or staff member supervising athletics as designated by the Superintendent prior to the first practice session of the season for each team. The Superintendent shall designate the staff member responsible to ensure compliance with this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy.**

**This Policy and the requirements outlined in this Policy shall apply to all student-athletes in grades nine through twelve participating in Statewide high school interscholastic athletic programs.**

The Superintendent of Schools or designee may reduce practice times or adjust other provisions that would reduce a student's exertion if weather and/or temperature warrant such action.

This Policy and the school district's practice and pre-season heat-acclimation procedure shall be approved by the school district's physician prior to implementation.

N.J.S.A.18A:11-3.10

**New Jersey State Interscholastic Athletic Association Heat Participation Policy and Pre-Season Heat Acclimatization Policy**

Adopted: 11 January 2011

Adopted: 10 October 2017

Adopted: 12 March 2019

**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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Student Assessment

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 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 **five**.

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 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 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.



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## East Orange Board of Education

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Student Assessment

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). 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;
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





# Policy/Regulations

## East Orange Board of Education

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Student Assessment

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 **within sixty days of receipt of information from** the New Jersey Department of Education **pursuant to N.J.A.C. 6A:8-4.3(a)**. 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 **of Education** 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.

### Parental Notification

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



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Student Assessment

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

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: 9 May 2017

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

STUDENTS - POLICY

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Eligibility of Resident/Nonresident Students

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### 5111 **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The East Orange Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

#### **Eligibility to Attend School**

The Board shall admit students eligible to attend school free of charge that is domiciled within the district as defined in N.J.A.C. 6A:22-3.1

A child who is domiciled within the school district and resides with a parent who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent(s), where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent(s) files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A.18A:38.1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child; and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.



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## East Orange Board of Education

### STUDENTS - POLICY

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#### Eligibility of Resident/Nonresident Students

A student is eligible to attend in this school district free of charge pursuant to N.J.S.A. 18A:38:1(b) if the student is kept in the home of a person domiciled in the school district, who is the parent or guardian, and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or legal guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38:1(b) if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance, with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or legal guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or legal guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3(b). The school district shall not be obligated for transportation costs; and
4. If the student resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse



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## East Orange Board of Education

### STUDENTS - POLICY

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#### Eligibility of Resident/Nonresident Students

the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

#### **Proof of Eligibility**

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with N.J.A.C. 6A:22-3.4. The Board of Education district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

**In** the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (**NJMVC**) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**



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## East Orange Board of Education

### STUDENTS - POLICY

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#### Eligibility of Resident/Nonresident Students

#### **Registration Forms and Procedures for Initial Assessment**

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commission-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district level administrator designated by the Superintendent shall clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.



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## East Orange Board of Education

### STUDENTS - POLICY

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#### Eligibility of Resident/Nonresident Students

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student compiles with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

#### **Notice of Ineligibility**

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

#### **Removal of Currently Enrolled Students**

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student"





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## East Orange Board of Education

### STUDENTS - POLICY

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#### Eligibility of Resident/Nonresident Students

(as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

#### **Appeal to the Commissioner**

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

#### **Assessment and Calculation of Tuition**

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.





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## East Orange Board of Education

### STUDENTS - POLICY

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#### Eligibility of Resident/Nonresident Students

##### **Nonresident Students**

No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

##### **Children Who Anticipate Moving from the District**

Students whose parent(s) have moved away from the school district on or after March 1 and twelfth grade students whose parents or guardian have moved away from the school district on or after March 1 may be permitted to finish the school year in this district without payment of tuition. This consideration will only be given to students who have maintained good academic and discipline standards.

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled without payment of tuition for a period of time not greater than 4 weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within 4 weeks after admission to school, tuition will be charged for attendance commencing the beginning of the 5th week and until such time as the student becomes a resident or withdraws from school.

##### **Children of District Employees**

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district with payment of tuition, provided that the educational program of such children can be provided within school district facilities.

##### **Eligibility of Resident/Nonresident Students**

##### **Other Nonresident Children**

Other nonresident students, otherwise eligible for attendance, may be admitted to this district with payment of tuition and Board approval.

The school district will permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. **The host family must be domiciled in the**



# Policy/Regulations

East Orange Board of Education

STUDENTS - POLICY

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Eligibility of Resident/Nonresident Students

school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

## J-1 Visa Students

The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.

N.J.S.A. 18A:38-1 et seq.; **18A:38-1.3**; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3

Adopted: 12 January 2010

Adopted: 14 September 2010

Adopted: 10 May 2016

Adopted: 12 March 2019

**Adopted:**



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## East Orange Board of Education

### STUDENTS - REGULATION

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Eligibility of Resident/Nonresident Students

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#### R 5111 **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

##### A. Definitions

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1 and N.J.A.C 6A:22-3.2(a).
2. Appeal means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. "Commissioner" means the Commissioner of Education or his/her designee.
5. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1(e).

##### B. Eligibility to Attend School – Students Domiciled in the District

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
  - a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.
    - (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Eligibility of Resident/Nonresident Students

- (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year, and where there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
- (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate, or cannot agree upon, the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.
- (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Eligibility of Resident/Nonresident Students

- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year, unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
  - b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
  - c. A student is domiciled in the school district when the student has come from outside the state and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and N.J.S.A. 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for legal guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
  - d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
  - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more local school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be that of the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Eligibility of Resident/Nonresident Students

- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4 et seq.
    - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
    - c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1 or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.
  3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.
- C. Eligibility to Attend School – Other Students Eligible to Attend School
1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38.1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or legal guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.



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#### Eligibility of Resident/Nonresident Students

- a. A student is not eligible to attend this school district pursuant to this provision unless:
  - (1) The student's parent or legal guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
  - (2) The person keeping the student has filed, if so required by the Board of Education:
    - (a) A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and
    - (b) A copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under this provision because required sworn statements(s) cannot be obtained, when evidence is presented that the underlying requirements of the law are being met notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare, provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.





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#### Eligibility of Resident/Nonresident Students

- e. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence, and is not the primarily financial supporter of that child and any person who fraudulently claims to have given up custody of his or child to a person in another school district commits a disorderly persons offense.
2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or legal guardian, is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
  - a. Eligibility under this provision shall cease at the end of the current school year upon the parent or legal guardian return from active military duty.
3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1(d) if the student's parent or legal guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere:
  - a. When required by the Board of Education, the parent or guardian, shall demonstrate the temporary residence is not solely for purposes of the student's attending the school district of temporary residence;
  - b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.





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#### Eligibility of Resident/Nonresident Students

4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1 if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody, under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.



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#### Eligibility of Resident/Nonresident Students

- a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:
  - (1) An instance of abuse such as domestic violence or sexual abuse;
  - (2) A disruption to the family unit caused by death of a parent or guardian; or
  - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
  - (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student



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#### Eligibility of Resident/Nonresident Students

by the end of the twenty-one day appeal period in the absence of an appeal.

- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
  - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
  - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
  - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1



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#### Eligibility of Resident/Nonresident Students

until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
  - (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
  - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
  - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.



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#### Eligibility of Resident/Nonresident Students

##### D. Housing and Immigration Status

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.
2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.
  - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

##### 3. F-1 Visa Students

The school district will permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. **The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with an F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.**



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#### Eligibility of Resident/Nonresident Students

#### 4. J-1 Visa Students

**The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.**

- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.
- F. Proof of Eligibility
  - 1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
    - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
    - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
    - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
    - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;



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#### Eligibility of Resident/Nonresident Students

- e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating, family or economic hardship, or temporary residency;
  - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
  - g. Documents pertaining to military status and assignment; and
  - h. Any other business record or document issued by a governmental entity.
2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
3. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents; without regard to other evidence presented.
4. The Board of Education shall not condition ~~of~~ enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
  - a. Income tax returns;
  - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
  - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
  - d. Social security numbers.





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#### Eligibility of Resident/Nonresident Students

5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
  6. In the case of a dispute between the school district and the parents of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (**NJMVC**) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district. **The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.**
- G. Registration Forms and Procedures for Initial Assessment
1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
    - a. Are consistent with the forms provided by the Commissioner;
    - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
    - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
    - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
    - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.





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#### Eligibility of Resident/Nonresident Students

2. The Board of Education shall make available sufficient numbers of registration forms, and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
  - a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.
    - (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent since such student may qualify as an affidavit student.
    - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
  - b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
  - a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.



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#### Eligibility of Resident/Nonresident Students

- b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
    - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.



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#### Eligibility of Resident/Nonresident Students

7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
8. Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

#### H. Notice of Ineligibility

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.
  - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
  - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
    - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
    - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.



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#### Eligibility of Resident/Nonresident Students

- b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
- c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
- d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
- e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3 that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
  - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and



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#### Eligibility of Resident/Nonresident Students

- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

#### I. Removal of Currently Enrolled Students

1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
  - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Eligibility of Resident/Nonresident Students

5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.
- J. Appeal to the Commissioner
1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.
    - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" ineligibility determinations shall be filed by the resident keeping the student.
- K. Assessment and Calculation of Tuition
1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
    - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
  2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Eligibility of Resident/Nonresident Students

to the appeal's filing and including the twenty-one-day period to file an appeal.

- a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year, and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22 shall precludes an equitable determination, by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Issued: 12 January 2010  
Revised: May 2010  
Adopted: 14 September 2010  
Adopted: 10 May 2016  
Adopted: 12 March 2019  
**Adopted:**





# Policy/Regulations

## East Orange Board of Education

STUDENTS - POLICY  
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Attendance

### 5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The East Orange Board of Education supports the concept that increased students time on academic tasks will improve academic achievement. The intent attendance policy is to reduce student absenteeism and ensure increased student time on academic tasks.

The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

**Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200.** In accordance with the provisions of N.J.A.C. 6A:16-7.6, and for the purpose of this Policy and Regulation 5200, a student's absence from school will **either** be excused or unexcused. **Unexcused absences will** count toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. **In accordance with N.J.S.A. 18A:36-14, a** student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of **the** Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.





# Policy/Regulations

## East Orange Board of Education

STUDENTS - POLICY  
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Attendance

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; **18A:36-25.6**; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; **6A:30-5.2**; 6A:32-8.3

Adopted: 12 January 2010

Adopted: 14 October 2014

Adopted: 12 May 2015

Adopted: 9 June 2020

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

STUDENTS - REGULATION  
R 5200/page 1 of 12  
Attendance

### R 5200 ATTENDANCE

#### A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
  - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

#### B. Attendance Recording

1. **Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)**
  - a. **The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.**
  - b. **The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.**
  - c. **Student attendance shall be recorded in the school register during school hours on each day school is in session.**

- d. School registers shall be kept for students attending preschool, kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.
  - e. A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.
- 2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)**
- a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
  - b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
  - c. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
  - d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Attendance

- e. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
- f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
- g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

#### C. Unexcused Absences That Count Toward Truancy/Excused Absences **for Board Policy**

1. **Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.**
2. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy.** "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.
3. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:-



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## East Orange Board of Education

### STUDENTS - REGULATION

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#### Attendance

- a. The student's illness supported by a written letter from the parent upon student's return to school;
  - b. The student's required attendance in court;
  - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;
  - d. The student's suspension from school;
  - e. Family illness or death supported by a written letter from the parent upon the student's return to school;
  - f. Visits to post-secondary educational institutions;
  - g. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
  - h. Examination for a driver's license;
  - i. Take Our Children to Work Day;
  - j. An absence considered excused by **the Commissioner of Education and/or** New Jersey Department of Education rule;
  - k. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
  - l. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;
- 4. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25** as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not counted toward truancy listed in C.2. above shall be an unexcused absence counted toward truancy.
  - 5. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.**



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## East Orange Board of Education

STUDENTS - REGULATION  
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Attendance

### D. Notice to School of a Student's Absence

1. The parent or adult student **shall notify** the school office before the school day **when the student will not be in school.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session **shall** provide notice to the school office before the start of the afternoon session.
3. **The parent of a student or an adult student shall notify the school of a future absence if the absence is foreseeable.**
4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged **shall** notify the school office to arrange make-up work.
5. **In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.**

### E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reasons for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than five school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.



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## East Orange Board of Education

### STUDENTS - REGULATION

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Attendance

4. **The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.**

#### F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of five school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

#### G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absences in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from eighteen or more of the class sessions, whatever the reason for the absence, except that excused absences or absences caused by a student's suspension will not count toward the total.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION R 5200/page 7 of 12 Attendance

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.

A secondary student who has been dropped from a course of study may be assigned to an alternate program.

A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class more than eighteen times.

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent eighteen or more school days, whatever the reason for the absence, except that excused absences and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

#### H. School District Response to Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
  - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.





# Policy/Regulations

## East Orange Board of Education

STUDENTS - REGULATION  
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Attendance

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
  - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
  - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;
    - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
    - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
    - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
    - (7) Engage the student's family.
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Attendance

3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
  - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Attendance

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences.

- a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

- (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

#### I. Discipline

1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

#### J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence, and each unexcused absence that counts toward truancy, as defined in Policy and Regulation 5200.
3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

#### K. Appeal



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Attendance

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
  - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
  - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
  - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's and teacher(s) may attend the meeting.
  - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
  - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in accordance with Policy 5710, Student Grievance and N.J.S.A.18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

#### L. Attendance Records



# Policy/Regulations

## East Orange Board of Education

STUDENTS - REGULATION  
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Attendance

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education

Issued: 12 January 2010

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**Issued:**



# Policy/Regulations

## East Orange Board of Education

STUDENTS - POLICY  
5320/page 1 of 1  
Immunization

### 5320 IMMUNIZATION

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

A student shall not knowingly be admitted or retained in school if the parent has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-2 – Immunization of Students in School. **However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

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

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

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

**N.J.A.C. 6A:16-2.3**

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

Adopted: 12 January 2010

Adopted: 11 October 2016

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

STUDENTS - REGULATION  
R 5320/page 1 of 12  
Immunization

### R 5320 IMMUNIZATION

#### A. **Proof of** Immunizations

1. **The Principal or designee shall not knowingly admit or retain any child whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section I of this Regulation, unless the student is provisionally admitted as provided in paragraph B.1. below. or exempted as provided in section C and D of this Regulation and., N.J.A.C. 8:57-4.3, and 8:57-4.4.**

#### B. **Provisional Admission (N.J.A.C. 8:57-4.5)**

1. A student shall be admitted to preschool or school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.**
4. Provisional status shall only be granted one time to **children** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b).**



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## East Orange Board of Education

STUDENTS - REGULATION  
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Immunization

5. **Children** transferring into this district from **out-of-State** or **out-of-country** shall be allowed a thirty-day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty-day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
  6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
  7. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee **in accordance with the provisions of N.J.A.C. 8:57-4.5.**
- C. Medical Exemptions (N.J.A.C. 8:57-4.3)**
1. A **child** shall not be required to have any specific immunization(s) **which** are medically contraindicated.
  2. **A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.**
  3. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record of the student and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**





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## East Orange Board of Education

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Immunization

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.
5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.
  - a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.
  - b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

### D. Religious Exemptions (N.J.A.C. 8:57-4.4)

1. A **child** shall be exempted from mandatory immunization if the **child's** parent submits **to the school a written**, signed statement **requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."**
  - a. The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.
2. The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.
3. The school district may exclude children with religious exemptions from receiving immunization agents from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.



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## East Orange Board of Education

### STUDENTS - REGULATION

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Immunization

4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
    - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
    - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**
- E. **Documents Accepted as Evidence of Immunization (N.J.A.C. 8:57-4.6)**
1. **The following documents** shall be accepted as evidence of a **child's** immunization history provided that the type of immunization and the date when each immunization was administered **is listed**.
    - a. An official school record from any school or preschool indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
    - b. A record from any public health department indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
    - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;** or
    - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
  2. All immunization records submitted by a parent in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements **of N.J.A.C. 8:57-4.1 et seq. and** this Regulation.



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Immunization

3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
  4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
- F. Records **Required (N.J.A.C. 8:57-4.7)**
1. **The school district** shall maintain an official State of New Jersey **School Immunization Record** for every student. **This record** shall include the date of each individual immunization **and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
  2. **If** a child withdraws, is promoted, or transfers to another school **district**, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school **district** by the original school **district** or shall be given to the parent upon request, within twenty-four hours of such a request.
  3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
  4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
  5. Each **child's official New Jersey Immunization Record**, or a **certified** copy thereof, shall be retained by a secondary school for a minimum of four years after the student **has left the** school. **Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**
  6. Any computer-generated document or list developed **by the school district** to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey **School** Immunization Record.



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**G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)**

1. A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or **designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).**
2. **The form for the report will be provided by the New Jersey Department of Health and Senior Services.**
3. **The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.**
4. **A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.**
5. **If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.**

**H. Records Available for Inspection (N.J.A.C. 8:57-4.9)**

1. The Principal or **designee** of **each** school **shall maintain records of their children's immunization status. Upon twenty-four-hour notice, these records shall be made** available for inspection by authorized representatives of the **New Jersey** Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located.

**I. Immunization Requirements**

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



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## East Orange Board of Education

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Immunization

<b>MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY</b> <b>N.J.A.C. 8:57-4: Immunization of Pupils in School</b>		
<b>DISEASE(S)</b>	<b>REQUIREMENTS</b>	<b>COMMENTS</b>
<b>DTaP</b>  <b>N.J.A.C. 8:57-4.10</b>	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. <b>Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td)</b> Laboratory evidence of immunity is also acceptable.
<b>Tdap</b>  <b>N.J.A.C. 8:57-4.10</b>	GRADE 6 ( <i>or comparable age level special education program with an unassigned grade</i> ): 1 dose	A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
<b>POLIO</b>  <b>N.J.A.C. 8:57-4.11</b>	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.



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## East Orange Board of Education

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Immunization

### MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY

#### N.J.A.C. 8:57-4: Immunization of **Pupils** in School

DISEASE(S)	REQUIREMENTS	COMMENTS
<b>MEASLES</b> <b>N.J.A.C. 8:57-4.12</b>	If born on or after 1-1-90, 2 doses of a live Measles- containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
<b>RUBELLA and MUMPS</b> <b>N.J.A.C. 8:57-4.13</b> <b>N.J.A.C. 8:57-4.14</b>	1 dose of live Mumps- containing vaccine <b>on or after</b> <b>1<sup>st</sup> birthday.</b> 1 dose of live Rubella- containing vaccine <b>on or after</b> <b>1<sup>st</sup> birthday.</b>	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Laboratory evidence of immunity is also acceptable.
<b>VARICELLA</b> <b>N.J.A.C. 8:57-4.17</b>	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.



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East Orange Board of Education

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Immunization

**MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL  
ATTENDANCE IN NEW JERSEY  
N.J.A.C. 8:57-4: Immunization of Pupils in School**

DISEASE(S)	REQUIREMENTS	COMMENTS
<b>HAEMOPHILUS INFLUENZAE B (Hib)</b>  <b>N.J.A.C. 8:57-4.15</b>	(AGE 2-11 MONTHS) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. <sup>(1)</sup> Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. <sup>(2)</sup> Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
<b>HEPATITIS B</b>  <b>N.J.A.C. 8:57-4.16</b>	(K-GRADE 12): 3 doses or 2 doses (1)	(1) If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
<b>PNEUMOCOCCAL</b>  <b>N.J.A.C. 8:57-4.18</b>	(AGE 2-11 MONTHS) <sup>(1)</sup> : 2 doses (AGE 12-59 MONTHS) <sup>(2)</sup> : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. (1) Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. (2) Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
<b>MENINGOCOCCAL</b>  <b>N.J.A.C. 8:57-4.20</b>	(Entering GRADE 6 (or comparable age level Special Ed program with an unassigned grade): 1 dose (1) (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose (2)	(1) For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. (2) Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.



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Immunization

**MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL  
ATTENDANCE IN NEW JERSEY  
N.J.A.C. 8:57-4: Immunization of **Pupils** in School**

DISEASE(S)	REQUIREMENTS	COMMENTS
INFLUENZA  <b>N.J.A.C. 8:57-4.19</b>	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

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

**PROVISIONAL ADMISSION:**

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

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





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### GRACE PERIODS:

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

2. **The immunization requirements outlined in I.1. above may be revised by Statute, administrative code, and/or the Commission of Health and Senior Services.**

### J. Emergency Powers of the Commissioner of Health and Senior Services

1. If **an outbreak or** threatened outbreak of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3 below and** N.J.A.C. 8:57-4.22(c).
3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**



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4. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons outlined in N.J.A.C. 8:57-4.22(d).

Issued: 12 January 2010

Issued: 11 October 2016

**Issued:**

DRAFT



# Policy/Regulations

## East Orange Board of Education

STUDENTS - POLICY

5330.04/page 1 of 3

Administering an Opioid Antidote

Dec 16

### 5330.04 **ADMINISTERING AN OPIOID ANTIDOTE**

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law and permits schools with students in other grades to comply with the provisions of N.J.S.A. 18A:40-12.24.a.(1). Therefore, the Board extends the provisions of N.J.S.A. 18A:40-12.23 through 12.27 to schools with any of the grades **6** through **12**.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.



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## East Orange Board of Education

### STUDENTS - POLICY

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#### Administering an Opioid Antidote

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. **Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**

**The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).**

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - POLICY

5330.04/page 3 of 3

#### Administering an Opioid Antidote

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;  
18A:40-12.26; 18A:40-12.27  
N.J.S.A. 24:6J-1 et seq.

Adopted: 10 October 2017

**Adopted:**



# Policy/Regulations

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Administering an Opioid Antidote

June 20

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## R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE

### A. Definitions

1. "Opioid antidote" means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. "Opioid antidote" includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
2. "Opioid overdose" means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
3. "School-sponsored function" means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized or supported by the school.
  - a. **The requirements of N.J.S.A. 18A:40-12.23 through 12.27 only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building.**

### B. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

1. **In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse for administration to overdose victims. The school physician's standing order must specify, at a minimum, the following:**
  - a. **The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and**
  - b. **The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.**



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2. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the "Overdose Prevention Act" – N.J.S.A. 24:6J-1 et seq.
  - a. **Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).**
3. The school nurse shall be responsible to:
  - a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
    - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
  - b. Document the administration of an opioid antidote on a student's health record;
  - c. Monitor the on-site inventory and replacement of the opioid antidote supply; and
  - d. **Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and**
  - e. Plan for the disposal of administered opioid antidote and expired opioid antidote **applicators.**
4. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.



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#### Administering an Opioid Antidote

##### C. Authorization and Training for Administering an Opioid Antidote

1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.
2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.
  - a. **The district shall provide in writing to the school nurse and each employee designated by the Board written approval to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1). Each written approval shall be kept on file in the school nurse's office.**
  - b. **The district shall notify all school staff members of the identity of each employee approved and designated by the Board to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1).]**
3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b **and N.J.S.A. 24:6J-5.**
  - a. **Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.**

**The training must address overdose prevention information, including but not limited to, the following:**

    - (1) **Information on opioid overdose prevention and recognition;**
    - (2) **Instruction on how to perform rescue breathing and resuscitation;**





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**(3) Information on opioid dosage and instruction on opioid antidote administration;**

**(4) Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and**

**(5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.**

**b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.**

4. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 12.27, it shall not constitute a violation of the "Athletic Training Licensure Act" – N.J.S.A. 45:9-37.35 et seq.

#### D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.

a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.



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2. **The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A.18A:40-12.24.c.(1) and N.J.S.A.24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).**
3. **The certified school nurse and/or other** staff member(s) shall **monitor the person who has received an opioid antidote and** keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.
4. An **individual** shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. **A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.**
5. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.
6. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.
7. **Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.**

#### E. Use of Controlled Dangerous Substances

1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.



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Administering an Opioid Antidote

## **F. Limitation of Liability**

- 1. Pursuant to N.J.S.A. 24:6J-4, the school district, school physician, certified school nurse, and other approved designees shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote.**
- 2. Any person or entity authorized under N.J.S.A. 18A:40-12.23 through 12.28 to administer an opioid antidote, may administer to an overdose victim with full immunity:**
  - a. A single dose of any type of FDA approved opioid antidote for use in treatment of opioid overdoses; and**
  - b. Up to three doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.**

Adopted: 10 October 2017

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Student Discipline/Code of Conduct

### 5600 **STUDENT DISCIPLINE/CODE OF CONDUCT**

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

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

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

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

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

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



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#### Student Discipline/Code of Conduct

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c) 3.i through vii.

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

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

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

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

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.



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#### Student Discipline/Code of Conduct

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

***The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).***

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



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### STUDENTS - POLICY

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#### Student Discipline/Code of Conduct

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

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

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;

18A:37-1 et seq; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

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

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Student Discipline/Code of Conduct

### R 5600 **STUDENT DISCIPLINE/CODE OF CONDUCT**

#### A. Purpose

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

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of student problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9, as appropriate.

#### B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1.

#### C. Behaviors That May Result in Suspension or Expulsion

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

1. Continued and willful disobedience;





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2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student or staff member;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.
12. Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.
13. In addition, students shall not:
  - a. Create disorder or disruptions on school premises;
  - b. Use, threaten, or incite the use of physical force against other students, staff members, or visitors to the school;



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#### Student Discipline/Code of Conduct

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



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- u. Join a secret society including gangs prohibited by law;
  - v. Engage in any other activity expressly prohibited by a school staff member in authority; or
  - w. Sagging or Pants Slouching is prohibited.
  - x. Inappropriate internet use or Cyberbullying is prohibited
13. Students assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
  - b. Enter and leave the bus in an orderly manner;
  - c. Ride only the bus to which they have been assigned;
  - d. Be and remain seated while the bus is in motion;
  - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
  - f. Talk in a reasonable tone of voice and avoid loud noises;
  - g. Extend no portion of the body or other object out a bus window;
  - h. Keep aisles clear at all times;
  - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
  - j. Refrain from smoking, eating, and drinking on the bus; and
  - k. Possess, use, or distribute no substance in violation of Policy No. 5530 (Substance Abuse).

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

#### D. Students' Rights



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#### Student Discipline/Code of Conduct

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

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b) 3 and N.J.A.C. 6A:16-7.1 through 7.9; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Student Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Student records, creation, maintenance and retention, security and access, regulations, non-liability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

#### E. Comprehensive Behavioral Supports

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

1. Positive Reinforcement for Good Conduct and Academic Success



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#### Student Discipline/Code of Conduct

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

#### 2. Supportive Interventions and Referral Services

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

#### 3. Remediation of Problem Behavior

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

##### a. Restitution and Restoration

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

##### b. Counseling

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



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c. Parent Conferences

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

d. Alternate Educational Program

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

4. Students with Disabilities

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

F. School Responses to Violations of Behavioral Expectations

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



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### G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

#### 1. Admonishment/Reprimand

- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

#### 2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

#### 3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

#### 4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
  - (1) Moving freely about the school building;
  - (2) Participation in co-curricular or inter/intrascholastic activities;
  - (3) Attendance at a school-related social or sports activity;
  - (4) Participation in a graduation ceremony;



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- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

#### 5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

#### 6. Grade Adjustment

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

#### 7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

#### 8. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.





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- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

#### 9. Expulsion

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

#### H. Chart of Discipline

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

#### 1. Disciplinary Measures

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

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

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

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



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

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

- C. Office referral and documented parent notification required.

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

- D. Office referral and documented parent notification required

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

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

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

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

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



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### CODE OF CONDUCT OFFENSES

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

#### I. Offenses that Disrupt the Learning Environment

##### **Attendance:**

Unauthorized absence from class; unauthorized absence from school

May include, but not limited, unauthorized: Absence, Tardy, Cutting Classes & Departure

**1<sup>st</sup> Offense:**      *Staff Conference with Student  
Parent Notification*

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

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

##### **Disruptive Behavior:**

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

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

**1<sup>st</sup> Offense:**      *Staff Conference with Student  
Staff Conference with Parent  
Referral to School Support Service Staff*



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

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

#### **Insubordination:**

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

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

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

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

**3<sup>rd</sup> Offense:**     *Parent Conference with Disciplinarian/Administrator*  
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*Loss of Privileges*  
*Referral to Community Resources*  
*School Based Administrative Hearing*



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##### **Offensive Materials:**

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

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

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

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

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

##### **Weapons:**

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

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

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



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

#### **Threats:**

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

- Threat of violence
- Threatening a prank

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

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

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

***1<sup>st</sup> Offense:***

- Staff Conference with student***
- Parent Notification & Conference***
- Loss of Privileges***
- Referral to School Support Service Staff & Disciplinarian/Administrator***
- No Contact Contract***
- Implementation of Remediation Guidelines from Policy 5519***
- Referral to Community Resources***
- Law Enforcement Notification***



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

## II. Offenses Against Persons

### **Aggressive Behavior:**

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

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

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

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





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

**3<sup>rd</sup> Offense:**     *Referral to Central Office Administrative Hearing*

#### **Assault:**

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

- Sexual
- Physical
- Verbal

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

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

**3<sup>rd</sup> Offense:**     *Central Office Administrative Hearing*

#### **Assault with Weapons:**

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

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



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

### **Harassment, Intimidation and Bullying (HIB):**

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

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

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

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

### **Commission of Sexual Acts:**

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

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

**2<sup>nd</sup> Offense:**      *School Based Administrative Hearing*

**3<sup>rd</sup> Offense:**      *Central Office Administrative Hearing*



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## III. Offenses of Property

### **False Alarm and False Reporting:**

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

**1<sup>st</sup> Offense:**      *Parent Conference*  
                             *In-School or Out of School Suspension or Detention*

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

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

### **Fire/Chemical:**

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

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

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

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

### **Property Damages:**

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

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



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

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

#### **Theft:**

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

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

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

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

#### **Vehicle Misuse:**

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

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

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



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

#### **Criminal/Student Trespass:**

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

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

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

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

#### **Bomb Threat:**

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

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

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

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



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

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

Unauthorized Performances of the following:

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

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

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

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

### **Computer Misuse:**

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

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



# Policy/Regulations

East Orange Board of Education

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Student Discipline/Code of Conduct

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

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

## V. Tobacco, Alcohol and Drugs

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

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

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

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

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





# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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Student Discipline/Code of Conduct

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

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

#### I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
  - a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
  - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.





# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Student Discipline/Code of Conduct

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

#### J. School Bus Conduct

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

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

#### K. Students with Disabilities

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

#### L. Records



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## East Orange Board of Education

### STUDENTS - REGULATION

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#### Student Discipline/Code of Conduct

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
  - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
  - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform to the requirements set forth in N.J.A.C. 6A:16-7.8(d).

#### M. Annual Review

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

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



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### STUDENTS - REGULATION

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#### Student Discipline/Code of Conduct

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

#### N. Policy and Regulation Publication and Distribution

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

Issued: 12 January 2010

Issued: 13 September 2011

Adopted: 8 May 2012

Adopted: 10 September 2013

Adopted: 11 November 2014

Adopted: 13 October 2015

Adopted: 29 June 2017

Adopted: 28 June 2018

Adopted: 12 March 2019

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - POLICY

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Suspension

#### 5610 **SUSPENSION**

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

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

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

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

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

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

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention



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## East Orange Board of Education

### STUDENTS - POLICY

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#### Suspension

and referral services required to be established in each school pursuant to State Board of Education regulations.

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

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

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

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

**In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.**

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

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5.

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 12 January 2010

Adopted: 14 October 2014

Adopted: 29 June 2017

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

STUDENTS - REGULATION  
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Suspension Procedures

### R 5610 **SUSPENSION PROCEDURES**

#### A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but more than ten consecutive school days by providing for the following:
  - a. As soon as practicable, oral or written notice of charges to the student.
    - (1) When charges are denied, an explanation of the evidence forming the basis of the charges shall also be provided.
  - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her the actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2. and 5.
    - (1) The informal hearing shall be conducted by a school administrator or designee;
    - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
    - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
    - (4) The informal hearing and the notice given may take place at the same time.
  - c. Oral or written notification to the student's parent of the removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
    - (1) The specific charges;
    - (2) The facts on which the charges are based;



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Suspension Procedures

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





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## East Orange Board of Education

### STUDENTS - REGULATION

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#### Suspension Procedures

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





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## East Orange Board of Education

### STUDENTS - REGULATION

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#### Suspension Procedures

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



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## East Orange Board of Education

### STUDENTS - REGULATION

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#### Suspension Procedures

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



## Suspension Procedures

- l. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
      - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
  2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
  3. Suspension of general education students shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
    - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
      - (1) The nature and severity of the offense;
      - (2) The Board's removal decision;
      - (3) The results of relevant testing, assessments or evaluations of the student; and
      - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
    - b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event, a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regular Board meeting.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Suspension Procedures

- (1) A special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.
4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
  - a. The status of the student's suspension;
  - b. The appropriateness of the suspended student's current educational program; and
  - c. Whether the suspended student's current placement, pursuant to above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make in consultation with the Superintendent, the final determination on:
  - a. When the student is prepared to return to the general education program;
  - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
  - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4 and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.



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## East Orange Board of Education

### STUDENTS - REGULATION

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#### Suspension Procedures

- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
  - b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
- a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
  - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
  - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

#### C. Meeting with Student - Multiple Suspensions or Possible Expulsion

1. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.**
  - a. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
  - b. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - REGULATION

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#### Suspension Procedures

2. The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:
  - a. The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);
  - b. N.J.S.A. 18A:37-2.1 - Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;
  - c. N.J.S.A. 18A:37-2.2 - Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or
  - d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.
3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.
4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Issued: 12 January 2010

Issued: 14 October 2014

Issued: 29 June 2017

**Issued:**



# Policy/Regulations

## East Orange Board of Education

STUDENTS - POLICY

5620/page 1 of 2

Expulsion

### 5620 **EXPULSION**

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1 (c)3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3;
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
  - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 – Program Criteria; N.J.A.C. 6A:16-10.2 – Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14.1 et seq. – Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 et seq. – Special Education, Programs Options, whichever are applicable; or
  - b. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.



# Policy/Regulations

## East Orange Board of Education

### STUDENTS - POLICY

5620/page 2 of 2

#### Expulsion

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

**In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**

**The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 - Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 - Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.**

**The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.**

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14.

N.J.S.A. 18A:36A-9; 18A:37-2; 18A:37-2a; 18A:37-2b  
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 12 January 2010

Adopted: 14 October 2014

Adopted: 29 June 2017

**Adopted:**





# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - POLICY

8320/page 1 of 2  
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.

**A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section H.**

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.



# Policy/Regulations

East Orange Board of Education

OPERATIONS - POLICY

8320/page 2 of 2

Personnel Records

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.

**N.J.A.C. 6A:32-4.3**

Adopted: 12 January 2010

Adopted: 9 May 2017

**Adopted:**



# Policy/Regulations

## East Orange Board of Education

OPERATIONS - REGULATION  
R 8320/page 1 of 5  
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;



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8320/page 2 of 5

Personnel Records

- 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.



# Policy/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8320/page 3 of 5

Personnel Records

- 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 **or his/her designee** 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 **Director of Labor Relations and Employment Services**.
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/Regulations

## East Orange Board of Education

### OPERATIONS - REGULATION

R 8320/page 4 of 5

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. Public Access to Employee Records and Information

1. A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.
2. In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:
  - a. An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;
  - b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and



# Policy/Regulations

East Orange Board of Education

OPERATIONS - REGULATION

R 8320/page 5 of 5

Personnel Records

- c. **Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.**
3. **Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.**

Issued: 12 January 2010

Issued: 9 May 2017

**Issued:**

POLICY

1<sup>st</sup> Reading





**BYLAWS**

**0155.1/page 1 of 2**

**Board Member Participation at Board Meetings  
Using Electronic Device**

**0155.1 BOARD MEMBER PARTICIPATION AT BOARD MEETINGS  
USING ELECTRONIC DEVICE**

The Board of Education recognizes a Board member may be unable to attend a Board Meeting due to a medical condition where the Board member is prohibited from leaving their home due to the medical condition or due to a commitment requiring the Board member to be out-of-State during the time of the Board Meeting. In order to assist these Board members during these circumstances, the Board of Education will permit the Board member to participate in the Board Meeting through the use of an electronic device(s).

In the event a Board member has a medical condition that prohibits their attendance at a Board Meeting or a commitment that requires the Board member to be out-of-State during a Board Meeting, the Board member must have their participation in a Board Meeting using an electronic device pre-approved by the Board of Education at a Board Meeting prior to their anticipated absence. The Board member must submit a written request to the Board President indicating the date of the Board Meeting and the reason for the anticipated absence. The written request may include supporting documentation. The written request must be submitted at least five business days before the Board Meeting prior to the Board meeting the Board member is seeking participation through the use of an electronic device. The Board President will present the request to the Board and all requests must be approved by a majority of the full membership of the Board.

In the event the Board approves a request, the School Business Administrator/Board Secretary shall make arrangements to have the appropriate electronic equipment available at the site of the Board Meeting that will permit the Board member to listen to all aspects of the public meeting to include, but not limited to, Board member and administrative comments and deliberations, public comments, and presentations. The Board member participating via electronic equipment shall be provided, either in advance of the meeting or electronically just prior to or during the meeting, all handouts and supporting documentation that is presented, deliberated and voted on during the meeting. In addition, the electronic equipment must permit the Board President to recognize the Board member to make comments, ask questions, vote, and fully participate in the Board Meeting as if the Board member was present at the meeting. And, the Board member's comments, questions, votes and other aspects of his/her participation shall be amplified for all those in attendance at the meeting can hear his/her participation.



# Policy/Regulations

East Orange Board of Education

## **BYLAWS**

**0155.1/page 2 of 2**

### **Board Member Participation at Board Meetings Using Electronic Device**

The Board member requesting participation in a Board Meeting through the use of an electronic device shall participate in the entire Board public meeting under the conditions outlined in this Policy and cannot participate in selected portions of the public meeting.

**Adopted:**



**ADMINISTRATION - POLICY**

**1648.03/page 1 of 3**

**Restart and Recovery Plan – Full-Time**

**Remote Instruction**

**Aug 20**

**M**

[See POLICY ALERT No. 221]

**1648.03 RESTART AND RECOVERY PLAN – FULL-TIME  
REMOTE INSTRUCTION**

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;
2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;



# Policy/Regulations

East Orange Board of Education

## ADMINISTRATION - POLICY

1648.03/page 2 of 3

### Restart and Recovery Plan – Full-Time Remote Instruction

3. The school's anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district's first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLS).

All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).



# Policy/Regulations

East Orange Board of Education

## **ADMINISTRATION - POLICY**

**1648.03/page 3 of 3**

### **Restart and Recovery Plan – Full-Time Remote Instruction**

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

**Executive Order 175 – August 13, 2020**

**Adopted:**

**BUSINESS SERVICES**

**RESOLUTIONS**

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 53,54,56,57,59,61 and All Check Dates

va\_bill6.012015  
07/01/2020

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
BENECARD SERVICES/ 29823	21-00487	Recurring PO	410,513.34	410,513.34	80005
	21-00487	Recurring PO	405,755.41	405,755.41	80006
COMMUNITY DAY NURSERY/ 1546	21-00749		172,488.00	172,488.00	135
DELTA DENTAL OF NJ/ 29831	21-00489	Recurring PO	35,755.38	35,755.38	80007
	21-00489	Recurring PO	32,806.43	32,806.43	80008
DIGICERT INC./ 2073	21-00965		654.00		
	21-00991		945.00	1,599.00	133
EAST ORANGE CHILD DEVELOPMENT CORP./ 2332	21-00763		164,086.00	164,086.00	136
EOBOE ATHLETICS IMPREST ACCOUNT/ 2240	21-00410		60,000.00	60,000.00	141
FAIRVIEW INSURANCE AGENCY ASSOC., INC./ 34410	21-00857		103,803.00		
	21-00858		4,440.00	108,243.00	45
HARAMBEE FAMILY ACADEMY/ 3182	21-00757		125,855.80	125,855.80	137
HORIZON BLUE CROSS BLUE SHIELD OF NJ/ 35220	21-00494	Recurring PO	2,204,326.72	2,204,326.72	80001
	21-00494	Recurring PO	2,174,812.55	2,174,812.55	80002
	21-00496	Recurring PO	3,049.59	3,049.59	80003
	21-00498	Recurring PO	858.85	858.85	80004
METRO YMCA OF THE ORANGES-E.O.BRANCH/ 4499	21-00755		84,400.40	84,400.40	138
NEW JERSEY DIVISION OF MOTOR VEHICLES/ 5424	21-01107		60.00	60.00	142
THREE STAGES LEARNING CENTER/ 3166	21-00759		177,272.80	177,272.80	139
ZADIE'S OF THE ORANGES/ 10669	21-00761		111,446.60	111,446.60	140
<b>Total for Unposted Checks</b>				<b>6,273,329.87</b>	

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batches 53,54,56,57,59,61 and All Check Dates

va\_bill6.012015  
07/01/2020

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

Run on 09/08/2020 at 05:04:16 PM

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$109,902.00		\$259,757.77		\$369,659.77
15	15	\$60,000.00		\$4,605,111.12		\$4,665,111.12
20	20	\$835,549.60		\$403,009.38		\$1,238,558.98
GRAND	TOTAL	\$1,005,451.60	\$0.00	\$5,267,878.27	\$0.00	\$6,273,329.87

### Gross Payroll

No Gross Payroll to approve

	\$0.00
<b>Total Bills to be Approved</b>	<b>\$6,273,329.87</b>

Chairman Finance Committee

Member Finance Committee



A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
0	12033876	5,000.00	06/30/20	35300 LAURUS, LLC	C
0	12033877	1,349.50	06/30/20	42684 ZOOM VIDEO COMMUNICATIONS, INC.	C
Bank No 10		6,349.50			

Total Manual Checks	.00
Total Computer Checks	6,349.50
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	6,349.50
Number of Checks	2

Batch Yr	Batch No	Amount
20	001894	6,349.50

EAST ORANGE BOARD OF EDUCATION

A/P Summary Check Register

*Replenished*

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
10	12033878	30,657.00	06/30/20	5296 NEW HORIZONS COMMUNITY CHARTER SCHOOL	C
Total Bank No 10		30,657.00			

Total Manual Checks	.00
Total Computer Checks	30,657.00
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	30,657.00
Number of Checks	1

Batch Yr	Batch No	Amount
20	001900	30,657.00

# East Orange School District

## Summary Bills And Claims Report By Vendor Name

for Batch 58 and All Check Dates

va\_bill6.012015  
07/01/2020

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
<b>UNPOSTED CHECKS</b>					
532 HOLDING CO. LLC/ 7009	21-00120	Recurring PO	8,000.00	8,000.00	143
ACCESS411 , INC./ 89	21-00309		5,940.00	5,940.00	144
ACHIEVE COMMUNITY CHARTER SCHOOL/ 40290	21-00717	Recurring PO	8,287.00	8,287.00	145
ACTION CARTING ENVIRONMENTAL GROUP/ 3543	21-00223		43,664.58	43,664.58	146
AIRGAS USA, INC./ 36030	21-00525		112.12	112.12	147
ALARM & COMMUNICATION TECHNOLOGIES, INC./ 148	21-00866	Recurring PO	4,613.68	4,613.68	148
AMERICAN ASSOC. FOR EMPLOYMENT IN EDUC./ 41211	21-00588		200.00	200.00	149
AMERICAN ASSOCIATION OF SCHOOL PERSONNEL/ 352	21-00511		550.00	550.00	150
AMERICAN PAD-EX OF NEW YORK, INC./ 17736	21-00231		1,469.34	1,469.34	151
AMERICAN TIME RECORDER/ 416	21-00122		290.00		
	21-00180		965.00		
	21-00566		290.00	1,545.00	152
AMERICAN WEAR, INC./ 341	21-00008		18,917.50	18,917.50	153
AP EXAMINATIONS DBA/ ADVANCED PLACEMENT/ 453	21-00852		17,310.00	17,310.00	154
APEX LEARNING INC./ 30368	21-00130		8,550.00	8,550.00	155
ARCTIC FALLS SPRING WATER INC/ 626	21-00123		20.83	20.83	156
AT&T/ 55	21-00663		38.08	38.08	157
ATRA JANITORIAL SUPPLY CO., INC/ 525	21-00286		22,178.50	22,178.50	158
AUTOMATED LOGIC BTG. INC./ 8576	21-00884		1,030.00	1,030.00	159
BAKER, GREGORY/ 38873	21-00359		1,664.00	1,664.00	160
BELOVED COMMUNITY CHARTER SCHOOL/ 32549	21-00718	Recurring PO	8,681.00	8,681.00	161
BOWES, PITNEY/ 5901	21-00014	Recurring PO	24,000.00	24,000.00	162
BREAKDOWN PRODUCTS/ 41335	21-00888		1,958.00	1,958.00	163
CALIFON CONSULTANTS, INC./ 1115	21-00105		1,495.00	1,495.00	164
CARAHSOFT TECHNOLOGY CORP./ 42285	21-01134		493,498.31	493,498.31	165
CDI MANAGED SERVICES/ 32093	21-00166	Recurring PO	41,210.00	41,210.00	166
CLASSLINK/ 46751	21-00010		31,991.25	31,991.25	167
COMCAST BUSINESS/ 38040	21-00656		2,009.66	2,009.66	168

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<b>UNPOSTED CHECKS</b>					
CONNECTIONS PERSONNEL, INC./ 507	21-00015	Recurring PO	5,029.44		
	21-00016	Recurring PO	5,325.43		
	21-00017	Recurring PO	2,888.00	13,242.87	169
CRYSTAL CLEAR GLASS, LLC/ 15903	21-00339		725.00	725.00	170
D1MEDIAPRO, LLC/ 39330	21-00352		250.00	250.00	171
DEANNA L. PHILLIPS/ 1421	21-00620		2,408.60	2,408.60	172
DECOTIIS, FITZPATRICK & COLE, LLP/ 21814	21-00020	Recurring PO	14,648.64		
	21-00022	Recurring PO	660.00	15,308.64	173
E & G EXTERMINATORS, INC./ 11436	21-00233		1,666.67		
	21-00714		1,666.67	3,333.34	174
EAST ORANGE COMMUNITY CHARTER SCHOOL/ 2333	21-00719	Recurring PO	616,549.00	616,549.00	175
EDUCATION WEEK/ 2409	21-00856		44.00	44.00	176
ELEVATOR MAINTENANCE CORP./ 24554	21-00229		22,433.94	22,433.94	177
FILE BANK INC./ 12211	21-00092	Recurring PO	4,870.56		
	21-00106	Recurring PO	4,081.19	8,951.75	178
FIRE AND SECURITY TECHNOLOGIES/ 41327	21-00891		150.00	150.00	179
FOCUS SCHOOL SOFTWARE/ 2692	21-00080		51,669.00	51,669.00	180
FRONTLINE PLACEMENT TECH./ 2767	21-00083		695.00		
	21-00085		67,535.22		
	21-00087		53,213.40		
	21-00110		40,766.67		
	21-00452		3,500.00	165,710.29	181
GANN LAW BOOKS - LAW PUBLISHERS/ 12130	21-00074		2,222.50	2,222.50	182
GANN LAW BOOKS, INC./ 2830	21-00091		1,121.00		
	21-00100		898.50		
	21-00104		290.00	2,309.50	183
GARDEN STATE LABORATORIES/ 2836	21-00898		1,700.00	1,700.00	184
GRAINGER/ 3000	21-00291		820.21	820.21	185
GREAT OAKS LEGACY CHARTER SCHOOL/ 7064	21-00720	Recurring PO	111,322.00	111,322.00	186
HEADD, KYESHA/ 39470	21-00631		82.87	82.87	187
HERTZ EQUIPMENT RENTAL/ 3394	21-00238		1,234.91	1,234.91	188
HUDSON ARTS AND SCIENCE CHARTER SCHOOL/	21-00721	Recurring PO	5,188.00	5,188.00	189

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<b>UNPOSTED CHECKS</b>					
32450					
IN-LINE AIR CONDITIIONING CO., INC./ 7862	21-00902		5,560.04	5,560.04	190
INTRADO INTERACTIVE SERVICES CORPORATION/ 6203	21-00854		12,455.00	12,455.00	191
JERSEY CITY COMMUNITY CHARTER SCHOOL/ 3677	21-00722	Recurring PO	3,288.00	3,288.00	192
JMTK LLC/ 37834	21-00314		35,650.00	35,650.00	193
KOLOGI SIMITZ COUNSELORS AT LAW/ 42315	21-01128		787.50	787.50	194
LEAD CHARTER SCHOOL/ 37540	21-00723	Recurring PO	18,211.00	18,211.00	195
LERCH, VINCI & HIGGINS,L.L.P./ 4224	21-00071	Recurring PO	7,376.25	7,376.25	196
LINK COMMUNITY CHARTER SCHOOL/ 24740	21-00724	Recurring PO	81,319.00	81,319.00	197
LINKEDIN CORPORATION/ 43010	21-00378		17,200.00	17,200.00	198
LINN, REBECCA/ 6092	21-00634		36.05	36.05	199
M.E.T.S. CHARTER SCHOOL/ 7072	21-00725	Recurring PO	20,213.00	20,213.00	200
MARION P. THOMAS CHARTER SCHOOL/ 21717	21-00735	Recurring PO	36,245.00	36,245.00	201
MATTHEWS, EVELEANA/ 2530	21-00629		76.41	76.41	202
MEDCO SPORTS MEDICINE/ 2981	21-00593		780.69	780.69	203
MOBYMAX, LLC/ 34215	21-00131		3,495.00	3,495.00	204
MORGAN, MONICA/ 4872	21-00635		2,228.80	2,228.80	205
MRA INTERNATIONAL, INC./ 36919	21-00156		797.00		
	21-00158		48.00	845.00	206
NASSP/ 5033	21-00140		865.00	865.00	207
NATIONAL DRUG SCREEING/ 33936	21-00082	Recurring PO	1,043.04	1,043.04	208
NATIONAL FUEL OIL, INC./ 5249	21-00280		10,897.52	10,897.52	209
NATIONAL WEATHER FORECASTING/ 5314	21-00033		2,200.00	2,200.00	210
NAVIANCE, INC./ 9695	21-00766		32,168.34	32,168.34	211
NEW HORIZONS COMMUNITY CHARTER SCHOOL/ 5296	21-00726	Recurring PO	11,103.00	11,103.00	212
NEW JERSEY ASSOC. OF SCHOOL ADMIN/ 7665	21-00741		2,171.00	2,171.00	213
NEW JERSEY ASSOCIATION OF SCHOOL ADMINIS/ 5322	21-00096		460.00	460.00	214

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<b>UNPOSTED CHECKS</b>					
NEW JERSEY SCHOOL BOARDS ASSN./ 5382	21-00512		599.00	599.00	215
NEWARK EDUCATORS COMMUNITY CHARTER SCHO/ 19046	21-00727	Recurring PO	1,032.00	1,032.00	216
NJ ADVANCE MEDIA, LLC/ 21687	21-00012		306.50	306.50	217
NJASBO-NJ ASSOC OF SCHOOL BUSINES/ 5262	21-00169		1,980.00	1,980.00	218
NORTH STAR ACADEMY CHARTER SCHOOL OF NEW/ 23400	21-00728	Recurring PO	137,737.00	137,737.00	219
PAR CODE SYMBOLOGY, INC./ 46769	21-00394		1,324.00	1,324.00	220
PEOPLE'S PREPARATORY CHARTER SCHOOL/ 17973	21-00729	Recurring PO	2,001.00	2,001.00	221
PHILIP'S ACADEMY CHARTER SCHOOL (PACS)/ 17604	21-00730	Recurring PO	167,979.00	167,979.00	222
POLAND SPRING DBA READYREFRESH/ 2042	21-00097	Recurring PO	7.99	7.99	223
POSTMASTER - NEWARK/ 5905	21-00114		3,500.00		
	21-00132		240.00	3,740.00	224
POSTMASTER, EAST ORANGE/ 5904	21-00318	Recurring PO	1,510.00	1,510.00	225
PRESENTATION SYSTEMS INC./ 5944	21-00042		527.60	527.60	226
PRIDE ACADEMY CHARTER SCHOOL/ 6015	21-00731	Recurring PO	413,102.00	413,102.00	227
PRUDENT PUBLISHING CO. DBA THE GALLERY C/ 5989	21-00596		223.56		
	21-00695		236.34	459.90	228
REMINGTON & VERNICK ENGINEERS, INC./ 38180	21-00293		3,652.00	3,652.00	229
RENEE C. TUCKER-EISAPE/ 7136	21-00617		196.56	196.56	230
RENEE D. DREHER/ 8057	21-00628		72.45	72.45	231
RENZULLI LEARNING/ 46763	21-00396		2,500.00	2,500.00	232
ROBERT TREAT ACADEMY CHARTER SCHOOL/ 32700	21-00732	Recurring PO	4,985.00	4,985.00	233
ROSEVILLE COMMUNITY CHARTER SCHOOL/ 5258	21-00733	Recurring PO	41,964.00	41,964.00	234
SALMON, SHAWN/ 37583	21-00549		2,745.00	2,745.00	235
SCARINCI & HOLLENBECK, LLC/ 21849	21-00021	Recurring PO	33,894.09	33,894.09	236
SCHOOL NURSE SUPPLY INC./ 6512	21-00304		2,277.73	2,277.73	237
SHEILA J. OLIVER/ 6192	21-00637		74.90	74.90	238
SQUAD, TECH/ 6980	21-00391		1,235.00		
	21-00851	Recurring PO	985.00	2,220.00	239

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<b>UNPOSTED CHECKS</b>					
STOBB'S PRINTING CO./ 6805	21-00298		19.76	19.76	240
SUPPLY, JOHNSTONE/ 17728	21-00288		700.25	700.25	241
TAMARA V. BROWN/ 22292	21-00626		43.65	43.65	242
TEAM ACADEMY CHARTER SCHOOL/ 6978	21-00734	Recurring PO	171,130.00	171,130.00	243
THE STAR LEDGER CIRCULATION DEPARTMENT/ 6784	21-00564		499.48	499.48	244
TOTAL MAILING SOLUTIONS II LLC./ 7058	21-00107		1,095.00	1,095.00	245
UNITED PARCEL SERVICE/ 7235	21-00344	Recurring PO	97.35	97.35	246
UNITY CHARTER SCHOOL/ 11428	21-00736	Recurring PO	3,090.00	3,090.00	247
UNIVERSITY HEIGHTS CHARTER SCHOOL/ 7228	21-00737	Recurring PO	55,787.00	55,787.00	248
VEGA-MOORE, DENISE/ 35653	21-00548		1,950.00	1,950.00	249
VERIZON/ 7267	21-00633		42,062.57	42,062.57	250
WARSHAUER GENERATORS LLC/ 2631	21-00343		900.00	900.00	251
WEBMASTERS, SCHOOL/ 18333	21-00044		2,268.00	2,268.00	252
WIRELESS, VERIZON/ 7296	21-00661		14,277.12	14,277.12	253
WORRALL COMMUNITY NEWSPAPERS/ 7523	21-00364		35.00	35.00	254
WORRALL COMMUNITY NEWSPAPERS/ 7524	21-00863		35.00	35.00	255
EFMLA, INC./ 39365	21-00560		1,695.00	1,695.00	256
<b>Total for Unposted Checks</b>				<b>3,203,837.81</b>	

# East Orange School District

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*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

Run on 09/08/2020 at 04:51:44 PM

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10	\$1,919,213.00				\$1,919,213.00
10	11	\$1,260,392.91				\$1,260,392.91
Fund 10	TOTAL	\$3,179,605.91				\$3,179,605.91
15	15	\$22,567.90				\$22,567.90
20	20	\$1,664.00				\$1,664.00
GRAND	TOTAL	\$3,203,837.81	\$0.00	\$0.00	\$0.00	\$3,203,837.81

### Gross Payroll

No Gross Payroll to approve

	\$0.00
<b>Total Bills to be Approved</b>	<b>\$3,203,837.81</b>

Chairman Finance Committee

Member Finance Committee