

DOCUMENT A

District Enrollment: 04/30/2019

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	38	1	0		39
Belmar	107	11	7	1	126
Brielle	220	7	3	2	232
Lake Como	53	6	0	1	60
Manasquan	283	8	8		299
Sea Girt	24	1	1		26
Spring Lake	40	1	0		41
Spr Lk Hts	124	2	2	1	129
Parent Paid	12	1			13
Employee Child	2				2
Paid By Another Agency	1				1
Tuition Free	2				2
Totals	906	38	21	5	970
				TOTAL MHS	970
				TOTAL MES	547
				TOTAL ENROLLMENT	1,517

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2018-2019 school year**

HIGH SCHOOL	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
Apr-18	93.74	915.53	858.23
Apr-19	92.43	948.50	877.07
ELEMENTARY SCHOOL			
Apr-18	95.87	588.63	568.938
Apr-19	96.401	547.00	528.188

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2018-2019 School Year**

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
April 9th	9:04 a.m.	7 minutes		Fire Drill
April 17th	11:49 a.m.	11 minutes		Lockdown Drill
April 9th	10:40 a.m.	6 minutes		Fire Drill-Alt. School
April 18th	12:15 p.m.	12 minutes		Lockdown-Alt. School
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
April 8th	10:17 a.m.	4 minutes		Fire Drill
April 17th	8:05 a.m.	15 minutes		Table Top Security Meeting

Manasquan High School

2018 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
DISREPECTFUL TO STUDENT	3				3
DISREPECTFUL TO STAFF	2	2			4
DEFIANCE				1	1
FIGHTING	2	1			3
PUSHING / SHOVING	1	1			2
THROWING OF OBJECTS		1			1
UNDER THE INFLUENCE					0
UNLISTED OFFENSE	1				1
VERBAL ABUSE / PROFANITY	3				3
MARIJUANA		1	1	1	3
WEAPON				2	2
ASSAULT		1			1
Totals	12	7	1	4	24
IN SCHOOL SUSPENSIONS:					0
VERBAL ABUSE / PROFANITY	1	1		1	3
SATURDAY DETENTION NO SHOW		2		1	3
SMOKING / POSSESSION		1	2		3
ACC. OF DEMERITS		1		1	2
LATE TO SCHOOL, EXCESSIVE				1	1
CUT CLASS				3	3
HIB CONFIRMED			1		1
Violation fo Tech Policy	1				1
DISRESPECTFUL TO STAFF		1			
DISRESPECTFUL TO STUDENT		1			
Totals	2	7	3	7	19
TOTAL STUDENTS SUSPENDED	14	14	4	11	43
TOTAL SATURDAY DETENTIONS	6	17	3	20	46

Manasquan High School
2018 Suspensions by Month

OUT OF SCHOOL SUSPENSIONS	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
DISREPECTFUL TO STUDENT	2				1						3
DISREPECTFUL TO STAFF	1	1	1		1						4
DEFIANCE	1										1
FIGHTING	2		1								3
PUSHING / SHOVING	1						1				2
THROWING OF OBJECTS	1										1
UNDER THE INFLUENCE	0										0
UNLISTED OFFENSE	1										1
VERBAL ABUSE / PROFANITY		2			1						3
MARIJUANA		1		1		1					3
WEAPON			1			1					2
ASSAULT							1				1
Totals	9	4	3	1	3	2	2	0	0	0	24
IN SCHOOL SUSPENSIONS:											
VERBAL ABUSE / PROFANITY		2					1				3
SATURDAY DETENTION NO SHOW		1		3							4
SMOKING / POSSESSION		1		1							2
ACC. OF DEMERITS			1				1				2
LATE TO SCHOOL, EXCESSIVE				1							1
CUT CLASS						1	2				3
HIB CONFIRMED					1						1
Violation fo Tech Policy							1				1
DISRESPECTFUL TO STAFF								1			
DISRESPECTFUL TO STUDENT								1			
Totals	0	4	1	5	1	1	5	2	0	0	17
TOTAL STUDENTS SUSPENDED	9	8	4	6	4	3	7	2	0	0	43
TOTAL SATURDAY DETENTIONS	3	4	2	2	10	3	13	9			46
STUDENTS SUSPENDED 1 TIME	20	TOTAL NUMBER OF SUSPENSIONS TO DATE									
STUDENTS SUSPENDED 2 TIMES	4										
STUDENTS SUSPENDED 3 TIMES	5	TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE									
STUDENTS SUSPENDED 4 TIMES											
STUDENTS SUSPENDED 5 TIMES		43									
STUDENTS SUSPENDED 6 TIMES											
STUDENTS SUSPENDED 7 TIMES		29									
STUDENTS SUSPENDED 8 TIMES											
STUDENTS SUSPENDED 9 TIMES											

Manasquan High School

2018 Suspensions by District

OUT OF SCHOOL SUSPENSIONS:	SQUAN	AVON	BELMAR	L. COMO	SLH	SL	SEA GIRT	BRIELLE	TOTALS
DISREPECTFUL TO STUDENT						2		1	3
DISREPECTFUL TO STAFF				2	2				4
DEFIANCE				1					1
FIGHTING				2	1				3
PUSHING / SHOVING	1				1				2
THROWING OF OBJECTS	1								1
UNDER THE INFLUENCE									0
UNLISTED OFFENSE	1								1
VERBAL ABUSE / PROFANITY				1	1	1			3
MARIJUANA	1			1				1	3
WEAPON			1					1	2
ASSAULT	1								1
Totals	5	0	1	7	5	3	0	3	24
IN SCHOOL SUSPENSIONS:									
VERBAL ABUSE / PROFANITY			1	2					3
SATURDAY DETENTION NO SHOW	2		1					1	4
SMOKING / POSSESSION	1				1				2
ACC. OF DEMERITS	2								2
LATE TO SCHOOL, EXCESSIVE								1	1
CUT CLASS	1							2	3
HIB CONFIRMED			1						1
Violation fo Tech Policy		1							1
DISRESPECTFUL TO STAFF	1								1
DISRESPECTFUL TO STUDENT		1							1
Totals	7	2	3	2	1	0	0	4	19
TOTAL STUDENTS SUSPENDED	12	2	4	9	6	3	0	7	43
TOTAL SATURDAY DETENTIONS	19	2	3	5	1	1		15	46

Manasquan High School

2018 Tardy Report

	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Number of Students Tardy 1 time	157	223	185	206	201	187	208	209		
Number of Students Tardy 2 times	55	84	88	83	95	84	108	101		
Number of Students Tardy 3 times	19	44	32	44	55	41	62	72		
Number of Students Tardy 4 times	5	24	27	18	40	24	37	40		
Number of Students Tardy 5 times	3	23	17	11	19	12	23	21		
Number of Students Tardy 6 times	2	14	8	9	16	11	15	14		
Number of Students Tardy 7 times	4	10	6	3	8	6	6	7		
Number of Students Tardy 8 times	0	5	3	6	3	1	4	5		
Number of Students Tardy 9 times	0	3	2	0	4	4	2	5		
Number of Students Tardy 10 times	0	3	1	2	3	1	4	2		
Number of Students Tardy 11 times	0	1	0	1	0	1	1	3		
Number of Students Tardy 12 times	0	0	0	0	1	1	2	1		
Number of Students Tardy 13 times	0	0	0	1	0	0	1	0		
Number of Students Tardy 14 times	0	0	0	0	0	0	1	0		
Number of Students Tardy 15 times	0	1	0	0	2	0	0	2		
Number of Students Tardy 16 times					1	0	1	0		
Number of Students Tardy 17 times					0	0	1	0		
Number of Students Tardy 18 times					1	0	0	0		
Number of Students Tardy 19 times							0	0		
Number of Students Tardy 20 times							1	1		
Totals	245	435	369	384	449	373	477	483	0	0

[illegible]

DOCUMENT C

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

May 14, 2019

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
	NO REPORTS FOR THE MONTH				
MHS					
		9808536344			
		6113747798			
		2288419769			
		8979502422			
		1870353851			
		3840338127			
		6723688050			
		2606486700			
		6762644854			
		7226870041			
		6786490075			
		7872590658			
#24	04/10/2019	9808536344	6179949090	Confirmed HIB	Suspension Counseling with School Counselor
#25	04/16/2019	6113747798	1381832479	Confirmed HIB	In-School Suspension Counseling with School Counselor

All victims received counseling.

ADDENDUM
TO
EMPLOYMENT CONTRACT
Between
MANASQUAN BOARD OF EDUCATION
And
DR. FRANK KASYAN

WHEREAS, the Manasquan Board of Education with offices located at 169 Board Street, Manasquan, New Jersey 08736 (hereinafter referred to as the "Board"), and Dr. Frank Kasyan (hereinafter referred to as the "Superintendent"), wish to amend the current employment contract which terms commenced on June 1, 2017, and expire on June 30, 2021; and

WHEREAS, the Board and the Superintendent agree that an Addendum to the written Employment Contract is necessary to extend the contract for a period of one additional year and address the possible statutory modifications to salary caps;

NOW, THEREFORE, the Board and the Superintendent, for the considerations stated herein, agree as follows:

1. TERM OF CONTRACT.

The Board, in consideration of the promises of the Superintendent herein contained, extend the term of the Employment Contract which was to expire on June 30, 2021, to June 30, 2022. Both parties acknowledge that the Monmouth County Executive County Superintendent, in accordance with applicable laws and regulations, must approve the contract extension.

2. PARAGRAPH 4. COMPENSATION AND OTHER PERQUISITES.

This paragraph shall be amended to include the following:

In the event that the current statutory maximums for superintendents is raised by the Legislature, the parties agree that the Superintendent's salary shall be increased to the maximum caps permissible for the Manasquan School District, and the Superintendent's annual salary shall be increased by an additional two percent (2.0%), effective July 1 during the term of this agreement. In the event that the maximum salary statutory limits are repealed in their entirety, the parties agree that any merit bonus payments made under Paragraph 4.B. of the Employment Contract shall be made part of the Superintendent's annual base salary each year during the term of this agreement and shall be increased by an additional two percent (2.0%) each year of this agreement.

3. All other terms set forth in the Employment Agreement for the term June 1, 2017 through June 30, 2021, and dated May 24, 2017, shall be and remain in full force and effect for the duration of this new contract term.

IN WITNESS WHEREOF; the parties have set their hands and seal to this Employment Contract effective on the day and year as written below:

SUPERINTENDENT

Frank, Kasyan, Ed.D.
Superintendent

Date

FOR THE BOARD:

Eugene Cattani, Jr.
President
Borough of Manasquan Board of Education

Date

ATTEST:

Lynn Coates
Board Secretary/Business Administrator
Borough of Manasquan Board of Education

Date

Public Notice- Superintendent Contract Hearing Pursuant to *N.J.S.A. 18A:11-11*, the Borough of Manasquan Board of Education (hereinafter the "Board") is providing notice of its intent to hold a public hearing and to take action to amend/extend the Employment Contract to the Superintendent of Schools at its regular public meeting to be held on Tuesday, April 30, 2019, at 6:00 p.m. at the Manasquan High School Charles Raffetto Media Center, 167 Broad Street, Manasquan, NJ. This notice serves to meet the required 30-day notice prior to taking action and the 10-day notice of a public hearing as required by the statute. Prior to any action, the Board will permit the public to make comment on the proposed contract.

The Board, pursuant to Open Public Meetings Act, specifically *N.J.S.A. 10:4-12(b)*, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public. However, the Board will give all comments appropriate consideration. Copies of the proposed addendum to the contract are available for review on the District's website or by contacting Lynn Coates, School Business Administrator/Board Secretary, 169 Broad Street, Manasquan, NJ – 732.528.8803 Ext. 1921.

Manasquan Board of Education
Lynn Coates, SBA/BS

INTERQUEST SERVICE AGREEMENT

This agreement, entered into this **April 1, 2019** between INTERQUEST Detection Canines of Southern New Jersey (hereinafter referred to as "Contractor") and Manasquan School District hereinafter referred to as "District").

WITNESSETH

WHEREAS, Contractor provides contraband inspection services (hereinafter referred to as ("Services"); and

WHEREAS, the District desires to obtain the Services provided by Contractor.

THEREFORE, INTENDING TO BE LEGALLY BOUND HEREBY, the parties agree as follows:

1. This agreement shall commence **September 1, 2019** and shall terminate on **June 30, 2020** provided that either party to this Agreement may terminate this Agreement sooner upon providing thirty (30) days written notice.
2. The District agrees that it has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, weapons, firearms, ammunition, fireworks and medications (prescription and over-the-counter), and that this policy has been disseminated to all of its locations and all of its employees, agents, servants, students, and visitors. For purposes of this Agreement, "contraband" shall be defined as all things for which the District has contracted services from the contractor. The District also agrees that it has established and communicated that violations of this policy are considered adverse to the welfare of employees, agents, servants, students and visitors and are contrary to the District's desire to foster an atmosphere conducive to education in a safe and secure environment. The District shall fully cooperate with contractor in the performance of the services requested by the District.
3. Contractor shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the District administration with Contractor acting as agent of the District while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by District officials, will be subject to inspection. Contraband detected on District property is the responsibility of the District. Suspected drugs of abuse may be field-tested to provide preliminary or presumptive identification of the drug.
4. Contractor will provide a minimum of **6 visits** for the agreement period. Each visit will include one Canine Team (a Canine Team shall consist of one canine and one handler). Contractor also agrees to visit on an on call basis if needed, including special events. The length of the visit will vary and shall be determined by the handler. Contractor will schedule visits in conjunction with days designated by the District as appropriate for visits. The District will provide a calendar marked with inappropriate dates for service. This calendar will serve as an addendum to this Agreement. All other dates will be considered acceptable for visits. In the event that Contractor arrives on campus on any day deemed appropriate by the calendar and is not permitted to perform services for any reason, Contractor will be deemed to have rendered and completed services for that visit. Upon the change in any law, regulation, or ruling which would prevent Contractor from conducting any of the agreed to services, that portion of this contract shall be deemed complete and Contractor shall refund to the District a prorated sum based upon the services not rendered during the agreed to contract term. Contractor certifies to District that all employees, agents and servants of Contractor coming in contact with children while in performance of the services hereunder shall possess current and satisfactory criminal background and child abuse clearances as required by law.

5. Contractor will send an invoice after each search for services provided, in the amount of Three Hundred and Fifty Dollars (\$350.00) per half-day (three hours) visit. In the event you would like a bag search visit for school trips or events, the cost is (\$100.00) per visit. Payments to be sent to: **INTERQUEST Detection Canines of Southern New Jersey, 13 Station Ave, Somerdale, NJ 08083. District also agrees to pay \$105.00 should District wish to be added as an additional insured.**

6. The District agrees that Contractor is not an insurer. Accordingly, Contractor undertakes no liability to the District or third party and makes no representation, expressed or implied, that its services will absolutely prevent occurrences or their consequences thereof.

7. Contractor hereby indemnifies and holds harmless the District and its employees, officers, agents and representatives from and against any and all claims, demands, costs, including attorney fees, suits and damages for bodily injury and property damage for which the District becomes liable that arise out of or result from the negligent acts or omissions of Contractor, its employees, agents or representatives. Likewise, District hereby indemnifies and holds harmless the Contractor and its employees, officers, agents and representatives from and against any and all claims, demands, costs, including attorney fees, suits and damages for bodily injury and property damage for which the Contractor becomes liable that arise out of or result from the negligent acts or omission of the District, its employees, agents or representatives. Each party shall give the other notice of any claim or potential claim arising out of or relating to this Agreement within ten (10) days following the date of the occurrence or the date the party becomes aware of the Claim or potential claim.

8. Failure of Contractor to enforce any provision of this Agreement, or any of its rights, or to exercise any election herein provided, shall not be considered a waiver of such provision or election or in any way affect the validity of this Agreement. The exercise by Contractor of any of its rights or any of its elections shall not preclude Contractor from exercising the same or any other right it may have under this Agreement.

9. It is understood and agreed by the parties hereto that Contractor, while engaged in carrying out and complying with any of the terms and conditions of the Agreement, is an independent contractor and is not an officer, agent or employee of the District. As such, Contractor is not entitled to the benefits provided by the District to its employees, including but not limited to, group insurance, state pension plan enrollment, vacation, leaves of absence, worker's compensation insurance or unemployment compensation insurance. The District may, during the term of this Agreement engage other independent contractors to perform the same work that Contractor performs hereunder. Contractor may provide its services for others during those periods wherein it is not performing work under this Agreement for the District. The District is interested only in the result obtained under this Agreement; the manner and means of conducting the work are under the sole control of Contractor. Contractor agrees, however, to comply with all New Jersey and federal laws and regulations, which apply to the District or to the Services to be performed by Contractor.

10. This Agreement shall not be transferred or assigned without the express written permission of the District. Further, the Services to be performed by Contractor are to be performed solely by Contractor and may not be sub-contracted or delegated to any other individual or company.

11. The District shall have the right to act on all matters not specifically provided for herein.

12. Contractor represents and warrants to the District that it is solvent financially, is experienced and competent to provide the Services, and that its officer are familiar with all federal, state or regulatory laws, ordinances and regulations which in any manner whatsoever, may affect its services.

13. This Agreement shall be binding upon the District and Contractor, and their successors and assigns.

14. Contractor, for the compensation specified herein, hereby agrees to pay and shall hold the District harmless against the payment of all taxes, contributions, or premiums which may be payable under federal, state, or local laws arising out of the performance of the work to be performed by the Contractor hereunder.

IN WITNESS WHEREOF, the District and Contractor have executed and delivered this Agreement as of the day and year written on the first page hereof.

Signature Manasquan School District

Date

Name

Title

INTERQUEST Detection Canines of Southern New Jersey is a registered trade name of Interquest K9 for Southern New Jersey.

Signature

Date

Name

Title

AN EQUAL OPPORTUNITY EMPLOYER

Manasquan School District



Comprehensive Equity Plan

2019-2022

APPENDIX A: AFFIRMATIVE ACTION TEAM

The following Affirmative Action Team (AAT) members that participated in the development of the needs assessment and Comprehensive Equity Plan. The AAT must consist of a minimum of three personnel and be comprised of diverse stakeholders.

SCHOOL DISTRICT, CHARTER SCHOOL AND RENAISSANCE SCHOOL PROJECT NAME:

NAME	TITLE	GRADE LEVEL (if applicable)	SIGNATURE
Justin Roach	Affirmative Action Officer	District	
Leigh Busco	High School SAC	Grades 9-12	
Donald Bramley	High School Asst. Principal; District HIB Coordinator	Grades 9-12; District	
Anthony Cinelli	Elementary School Counselor; HIB Specialist	Grades K-8	
Jesse Place	Director of Technology and Human Resources	District	
Dr. Frank Kasyan	Superintendent of Schools	District	

DOCUMENT L

APPENDIX B: COMPREHENSIVE EQUITY PLAN NEEDS ASSESSMENT

Directions: Indicate compliance by yes or no. If non-compliant, list the name of the school(s) not in compliance; specific areas identified as non-compliant MUST be addressed on the Comprehensive Equity Plan forms.

I. <u>BOARD RESPONSIBILITY</u>	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
<p>NJAC 6A:7-1.7; Title VII, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX; U.S. Supreme Court, 1982; Plyler v. Doe; N.J.A.C. 6A:15-1.7; Castañeda v. Pickard</p> <p>A. Adopt or re-adopt written equality and equity policies, requiring the following:</p> <p>1) Equality and Equity in School and Classroom Practices, that shall, as a minimum, do the following:</p> <p>a) Identify and address all forms of prejudice and discrimination in all district, charter and renaissance school project programs, practices, curricula, instructional materials and assessments.</p>	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program • Policy 1523 – Comprehensive Equity Plan • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 5750 – Equal Educational Opportunity • Policy 5755 – Equity in Educational Programs and Services 	<p>P = Policy R = Regulation</p>	<p>P1140 June 2016 P1523 June 2016 P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R 5750 Nov 1992 P5755 June 2016</p>	
<p>b) Ensure equal access to all schools, facilities, programs, activities, and benefits for all students, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion,</p>	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program • Policy 1523 – Comprehensive Equity Plan • Policy & Regulation 2260 – Affirmative Action Program • Policy & Regulation 5750 – Equal Educational Opportunity • Policy 5755 – Equity in Educational Programs and Services 	<p>P1140 June 2016 P1523 June 2016 P2260 June 2016 R2260 Nov 1992</p>	<p>P1140 7/19/2016 P1523 July 2016 P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R 5750 6/14/2011 P5755 7/19/2016</p>	

DOCUMENT L

I. <u>BOARD RESPONSIBILITY</u>	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
disability or socioeconomic status.			P5750 June 2016 R 5750 Nov 1992 P5755 June 2016	P5750 7/19/2016 R 5750 6/14/2011 P5755 7/19/2016	
c) Provide equitable treatment for pregnant and married students.	Yes	<ul style="list-style-type: none"> • Policy 2416 – Programs for Pregnant Students • Policy 5752 – Marital Status and Pregnancy 	P2416 April 2005 P5752 April 2005	P2416 6/14/2011 P5752 6/14/2011	
d) Prohibit or eliminate all forms of harassment, including sexual harassment, intimidation and bullying. (P.L.2010,c122).	Yes	<ul style="list-style-type: none"> • Policy 1523 – Comprehensive Equity Plan • Policy 5512 – Harassment, Intimidation, and Bullying • Policy & Regulation 5751 – Sexual Harassment 	P1523 June 2016 P5512 Aug 2018 P5751 Mar 1998 R5751 Mar 1998	P1523 July 2016 P5512 9/25/2018 P5751 6/14/2011 R5751 6/14/2011	
2) Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	Yes	<ul style="list-style-type: none"> • Policy 1523 – Comprehensive Equity Plan • Policy & Regulation 1530 – Equal Employment Opportunity • Policy 1550 – Equal Employment/Anti- Discrimination Practices 	P1523 June 2016 P1530 June 2016 R1530 June 2016 P 1550 April 2018	P1523 July 2016 P1530 7/19/2016 R1530 7/19/2016 P 1550 5/8/2018	
3) The appointment of an Affirmative Action Officer (AAO) who can also serve, or coordinate with, the district, charter, and renaissance school project school's Section 504	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program 	P1140 June 2016	P1140 7/19/2016	

DOCUMENT L

I. <u>BOARD RESPONSIBILITY</u>	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
Officer and/or the district, charter and renaissance school project's Title IX Coordinator.					
4) Provide staff development to ensure that all equity requirements are in compliance with N.J.A.C. 6A:7-1.6.	Yes	<ul style="list-style-type: none"> Policy 1140 – Affirmative Action Program 	P1140 June 2016	P1140 7/19/2016	
B. Authorize the Affirmative Action Officer Team to develop a Needs Assessment and a Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress, and complete the District Performance Review in the NJQSAC. Charter schools will report annual progress in the Charter School Annual Report.	Yes	<ul style="list-style-type: none"> Policy 1140 – Affirmative Action Program Policy 1523 – Comprehensive Equity Plan 	P1140 June 2016 P1523 June 2016	P1140 7/19/2016 P1523 July 2016	
C. Collect and analyze Annual Yearly Progress (Progress Targets) data for underperforming subgroups disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant status, date of enrollment, student suspension, expulsion, child study team referrals; Pre-K-12 promotion/retention data; Pre-K-12 completion rates and re- examination and re-evaluation of	Yes	<ul style="list-style-type: none"> Policy 1140 – Affirmative Action Program Policy & Regulation 2423 – Bilingual and ESL Education Policy 2610 – Educational Program Evaluation Policy 2622 – Student Assessment 	P1140 June 2016 P2423 June 2016 R2423 June 2016 P2610 Jan 2019 P2622 Feb 2017	P1140 7/19/2016 P2423 7/19/2016 R2423 7/19/2016 P2610 3/19/2019 P2622 5/2/2017	

DOCUMENT L

I. <u>BOARD RESPONSIBILITY</u>	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
classification and placement of students in special education programs if there is over representation within certain groups; staffing practices; quality of program data; and stakeholder satisfaction data. Identify any school-level underperforming subgroups on Annual Yearly Progress (Progress Targets) reports for state assessments.					
D. Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking or authorizing the following actions:	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program • Policy 1523 – Comprehensive Equity Plan 	P1140 June 2016 P1523 June 2016	P1140 7/19/2016 P1523 July 2016	
1) Informing the school community the Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program • Policy 5512 – Harassment, Intimidation, & Bullying 	P1140 June 2016 P5512 July 2018	P1140 7/19/2016 P5512 9/25/2018	
2) Define the responsibilities of the AAO (Affirmative Action Officer/504 Officer, and/or Title IX Coordinator); require that the AAO be a certificated staff person; and, train the AAO to handle the district, charter, and renaissance school projects equity responsibilities.	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program 	P1140 June 2016	P1140 7/19/2016	

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I. <u>BOARD RESPONSIBILITY</u>	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
3) Inform students, staff, and the community of the name, office address, and phone number of the district, charter, and renaissance school project's AAO, and publicize the location and availability of the district, charter, and renaissance school project's CEP, policy(ies), grievance procedures, and annual reports.	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program • Policy & Regulation 1510 – Americans with Disabilities Act • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices 	P1140 June 2016 P1510 Dec 2016 R1510 Dec 2016 P2260 June 2016 R2260 Nov 1992	P1140 7/19/2016 P1510 1/31/2017 R1510 1/31/2017 P2260 7/19/2016 R2260 6/14/2011	
4) Investigate and resolve discrimination complaints, grievances, and incidents between students and teachers or among students, based on race, national origin, sexual orientation, gender, religion, English proficiency, housing status, socio-economic status or disability.	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program • Policy & Regulation 1510 – Americans with Disabilities Act • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 5750 – Equal Educational Opportunity 	P1140 June 2016 P1510 Dec 2016 R1510 Dec 2016 P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992	P1140 7/19/2016 P1510 1/31/2017 R1510 1/31/2017 P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011	

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I. <u>BOARD RESPONSIBILITY</u>	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
5) Report on progress made in meeting the adequate yearly targets (as set by the Department of Education) for closing the achievement gap.	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices 	P1140 June 2016 P2260 June 2016 R2260 Nov 1992	P1140 7/19/2016 P2260 7/19/2016 R2260 6/14/2011	
6) Authorize the AAO to conduct yearly equity training for all staff.	Yes	<ul style="list-style-type: none"> • Policy 1140 – Affirmative Action Program 	P1140 June 2016	P1140 7/19/2016	
E. A county vocational school district shall admit resident students based on board-approved policies and procedures that ensure equity and access for enrollment that shall be posted on the school district, charter, and renaissance school project's district's website. N.J.A.C. 6A:19-2.3(b), Career and Technical Education Programs and Standards.	Yes	(For County Vocational School Districts Only) <ul style="list-style-type: none"> • Policy & Regulation 5111 – Eligibility of Resident/Nonresident Students 	P5111 Jan 2019 R5111 Jan 2019	P5111 3/19/2019 R5111 3/19/2019	

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II. STAFF DEVELOPMENT AND TRAINING N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
A. Provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status every school year, as follows:	Yes	<ul style="list-style-type: none"> Policy 1140 – Affirmative Action Program 	P1140 June 2016	P1140 7/19/2016	
1) To all certificated (administrative and professional) staff.	Yes	<ul style="list-style-type: none"> Policy 1140 – Affirmative Action Program Policy & Regulation 3240 – Professional Development for Teachers and School Leaders 	P1140 June 2016 P3240 May 2017 R3240 May 2017	P1140 7/19/2016 P3240 7/13/2017 R3240 6/13/2017	
2) To all non-certificated (non-professional) staff.	Yes	<ul style="list-style-type: none"> Policy 1140 – Affirmative Action Program Policy 4240 – Employee Training 	P1140 June 2016 P4240 Nov 1992	P1140 7/19/2016 P4240 6/14/2011	

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<p>III. SCHOOL AND CLASSROOM PRACTICES</p>	<p>Compliant (Yes or No)</p>	<p>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</p>	<p>Date Policy or Regulation Last Updated by Strauss Esmay</p>	<p>Date Policy or Regulation Adopted/Revised by Manasquan Schools</p>	<p>List name of noncompliant school(s) in the district</p>
<p>A. Equality and Equity in Curriculum N.J.A.C. 6A:7-1.7(b); Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX, Education Amendments of 1972, U.S. Supreme Court, 1982; Plyler v. Doe; N.J.A.C. 6A:15-1.7; Castañeda v. Pickard</p> <p>1) Ensure that the district, charter school, or renaissance school project's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and addresses the elimination of discrimination and the achievement gap, as identified by underperforming school-level AYP (Progress Targets profiles) for State assessment, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, immigration status, English proficiency, housing status, or socioeconomic status.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Policy & Regulation 2200 – Curriculum Content • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy 5755 – Equity in Educational Programs and Services 	<p>P2200 June 2016 R2200 June 2016 P2260 June 2016 R2260 Nov 1992 P5755 June 2016</p>	<p>P2200 7/19/2016 R2200 7/19/2016 P2260 7/19/2016 R2260 6/14/2011 P5755 7/19/2016</p>	

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III. <u>SCHOOL AND CLASSROOM PRACTICES</u> Areas covered include, but are not limited to, the following:	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
a) School climate and culture, safe and positive learning environment	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy 5512 – Harassment, Intimidation, and Bullying • Policy & Regulation 5750 – Equal Educational Opportunity 	P2260 June 2016 R2260 Nov 1992 P5512 July 2018 P5750 June 2016 R5750 Nov 1992	P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011	
b) Courses of study, including physical education	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy 2422 – Health and Physical Education • Policy & Regulation 5750 – Equal Educational Opportunity 	P2260 June 2016 R2260 Nov 1992 P2422 Jan 2019 P5750 June 2016 R5750 Nov 1992	P2260 7/19/2016 R2260 6/14/2011 P2422 3/19/2019 P5750 7/19/2016 R5750 6/14/2011	
c) Library materials/instructional materials and strategies	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 5750 – Equal Educational Opportunity 	P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992	P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011	

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III. <u>SCHOOL AND CLASSROOM PRACTICES</u>	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	Date Policy or Regulation Last Updated by Strauss Esmay	Date Policy or Regulation Adopted/Revised by Manasquan Schools	List name of noncompliant school(s) in the district
d) Technology/software and audiovisual materials	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 5750 – Equal Educational Opportunity 	P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992	P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011	
e) Guidance and counseling, including harassment, intimidation and bullying, sexual harassment and grievance procedures	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 2411 – Guidance Counseling • Policy 5512 – Harassment, Intimidation, and Bullying • Policy & Regulation 5750 – Equal Educational Opportunity 	P2260 June 2016 R2260 Nov 1992 P2411 June 2016 R2411 June 2016 P5512 July 2018 P5750 June 2016 R5750 Nov 1992	P2260 7/19/2016 R2260 6/14/2011 P2411 7/19/2016 R2411 7/19/2016 P5750 7/19/2016 R5750 6/14/2011	
f) Extra-curricular programs and activities	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 5750 – Equal Educational Opportunity 	P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992	P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011	
g) Tests and other assessments	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices 	P2260 June 2016 R2260 Nov 1992 P5750 June 2016	P2260 7/19/2016	

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		<ul style="list-style-type: none"> Policy & Regulation 5750 – Equal Educational Opportunity 	R5750 Nov 1992	R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011	
h) Reduction and/or prevention of under representation of minority, female and male students in all classes and programs	Yes	<ul style="list-style-type: none"> Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices Policy & Regulation 5750 – Equal Educational Opportunity Policy 5755 – Equity in Educational Programs and Services 	P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992 P5755 June 2016	P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011 P5755 7/19/2016	
2) Incorporate a multicultural curriculum in aspects in the instructional content and practices across the curriculum.	Yes	<ul style="list-style-type: none"> Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices Policy & Regulation 5750 – Equal Educational Opportunity 	P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992	P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011	
3) Ensure that instruction in African-American History, including the Amistad, and the history of other cultures is taught as part of the history of the United States. (N.J.S.A. 18A:35-1)	Yes	<ul style="list-style-type: none"> Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices Policy & Regulation 5750 – Equal Educational Opportunity 	P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992	P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011	

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<p>4) Include instruction on the Holocaust and other genocide curricula for elementary and secondary school students. (N.J.S.A. 18A:35-28)</p>	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 5750 – Equal Educational Opportunity 	<p>P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992</p>	<p>P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011</p>	
<p>B. Equality and Equity in Student Access N.J.A.C. 6A:7-1.7; Titles VI & VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5 IDEIA of 1997; Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1989); U.S. Supreme Court, 1982; Plyler v. Doe; U.S. Supreme Court, 1974, Castañeda v. Pickard</p> <p>Provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, English proficiency, housing status or socioeconomic status, as follows:</p>	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 5750 – Equal Educational Opportunity • Policy 5755 – Equity in Educational Programs and Services 	<p>P2260 June 2016 R2260 Nov 1992 P5750 June 2016 R5750 Nov 1992 P5755 June 2016</p>	<p>P2260 7/19/2016 R2260 6/14/2011 P5750 7/19/2016 R5750 6/14/2011 P5755 7/19/2016</p>	

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1) Ensure equal and barrier-free access to all school and classroom facilities.	Yes	<ul style="list-style-type: none"> • Policy 5755 – Equity in Educational Programs and Services 	P5755 June 2016	P5755 7/19/2016	
2) Attain minority representation of students within each school, including racial and ethnic balance, within each school which approximates the district, charter, and renaissance school project's overall minority racial and ethnic representation.	Yes	<ul style="list-style-type: none"> • Policy 5755 – Equity in Educational Programs and Services 	P5755 June 2016	P5755 7/19/2016	
3) Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.	Yes	<ul style="list-style-type: none"> • Policy 5755 – Equity in Educational Programs and Services 	P5755 June 2016	P5755 7/19/2016	
4) Ensure that students are not separated or isolated by race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, immigration status, housing status or socioeconomic status, resulting in disproportionate placement within schools, courses, classes, programs, or extracurricular activities.	Yes	<ul style="list-style-type: none"> • Policy 5755 – Equity in Educational Programs and Services 	P5755 June 2016	P5755 7/19/2016	

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a) Ensure that minority and female students are not underrepresented in gifted and talented or accelerated/advanced courses, including math and science.	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy 5755 – Equity in Educational Programs and Services 	P2260 June 2016 R2260 Nov 1992 P5755 June 2016	P2260 7/19/2016 R2260 6/14/2011 P5755 7/19/2016	
b) Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.	Yes	<ul style="list-style-type: none"> • Policy 5755 – Equity in Educational Programs and Services 	P5755 June 2016	P5755 7/19/2016	
c) Ensure equal and bias-free access for all students to computers, computer classes, career and technical education programs, and technologically-advanced instructional assistance, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability, English proficiency, immigration status, housing status or socioeconomic status.	Yes	<ul style="list-style-type: none"> • Policy 5755 – Equity in Educational Programs and Services 	P5755 June 2016	P5755 7/19/2016	
d) Ensure that all English language learners have equal	Yes	<ul style="list-style-type: none"> • Policy 5755 – Equity in Educational Programs and Services 	P5755 June 2016	P5755 7/19/2016	

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and bias-free access to all school programs and activities.					
e) Ensure that all students with disabilities have equal and bias-free access to all school programs and activities.	Yes	<ul style="list-style-type: none"> Policy 5755 – Equity in Educational Programs and Services 	P5755 June 2016	P5755 7/19/2016	
f) Ensure that all schools' registration procedures are in compliance with State and Federal regulations and case law.	Yes	<ul style="list-style-type: none"> Policy & Regulation 5111 – Eligibility of Resident/Nonresident Students 	P5111 Jan 2019 R5111 Jan 2019	P5111 3/19/2019 R5111 3/19/2019	
5) Utilize a State approved language proficiency assessment on an annual basis for determining the English language proficiency of English language learners.	Yes	<ul style="list-style-type: none"> Policy & Regulation 2423 – Bilingual and ESL Education 	P2423 June 2016 R2423 June 2016	P2423 7/19/2016 R2423 7/19/2016	
6) Utilize bias-free measures for determining the special needs of students with disabilities.	Yes	<ul style="list-style-type: none"> Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices Policy 2460 – Special Education Regulation 2460.1 – Special Education - Location, Identification, and Referral 	P2260 June 2016 R2260 Nov 1992 P2460 Feb 2017 R2460.1 Feb 2017 R2460.8 Feb 2017	P2260 7/19/2016 R2260 6/14/2011 P2460 3/21/2017	

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		<ul style="list-style-type: none"> • Regulation 2460.8 – Special Education - Free and Appropriate Public Education • Regulation 2460.9 – Special Education - Transition From Early Intervention Programs to Preschool Programs • Regulation 2460.15 – Special Education – In-Service Training Needs for Professional and Paraprofessional Staff • Regulation 2460.16 – Special Education - Instructional Material to Blind or Print-Disabled Students 	R2460.9 Feb 2017 R2460.15 Feb 2017 R2460.16 Feb 2017	R2460.1 3/21/2017 R2460.8 3/21/2017 R2460.9 3/21/2017 R2460.15 3/21/2017 R2460.16 3/21/2017	
7) Ensure that support services (e.g. school-based youth services, health care, tutoring, and mentoring) are available to all students, including English language learners.	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices 	P2260 June 2016 R2260 Nov 1992	P2260 7/19/2016 R2260 6/14/2011	
8) Ensure that all pregnant students are permitted to remain in the regular school program and activities. Ensure that equivalent instruction is provided the students, if not permitted to attend school by a doctor.	Yes	<ul style="list-style-type: none"> • Policy 2416 – Programs for Pregnant Students • Policy 5752 – Marital Status and Pregnancy • Policy 5755 – Equity in Educational Programs and Services 	P2416 April 2005 P5752 April 2005 P5755 June 2016	P2416 6/14/2011 P5752 6/14/2011 P5755 7/19/2016	

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C. Equality and Equity in Guidance Programs and Services N.J.A.C. 6A:7-1.7(c) Title IX, Education Amendments of 1972, & Carl D. Perkins Vocational & Technical Education Act of 1998 Ensure that the district, charter, and renaissance school project's guidance program provides the following:					
1) Access to adequate and appropriate counseling services for all students, including females, minority students, English language learners, non-college bound students, and students with disabilities.	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2411 – Guidance Counseling • Policy 5755 – Equity in Educational Programs and Services 	P2411 June 2016 R2411 June 2016 P5755 June 2016	P2411 7/19/2016 R2411 7/19/2016 P5755 7/19/2016	
2) The presentation of a full range of possible occupational, professional, and Career and Technical Education choices for all students, including careers in the science and technology industries and nontraditional careers.	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices • Policy & Regulation 2411 – Guidance Counseling • Policy 5755 – Equity in Educational Programs and Services 	P2260 June 2016 R2260 Nov 1992 P2411 June 2016 R2411 June 2016 P5755 June 2016	P2260 7/19/2016 R2260 6/14/2011 P2411 7/19/2016 R2411 7/19/2016 P5755 7/19/2016	
3) Guidance counselors are using bias-free materials.	Yes	<ul style="list-style-type: none"> • Policy & Regulation 2411 – Guidance Counseling • Policy 5755 – Equity in Educational Programs and Services 	P2411 June 2016 R2411 June 2016	P2411 7/19/2016 R2411 7/19/2016	

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<ul style="list-style-type: none"> Equality and Equity in Physical Education N.J.A.C. 6A:7 (d) and Title IX, Education Amendment of 1972 <p>Ensure that the district, charter, and renaissance school project's physical education program is co-educational, as follows:</p> <p>1. All instructional activities are equitable and are co-educational.</p>	Yes	<ul style="list-style-type: none"> Policy 2422 – Health and Physical Education Policy 5755 – Equity in Educational Programs and Services 	<p>P2422 Jan 2019 P5755 June 2016</p>	<p>P5755 7/19/2016</p> <p>P2422 3/19/2019 P5755 7/19/2016</p>	
<p>D. Equality and Equity in Athletic Programs</p> <p>Athletic Guidelines 1986; N.J.A.C. 6A:7-1.7(d) and Title IX, Education Amendments of 1972</p> <p>Ensure that the district, charter, and renaissance school project's Athletic Program accomplishes the following:</p>					
<p>1) Ensures relatively equal numbers of varsity and sub-varsity teams for male and female students.</p>	Yes	<ul style="list-style-type: none"> Policy 5755 – Equity in Educational Programs and Services 	<p>P5755 June 2016</p>	<p>P5755 7/19/2016</p>	
<p>2) Ensures equitable scheduling of night games, practice times, locations, and numbers of games for male and female teams.</p>	Yes	<ul style="list-style-type: none"> Policy 5755 – Equity in Educational Programs and Services 	<p>P5755 June 2016</p>	<p>P5755 7/19/2016</p>	

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3) Ensures that athletic programs receive equitable treatment that includes staff salaries, purchase, and maintenance of equipment, etc.	Yes	<ul style="list-style-type: none"> Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices 	P2260 June 2016 R2260 Nov 1992	P2260 7/19/2016 R2260 6/14/2011	
4) Provides comparable facilities for male and female teams.	Yes	<ul style="list-style-type: none"> Policy & Regulation 2260 – Affirmative Action Program for School and Classroom Practices 	P2260 June 2016 R2260 Nov 1992	P2260 7/19/2016 R2260 6/14/2011	

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<p>IV.</p> <p><u>EMPLOYMENT/CONTRACT PRACTICES</u></p> <p>N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973</p>	<p>Compliant (Yes or No)</p>	<p>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</p>	<p>Date Policy or Regulation Last Updated by Strauss Esmay</p>	<p>Date Policy or Regulation Adopted/Revised by Manasquan Schools</p>	<p>List name of noncompliant school(s) in the district</p>
<p>A. Ensure that the district, charter and renaissance school project provides equal and bias-free access to all categories of employment, as follows:</p> <p>1) Utilize equitable hiring practices that correct imbalance and isolation based on race, national origin, sexual orientation, and gender among the district, charter and renaissance school project's certificated and non-certificated staff and within every category of employment, including administration.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Policy & Regulation 1510 – Americans with Disabilities Act • Policy & Regulation 1530 – Equal Employment Opportunities • Policy & Regulation 1550 – Equal Employment/Anti-Discrimination Practices 	<p>P1510 Dec 2016 R1510 Dec 2016 P1530 June 2016 R1530 June 2016 P1550 April 2018 R1550 April 2018</p>	<p>P1510 1/31/2017 R1510 1/31/2017 P1530 7/19/2016 R1530 7/19/2016 P1550 5/8/2018 R1550 5/8/2018</p>	
<p>2) Target recruiting practices for under-represented populations in every category of employment.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Policy & Regulation 1530 – Equal Employment Opportunities 	<p>P1530 June 2016 R1530 June 2016</p>	<p>P1530 7/19/2016 R1530 7/19/2016</p>	
<p>3) Ensure that the district, charter, and renaissance school project's employment applications and pre-employment inquiries conform to the guidelines of the</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Policy & Regulation 1510 – Americans with Disabilities Act • Policy & Regulation 1530 – Equal Employment Opportunities • Policy & Regulation 1550 – Equal Employment/Anti-Discrimination Practices 	<p>P1510 Dec 2016 R1510 Dec 2016 P1530 June 2016 R1530 June 2016 P1550 April 2018</p>	<p>P1510 1/31/2017 R1510 1/31/2017 P1530 7/19/2016 R1530 7/19/2016</p>	

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<p>IV.</p> <p><u>EMPLOYMENT/CONTRACT PRACTICES</u></p> <p>N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973</p>	<p>Compliant (Yes or No)</p>	<p>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</p>	<p>Date Policy or Regulation Last Updated by Strauss Esmay</p>	<p>Date Policy or Regulation Adopted/Revised by Manasquan Schools</p>	<p>List name of noncompliant school(s) in the district</p>
<p>New Jersey Division on Civil Rights.</p>			<p>R1550 April 2018</p>	<p>R1530 7/19/2016 P1550 5/8/2018 R1550 5/8/2018</p>	
<p>4) Monitor promotions and transfers to ensure non-discrimination.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Policy & Regulation 1530 – Equal Employment Opportunities • Policy & Regulation 1550 – Equal Employment/Anti-Discrimination Practices 	<p>P1530 June 2016 R1530 June 2016 P1550 April 2018 R1550 April 2018</p>	<p>P1530 7/19/2016 R1530 7/19/2016 P1550 5/8/2018 R1550 5/8/2018</p>	
<p>5) Ensure equal pay for equal work among members of the district, charter, and renaissance school project's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Policy & Regulation 1530 – Equal Employment Opportunities • Policy & Regulation 1550 – Equal Employment/Anti-Discrimination Practices 	<p>P1530 June 2016 R1530 June 2016 P1550 April 2018 R1550 April 2018</p>	<p>P1530 7/19/2016 R1530 7/19/2016 P1550 5/8/2018 R1550 5/8/2018</p>	

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<p>IV.</p> <p><u>EMPLOYMENT/CONTRACT PRACTICES</u></p> <p>N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973</p>	<p>Compliant (Yes or No)</p>	<p>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</p>	<p>Date Policy or Regulation Last Updated by Strauss Esmay</p>	<p>Date Policy or Regulation Adopted/Revised by Manasquan Schools</p>	<p>List name of noncompliant school(s) in the district</p>
<p>B. Ensure that the district, charter, and renaissance school project does not enter into, or maintain, contracts with persons, agencies, or organizations that discriminate in employment or in the provision of benefits or services, on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Policy & Regulation 1530 – Equal Employment Opportunities • Policy & Regulation 1550 – Equal Employment/Anti-Discrimination Practices 	<p>P1530 June 2016 R1530 June 2016 P1550 April 2018 R1550 April 2018</p>	<p>P1530 7/19/2016 R1530 7/19/2016 P1550 5/8/2018 R1550 5/8/2018</p>	
<p>C. Provide Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Policy & Regulation 1530 – Equal Employment Opportunities • Policy & Regulation 1550 – Equal Employment/Anti-Discrimination Practices 	<p>P1530 June 2016 R1530 June 2016 P1550 April 2018 R1550 April 2018</p>	<p>P1530 7/19/2016 R1530 7/19/2016 P1550 5/8/2018 R1550 5/8/2018</p>	

APPENDIX C: *COMPREHENSIVE EQUITY PLAN CORRECTIVE ACTIONS*

I. BOARD RESPONSIBILITY

SCHOOL DISTRICT, CHARTER SCHOOL OR RENAISSANCE SCHOOL PROJECT NAME:

OBJECTIVE: For each noncompliant area of the Needs Assessment, describe the corrective actions to be implemented for School Years 2016-17 through 2018-19, to ensure that the Board of Education or Board of Trustees follows through with its responsibilities, including adoption or re-adoption of written equality and equity policies; the authorization of the AAO to develop a CEP; collection of disaggregated data; and adoption of the CEP and facilitate and support its implementation.

Section/sub-section from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 2016 2017 2018 Ongoing	Evidence of Completion

II. STAFF DEVELOPMENT AND TRAINING

SCHOOL DISTRICT, CHARTER SCHOOL OR RENAISSANCE SCHOOL PROJECT NAME:

OBJECTIVE: For each noncompliant area of the Needs Assessment, describe the corrective actions to be implemented for School Years 2016-17 through 2018-19 to provide in-service training for school personnel on a continuing basis to identify and resolve problems arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status.

Section/sub-section from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 2016 2017 2018 Ongoing	Evidence of Completion

III. SCHOOL AND CLASSROOM PRACTICES: *EQUALITY AND EQUITY IN CURRICULUM*

SCHOOL DISTRICT, CHARTER SCHOOL OR RENAISSANCE SCHOOL PROJECT NAME:

OBJECTIVE: For each noncompliant area of the Needs Assessment, describe the corrective actions to be implemented for School Years 2016-17 through 2018-19 for developing and/or revising curriculum to eliminate discrimination, add multicultural content, and promote understanding and mutual respect among all students.

Section/sub-section from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 2016 2017 2018 Ongoing	Evidence of Completion
A.1.a	Although we are currently compliant with this indicator, we will be implementing student training in the areas of sexual harassment, LGBTQ, and other areas through the online Safe Schools platform. Students in grades 8-12 will take several online courses and engage in follow-up discussions as a way to foster a positive school climate.	Director of Guidance Services; High School Principal; K-8 Principal	2019-2020	Online course completion records in Safe Schools
A.1.a	Although we are currently compliant with this indicator, we will be writing and implementing new curriculum units in Social Studies to include Laws of the 218 th Legislative Session Affecting Students, School, and Educators. This will include P.L. 2019, c. 6, (S-1569/A-	Director of Curriculum and Instruction; High School Social Studies Faculty;	Curriculum writing: Summer 2020 Lesson Implementation: 2020-ongoing	Curriculum units; lesson plans

	<p>1335) Inclusive Instruction LGBT and Disabled Contributions.</p>	<p>Middle School Social Studies Faculty</p>	<p>Curriculum writing: Summer 2019</p> <p>Lesson Implementation: 2019-ongoing</p>	<p>Curriculum units; lesson plans</p>
A.1.b	<p>Although we are currently compliant with this indicator, we will be writing and implementing new PE/Health curriculum to include Laws of the 218th Legislative Session Affecting Students, School, and Educators. This will include P.L. 2018, c. 80 (A-2189/S-2092) Sexting and P.L. 2019, c. 16 (A-2190/S3108) Instruction on Meaning of Consent to Physical/Sexual Activity.</p>	<p>Director of Curriculum and Instruction; High School PE/Health Faculty; Middle School Counselor</p>		

III. SCHOOL AND CLASSROOM PRACTICES: *EQUALITY AND EQUITY IN STUDENT ACCESS*

SCHOOL DISTRICT, CHARTER SCHOOL OR RENAISSANCE SCHOOL PROJECT NAME:

OBJECTIVE: For each noncompliant area of the Needs Assessment, describe the corrective actions to be implemented for School Years 2016-17 through 2018-19 to provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status, immigration status, housing status or disability.

Section/sub-section from	Implementation Strategies	Staff Responsible	Implementation Timeline 2016 2017 2018 Ongoing	Evidence of Completion
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Needs Assessment				
B.4.a	Although we are currently compliant with this indicator, we have elected to complete a demographic audit of our high school AP and Honors courses for the purposes of determining if female and minority enrollment mirrors the diversity of our overall population. From this audit, we ended to recruit more female and minority students into AP and Honors courses through a waiver system.	Director of Guidance Services; High School Principal	Audit: Summer 2019 Recruitment: Spring 2020	Enrollment data

III. SCHOOL AND CLASSROOM PRACTICES: *EQUALITY AND EQUITY IN GUIDANCE PROGRAM SERVICES*

SCHOOL DISTRICT, CHARTER SCHOOL OR RENAISSANCE SCHOOL PROJECT NAME:

OBJECTIVE: For each noncompliant area of the Needs Assessment, describe the corrective actions to be implemented for School Years 2016-17 through 2018-19 to provide equitable treatment, adequate and appropriate counseling services for all students, including females, minority students, English language learners, non-college bound students, migrant students, students experiencing homelessness and students with disabilities, and to ensure exposure and counseling services focused on careers in the science and technology industries, non-traditional career options and post-secondary opportunities for minority and female students.

Section/sub-section from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 2016 2017 2018 Ongoing	Evidence of Completion
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III. SCHOOL AND CLASSROOM PRACTICES: *EQUITY IN PHYSICAL EDUCATION & ATHLETIC PROGRAMS*

SCHOOL DISTRICT, CHARTER SCHOOL OR RENAISSANCE SCHOOL PROJECT NAME:

OBJECTIVE: For each noncompliant area of the Needs Assessment, describe the corrective actions to be implemented for School Years 2016–17 through 2018–19 to ensure that there is gender equity in all physical education and athletic programs, and to ensure equitable opportunities for all students to participate in athletics regardless of race, national origin, gender, sexual orientation, religion, English proficiency, housing status, socio-economic status or disability.

Question/sub-question from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline	Evidence of Completion
			2016 2017 2018 Ongoing	

IV. EMPLOYMENT/CONTRACT PRACTICES

SCHOOL DISTRICT, CHARTER SCHOOL OR RENAISSANCE SCHOOL PROJECT NAME:

OBJECTIVE: For each noncompliant area of the Needs Assessment, describe the corrective actions to be implemented for School Years 2016-17 through 2018-19 to ensure equitable practices in employment at all levels of responsibility, and to avoid engaging in business with firms that discriminate on the basis of race, national origin, sexual orientation, gender, religion, English proficiency, housing status, socio-economic status, or disability.

on/sub- on from needs ssment	Implementation Strategies	Staff Responsible	Implementation Timeline	Evidence of Completion
			2016 2017 2018 Ongoing	

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Earned Sick Leave Law

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[See **POLICY ALERT No. 218**]

1642 EARNED SICK LEAVE LAW

All persons holding any office, position, or employment in local school districts, regional school districts, or county vocational schools of the State who are steadily employed by the Board of Education or who are protected by tenure in their office, position, or employment under the provisions of N.J.S.A. 18A:30-2 or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten school days in any school year in accordance with the provisions of N.J.S.A. 18A:30-2.

However, a Board of Education may determine some persons holding an office, position, or employment are not eligible for sick leave in accordance with N.J.S.A. 18A:30-2. These persons shall be covered under the provisions of the New Jersey Earned Sick Leave Law (Act), N.J.S.A. 34:11D-1 through 34:11D-11. Policy and Regulation 1642 outline the provisions of the Act for those persons the Board of Education determines are not eligible for sick leave in accordance with the provisions of N.J.S.A. 18A:30-2 or any rule or law of New Jersey other than the Act.

For the purposes of Policy and Regulation 1642, “employer” means a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

For the purposes of Policy and Regulation 1642, “employee” means an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

In accordance with the provisions of N.J.S.A. 34:11D-2, for every thirty hours worked, an employee eligible to accrue earned sick leave under the Act shall accrue one hour of earned sick leave commencing no later than October 29, 2018.



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Earned Sick Leave Law

The employer [☐ will ☒ will not] provide an employee with the full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the provisions of N.J.S.A. 34:11D-2.a.

The employer [☐ will ☒ will not] permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.

Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning February 26, 2019 after the employee commences employment.

If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

Select one option below:

[☒ **Option 1** - beginning on the 120th calendar day after the employee commences employment.

OR

~~☐ **Option 2** - _____ days after employment commences, but no longer than 120 calendar days after employment commences.]~~

The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.

The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.



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The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the reasons outlined in N.J.S.A. 34:11D-3.a.

No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.

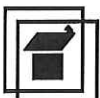
In accordance with N.J.S.A. 34:11D-5, failure of the employer to comply with the provisions of the Act shall be regarded as a failure to meet the wage payment requirements of the "New Jersey State Wage and Hour Law."

The employer shall retain records documenting hours worked and earned sick leave taken by employees covered under the Act in accordance with the provisions of N.J.S.A. 34:11D-6.

The employer shall provide notification, in a form issued by the Commissioner of Labor and Workforce Development, to employees of their rights under the Act; post the notification; and provide a copy of the notification to employees eligible to accrue earned sick leave under the Act in accordance with the provisions of N.J.S.A. 34:11D-7.

N.J.S.A. 34:11D-1 through 34:11D-11

Adopted:



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[See **POLICY ALERT No. 218**]

R 1642 EARNED SICK LEAVE LAW

A. Definitions Relative to Policy and Regulation 1642 and the New Jersey Earned Sick Leave Law (Act)

“Act” means the New Jersey Earned Sick Leave Law – N.J.S.A. 34:11D-1. through 34:11D-11.

“Benefit year” means the period of twelve consecutive months, July 1 through June 30, as established by an employer in which an employee shall accrue and use earned sick leave as provided pursuant to N.J.S.A. 34:11D-2, provided that once the starting date of the benefit year is established by the employer it shall not be changed unless the employer notifies the Commissioner of Labor and Workforce Development of the change in accordance with regulations promulgated pursuant to the Act. The Commissioner shall impose a benefit year on any employer the Commissioner determines is changing the benefit year at times or in ways that prevent the accrual or use of earned sick leave by an employee.

“Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.

“Child” means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.

“Civil union” means a civil union as defined in N.J.S.A. 37:1-29.

“Commissioner” means the Commissioner of Labor and Workforce Development.

“Department” means the Department of Labor and Workforce Development.



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“Designated domestic violence agency” means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.

“Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19, and N.J.S.A. 17:29B-16.

“Domestic partner” means a domestic partner as defined in N.J.S.A. 26:8A-3.

“Employee” means, for the purposes of Policy and Regulation 1642, an individual engaged in service for compensation to a local school district, regional school district, county vocational school, or charter school of the State who is not provided with sick leave with full pay pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is eligible to accrue earned sick leave in accordance with the requirements of the Act.

“Employer” means, for the purposes of Policy and Regulation 1642, a local school district, regional school district, county vocational school, or charter school of the State who does not provide sick leave with full pay to an employee pursuant to N.J.S.A. 18A:30-2 or any other law, rule, or regulation of New Jersey and is required to comply with the requirements of the Act.

“Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

“Health care professional” means any person licensed under Federal, State, or local law, or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional, including but not limited to doctors, nurses, and emergency room personnel.



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“Parent” means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee’s spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee’s spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child.

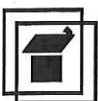
“Retaliatory personnel action” means denial of any right guaranteed under the Act and any threat, discharge, including a constructive discharge, suspension, demotion, unfavorable reassignment, refusal to promote, disciplinary action, sanction, reduction of work hours, reporting or threatening to report the actual or suspected immigrant status of an employee or the employee’s family, or any other adverse action against an employee.

“Sibling” means a biological, foster, or adopted sibling of an employee.

“Spouse” means a husband or wife.

B. Provision of Earned Sick Leave – N.J.S.A. 34:11D-2

1. The employer shall provide earned sick leave in accordance with the Act for each employee working for the employer.
2. For every thirty hours worked, the employee shall accrue one hour of earned sick leave. The employer [☐ will ☒ will not] provide an employee their full complement of earned sick leave for a benefit year as required under N.J.S.A. 34:11D-2 on the first day of each benefit year in accordance with the Act.
3. The employer [☐ will ☒ will not] permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave.
 - a. Unless the employee has accrued earned sick leave prior to October 29, 2018, the earned sick leave shall begin to accrue on October 29, 2018 for any employee who is hired and commences employment before October 29, 2018 and the employee shall be eligible to use the earned sick leave beginning on February 26, 2019 after the employee commences employment.



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- b. If the employee's employment commences after October 29, 2018, the earned sick leave shall begin to accrue upon the date that employment commences. The employee shall be eligible to use the earned sick leave

Select one option below:

☒ **Option 1** - beginning on the 120th calendar day after the employee commences employment.

OR

~~☐ **Option 2** - _____ days after employment commences, but no longer than 120 calendar days after employment commences.~~

4. The employer shall be in compliance with N.J.S.A. 34:11D-2 if the employer offers paid time off to an employee, which is fully paid and shall include, but is not limited to personal days, vacation days, and sick days, and may be used for the purposes of N.J.S.A. 34:11D-3 in the manner provided by the Act, and is accrued at a rate equal to or greater than the rate described in N.J.S.A. 34:11D-2.
5. The employer shall pay the employee for earned sick leave at the same rate of pay with the same benefits as the employee normally earns, except that the pay rate shall not be less than the minimum wage required for the employee pursuant to N.J.S.A. 34:11-56a4.
6. Upon the mutual consent of the employee and employer, an employee may voluntarily choose to work additional hours or shifts during the same or following pay period, in lieu of hours or shifts missed, but shall not be required to work additional hours or shifts or use accrued earned sick leave. The employer may not require, as a condition of an employee using earned sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned sick leave.



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7. If an employee is transferred to a separate division, entity, or location, but remains employed by the same employer, then the employee shall be entitled to all earned sick leave accrued at the prior division, entity, or location, and shall be entitled to use the accrued earned sick leave as provided in the Act.
8. If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the employer, any unused accrued earned sick leave shall be reinstated upon the re-hiring or reinstatement of the employee to that employment, within six months of termination, being laid off or furloughed, or separation, and prior employment with the employer shall be counted towards meeting the eligibility requirements set forth in N.J.S.A. 34:11D-2.
9. The employer may choose the increments in which its employees may use earned sick leave, provided that the largest increment of earned sick leave an employee may be required to use for each shift for which earned sick leave is used shall be the number of hours the employee was scheduled to work during that shift.

C. Permitted Usage of Earned Sick Leave – N.J.S.A. 34:11D-3

1. The employer shall permit an employee to use the earned sick leave accrued pursuant to the Act for any of the following:
 - a. Time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - b. Time needed for the employee to aid or care for a family member of an employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - c. Absence necessary due to circumstances resulting from the employee, or a family member of an employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from



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physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

- d. Time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of an employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or
 - e. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.
2. If an employee's need to use earned sick leave is foreseeable, the employer [**X will** **may**] require advance notice, not to exceed seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and shall make a reasonable effort to schedule the use of earned sick leave in a manner that does not unduly disrupt the operations of the employer. If the reason for the leave is not foreseeable, the employer will require an employee to give notice of the intention as soon as practicable, if the employer has notified the employee of this requirement.



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- a. The employer may prohibit employees from using foreseeable earned sick leave on certain dates provided reasonable notice of these dates is provided to employees and the employer will require reasonable documentation if sick leave that is not foreseeable is used during those dates.
- b. For earned sick leave of three or more consecutive days, the employer will require reasonable documentation that the leave is being taken for the purpose permitted under N.J.S.A. 34:11D-3.a. and C.1. above.
- c. If the leave is permitted under N.J.S.A. 34:11D-3.a.(1) and C.1.a. above or N.J.S.A. 34:11D-3.a.(2) and C.1.b. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, number of days of leave, shall be considered reasonable documentation.
- d. If the leave is permitted under N.J.S.A. 34:11D-3.a.(3) and C.1.c. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence: medical documentation; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
- e. If the leave is permitted under N.J.S.A. 34:11D-3.a.(4) and C.1.d. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.



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- f. If the leave is permitted under N.J.S.A. 34:11D-3.a.(5) and C.1.e. above, tangible proof of the reasons outlined in N.J.S.A. 34:11D-3.a.(5) and C.1.e. above shall be considered reasonable documentation.
- 3. Nothing in the Act shall be deemed to require the employer to provide earned sick leave for an employee's leave for purposes other than those identified in N.J.S.A. 34:11D-3, or prohibit the employer from taking disciplinary action against an employee who uses earned sick leave for purposes other than those identified in N.J.S.A. 34:11D-3.

Option – Must Select One Option Below

- 4. **[Option 1 - X The employer will not pay an employee for unused earned sick leave at the end of the benefit year pursuant to N.J.S.A. 34:11D-3.c.]**

[Option 2 - The employer will provide an offer to an employee for payment of unused earned sick leave in the final month of the employer's benefit year. The employee shall choose, no later than ten calendar days from the date of the employer's offer, whether to accept a payment or decline a payment. If the employee does not accept the employer's offer within ten calendar days from the date of the employer's offer, the employee is deemed to have declined the employer's offer.

- a. If the employee agrees to receive a payment, the employee shall choose a payment for the full amount of unused earned sick leave or for fifty percent of the amount of unused earned sick leave. The payment amount shall be based on the same rate of pay that the employee earns at the time of the payment.
- b. If the employee declines a payment for unused earned sick leave, or agrees to a payment for fifty percent of the amount of unused sick leave, the employee shall be entitled to carry forward any unused or unpaid earned sick leave to the proceeding benefit year as provided pursuant to N.J.S.A. 34:11D-2.a. and B.1., B.2., and B.3. above.



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- c. If the employee agrees to a payment for the full amount of unused earned sick leave, the employee shall not be entitled to carry forward any earned sick leave to the proceeding benefit year pursuant to N.J.S.A. 34:11D-2.a. and B.1, B.2., and B.3. above.]

[Option – Required Only if the Employer Provides an Employee with their Full Complement of Earned Sick Leave for a Benefit Year is Selected in Option B.2. Above.]

5. If the employer provides an employee with the full complement of earned sick leave for a benefit year on the first day of each benefit year as indicated in B.2. above, then the employer shall

Must Select Option 1 Below if Option C.4. – Option 1 Above is Selected.

Must Select Option 2 Below if Option C.4. – Option 2 Above is Selected.

Option 1 - X permit the employee to carry forward any unused sick leave to the next benefit year.

~~**Option 2 — provide to the employee a payment for the full amount of unused earned sick leave in the final month of the employer's benefit year in accordance with C.4. above. The employer may pay the employee the full amount of unused earned sick leave in the final month of a benefit year pursuant to B.2. above and N.J.S.A. 34:11D-3 only if the employer forgoes, with respect to that employee, the accrual process for earned sick leave during the next benefit year.]**~~

6. Unless the employer's policy or a collective bargaining agreement provides for the payment of accrued earned sick leave upon termination, resignation, retirement, or other separation from employment, an employee shall not be entitled under N.J.S.A. 34:11D-3 to payment of unused earned sick leave upon the separation from employment.



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7. Any information the employer possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

D. Retaliation, Discrimination Prohibited – N.J.S.A. 34:11D-4

1. No employer shall take retaliatory personnel action or discriminate against an employee who accrues sick leave under the Act because the employee requests or uses earned sick leave either in accordance with the Act or the employer's own earned sick leave policy for employees covered under the Act. Any complaints alleging a violation of the Act shall be filed in accordance with the provisions of N.J.S.A. 34:11D-4.
 - a. The employer shall not count earned sick leave taken under the Act as an absence that may result in the employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.
2. There shall be a rebuttable presumption of an unlawful retaliatory personnel action under N.J.S.A. 34:11D-4 whenever the employer takes adverse action against an employee within ninety days of when that employee:
 - a. Files a complaint with the Department or a court alleging a violation of any provision of N.J.S.A. 34:11D-4;
 - b. Informs any person about the employer's alleged violation of N.J.S.A. 34:11D-4;
 - c. Cooperates with the Department or other persons in the investigation or prosecution of any alleged violation of N.J.S.A. 34:11D-4;
 - d. Opposes any policy, practice, or act that is unlawful under N.J.S.A. 34:11D-4; or
 - e. Informs any person of his or her rights under N.J.S.A. 34:11D-4.



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3. Protections of N.J.S.A. 34:11D-4 shall apply to any person who mistakenly but in good faith alleges violations of the Act.
4. Any violator of the provisions of N.J.S.A. 34:11D-4 shall be subject to relevant penalties and remedies provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., including the penalties and remedies provided by N.J.S.A. 34:11-56a24, and relevant penalties and remedies provided by N.J.S.A. 2C:40A-2, for discharge or other discrimination.

E. Violations; Remedies, Penalties, Other Measures – N.J.S.A. 34:11D-5

1. Any failure of the employer to make available or pay earned sick leave as required by the Act, or any other violation of the Act, shall be regarded as a failure to meet the wage payment requirements of the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq., or other violation of the New Jersey State Wage and Hour Law, as the case may be, and remedies, penalties, and other measures provided by the New Jersey State Wage and Hour Law, N.J.S.A. 34:11-58, and N.J.S.A. 2C:40A-2 for failure to pay wages or other violations of the New Jersey State Wage and Hour Law shall be applicable, including, but not limited to, penalties provided pursuant to N.J.S.A. 34:11-56a22 and 34:11-56a24, and civil actions by employees pursuant to N.J.S.A. 34:11-56a25, except that an award to an employee in a civil act shall include, in addition to the amount provided pursuant to N.J.S.A. 34:11-56a25, any actual damages suffered by the employee as the result of the violation plus an equal amount of liquidated damages.

F. Retention of Records, Access – N.J.S.A. 34:11D-6

1. The employer shall retain records documenting hours worked by employees and earned sick leave accrued/advanced, used, paid, and paid out and carried over by/to employees, for a period of five years, and shall, upon demand, allow the Department access to those records to monitor compliance with the requirements of the Act.



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- a. If an employee makes a claim the employer has failed to provide earned sick leave required by the Act and the employer has not maintained or retained adequate records documenting hours worked by the employee and earned sick leave taken by the employee or does not allow the Department access to the records, it shall be presumed the employer has failed to provide the earned sick leave, absent clear and convincing evidence otherwise.
 2. In addition, the penalties provided by the “New Jersey State Wage and Hour Law,” N.J.S.A. 34:11-56a et seq. for violations of the requirements of the New Jersey State Wage and Hour Law regarding the maintaining and disclosure of records shall apply to violations of the requirements of N.J.S.A. 34:11D-6.
- G. Notification to Employees – N.J.S.A. 34:11D-7
1. The employer shall provide notification, in a form issued by the Commissioner, to employees of their rights under the Act, including the amount of earned sick leave to which they are entitled and the terms of its use and remedies provided by the Act to employees if the employer fails to provide the required benefits or retaliates against employees exercising their rights under the Act.
 - a. The employer shall conspicuously post the notification in a place or places accessible to all employees in each of the employer’s workplaces.
 - b. The employer shall also provide each employee with a written copy of the notification: not later than thirty days after the form of the notification is issued; at the time of the employee’s hiring, if the employee is hired after the issuance; and at any time, when first requested by the employee.
 - c. The Commissioner shall make the notifications available in English, Spanish, and any other language that the Commissioner determines is the first language of a



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significant number of workers in the State and the employer shall use the notification in English, Spanish, or any other language for which the Commissioner has provided notifications and which is the first language of a majority of the employer's workforce.

H. Provisions Preemptive; Construction of Act – N.J.S.A. 34:11D-8

1. No provision of the Act, or any regulations promulgated to implement or enforce the Act, shall be construed as:
 - a. Requiring the employer to reduce, or justifying the employer in reducing, rights or benefits provided by the employer pursuant to the employer's policy or a collective bargaining agreement which are more favorable to employees than those required by the Act or which provide rights or benefits to employees not covered by the Act;
 - b. Preventing or prohibiting the employer from agreeing, through a collective bargaining agreement or employer policy, to provide rights or benefits which are more favorable to employees than those required by the Act or to provide rights or benefits to employees not covered by the Act;
 - c. Prohibiting the employer from establishing a policy whereby an employee may donate unused accrued earned sick leave to another employee or other employees; or
 - d. Superseding any law providing collective bargaining rights for employees, or in any way reducing, diminishing, or adversely affecting those collective bargaining rights, or in any way reducing, diminishing, or affecting the obligations of the employer under those laws.
2. Employees or employee representatives may waive the rights or benefits provided under the Act during the negotiation of a collective bargaining agreement.



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3. With respect to employees covered by a collective bargaining agreement in effect on October 29, 2018, no provision of the Act shall apply until the stated expiration of the collective bargaining agreement.

I. Severability – N.J.S.A. 34:11D-9

1. The provisions of the Act shall be deemed to be severable and if any section, subsection, paragraph, sentence or other part of the Act is declared to be unconstitutional, or the applicability thereof to any person is held invalid, the remainder of the Act shall not thereby be deemed to be unconstitutional or invalid.

Adopted:

