

**NEW JERSEY STATE DEPARTMENT OF EDUCATION  
DIVISION OF FIELD SERVICES**



**COMPREHENSIVE EQUITY PLAN  
For School Years  
2016-17 through 2018-19**

FORMS AND INSTRUCTIONS  
TO ASSIST SCHOOL DISTRICTS AND CHARTER SCHOOLS IN DEVELOPING  
A COMPREHENSIVE EQUITY PLAN TO PROVIDE  
EQUALITY AND EQUITY IN EDUCATIONAL PROGRAMS

***Due Date: On or before April 1, 2016***

# **“MANAGING FOR EQUALITY AND EQUITY IN EDUCATION” THREE YEAR COMPREHENSIVE EQUITY PLAN**

**School Years 2016-2017 through 2018-2019**

## **TABLE OF CONTENTS**

<b><u>Section</u></b>	<b><u>Page</u></b>
<b>GENERAL INFORMATION</b>	<b>1</b>
<b>Purpose</b>	<b>1</b>
<b>Questions</b>	<b>1</b>
<b>Submission Deadlines</b>	<b>2</b>
<b>Resources for more Information about Equity and Equality in Education</b>	<b>2</b>
<b>INSTRUCTIONS FOR COMPLETION OF THE COMPREHENSIVE EQUITY PLAN</b>	<b>2</b>
<b>Step 1: Establish the Affirmation Action Team,</b>	<b>2</b>
<b>Step 2: Conduct Needs Assessment (Appendix B)</b>	<b>2</b>
<b>Step 3: Develop the Comprehensive Equity Plan (CEP)</b>	<b>3</b>
<b>Step 4: Complete the Statement of Assurance</b>	<b>4</b>
<b>Step 5: Obtain the following Board resolutions and attach them to the CEP</b>	<b>4</b>
<b>Step 6: Assemble the submission package in this order</b>	<b>4</b>
<b>Step 7: Submit the CEP</b>	<b>5</b>
<b>ACCOUNTABILITY</b>	<b>6</b>
<b>SANCTIONS</b>	<b>6</b>
<b>APPENDIX A: AFFIRMATIVE ACTION TEAM</b>	<b>7</b>
<b>APPENDIX B: COMPREHENSIVE EQUITY PLAN NEEDS ASSESSMENT</b>	<b>8</b>
<b>APPENDIX C: COMPREHENSIVE EQUITY PLAN CORRECTIVE ACTIONS</b>	<b>22</b>
<b>APPENDIX D: YEARLY STATEMENT OF ASSURANCE</b>	<b>29</b>

# NEW JERSEY STATE BOARD OF EDUCATION

<b>MEMBER NAME</b>	<b>MUNICIPALITY</b>
Mark W. Biedron (President)	Hunterdon County
Joseph Fisicaro (Vice President)	Burlington County
Arcelio Aponte	Middlesex County
Claire Chamberlain	Somerset County
Jack Fornaro	Warren County
Edithe Fulton	Ocean County
Ernest P. Lepore	Hudson County
Andrew J. Mulvihill	Sussex County
J. Peter Simon	Morris County
Dorothy S. Strickland	Essex County

**David C. Hesper**  
Commissioner of Education  
*Secretary*

**Robert L. Bumpus**  
Assistant Commissioner  
Division of Field Services

## **GENERAL INFORMATION**

### **Purpose**

In September 2008, the State Board of Education re-adopted N.J.A.C. 6A:7, Managing for Equality and Equity in Education, which outlines responsibilities for achieving and maintaining compliance with state and federal laws governing equity in educational programs. As a result, all school districts, including charter schools and renaissance school projects are mandated to develop a three-year Comprehensive Equity Plan (CEP). The first CEP encompassed school years 2004-2007, the second encompassed 2007-2010 and subsequent to that, school districts and charter schools submitted signed statements of assurance, affirming compliance with the code. The responsibility of each board of education and board of trustees of every public school district, charter school and renaissance school project in New Jersey is to identify and correct all discriminatory and inequitable policies, programs, practices and conditions within or affecting schools. The role of the New Jersey Department of Education (NJDOE) is to ensure that each district, charter school and renaissance school project complies with equality and equity requirements, and to provide guidelines to accomplish that result.

The Comprehensive Equity Plan enables school districts, charter schools and renaissance school projects to demonstrate compliance with all applicable laws, codes, and regulations, including, but not limited to, the following:

### **Federal Laws**

- Titles VI and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973 ▪ Equal Pay Act
- The Americans with Disabilities Act of 1990
- Individuals with Disabilities Education Act (I.D.E.A.)

### **State Laws and Regulations**

- Article I, Paragraph 5 of the New Jersey State Constitution
- N.J.S.A.18A:36-20, Equality in Educational Programs
- N.J.S.A.10:5 New Jersey Law Against Discrimination
- New Jersey Administrative Code (N.J.A.C.) 6A:7
- N.J.S.A. 18A:35-1, History of the United States and New Jersey ▪ N.J.S.A. 18A:36-20, Prohibition of Discrimination

### **Questions**

Questions regarding the development, submission and implementation of the Comprehensive Equity Plan may be sent to [countyoffices@doe.state.nj.us](mailto:countyoffices@doe.state.nj.us). Additionally, questions may be directed to the county education specialist at the County Office of Education. The contact list for the county offices of education can be found at <http://www.state.nj.us/education/counties/>.

## **Submission Deadlines**

School districts, charter schools and renaissance school projects must submit the original Comprehensive Equity Plan and corresponding forms to the **County Office of Education** for review and approval no later than **Friday, April 1, 2016** for implementation on September 1, 2016.

## **Resources for more Information About Equity and Equality in Education**

- NJ State Division on Civil Rights website: <http://www.state.nj.us/lps/dcr/> • U.S. Dept. of Education Office for Civil Rights website: <http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>
- U.S. Commission on Civil Rights website: <http://www.usccr.gov/>
- U.S. Dept. of Justice Civil Rights Division website: <http://www.justice.gov/crt/>

## **INSTRUCTIONS FOR COMPLETION OF THE COMPREHENSIVE EQUITY PLAN**

### **Step 1: Establish the Affirmative Action Team, N.J.A.C. 6A:7-1.5 (Appendix A)**

Each district, charter school and renaissance school project shall annually designate a member of its staff as the affirmative action officer (AAO) and provide a resolution approving the AAO. The district, charter school and renaissance school project shall form an affirmative action team (AAT) – a minimum of three individuals – of whom the AAO is a member, to conduct a needs assessment and to develop the CEP. The Department encourages districts, charter schools and renaissance school projects to ensure a diverse stakeholder group and to invite a member of the community as part of the team. The members of the AAT must be identified on the form provided in this manual—Affirmative Action Team Membership Form.

### **Step 2: Conduct Needs Assessment (Appendix B)**

Each school district, charter school and renaissance school project board shall use the Appendix B entitled, “*Comprehensive Equity Plan Needs Assessment Checklist*,” to conduct a needs assessment of each school. This document is intended to be used as a checklist to help the AAO and the AAT identify problem areas. It must be submitted to the county office as part of the documentation that accompanies the Comprehensive Equity Plan. When citing documentation, you must include the document title, date of board of education or board of trustee’s adoption or page number in the document being provided. In conducting the needs assessment, the AAT will ascertain whether the school district (and each school within the district), each charter school or each renaissance school project is in compliance with each requirement in the checklist and whether there are internal monitoring procedures in place to ensure continuing compliance. Those items that need correction, or require an internal monitoring procedure or system will form the basis for the improvement strategies that will be proposed in the CEP.

The “Comprehensive Equity Plan Needs Assessment” checklist contains four sections:

- I. **Board Responsibility** - This section sets forth the types of policies and resolutions that the Board must adopt (create if nonexistent, revise if existing but deficient) in order to comply with applicable law. This section outlines specific areas that must be addressed in these policies and resolutions.
- II. **Staff Development** - Staff development and training on equity matters is required annually for all staff, certificated and non-certificated.
- III. **School and Classroom Practices** - This section sets forth the equity requirements for four categories: curriculum, student access, guidance and physical education/athletics.
- IV. **Employment/Contract Practices** - This section outlines the basic practices that must be observed to comply with equity requirements in employment contract regulations.

Note that at the beginning of each section of the Needs Assessment, the laws and regulations that specifically apply to the section have been provided for your convenience. The Department encourages the AAT preparing the CEP to refer to these sources of legal authority and become acquainted with the mandates they contain.

### **Step 3: Develop the Comprehensive Equity Plan (CEP) (Appendix C)**

After identifying the items that need correction, improvement strategies covering the next three years must be developed for each one of these identified items. For this purpose, forms specific to each assessment area are provided with this packet:

- I. **Board Responsibility**
- II. **Staff Development**
- III. **School and Classroom Practices** (One for each sub-area: Equality and Equity in Curriculum, Equality and Equity in Student Access, Equality and Equity in Guidance Programs and Equality and Equity in Physical Ed/Athletic Programs)
- IV. **Employment and Contract Practices**

The plan to correct/address each identified item must be contained in the form covering the corresponding assessment area. Use the needs assessment categories and sub-categories as your guide. Each form contains space to include each of the elements of the plan. For each form:

**Identify items that were not compliant** – Enter the section or subsection of noncompliance identified in the Needs Assessment. If a school within a district is not compliant; identify the school(s) by name. If the district, charter school or renaissance school project itself is not

compliant, enter “district wide, charter school-wide or renaissance school project-wide.” If one school is out of compliance, the entire district is considered noncompliant and a plan to address the noncompliant schools must be developed.

**Develop improvement strategies** – List each identified need from the corresponding number in the Needs Assessment (e.g., I.D.1) together with the strategies/activities to improve or correct the deficiency. Strategies must be specific, measurable, achievable, realistic and time-bound (S.M.A.R.T.).

**Assign staff responsible** – List the names and titles of the personnel that will implement the proposed strategies/activities.

**Plan the implementation timeline** - Indicate the year or specific timeframe that the strategy or activity will take place, i.e. 2016-2017 school year; 2017-2018 school year, ongoing, etc.

**Provide evidence of completion** – List the indicator(s) and/or documentation that will be made available for review, if requested, to verify that the identified need is being or was corrected. Use qualitative or quantitative methods depending on the type of problem that is being corrected. This will set forth the basis for approval of the CEP.

More than one “identified item as deficient or non-compliant” and accompanying strategies to correct the problem can be included on one form, or a separate form may be submitted for each.

#### **Step 4: Complete the Statement of Assurance (Appendix D)**

The Statement of Assurance must be submitted with the Comprehensive Equity Plan to ensure compliance with statute and regulation. The Chief School Administrator, Charter or Renaissance School Project Lead Person must sign and date the Statement of Assurance in the space indicated at the bottom of the form.

#### **Step 5: Obtain the following Board resolutions and attach them to the CEP:**

The following Board resolutions must be attached to the CEP:

1. Annual resolution appointing the Affirmative Action Officer for 2016-17 school year;
2. Resolution authorizing the submission of the proposed Comprehensive Equity Plan.

#### **Step 6: Assemble the submission package in this order:**

1. Statement of Assurance (Appendix D)
2. Resolution appointing the Affirmative Action Officer
3. Resolution authorizing the submission of the proposed Comprehensive Equity Plan.
4. List of Affirmative Action Team members (Appendix A)
5. Comprehensive Equity Plan Needs Assessment Checklist (Appendix B) 6. Comprehensive Equity Plan forms (Appendix C)

**Step 7: Submit the CEP**

Submit the CEP to the County Office of Education on or before Friday, April 1, 2016. For your convenience, a list of addresses of the County Offices of Education can be accessed on the NJDOE website at, <http://www.state.nj.us/education/counties/>.

\*\*After approval and implementation of the comprehensive equity plan, each school district, charter school and renaissance school project is required to submit an annual statement of assurance to their respective county office of education by September 1, 2017 and September 1, 2018 (Appendix D).



## **COMPREHENSIVE EQUITY PLAN**

### **A. ACCOUNTABILITY:**

1. Each school district, charter school and renaissance school project must review the approved Comprehensive Equity Plan (CEP) on an annual basis and submit a statement of assurance regarding the CEP implementation to the County Office of Education no later than September 1 of each year. Statements of Assurance forms for each school year are attached as Appendix D.
2. The New Jersey Department of Education will review a sampling of CEPs annually.

### **B. SANCTIONS:**

As noted in N.J.A.C. 6A:7-1.9(f), “If the district board of education or charter school does not implement the comprehensive equity plan within 180 days of the approval date of the plan, or fails to report its progress annually, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate or refuse to award continued federal or state financial assistance, pursuant to N.J.S.A. 18A:55-2.”

\*In accordance with N.J.S.A. 18A:36C-7h., Renaissance school projects are bound to the laws and regulations that govern charter schools

## 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	SIGNATURE
<b>Nancy Sanders</b>	<b>Affirmative Action Officer /School Counselor 6-7 MES-I&amp;RS/504 Coordinator</b>	<b>K-12 6-8 K-8</b>	
<b>Margaret Polak</b>	<b>Director of Special Education</b>	<b>K-12</b>	
<b>Donald Bramley</b>	<b>Vice Principal – MHS Anti-Bullying Coordinator</b>	<b>9-12 K-12</b>	
<b>Richard Coppola</b>	<b>Principal -MHS</b>	<b>9-12</b>	
<b>Amy Young</b>	<b>School Counselor MES-Anti-Bullying Specialist</b>	<b>K-5 K-8</b>	
<b>Leigh Busco</b>	<b>Student Assistance Counselor MHS-Anti-Bullying Specialist</b>	<b>9-12 9-12</b>	
<b>Tim Clayton</b>	<b>School Safety Officer</b>	<b>K-12</b>	
<b>Richard Kirk</b>	<b>Vice Principal</b>	<b>K-8</b>	

**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.*

<b>I. <u>BOARD RESPONSIBILITY</u></b>	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<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><b>A.</b> Adopt or re-adopt written equality and equity policies, requiring the following:</p>	Yes	Documentation is in the CEP binder in the Elementary Guidance Office unless otherwise noted.	
<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	<p><b>Board Policy #1140 Affirmative Action Program</b> <i>Adopted 6-14-2011/ Revised 11-18-2011/July 2016</i></p> <p><b>Board Policy # 5750 Equal Educational Opportunity</b> <i>Adopted 6-14-2011 / July 2016</i></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, disability or socioeconomic status.</p>	Yes	<p><b>Board Policy #1140 Affirmative Action Program</b> <i>Adopted 6-14-2011/Revised 11-18-2011/ July 2016</i></p>	

c) Provide equitable treatment for pregnant and married students.	Yes	<b>Board Policy # 2416 Programs for Pregnant Pupils</b> <i>Adopted 6-14-2011</i> <b>Board Policy # 5752 Marital Status and Pregnancy</b> <i>Adopted 6-14-2011</i>	
d) Prohibit or eliminate all forms of harassment, including sexual harassment, intimidation and bullying. (P.L.2010,c122).	Yes	Board Policy # 4352 Sexual Harassment Adopted 6-14-2011 Board Policy # 5512 Harassment, Intimidation and Bullying <i>Adopted 6-14-2011</i>	

<b>I. <u>BOARD RESPONSIBILITY</u></b>	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
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	<b>Board Policy #1530 Equal Employment Opportunities -</b> <i>Adopted 6-14-2011/July 2016</i> <b>Board Policy # 1550 Affirmative Action Program for Employment and Contract-Adopted June 2011 / Revised - July 2016</b>	
3) Appoint an Affirmative Action Officer (AAO) who can also serve as or coordinate with the Section 504 Officer and/or the district, charter and renaissance school project's Title IX Coordinator.	Yes	Board of Education Resolution- <u><b>January 5, 2016</b></u> <b>Board Policy #1140 Affirmative Action Program</b> <i>Adopted 6-14-2011/Revised July 2016</i> <b>Board Policy # 1550 Affirmative Action Program for Employment and Contract -Adopted 6-14-2011/July 2016</b>	
4) Provide staff development to ensure that all equity requirements comply with N.J.A.C. 6A:7-1.6.	Yes	<b>Board Policy #1140 Affirmative Action Program</b> <i>Adopted 6-14-2011/July 2016</i>	

<p><b>B.</b> Authorize the Affirmative Action 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.</p>	<p>Yes</p>	<p>Board of Education Resolution – <u><i>April 26, 2016</i></u>  <b>Board Policy #1140 Affirmative Action Program</b>  <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy # 1523 Comprehensive Equity Plan</b>  <i>Adopted 6-14-2011/Revised July 2016</i></p>	
<p><b>C.</b> 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-</p>	<p>Yes</p>	<p>AYP Progress Status Report  <b>Board Policy #1140 Affirmative Action Program-Revised- July 2016</b></p> <p><b>Board Policy # 1523 Comprehensive Equity Plan-Revised July 2016</b></p> <p><b>Board Policy # 2423 – Bilingual and ESL Education – Revised- July 2016</b></p> <p><b>Board Policy # 2610- Educational Program Evaluation-Revised- July 2016</b></p> <p><b>Board Policy # 2622 – Student Assessment –Revised July 2016</b></p>	

<p><b>I. <u>BOARD RESPONSIBILITY</u></b></p>	<p>Compliant (Yes or No)</p>	<p><b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b></p>	<p><b>List name of noncompliant school(s) in the district</b></p>
<p>examination and re-evaluation of 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.</p>	<p>Yes</p>		
<p><b>D.</b> Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking the following actions:</p>	<p>Yes</p>	<p>Board of Education Resolution _____</p> <p><b>Board Policy #1140 Affirmative Action Program</b> <i>Adopted 6-14-2011/Revised July 2016</i></p> <p><b>Board Policy # 1523 Comprehensive Equity Plan</b> <i>Adopted 6-14-2011/Revised July 2016</i></p>	

1) Inform the school community about the Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.	Yes	Board Policy #1140 Affirmative Action Program <i>Adopted 6-14-2011/ Revised July 2016</i> Manasquan District Webpage Board Policy Handbook-Coast Star Newspaper Teacher and Student Handbook elementary and high school Affirmative Action statement on all school letterheads.	
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 equity responsibilities.	Yes	<b>Board Policy #1140 Affirmative Action Program</b> <i>Adopted 6-14-2011/Revised July 2016</i> <b>Board Policy # 1550 Affirmative Action Program for Employment and Contract-Adopted 6-14-2011/ Revised July2016</b>	
3) Provide students, staff and the community with contact information for the AAO and publicize the location and availability of the CEP, policy(ices), grievance procedures and annual reports.	Yes	<b>Board Policy #1140 Affirmative Action Program-</b> <i>Adopted 6-14-2011/Revised July 2016</i> <b>Board Policy #1523 Comprehensive Equity Plan-</b> <i>Adopted 6-14-2011/Revised July 2016</i> All Policies and Grievance Report Forms on Manasquan District Webpage – <a href="http://manasquanboe.org">manasquanboe.org</a> Affirmative Action Notice displayed in all rooms in all school buildings. Information located in Teacher and Student Handbooks in elementary and high school	
<b>I. <u>BOARD RESPONSIBILITY</u></b>	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
4) Investigate and resolve discrimination complaints, grievances and incidents between students and staff or among students, based on race, national origin, sexual orientation, gender, religion, English proficiency, housing status, socio-economic status or disability.	Yes	Affirmative Action Officer Files Superintendent of Schools Building Principals and Assistant Principal  <b>Board Policy # 4340 Grievance</b> <i>Adopted 6-14-2011</i>  <b>Board Policy #1140 Affirmative Action Program</b> <i>Adopted 6-14-2011/ Revised July 2016</i>	

<p>5) Report on progress made in meeting the adequate yearly targets established for closing the achievement gap as set by the Department of Education.</p>	<p>Yes</p>	<p><b>Board Policy #1140 Affirmative Action Program –July 2016</b></p> <p><b>Board Policy #5755 Equity in Educational Programs and Services - Adopted 6-14-2011/ Revised July 2016</b></p> <p><b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practices - Adopted 6-14-2011/Revised July 2016</b></p> <p>AYP Progress Status Report</p>	
<p>6) Authorize the AAO to conduct yearly equity training for all staff.</p>	<p>Yes</p>	<p><b>Board Policy # 1523 Comprehensive Equity Plan</b> <i>Adopted 6-14-2011/Revised July 2016</i></p>	<p>Scheduled for Spring 2016- Safe Schools On-line training – MES/MHS</p>
<p><b>E.</b> 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 website. N.J.A.C. 6A:19-2.3(b), Career and Technical Education Programs and Standards.</p>		<p>(For County Vocational School Districts Only)</p>	

<b>II. <u>STAFF DEVELOPMENT AND TRAINING</u></b> N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>A.</b> 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 to:	Yes	<b>Board Policy #1140 Affirmative Action Program</b> <i>Adopted 6-14-2011 / Edited - July 2016</i>  Manasquan Schools Website Staff Development Program for SY 2014-2016 Safe Schools Training – online Staff Development – faculty meetings Contact Person – Esther Nevarez Community Relations Coordinator NJ Office of Civil Rights 973-648-4816 / Faculty Meeting	
1) Certificated (administrative and professional) staff.	Yes	<b>Board Policy # 1140 – Affirmative Action Program-</b> <i>Adopted 6-14-2011/Edited- July 2016</i> <b>Board Policy # 3240-Professional Development for Teachers &amp; School Leaders-</b> Revised July 2016	
2) Non-certificated (non-professional) staff.	Yes	<b>Board Policy # 1140- Affirmative Action Program-</b> <i>Adopted 6-14-2011 / Edited July 2016</i> <b>Board Policy - # 4240 – Employee Training-</b> Edited - June 2011	



<b>III. <u>SCHOOL AND CLASSROOM PRACTICES</u></b>	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<p><b>A. Equality and Equity in Curriculum</b>            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 that they address 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. Areas covered include, but are not limited to, the following:</p>	Yes	<p><i>District Curricula K-12 aligned fully with the New Jersey Core Curriculum Content Standards</i></p> <p><b>Board Policy #2200 Curriculum Content-</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practices</b> <i>Adopted 6-14-2011/Revised July 2016</i></p> <p><b>Board Policy # 5755- Equity in Educational Programs and Services-</b> <i>Adopted June 2011 / Revised July 2016</i></p> <p><b>Board Policy # 2415.01- Academic Standards, Academic Assessments, and Accountability-</b> <i>Created &amp; Edited June 2011</i></p>	
<p>a) School climate and culture, safe and positive learning environment</p>	Yes	<p><b>Board Policy #1140</b> <i>Affirmative Action Program Adopted 6-14-2011/Revised July 2016</i></p> <p><b>Board Policy # 2260</b> <i>Affirmative Action Program for School and Classroom Practices Adopted 6-14-2011/Revised July 2016</i></p> <p><b>Board Policy# 2210- Curriculum Development</b> – <i>Created &amp; Edited – June 2011/ Revised 2016</i></p> <p>Manasquan Elementary School and Manasquan High School Student Handbook</p> <p>Mission Statement and Philosophy on School Website.- <a href="http://manasquanboe.org">manasquanboe.org</a></p> <p><b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practices</b> <i>Adopted 6-14-2011/Revised July 2016</i></p> <p>Character Counts Program Grades K-8.Second Step Program Grades 3-8. Located in CEP binder – AAO - office</p>	

		Programs, Assemblies on Cultural Diversity, Anti-Bullying, & Character Education See Attachment - High School English Curriculum – Variety of Novels -Strategic Planning Committee – Survey 2015/2016 / SPAG –Support Group-Disabilities	
b) Courses of study, including physical education	Yes	<b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practices</b> <i>Adopted 6-14-2011/ Revised July 2016</i>  <b>Board Policy # 2425 Physical Education-</b> <i>Adopted June 2011/ Edited May 2013</i>  All nine NJ Core Curriculum Content Standards are included in the courses of study.  MES and MHS curriculum guides located in Principal’s Office as well as online.	
c) Library materials/instructional materials and strategies	Yes	<b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practices</b> <i>Adopted 6-14-2011/ Revised July 2016</i>  List of Affirmative Action Library Materials and Textbooks for Manasquan Elementary School and Manasquan High School can be found in the AAO binder.	

<b>III. <u>SCHOOL AND CLASSROOM PRACTICES</u></b>	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
d) Technology/software and audiovisual materials	Yes	<b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practice</b> <i>Adopted 6-14-2011/ Revised July 2016</i>  List of Diversity/Equity/Bullying Videos – Manasquan Elementary School.	

		Revisions are ongoing and reviewed by the supervisors of curriculum in the high school and administration in the elementary school	
e) Guidance and counseling, including harassment, intimidation and bullying, sexual harassment and grievance procedures	Yes	<p>Staff and Student Notice of Affirmative Action Policy (posted in Manasquan Elementary and Manasquan High School classrooms, offices, etc.)</p> <p>Description of Guidance and Counseling Services on school website <a href="http://manasquanboe.org">manasquanboe.org</a>.</p> <p>Grievance Procedures for Affirmative Action on school website, and in Student and Teacher in MES and MHS Handbooks</p> <p><b>Board Policy # 2411 Guidance Counseling</b> <i>Adopted 6-14-2011-Revised July 2016</i></p> <p><b>Board Policy # 5512 Harassment, Intimidation and Bullying</b> <i>Adopted 6-14-2011</i></p> <p><b>Board Policy # 4340 Grievance</b> <i>Adopted 6-14-2011</i></p> <p><b>Board Policy # 4352 Sexual Harassment</b> <i>Adopted 6-14-2011</i></p>	
f) Extra-curricular programs and activities	Yes	<p><b>Board Policy #1140 Affirmative Action Program-</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy #2430 Extra Curricular Activities</b> <i>-Adopted 6-14-2011</i></p> <p>Student handbooks for elementary and high school include all programs and activities are available to all students.</p>	
g) Tests and other assessments	Yes	<p><b>Board Policy #5755 Equity in Educational Programs and Services</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy # 1510 Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination</b> <i>- Adopted 6-14-2011</i></p> <p><b>Board Policy # 2423 Bilingual and ESL Education</b> <i>- Adopted 6-14-2011/ Revised July 2016</i></p>	

		<p>All students are tested according to NJ state testing requirements. Kindergarten through 12<sup>th</sup> grade WIDA Model (entrance-screen to determine eligibility)</p> <p>ACCESS 2.0 – State Mandated Test determines progress and exit from program</p> <p>Accommodations for students with disabilities (according to 504 plan and IEP) and ESL students per status are provided in the elementary and high school.</p>	
h) Reduction and/or prevention of under representation of minority, female and male students in all classes and programs	Yes	<p>Class enrollment forms on file.</p> <p><b>Board Policy # 2310 Pupil Grouping-</b> <i>Adopted 6-14-2011</i></p>	
2) Incorporate multicultural aspects throughout the instructional content and practices across the curriculum.	Yes	<p><b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practices</b> - <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p>Courses of study on file and used in both schools.</p> <p>Social Studies Curriculum K-8 (Standards 6.1-6.5)</p> <p>High School English (Standard 4), World Language (Standard 2)</p>	
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	<p><b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practices</b> - <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p>Social Studies Curriculum Grades 7/8</p> <p>Prentice Hall <i>The American Nation</i></p> <p>US History II (High School)</p>	
4) Include instruction on the Holocaust and other genocide curricula at all grade levels. (N.J.S.A. 18A:35-28)	Yes	<p><b>Board Policy # 2260 Affirmative Action Program for School and Classroom Practices</b> <i>Adopted 6-14-2011/ Revised 2016</i></p> <p>Grade 6-Social Studies Curriculum Textbook: Adv. in Time &amp; Place</p> <p>Assembly Program: The Very Last Butterfly</p> <p>Holocaust elective-High School</p> <p>US History II (High School)</p>	
<p><b>B. Equality and Equity in Student Access</b></p> <p>N.J.A.C. 6A:7-1.7; Titles VI &amp; VII, Civil Rights Act of 1964;</p>			

<b>III. <u>SCHOOL AND CLASSROOM PRACTICES</u></b>	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<p>Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5 IDEA 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	<p><b>Board Policy #2260 Affirmative Action Program for School and Classroom Practices</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy #5700 Pupils Rights</b> <i>Adopted 6-14-2011</i></p> <p><b>Board Policy # 5750 Equal Educational Opportunity</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy # 5751 Sexual Harassment</b> <i>Adopted 6-14-2011</i></p>	
<p>1) Ensure equal and barrier-free access to all school and classroom facilities.</p>	Yes	<p><b>Board Policy #5755 Equity in Educational Programs and Services</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p>Structural accommodations, i.e. ramps, elevator in High School, bathroom facilities, and transportation vehicles. Handicapped parking.</p> <p>Elementary school and high school are barrier free</p>	
<p>2) Attain minority representation of students within each school, including racial and ethnic balance, that approximates the district, charter and renaissance school project's overall minority racial and ethnic representation.</p>	Yes	<p><b>Board Policy # 5750 Equal Educational Opportunity</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy # 2310 Pupil Grouping</b> <i>Adopted 6-14-2011 / Revised May 2013</i></p> <p>Heterogeneous groupings throughout curricula. Enrollment forms-elementary and high school</p>	

3) Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.	Yes	<b>Board Policy #2260 Affirmative Action Program for School and Classroom Practices</b> - Adopted 6-14-2011 <i>Revised July 2016</i>  Ongoing inspection and areas comply with the above board policies.	
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	<b>Board Policy # 5750 Equal Educational Opportunity</b> Adopted 6-14-2011 / Revised July 2016 <b>Board Policy # 2310 Pupil Grouping</b> Adopted 6-14-2011 Revised May 2013 Enrollment forms on file Heterogeneous groupings. Classes are open to all who are interested. Enrollment forms for extracurricular activities with staff members.	

<b>III. <u>SCHOOL AND CLASSROOM PRACTICES</u></b>	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
a) Ensure that minority and female students are not underrepresented in gifted and talented or accelerated/advanced courses.	Yes		
b) Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.	Yes	<b>Board Policy # 5750 Equal Educational Opportunity</b> <i>Adopted 6-14-201 / Revised July 2016</i>  <b>Board Policy #5700 Pupils Rights</b> <i>Adopted 6-14-2011</i>  Monthly reports on file for elementary and high school.	

<p>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.</p>	<p>Yes</p>	<p><b>Board Policy # 5750 Equal Educational Opportunity</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy # 2423 Bilingual and ESL Education</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy # 2310 Pupil Grouping</b> <i>Adopted 6-14-2011/ Revised May 2013</i></p> <p>Heterogeneous groupings All students have equal access to computers, technology, etc. All high school freshmen take a computer class. All elementary students take a computer class grades K-8.</p>	
<p>d) Ensure that all English language learners have equal and bias-free access to all school programs and activities.</p>	<p>Yes</p>	<p><b>Board Policy # 2423 Bilingual and ESL Education</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p><b>Board Policy #2200 Curriculum Content</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p>Manasquan School District ESL Curriculum</p> <p><b>Board Policy #5755 Equity in Educational Programs and Services</b> <i>Adopted 6-14-2011 / Revised July 2016</i></p> <p>Classes open to all students. Enrollment forms and lists on file.</p>	

<p><b>III. <u>SCHOOL AND CLASSROOM PRACTICES</u></b></p>	<p>Compliant (Yes or No)</p>	<p><b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b></p>	<p><b>List name of noncompliant school(s) in the district</b></p>
--	------------------------------	--	---

e) Ensure that all students with disabilities have equal and bias-free access to all school programs and activities.	Yes	<b>Board Policy #5755 Equity in Educational Programs &amp; Services</b> <i>Adopted 6-14-2011 /Revised July 2016</i> <b>Board Policy # 1510 Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination</b> <i>Adopted 6-14-2011</i> All programs and activities are open to all students and are equal and bias free. A list of activities and programs are in the elementary and high school student handbooks.	
f) Ensure that all schools' registration procedures are in compliance with State and Federal regulations and case law.	Yes	<b>Board Policy #5755 Equity in Educational Programs &amp; Services</b> <i>Adopted 6-14-2011/ Revised July 2016</i> <b>Board Policy #5700 Pupils Rights</b> <i>Adopted 6-14-2011</i> Manasquan Public Schools Registration Form	
5) Utilize a State approved language proficiency assessment on an annual basis for determining the English language proficiency of English language learners.	Yes	<b>Board Policy # 2423 Bilingual and ESL Education</b> <i>Adopted 6-14-2011/ Revised July 2016</i> Idea Proficiency Test-Elementary School MAC II Test of English Language Proficiency-High School ACCESS-Elementary and High School	
6) Utilize bias-free measures for determining the special needs of students with disabilities.	Yes	<b>Board Policy # 1510 Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination</b> <i>Adopted 6-14-2011</i> Wisc-4 Woodcock Johnson 3	
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	<b>Board Policy # 2423 Bilingual and ESL Education</b> <i>Adopted 6-14-2011 / Revised July 2016</i> Open and available to all in need of services All LEP students have access to support services	
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	<b>Board Policy # 2416 Programs for Pregnant Pupils</b> <i>Adopted 6-14-2011</i>	

<b>III. <u>SCHOOL AND CLASSROOM PRACTICES</u></b>	Compliant (Yes or No)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>



<p><b>C. Equality and Equity in Guidance Programs and Services</b>  N.J.A.C. 6A:7-1,7(c)Title IX, Education Amendments of 1972, &amp; Carl D. Perkins Vocational &amp; Technical Education Act of 1998</p> <p>Ensure that the district, charter and renaissance school project's guidance program provides the following:</p>	<p>Yes</p>	<p><b>Board Policy # 2411 Guidance Counseling</b> <i>Adopted 6-14-2011 / Revised July 2016</i></p>	
<p>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.</p>	<p>Yes</p>	<p>Information found in Board Policy on <i>Guidance Services</i>  <b>Board Policy # 2411 Guidance Counseling</b> <i>Adopted 6-14-2011 / Revised 2016</i>  Manasquan School District Statement of Assurance  Manasquan High School Guidance Brochure  MES Guidance Brochure</p>	
<p>2) 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.</p>	<p>Yes</p>	<p><b>Board Policy # 2411 Guidance Counseling</b> <i>Adopted 6-14-2011 / Revised July 2016</i>  Naviance Computer Program for MES and MHS  Career Programs Grades 6-8 &amp; Grades 9-12  Vocational Programs in Manasquan High School  Freshman high school students all take a Humanities course for career planning.</p>	
<p>3) Bias-free materials for use by counselors.</p>	<p>Yes</p>	<p><b>Board Policy # 2411 Guidance Counseling</b> <i>Adopted 6-14-2011/ Revised July 2016</i>  List of multicultural books and materials used in school district.  Guidance materials have been reviewed and found to be bias-free.  Guidance Survey Inventory</p>	

<p><b>D. Equality and Equity in Physical Education</b>  N.J.A.C. 6A:7 (d) and Title IX, Education Amendment of 1972</p> <p>Ensure that the physical education program and instructional activities are equitable.</p>	<p>Yes</p>	<p>K-12 curriculum aligned with the NJ Core Curriculum Content Standards. All classes and activities are coeducational.</p> <p><b>Board Policy #5755 Equity in Educational Programs and Services Adopted 6-14-11 /Revised July 2016</b>  <b>Board Policy # 2425 Physical Education Adopted 6-14-2011 / Revised - May 2013</b></p>	
<p><b>III. <u>SCHOOL AND CLASSROOM PRACTICES</u></b></p>	<p>Compliant (Yes or No)</p>	<p><b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b></p>	<p><b>List name of noncompliant school(s) in the district</b></p>
<p><b>E. Equality and Equity in Athletic Programs</b>  Athletic Guidelines 1986; N.J.A.C. 6A:7-1.7(d) and Title IX, Education Amendments of 1972</p> <p>Ensure that the athletic program accomplishes the following:</p>	<p>Yes</p>		
<p>1) Relatively equal numbers of varsity and sub-varsity teams for male and female students.</p>	<p>Yes</p>	<p><b>Board Policy #5755 Equity in Educational Programs and Services Adopted 6-14-11 / July 2016</b>  <b>Board Policy # 2425 Physical Education Adopted 6-14-11/ Revised May 2013</b>  <b>Board Policy # 2431 Athletic Competition Adopted 6-14-2011/ Revised March 2016</b></p> <p>List of sports and number of boys and girls in each program on file in Athletic Director’s Office in high school and Assistant Principal’s office in elementary school.</p>	

<p>2) Equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.</p>	<p>Yes</p>	<p><b>Board Policy #5755 Equity in Educational Programs and Services</b> <i>Adopted 6-14-11/Revised July 2016</i></p> <p><b>Board Policy # 2425 Physical Education</b> <i>Adopted 6-14-11</i></p> <p><b>Board Policy # 2431 Athletic Competition</b> <i>Adopted 6-14-2011 / Revised March 2016</i></p> <p>Schedule of games on file in Athletic Director's Office</p>	
<p>3) Equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.</p>	<p>Yes</p>	<p><b>Board Policy #5755 Equity in Educational Programs and Services</b> <i>Adopted 6-14-11 / Revised July 2016</i></p> <p><b>Board Policy # 2425 Physical Education</b> <i>Adopted 6-14-11 / Revised MAY 2013</i></p> <p><b>Board Policy # 2431 Athletic Competition</b> <i>Adopted 6-14-2011/ Revised March 2016</i></p> <p>Staff Salaries (Addendum C Positions) Budgets on file with Board Secretary.</p>	
<p>4) Comparable facilities for male and female teams.</p>	<p>Yes</p>	<p><b>Board Policy #5755 Equity in Educational Programs and Services</b> <i>Adopted 6-14-11/ Revised July 2016</i></p> <p><b>Board Policy # 2425 Physical Education</b> <i>Adopted 6-14-11/ Revised – May 2013</i></p> <p><b>Board Policy # 2431 Athletic Competition</b> <i>Adopted 6-14-2011/ Revised March 2016</i></p> <p><b>Board Policy #5756 Transgender-</b> <i>Adopted March 1, 2016</i></p> <p>Schedule for male and female teams. Equal facilities-schedules.</p>	

<p><b><u>IV. EMPLOYMENT/CONTRACT PRACTICES</u></b>  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><b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b></p>	<p><b>List name of noncompliant school(s) in the district</b></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>	<p><b>Board Policy # 1530</b> –Equal Employment Opportunities  <i>-Adopted June 2011 / Revised July 2016</i>  <b>Board Policy # 1550 – Affirmative Program for Employment and Contract Practices</b> -<i>Adopted June 2011/ Revised July 2016</i></p>	
<p>2) Target recruiting practices for underrepresented populations in every category of employment.</p>	<p>Yes</p>	<p><b>Board Policy # 1400 - Job Descriptions</b>-<i>Adopted 6-14-2011</i>  <b>Board Policy # 1530 - Equal Employment Opportunities</b>  <i>Adopted 6-14-2011 / Revised July 2016</i>  Newspaper ads for Star Ledger, Asbury Park Press and Coast Star as well as NJHire.com, NJSchoolJobs.com.</p>	
<p>3) Compliance of employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division on Civil Rights.</p>	<p>Yes</p>	<p><b>Board Policy # 1400 - Job Descriptions</b>  <i>Adopted 6-14-2011</i>  <b>Board Policy # 1530 - Equal Employment Opportunities</b>  <i>Adopted 6-14-2011 / Revised July 2016</i>  Sample Job Vacancy  Secretarial application  Teacher application</p>	

<p>4) Monitor promotions and transfers to ensure non-discrimination.</p>	<p>Yes</p>	<p><b>Board Policy # 1530 Equal Employment Opportunities</b> <i>Adopted 6-14-2011 / Revised July 2016</i></p> <p>All positions are posted and must be applied for according to qualifications. Recommendations of most qualified to Superintendent.</p>	
<p>5) Provide equal pay for equal work 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>	<p><b>Board Policy # 1530 Equal Employment Opportunities</b> <i>Adopted 6-14-2011/ Revised July 2016</i></p> <p>Salary guides for secretaries, paraprofessionals, teachers, administrators, custodians, Addendum C positions. MEA contracts are negotiated with school and board administrators.</p>	
<p><b><u>IV. EMPLOYMENT/CONTRACT PRACTICES</u></b> 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><b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b></p>	<p><b>List name of noncompliant school(s) in the district</b></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>	<p><b>Board Policy # 1530 Equal Employment Opportunities</b> <i>Adopted 6-14-2011</i></p> <p><b>Board Policy # 1550 Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan</b> <i>Adopted 6-14-2011</i></p> <p>Division of Contract Compliance &amp; Equal Employment Opportunity Employee Information Report</p> <p>Sample purchase order</p> <p>Vendor contracts (Board Office)</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.	Yes	<b>Board Policy # 1550 Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan</b> <i>Adopted 6-14-2011 / Revised July 2016</i>  <b>Board Policy # 1620 Administrative Employment Contracts</b> <i>Adopted 6-14-2011</i>	
--	-----	---	--

## ***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/subsection from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Evidence of Completion
			2016	2017	2018	Ongoing	

**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/subsection from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Evidence of Completion
			2016	2017	2018	Ongoing	
	Staff training - additional – Safe Schools on-line training for sexual harassment	N. Sanders		Spring 2016			<b>Certification of Completion when completed</b>
	Staff presentation – Civil Rights Coordinator: Equal Opportunity Rights and Respect	Esther Nevarez Community Relations Coordinator Office of Civil Rights		In-Service 2016-2017			<b>Sign in sheet - handouts</b>
	Affirmative Action Team Training	N. Sanders		In-Service 2016-18			<b>Certificate</b>
	Annual Affirmative Action and Sexual Harassment Training for Staff	J. Roach		In-Service 9-5-17			<b>Handouts, PowerPoint, Sign in sheet</b>
	Affirmative Action Officer Training through FEA	J. Roach		2017-2018			<b>Certificate</b>
	Safe Schools Online Training	All staff / B. Kerensky		2018-2019			<b>Online registration and certificate</b>

**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/subsection from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline	Evidence of Completion
			2016 2017 2018 Ongoing	
	Meet with director of curriculum and instruction to update and review	N. Sanders B. Kerensky	Ongoing	List of books

**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/subsection from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Evidence of Completion
			2016	2017	2018	Ongoing	

**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 postsecondary opportunities for minority and female students.

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

**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, socioeconomic status or disability.

Section/subsection from Needs Assessment	Implementation Strategies	Staff Responsible	Implementation Timeline				Evidence of Completion
			2016	2017	2018	Ongoing	
	Survey physical education classes grades 6 through 12 – Student Athletic Interest Inventory	N. Sanders	Complete	2016			Data sheets

**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.

Section/subsection from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 2016 2017 20 18 Ongoing	Evidence of Completion

# **APPENDIX D: COMPREHENSIVE EQUITY PLAN**

## **YEARLY STATEMENTS OF ASSURANCE**

2016-2017

2017-2018

2018-2019

# Comprehensive Equity Plan Statement of Assurance

to be Submitted with the Three-Year CEP

## School District, Charter School or Renaissance School Project Information:

<b>County: Monmouth</b>	
<b>School District/Charter School/Renaissance School Project: Manasquan</b>	
<b>Address: 169 Broad Street, Manasquan, NJ 08736</b>	
<b>Affirmative Action Officer (AAO): Nancy Sanders</b>	<b>Telephone #: 732-528-8810 Ext: 2014</b>
<b>AAO Email: nsanders@manasquan.k12.nj.us</b>	
<b>Alternate Contact Person: Jesse Place</b>	<b>Telephone #: 732-528-8800 Ext 1912</b>
<b>Title: Director of Human Resources</b>	<b>Email: jplace@manasquan.k12.nj.us</b>

1. The school district, charter school or renaissance school project has conducted a comprehensive needs assessment of its equality and equity needs at each school within the district, charter school or renaissance school project, if applicable. The attached Comprehensive Equity Plan is designed to meet the assessed equality and equity needs at each site, if applicable.
2. The local Board has authorized the submission of the Comprehensive Equity Plan, and will support full implementation of the plan on September 1, 2016 upon approval by the New Jersey State Department of Education.
3. The school district, charter school or renaissance school project will achieve and maintain compliance with all applicable laws, codes and regulations governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

### CERTIFICATION:

By signing below, the Chief School Administrator or Charter or Renaissance School Project Lead Person certifies that all statements above are true and correct:

Name Dr. Frank Kasyan Title Superintendent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPREHENSIVE EQUITY PLAN  
ANNUAL STATEMENT OF ASSURANCE  
School Year 2017-2018**

<b>County: Monmouth</b>	
<b>School District, Charter School or Renaissance School Project: Manasquan</b>	
<b>Address: 169 Broad Street, Manasquan, NJ 08736</b>	
<b>Affirmative Action Officer (AAO): Nancy Sanders</b>	<b>Telephone #: 732 528 8810 ext. 2014</b>
<b>AAO Email: nsanders@manasquan.k12.nj.us</b>	
<b>Alternate Contact Person: Jesse Place</b>	<b>Telephone #: 732 528-8800</b>
<b>Title: Director of Technology &amp; Human Resources</b>	<b>Email: jplace@manasquan.k12.nj.us</b>

1. The school district, charter school or renaissance school project has reviewed its implementation strategies for school year 2016-17 and provides assurance that the implementation timeline has been met at each school within the district, charter school or renaissance school project, if applicable. The areas of noncompliance as indicated in the CEP have met specific indicators of achievement at each site, if applicable, during this previous school year.
  
2. The school district, charter school or renaissance school project will continue to fully implement the NJDOE approved Comprehensive Equity Plan.
  
3. The district, charter school or renaissance school project will achieve and maintain compliance with all applicable laws, codes, and regulations governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

**CERTIFICATION:** By signing below, the Chief School Administrator or Charter or Renaissance School Project Lead Person certifies that all statements above are true and correct:

Name Dr. Frank Kasyan Title Superintendent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# COMPREHENSIVE EQUITY PLAN ANNUAL STATEMENT OF ASSURANCE

School Year 2018-2019

<b>County: Monmouth</b>	
<b>School District, Charter School or Renaissance school project: Manasquan</b>	
<b>Address: 169 Broad Street, Manasquan, NJ 08736</b>	
<b>Affirmative Action Officer (AAO): Mr. Justin Roach</b>	<b>Telephone #: 732-528-8810 Ext: 1055</b>
<b>AAO Email: jroach@manasquan.k12.nj.us</b>	
<b>Alternate Contact Person: Mr. Jesse Place</b>	<b>Telephone #: 732-528-8800</b>
<b>Title: Director of Technology &amp; Human Resources</b>	<b>Email: jroach@manasquan.k12.nj.us jplace@manasquan.k12.nj.us</b>

1. The school district, charter school or renaissance school project has reviewed its implementation strategies for school year 2018-19 and provides assurance that the implementation timeline has been met at each school within the district, charter school or renaissance school project, if applicable. The areas of noncompliance as indicated in the CEP have met specific indicators of achievement at each site, if applicable, during this previous school year.
2. The school district, charter school or renaissance school project will continue to fully implement the NJDOE approved Comprehensive Equity Plan.
3. The district, charter school or renaissance school project will achieve and maintain compliance with all applicable laws, codes, and regulations governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

**CERTIFICATION:** By signing below, the Chief School Administrator or Charter or Renaissance School Project Lead Person certifies that all statements above are true and correct:

Name Dr. Frank Kasyan Title Superintendent

Signature: \_\_\_\_\_ Date: \_\_\_\_\_