

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.	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	<p>Policy 1140 – Affirmative Action Program(M) March 2011 Policy 1523 – Comprehensive Equity Plan(M) March 2011 Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) & Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services(M) Nov 2009</p> <p><i>Documentation as noted in subsections below.</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>Policy 1140 – Affirmative Action Program(M) March 2011 Policy 1523 – Comprehensive Equity Plan(M) March 2011 Policy 5750 – Equal Educational Opportunity(M) & Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services(M) Nov 2009</p> <p><i>Documentation as noted in subsections below.</i></p>	

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.	List name of noncompliant school(s) in the district
c) Provide equitable treatment for pregnant and married students.	Yes	Policy 2416 – Programs for Pregnant Pupils Nov 2009 Policy 5752 – Marital Status & Pregnancy(M) Nov 2009	
d) Prohibit or eliminate all forms of harassment, including sexual harassment, intimidation and bullying. (P.L.2010,c122).	Yes	Policy 1523 – Comprehensive Equity Plan(M) March 2011 Policy 5512 – Harassment, Intimidation, & Bullying(M) Nov 2013 Regulation 5512 – Harassment, Intimidation, or Bullying Investigation Procedure(M) Nov 2013 Policy 5751 – Sexual Harassment(M) Nov 2009 Regulation 5751 – Sexual Harassment of Pupils(M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Works International professional development schedule including Bullying Prevention and Sexual Harassment</i> • <i>Building based professional development: HIB-ITP Trainings</i> 	
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	Policy 1523 – Comprehensive Equity Plan(M) March 2011 Policy 1550 – Affirmative Action Program for Employment & Contract Practices(M) March 2011	
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	Policy 1140 – Affirmative Action Program(M) March 2011 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>MCSSSD BOE Agenda 9/1/2015</i> 	

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.	List name of noncompliant school(s) in the district
4) Provide staff development to ensure that all equity requirements comply with N.J.A.C. 6A:7-1.6.	Yes	Policy 1140 – Affirmative Action Program(M) March 2011	
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.	Yes	Policy 1140 – Affirmative Action Program(M) March 2011 <i>AAO attended Foundation for Educational Administration LEGAL ONE Affirmative Action Officer Certification on 2/8/16, 2/10/16, and 2/11/16.</i>	
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 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.	Yes	Policy 1140 – Affirmative Action Program(M) March 2011 Policy 2415.01 – Academic Standards, Academic Assessments & Accountability(M) Dec 2013 Policy 2610 – Educational Program Evaluation(M) Nov 2009 Policy 2622 – Student Assessment(M) May 2015 <i>Note: MCSSSD is a receiving school district. Sending school districts maintain the responsibility for AYP.</i>	
D. Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking the following actions:	Yes: May 2016	Policy 1140 – Affirmative Action Program(M) March 2011 Policy 1523 – Comprehensive Equity Plan(M) March 2011	

I. BOARD RESPONSIBILITY	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
1) Inform the school community about the Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.	Yes	Policy 1140 – Affirmative Action Program(M) March 2011 Documentation: <ul style="list-style-type: none"> • <i>Staff meeting announcement/agenda/sign in forms including AAO identity, contact information, location of CEP, BOE policies, grievance procedures, and annual reports</i> • <i>Website maintenance</i> 	
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	Policy 1140 – Affirmative Action Program(M) March 2011 <i>AAO attended Foundation for Educational Administration LEGAL ONE Affirmative Action Officer Certification on 2/8/16, 2/10/16, and 2/11/16.</i>	
3) Provide students, staff and the community with contact information for the AAO and publicize the location and availability of the CEP, policy(ies), grievance procedures and annual reports.	Yes	Policy 1140 – Affirmative Action Program(M) March 2011 Policy 1510 – Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination(M) Nov 2009 Regulation 1510 – Rights of Persons with Handicaps or Disabilities Non-Discrimination(M) Nov 2009 Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Documentation: <ul style="list-style-type: none"> • <i>Student/parent notification included with annual enrollment form</i> • <i>Annual Employee Policy Checklist for Certified & Non-Certified Staff (electronic)</i> • <i>Staff meeting announcement/agenda/sign in forms including AAO identity, contact information, location of CEP, BOE policies, grievance procedures, and annual reports</i> • <i>Website maintenance</i> 	

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.	List name of noncompliant school(s) in the district
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	<p>Policy 1140 – Affirmative Action Program(M) March 2011 Policy 1510 – Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination(M) Nov 2009 Regulation 1510 – Rights of Persons with Handicaps or Disabilities Non-Discrimination(M) Nov 2009 Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> <i>Grievance Procedure including purpose, definition, procedure, and report forms</i> 	
5) Report on progress made in meeting the adequate yearly targets established for closing the achievement gap as set by the Department of Education.	Yes	<p>Policy 1140 – Affirmative Action Program(M) March 2011 Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 2415.01 – Academic Standards, Academic Assessments & Accountability(M) Dec 2013</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> <i>Statewide assessment results reported to MCSSSD BOE annually</i> <p><i>Note: MCSSSD is a receiving school district. Sending school districts maintain the responsibility for AYP.</i></p>	

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.	List name of noncompliant school(s) in the district
6) Authorize the AAO to conduct yearly equity training for all staff.	Yes	Policy 1140 – Affirmative Action Program(M) March 2011 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Staff meeting agenda including AAO identity, contact information, location of CEP, BOE policies, grievance procedures, and annual reports</i> • <i>Staff meeting sign in forms</i> 	
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 website. N.J.A.C. 6A:19-2.3(b), Career and Technical Education Programs and Standards.	NA	(For County Vocational School Districts Only)	

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.	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 to:	Yes	Policy 1140 – Affirmative Action Program(M) March 2011 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Works International professional development schedule including Bullying Prevention, Child Abuse Prevention, Sexual Harassment, Homeless Education, and Civil Rights in Nutrition Programs</i> • <i>Building based Parent Teacher Organization meetings, agendas, sign in sheets</i> • <i>Building based monthly calendar distribution of school activities and parent support meetings</i> 	
1) Certificated (administrative and professional) staff.	Yes	Policy 1140 – Affirmative Action Program(M) March 2011 Policy & Regulation 3240 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Annual Employee Policy Checklist (electronic)</i> • <i>Works International professional development schedule including Bullying Prevention, Child Abuse Prevention, Sexual Harassment, Homeless Education, and Civil Rights in Nutrition Programs</i> 	
2) Non-certificated (non-professional) staff.	Yes	Policy 1140 – Affirmative Action Program(M) March 2011 Policy 4240 – Employee Training Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Annual Employee Policy Checklist (electronic)</i> • <i>Works International professional development schedule including Bullying Prevention, Child Abuse Prevention, Sexual Harassment, Homeless Education, and Civil Rights in Nutrition Programs</i> 	

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.	List name of noncompliant school(s) in the district
<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 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>	<p>Yes</p>	<p>Policy 2200 & Regulation 2200 – Curriculum Content(M) Nov 2009 Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 2415.01 – Academic Standards, Academic Assessments & Accountability(M) Dec 2013 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> • <i>Building based lesson plans</i> • <i>Curriculum Office files</i> • <i>Electronic distribution of BOE approved curriculum (First Class)</i> 	

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.	List name of noncompliant school(s) in the district
a) School climate and culture, safe and positive learning environment	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) & Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> </p> <ul style="list-style-type: none"> • <i>Handle With Care training</i> • <i>Crisis Prevention Institute training</i> • <i>School Resource Officer</i> • <i>Kidpower Teenpower Fullpower International</i> • <i>Porchlight Entertainment (Character Education)</i> • <i>The Tough Kid Series</i> • <i>Rhode Jensen and Reavis Student Achievement</i> 	
b) Courses of study, including physical education	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 2425 - Physical Education Nov 2009 Policy 5750 – Equal Educational Opportunity(M) & Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> </p> <ul style="list-style-type: none"> • <i>Lesson plans to include adaptive physical education programming</i> 	

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c) Library materials/instructional materials and strategies	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) & Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> <ul style="list-style-type: none"> <i>Evaluation of Instructional Materials form including Contextual Invisibility, Stereotyping and Characterization, Historical Distortions and Omissions, and Language Bias</i> </p>	
d) Technology/software and audiovisual materials	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) & Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> <ul style="list-style-type: none"> <i>Evaluation of Instructional Materials form including Contextual Invisibility, Stereotyping and Characterization, Historical Distortions and Omissions, and Language Bias</i> </p>	

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.	List name of noncompliant school(s) in the district
e) Guidance and counseling, including harassment, intimidation and bullying, sexual harassment and grievance procedures	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy & Regulation 2411 – Guidance Counseling(M) Nov 2009 Policy 5512 – Harassment, Intimidation, & Bullying(M) Nov 2013 Regulation 5512 – Harassment, Intimidation, or Bullying Investigation Procedure(M) Nov 2013 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> </p> <ul style="list-style-type: none"> • <i>Handle With Care training</i> • <i>Crisis Prevention Institute training</i> • <i>School Resource Officer</i> • <i>Kidpower Teenpower Fullpower International</i> • <i>Porchlight Entertainment (Character Education)</i> • <i>The Tough Kid Series</i> • <i>Rhode Jensen and Reavis Student Achievement</i> • <i>Annual Employee Policy Checklist (electronic)</i> • <i>Works International professional development schedule including Bullying Prevention, Child Abuse Prevention, and Sexual Harassment</i> • <i>Staff meeting agenda including AAO identity, contact information, location of CEP, BOE policies, grievance procedures, and annual reports</i> 	

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.	List name of noncompliant school(s) in the district
f) Extra-curricular programs and activities	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> </p> <ul style="list-style-type: none"> • <i>Monthly reports to MCSSSD BOE</i> • <i>Building based monthly calendar distribution of school activities and parent support meetings</i> <p> <i>Note: Students may return to their home school/sending district in order to attend extra-curricular programs and activities as designated in their IEP.</i> </p>	

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.	List name of noncompliant school(s) in the district
g) Tests and other assessments	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> <ul style="list-style-type: none"> • <i>IEPs include functional assessment based upon present levels of performance</i> </p> <p> <i>Note: As a receiving district, all student assessment regarding eligibility for special education and related services are conducted by sending districts prior to application for enrollment. Sending school districts maintain the responsibility for AYP.</i> </p>	
h) Reduction and/or prevention of under representation of minority, female and male students in all classes and programs	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 </p> <p> <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Realtime Master Schedule List by Ethnicity</i> • <i>Realtime Master Schedule List by Gender</i> </p>	

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.	List name of noncompliant school(s) in the district
2) Incorporate multicultural aspects throughout the instructional content and practices across the curriculum.	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> </p> <ul style="list-style-type: none"> • <i>Building based lesson plans</i> • <i>MCSSSD Office of Curriculum & Instruction: Social Studies (K-5) BOE approved September 2009, World History & United States History (6-8), United States History I-II & World History (9-12) BOE approved August 2012</i> • <i>News-2-You Curriculum</i> 	
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> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 </p> <p> <i>Documentation:</i> </p> <ul style="list-style-type: none"> • <i>Building based lesson plans</i> • <i>Curriculum Office files</i> • <i>Electronic distribution of BOE approved curriculum (First Class)</i> <p> <i>Note: IEPs include student specific instructional goals/objectives</i> </p>	

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.	List name of noncompliant school(s) in the district
4) Include instruction on the Holocaust and other genocide curricula at all grade levels. (N.J.S.A. 18A:35-28)	Yes	<p>Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> • <i>Building based lesson plans</i> • <i>Curriculum Office files</i> • <i>Electronic distribution of BOE approved curriculum (First Class)</i> • <p><i>Note: IEPs include student specific instructional goals/objectives</i></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 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>Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5750 – Equal Educational Opportunity(M) Regulation 5750 – Equal Educational Opportunity Complaint Procedure(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> • <i>NJ DOE Health and Safety of School Buildings Checklist</i> 	

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.	List name of noncompliant school(s) in the district
1) Ensure equal and barrier-free access to all school and classroom facilities.	Yes	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>NJ DOE Health and Safety of School Buildings Checklist</i> 	
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.	Yes	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Realtime Master Schedule List by Ethnicity</i> 	
3) Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.	Yes	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>NJ DOE Health and Safety of School Buildings Checklist</i> 	
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	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Realtime Master Schedule List by Ethnicity</i> • <i>Realtime Master Schedule List by Gender</i> 	

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.	List name of noncompliant school(s) in the district
a) Ensure that minority and female students are not underrepresented in gifted and talented or accelerated/advanced courses.	Yes	<p>Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> • <i>Realtime Master Schedule List by Ethnicity</i> • <i>Realtime Master Schedule List by Gender</i> <p><i>Note: Differentiated instruction is embedded within all coursework at MCSSSD in lieu of formalized Gifted and Talented programs.</i></p>	
b) Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.	Yes	<p>Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> • <i>Behavior Intervention Plans as per IEPs</i> • <i>Monthly reporting to MCSSSD BOE</i> • <i>Civil Rights Data Collection</i> • <i>DOE Homeroom Electronic Violence Vandalism, Substance Abuse Reporting System</i> 	

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.	List name of noncompliant school(s) in the district
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	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Individualized Education Programs</i> • <i>NJ DOE Health and Safety of School Buildings Checklist</i> 	
d) Ensure that all English language learners have equal and bias-free access to all school programs and activities.	Yes	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Individualized Education Programs</i> • <i>NJ DOE Health and Safety of School Buildings Checklist</i> 	
e) Ensure that all students with disabilities have equal and bias-free access to all school programs and activities.	Yes	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Note: All students attending MCSSSD have been determined as Eligible for Special Education and Related Services.</i>	

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.	List name of noncompliant school(s) in the district
f) Ensure that all schools' registration procedures are in compliance with State and Federal regulations and case law.	NA	<i>Note: As a receiving district, all student registrations are conducted by sending districts prior to application for enrollment.</i>	
5) Utilize a State approved language proficiency assessment on an annual basis for determining the English language proficiency of English language learners.	NA	<i>Note: As a receiving district, determinations for ELL programs are conducted by sending districts prior to application for enrollment.</i>	
6) Utilize bias-free measures for determining the special needs of students with disabilities.	NA	Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 2460 – Special Education(M) Nov 2009 Regulation 2460.1 –Special Education – Location, Identification, and Referral(M) February 2009 Regulation 2460.8 – Special Education – Free and Appropriate Public Education(M) February 2009 Regulation 2460.9 – Special Education – Transition from Early Intervention Programs to Preschool Programs(M) February 2009 Regulation 2460.16 – Special Education – Instructional Material to Blind or Print-Disabled Students(M) February 2009 <i>Note: As a receiving district, all student determinations regarding eligibility for special education and related services are conducted by sending districts prior to application for enrollment.</i>	

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.	List name of noncompliant school(s) in the district
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	Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> Grant funding available from NJ Department of Health and Mercer County Aging & Disability Resource Connection support bilingual staffing for Special Child Health 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	Policy 2416 – Programs for Pregnant Pupils(M) Nov 2009 Policy 5752 – Marital Status and Pregnancy(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009	
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:	Yes	Policy 2411 Guidance Counseling(M) Nov 2009 Regulation 2411 Guidance & Counseling(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009	

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.	List name of noncompliant school(s) in the district
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	<p> Policy 2411 Guidance Counseling(M) Nov 2009 Regulation 2411 Guidance & Counseling(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 </p> <p> <i>Documentation:</i> <ul style="list-style-type: none"> • <i>IEPs include individual and group counseling based upon present levels of performance</i> </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.	Yes	<p> Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 Policy 2411 Guidance Counseling(M) Nov 2009 Regulation 2411 Guidance & Counseling(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 </p> <p> <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Website information including Career Readiness courses: Buildings & Grounds, Computers & Technology, Food Service, Industrial Arts, Office Skills, Retail Marketing, and School Store</i> • <i>Monthly BOE reporting</i> </p>	

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.	List name of noncompliant school(s) in the district
3) Bias-free materials for use by counselors.	Yes	Policy 2411 Guidance Counseling(M) Nov 2009 Regulation 2411 Guidance & Counseling(M) Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> <i>Evaluation of Instructional Materials form including Contextual Invisibility, Stereotyping and Characterization, Historical Distortions and Omissions, and Language Bias</i> 	
D. Equality and Equity in Physical Education N.J.A.C. 6A:7 (d) and Title IX, Education Amendment of 1972 Ensure that the physical education program and instructional activities are equitable.	Yes	Policy 2425 – Physical Education Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> <i>Building based lesson plans</i> 	
E. Equality and Equity in Athletic Programs Athletic Guidelines 1986; N.J.A.C. 6A:7-1.7(d) and Title IX, Education Amendments of 1972 Ensure that the athletic program accomplishes the following:	Yes	Policy 2425 – Physical Education Nov 2009 Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009	
1) Relatively equal numbers of varsity and sub-varsity teams for male and female students.	Yes	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> <i>Student opportunity for try out sign up</i> 	

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.	List name of noncompliant school(s) in the district
2) Equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.	NA	Policy 5755 – Equity in Educational Programs & Services (M) Nov 2009 <i>Note: Students may return to their home school/sending district in order to attend extra-curricular programs and activities scheduled at night as designated in their IEP.</i>	
3) Equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.	Yes	Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>Hiring practices in compliance of Mercer County Special Services Educational & Therapeutic (MCSSETA) contract.</i> 	
4) Comparable facilities for male and female teams.	Yes	Policy 2260 - Affirmative Action Program for School & Classroom Practices(M) March 2011 Regulation 2260 - Affirmative Action Program for School & Classroom Practices Compliant Procedure(M) Nov 2009 <i>Documentation:</i> <ul style="list-style-type: none"> • <i>NJ DOE Health and Safety of School Buildings Checklist</i> 	

IV. EMPLOYMENT/CONTRACT PRACTICES 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	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
<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>	No	<p>Policy 1510 – Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination(M) Nov 2009 Regulation 1510 – Rights of Persons with Handicaps or Disabilities Non-Discrimination(M) Nov 2009 Policy 1530 –Equal Employment Opportunities(M) March 2011 Regulation 1530 – Equal Employment Opportunity Complaint Procedure(M) March 2011 Policy 1550 – Affirmative Action Program for Employment & Contract Practices(M) March 2011 Regulation 1550– Affirmative Action Program for Employment & Contract Practices Complaint Procedure(M) March 2011</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> • <i>Positions posted in all school buildings, on website, on NJHire.com and NJ School Jobs.com, in Trenton Times</i> • <i>TalentEd utilized as electronic application software</i> • <i>Central Jersey Pride Job Fair participation</i> 	Human Resources Department

<p>IV. EMPLOYMENT/CONTRACT PRACTICES 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>List name of noncompliant school(s) in the district</p>
<p>2) Target recruiting practices for under-represented populations in every category of employment.</p>	<p>Yes</p>	<p>Policy 1530 –Equal Employment Opportunities(M) March 2011 Regulation 1530 – Equal Employment Opportunity Complaint Procedure(M) March 2011</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> • <i>Positions posted in all school buildings, on website, on NJHire.com and NJ School Jobs.com, in Trenton Times</i> • <i>TalentEd utilized as electronic application software</i> • <i>Central Jersey Pride Job Fair participation</i> 	
<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>Policy 1510 – Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination(M) Nov 2009 Regulation 1510 – Rights of Persons with Handicaps or Disabilities Non-Discrimination(M) Nov 2009 Policy 1530 –Equal Employment Opportunities(M) March 2011 Regulation 1530 – Equal Employment Opportunity Complaint Procedure(M) March 2011 Policy 1550 – Affirmative Action Program for Employment & Contract Practices(M) March 2011 Regulation 1550– Affirmative Action Program for Employment & Contract Practices Complaint Procedure(M) March 2011</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> • <i>Positions posted in all school buildings, on website, on NJHire.com and NJ School Jobs.com, in Trenton Times</i> • <i>TalentEd utilized as electronic application software</i> • <i>Central Jersey Pride Job Fair participation</i> 	

<p>IV. EMPLOYMENT/CONTRACT PRACTICES 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>List name of noncompliant school(s) in the district</p>
<p>4) Monitor promotions and transfers to ensure non-discrimination.</p>	<p>Yes</p>	<p>Policy 1530 –Equal Employment Opportunities(M) March 2011 Regulation 1530 – Equal Employment Opportunity Complaint Procedure(M) March 2011 Policy 1550 – Affirmative Action Program for Employment & Contract Practices(M) March 2011 Regulation 1550– Affirmative Action Program for Employment & Contract Practices Complaint Procedure(M) March 2011</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>Policy 1530 –Equal Employment Opportunities(M) March 2011 Regulation 1530 – Equal Employment Opportunity Complaint Procedure(M) March 2011 Policy 1550 – Affirmative Action Program for Employment & Contract Practices(M) March 2011 Regulation 1550– Affirmative Action Program for Employment & Contract Practices Complaint Procedure(M) March 2011</p> <p><i>Documentation:</i></p> <ul style="list-style-type: none"> <i>Collective Bargaining Agreements: MCSSETA (Educational Therapeutic Association), MCSSSSA (Support Staff Association), MCSSPSA (Principal Supervisor Association)</i> 	

<p>IV. EMPLOYMENT/CONTRACT PRACTICES 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>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>	<p>Policy 1530 –Equal Employment Opportunities(M) March 2011 Regulation 1530 – Equal Employment Opportunity Complaint Procedure(M) March 2011 Policy 1550 – Affirmative Action Program for Employment & Contract Practices(M) March 2011 Regulation 1550– Affirmative Action Program for Employment & Contract Practices Complaint Procedure(M) March 2011</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>	<p>Policy 1530 –Equal Employment Opportunities(M) March 2011 Regulation 1530 – Equal Employment Opportunity Complaint Procedure(M) March 2011 Policy 1550 – Affirmative Action Program for Employment & Contract Practices(M) March 2011 Regulation 1550– Affirmative Action Program for Employment & Contract Practices Complaint Procedure(M) March 2011</p> <p><i>Documentation: Collective Bargaining Agreements: MCSSETA (Educational Therapeutic Association), MCSSSSA (Support Staff Association), MCSSPSA (Principal Supervisor Association)</i></p>	

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
Maryann Moller	Affirmative Action Officer		<i>Maryann Moller</i>
Steven DiMatteo	Supervisor		<i>Steven C DiMatteo</i>
Christine MacDonald	Human Resources Manager		<i>Christine MacDonald</i>
Susan Danch	Unit Coordinator-Mercer Special Child Health Services		<i>Susan Danch</i>