

Work Session

Attachments

August 9, 2016

Office of the Superintendent
Township of Ocean School District
August 5, 2016

MEMORANDUM FOR: All Members of the Board

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

RE: **Miscellaneous Information**

1. **On the Calendar**

August 9, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm - Work Meeting
 - Kelly Weldon, Principal, Ocean Township High School, Gina Hagerman and Michael Lambusta, Assistant Principals, Ocean Township High School will be in attendance to discuss the Spartan Success Program.

August 16, 2016 – No Meeting

August 23, 2016

- 5:30 pm - Finance Committee Meeting
- 7:00 pm - Executive Session (Closed)
- 7:30 pm - Work Meeting
 - Solutions Architecture and P.W. Moss & Associates will be in attendance to give construction progress updates.

August 30, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm – Work Session
- 8:00 pm – Regular Monthly Meeting

September 6, 2016 – No Meeting

September 13, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm - Work Meeting

September 20, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm – Work Session
- 8:00 pm – Regular Monthly Meeting

September 27, 2016

- 7:00 pm – Executive Session (Closed)
- 7:30 pm - Work Meeting

2. **Open House Schedule for September 2016** – attached.

3. **Wonders Reading Q & A Program for Parents – Monday, August 29, 2016** – flyer attached.

Office of the Superintendent
Township of Ocean School District



MEMORANDUM FOR: All Members of the Board of Education


FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

DATE: August 5, 2016

RE: 2016-2017 Open House Schedule

DATE	TIME	SCHOOL	GRADE LEVELS
September 12 th (Monday)	7:00 pm	Wanamassa	Pre-School, K, 1 st & 2 nd
September 13 th (Tuesday)	7:00 pm	Wanamassa	3 rd & 4 th
September 13 th (Tuesday)	7:00 pm	OTES	Pre-School, K, 1 st & 2 nd
September 14 th (Wednesday)	7:00 pm	OTES	3 rd & 4 th
September 15 th (Thursday)	7:00 pm	Intermediate	5 th
September 19 th (Monday)	7:00 pm	Wayside	Pre-School, K, & 1 st
September 21 st (Wednesday)	7:00 pm	Wayside	2 nd , 3 rd , & 4 th
September 22 nd (Thursday)	7:00 pm	Intermediate	6 th , 7 th , & 8 th
September 29 th (Thursday) Back to School Night	6:30 pm	High School	9 th , 10 th , 11 th & 12 th

CC: Ms. Weldon
Dr. Ricciardi
Principals
Mr. Jannarone

READING
is the  to
SUCCESS

MONDAY, AUGUST 29
WONDERS READING
PROGRAM Q & A

Learn all about our exciting new literacy program
adopted for use in Kindergarten through Grade 5
beginning in September 2016!

Wonders

by McGraw-Hill

Held at the
Township of Ocean
Administration
Auditorium:
7:00 PM - 8:00 PM

Learn all about this
great new
literacy program!

Hosted by
ELA Supervisors,
Mrs. Eleanor Hughes
& Mrs. Kristin Vona

Presented by a panel
of teachers and
administrators

TOWNSHIP OF OCEAN
SCHOOL DISTRICT
163 Monmouth Road
Oakhurst, NJ 07755

www.oceanschools.org

732.531.5600

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

DATE: July 26, 2016

RE: Employment Opportunity/September 1, 2016

POSITION: Custodian – Day Shift - TOIS

SALARY: Salary will be commensurate with the Township of Ocean School District's Custodians 2016-2017 Salary Guide.


APPLICATION DEADLINE: Qualified candidates should notify the Personnel Office in writing at 163 Monmouth Rd., Oakhurst, NJ 07755 by the end of the business day, Tuesday, August 9, 2016, 4:30 pm.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools 

DATE: July 26, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: Maker Space After-School Program – Elementary - Wanamassa and Wayside

Please Note: Positions may be divided on the recommendation of the Principal.

QUALIFICATIONS:

- Township of Ocean School District Faculty Member
- Valid New Jersey Instructional Certificate or Certificate of Eligibility
- Demonstrates knowledge of the particular activity and able to sustain student interest in the activity.
- Promotes development, strong interpersonal and communication skills among the young students who are participating in the activity.
- Demonstrates good organizational skills, dependability, and leadership skills.

SALARY: Salary will be commensurate with the Township of Ocean School District's Non-Athletic Advisor 2016-2017 Salary Guide.

APPLICATION DEADLINE: Candidates interested in applying for these positions should notify the Personnel Office in writing as soon as possible on or before the end of the business day, Friday, August 5, 2016, 4:30 pm.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

DATE: July 27, 2016

RE: Employment Opportunity/Immediate Opening

POSITION: Director of School Counseling

QUALIFICATIONS:

- Valid certification as Director of Personnel Services
- Minimum of five years experience working in School Counseling
- Ability to assume leadership and responsibilities inherent in the position of Director
- Effective oral and written communication and interpersonal skills
- Ability to work collaboratively with all stakeholders
- Secondary experience a plus
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

SALARY: Salary will be commensurate with the Township of Ocean School District Administrators' 2016-2017 Salary Guide.

APPLICATION DEADLINE: Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, August 5, 2016.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

DATE: July 27, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: Guidance Counselor – Part Time – 5th Grade

QUALIFICATIONS:

- School Counselor certification required
- Minimum experience as determined by the Board
- Knowledge of computerized master schedule development desirable.
- Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career education information and placement.
- Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations.
- Such alternatives to the above qualifications as the Board may find appropriate.

SALARY: Salary will be commensurate with the Township of Ocean School District Teachers' 2016-2017 Salary Guide.

APPLICATION DEADLINE:

- Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Friday, August 5, 2016.
- Existing staff members who desire a transfer may file a request in the form of a letter of intent along with any updated documents to the Superintendent by the closing date.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools

Township of Ocean Schools



MEMORANDUM FOR: All Non-Instructional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

DATE: July 27, 2016

RE: Employment Opportunity/2016-2017 School Year

POSITION: Secretary – 10-month – Wanamassa School

QUALIFICATIONS:

- High School graduate
- Prior secretarial or clerical experience preferred
- Must have good communication skills as well as the ability to multi-task
- Must have working knowledge of Microsoft Word and Excel and the ability to use the school database
- Such alternatives to the above qualifications as the Board may find appropriate

SALARY:

Salary will be commensurate with the Township of Ocean School District Office Personnel 2016-2017 Salary Guide.

**APPLICATION
DEADLINE:**

Qualified candidates should apply in writing to the Personnel Office, 163 Monmouth Rd., Oakhurst, NJ 07755 before the end of the business day, Friday, August 5, 2016, 4:00 pm.

*Culturally Diverse and Bilingual candidates encouraged to apply.

Office of the Superintendent of Schools
Township of Ocean Schools



MEMORANDUM FOR: All Non-Professional Staff Members

FROM: James Stefankiewicz, Ed.D., Superintendent of Schools

DATE: August 2, 2016

RE: Employment Opportunities/2016-2017 School Year

POSITION:

- Part Time Instructional Assistant

QUALIFICATIONS:

- Aptitude and competence for assigned responsibilities
- College-level coursework in education or related field*
- Demonstrated ability to assist with instructional activities and communicate effectively with students, parents and school staff

*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching, reading, writing and math.

SALARY: Salary will be commensurate with the Township of Ocean School District Instructional Assistants' 2016-2017 Salary Guide.

APPLICATION DEADLINE: Qualified candidates should apply on line at <http://www.applitrack.com/ocean/onlineapp> by the end of the day, Thursday, August 11, 2016.

*Culturally Diverse and Bilingual candidates encouraged to apply.

COMMUNITY LIAISON & COMMUNICATIONS COMMITTEE

1140 AFFIRMATIVE ACTION PROGRAM

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The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing For Equality And Equity In Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, students, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of student performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of students in special education programs if there is an over representation within certain groups; staffing practices; student demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.



The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing For Equality And Equity in Education. The Board shall assure that all stakeholders know who the Affirmative Action Officer is and how to access him or her.

The Affirmative Action Officer ~~must~~ **shall** have a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B et seq. The Affirmative Action Officer shall: coordinate the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of district grievance procedures for handling discrimination complaints; and ensure the district grievance procedures, which include investigative responsibilities and reporting information, are followed.

The Affirmative Action Team shall: develop the Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the district's Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); collaborate with the Affirmative Action Officer on coordination of the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the Comprehensive Equity Plan; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equality and equity, pursuant to N.J.A.C. 6A:7-1.4(d).

The Board shall provide professional development training to all certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. Parents and other community members shall be invited to participate in the professional development training.

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION
1140/Page 3 of 3
Affirmative Action Program (M)

prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted: 20 October 1992

Revised: 30 August 2016



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION
1523/Page 1 of 5
Comprehensive Equity Plan (M)

1523 COMPREHENSIVE EQUITY PLAN

M

~~The Board of Education will identify and correct discriminatory and inequitable policies, patterns, programs and practices affecting is facilities, programs, students and staff. The school district will develop a Comprehensive Equity Plan once every three years to comply with equity requirements for which they are responsible, which are mandated by the Fourteenth Amendment of the U.S. Constitution; Article I, Paragraph 5 of the New Jersey State Constitution; N.J.S.A. 18A:36-20 and N.J.A.C. 6A:7-1.1 et seq.; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973, and other related legislation.~~

~~The district will assess its needs for achieving equity and equality in educational programs based on an analysis of student performance data in accordance with N.J.A.C. 6A:7-1.4@1. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers to achieving equity in educational programs.~~

~~The Comprehensive Equity Plan shall address:~~

- ~~1. Professional development pursuant to N.J.A.C. 6A:7-1.6;~~
- ~~2. Equality in school and classroom practices pursuant to N.J.A.C. 6A:7-1.7; and~~
- ~~3. Equality in employment and contract practices pursuant to N.J.A.C. 6A:7-1.8.~~

~~The Comprehensive Equity Plan shall include goals, objectives, timelines, and benchmarks for measuring progress.~~

~~The Board shall submit the Comprehensive Equity Plan to the County Superintendent of Schools for approval and a copy shall be submitted to the Department of Education. If the plan is not approved by the County Superintendent, the plan shall be revised and re-submitted to the County~~



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION
1523/Page 2 of 5
Comprehensive Equity Plan (M)

~~Superintendent of Schools within thirty days of the notification of non-approval.~~

~~The district shall, at the end of the school year, report their annual progress in the Quality Annual Assurance Report on achieving the objectives of the Comprehensive Equity Plan. The Superintendent shall also provide to the Department of Education:~~

- ~~1. A Statement of Assurances and certification that;
 - ~~a. The district will continue to maintain compliance with N.J.A.C. 6A:7; Titles VI and VII of the Civil Rights Act of 1964; the Guidelines for the Deegregation of Public Schools in New Jersey and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. section 794);~~
 - ~~b. The district will perform all required activities as provided for in this Policy and report such assurances to the Board annually;~~
 - ~~c. The district will continue the implementation of its approved Comprehensive Equity Plan; and~~
 - ~~d. The Board will provide a resolution approving the Affirmative Action Officer for each school year of the three-year comprehensive plan.~~~~

~~Specific statements of Board policy and procedure regarding matters of equity are contained in the following policies and/or regulations:~~

- ~~1510 Rights of Persons With Disabilities~~
- ~~1530 Equal Employment Opportunities~~
- ~~1550 Affirmative Action Program for Employment and Contract Practices~~
- ~~2260 Affirmative Action Program for School and Classroom Practices~~
- ~~3362 Sexual Harassment - Teaching Staff Member~~
- ~~4352 Sexual Harassment - Support Staff Member~~
- ~~5700 Pupil Rights~~
- ~~5750 Equal Educational Opportunity~~
- ~~5751 Sexual Harassment of Pupils~~
- ~~5752 Marital Status and Pregnancy~~
- ~~5770 Pupil Right to Privacy~~



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

ADMINISTRATION
1523/Page 3 of 5
Comprehensive Equity Plan (M)

~~5810 Pupil Participation in School Government~~
~~5841 Secret Societies~~
~~5842 Equal Access of Pupil Organization~~

~~The Comprehensive Equity Plan will be adopted by a Board of Education resolution and signed by the chief school administrator. The Plan will be publicized throughout the community and will inform the students, staff and community of the affirmative action officer, the location and availability of the school district's Plan and related policies.~~

~~Title VI of the Civil Rights Act of 1964~~

~~The Rehabilitation Act of 1973~~

~~N.J.S.A. 18A:10-5 and 18A:36-20~~

~~6A:7-1.1 et seq.~~

~~Title IX of the Education Amendments of 1972~~

~~Title VII, Civil Rights Act of 1964~~

~~Equal Pay Act of 1973~~

~~N.J.A.C. 6.4-1.6~~

~~The Fourteenth Amendment of the U.S. Constitution~~

~~Article I, Paragraph 5 of the New Jersey State Constitution~~

~~N.J.S.A. 18A:38-1~~

~~State Board of Education Policy and Guidelines on Racial Balance of 1969 and 1972 Guidelines for the Desegregation of Public Schools in New Jersey (1989)~~

~~Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1979)~~

~~Guidelines for the Desegregation of Public School in New Jersey (1989)~~

~~Multi-Year Equity Plan - Forms and Directions to Assist School District in Developing a Multi-Year Plan to Provide Equality in Educational Program (October 1995)~~

The Board of Education shall submit a Comprehensive Equity Plan based on an assessment of the district's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners, including students and teachers.



The Board's obligation to be accountable for the requirements in N.J.A.C. 6A:7 is not precluded or alleviated by any rule or regulation of any organization, club, athletic association, or other league or group.

The Comprehensive Equity Plan shall include the following:

- 1. An assessment of the school district's needs for achieving equity in educational programs. The assessment shall include staffing practices, quality-of-program data, stakeholder-satisfaction data, and student assessment and behavioral data disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant, date of enrollment, student suspension, expulsion, Child Study Team referrals, preschool through grade twelve promotion/retention data, preschool through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of students in special education programs if there is overrepresentation within a certain group;**
- 2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the Comprehensive Equity Plan;**
- 3. Progress targets for closing the achievement gap;**
- 4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to Core Curriculum Content Standards; and high expectations for teaching and learning; and**
- 5. Annual targets addressing district needs in equity in school and classroom practices that are aligned to professional development targets.**

A Comprehensive Equity Plan shall be written every three years and the Board of Education shall initiate the Comprehensive Equity Plan within sixty days of its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

ADMINISTRATION
1523/Page 5 of 5
Comprehensive Equity Plan (M)

In the event the Board of Education does not implement the Comprehensive Equity Plan within one hundred eighty days of its approval date, 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.

N.J.A.C. 6A:7-1.9

Adopted: 20 August 1996

Revised: 27 April 2004, 30 August 2016



1530 EQUAL EMPLOYMENT OPPORTUNITIES

M

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias free access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

The Board shall not enter into a contract with a person, agency, or organization that discriminates in employment practices or in the provision of benefits or services, on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, socioeconomic status, or disability, either in employment practices or in the provision of benefits or services to students or employees, pursuant to N.J.A.C. 6A:7-1.1.



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

ADMINISTRATION
1530/Page 2 of 2
Equal Employment Opportunities (M)

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2
N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 20 October 1992

Revised: 15 March 2016, 30 August 2016



R 1530 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE

M

A. Purpose and application

1. The purpose of this procedure is to give any district employee or candidate for employment the opportunity to an alleged denial of equal employment opportunity in violation of state statutes and administrative codes, and federal laws and Policy No. 1530, guaranteeing "equal access to all categories of employment without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation gender, **gender identity or expression**, socioeconomic status, or disability."
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual employees.

B. Definitions

1. "Board of Education" means the Board of Education of the Township of Ocean School District.
2. "Complaint" means an alleged discriminatory act or practice.
3. "Complainant" means staff member who alleges a discriminatory act or practice.
4. "Day" means a working or calendar days identified.
5. "Discriminatory act or practice" means denial of equal employment opportunity in violation of State statutes and administrative codes and Federal laws and Policy No. 1530.



EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE (M)

6. "School district" means the Township of Ocean School District.

C. Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a discriminatory practice or act prohibited by law and/or policy shall discuss the matter with his/her immediate supervisor, in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirtydays, the complainant may submit a complaint to the Affirmative Action Officer. The complaint will include
 - a. The complainant's name and address,
 - b. The specific act or practice that the complainant complains of,
 - c. The school officer or employee, if any, responsible for allegedly discriminatory act,
 - d. The results of discussions conducted in accordance with paragraph C.1., and
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter and will respond to the complaint in writing no later than seven days after receipt of the written complaint. Copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three **working** days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have acted discriminatorily.
5. On his/her timely request (that is, submitted before expiration of the time within which the Superintendent must render a decision), the



EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE (M)

complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with a discriminatory act and any other person with knowledge of the act complained of.

6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of decision will be given to all parties.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include
 - a. The original complaint,
 - b. The response to the complaint,
 - c. The Superintendent's decision,
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a discriminatory act.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.



REGULATION

OCEAN TOWNSHIP
BOARD OF EDUCATION

ADMINISTRATION

R 1530/Page 4 of 4

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE (M)

10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the
 - a. Commissioner of Education
New Jersey State Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500
Telephone: (877) 900-6960 or the
 - b. New Jersey Division on Civil Rights
Trenton Regional Office
Office of the Attorney General
140 East Front Street – 6th Floor
Trenton, New Jersey 08625-0090
Telephone: (609) 292-4605

D. Record

1. The records of any complaint processed in accordance with this procedure shall be maintained in a file kept by the Affirmative Action Officer.
2. A copy of the decision rendered at the highest level of appeal will be kept in the employee's personnel file.

Adopted: October 1982

Revised: 15 March 2016, 30 August 2016



AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES
M

AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT
PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 20 October 1992

Revised: 15 March 2016, 30 August 2016



2200 CURRICULUM CONTENT

M

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy No. 2220.

For purposes of this policy "curriculum" ~~includes all~~ means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A - Education and N.J.A.C. 6 and 6A - Education and all of the New Jersey Core Curriculum Content Standards and Cumulative Progress Indicators and the courses required by Policy No. 5460 and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Core Curriculum Content Standards and responsive to identified student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.

The curriculum shall provide in accordance with Board policies and the New Jersey Core Curriculum Content Standards, including but not limited to:

1. Preparation of all students for employment or post secondary study upon graduation from high school;
2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community



- Civics, and the geography, history and civics of New Jersey and World Languages;
3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all pupil in accordance with Policy No. 2530;
 4. Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy No. 2411;
 5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy No. ~~2460~~ and Regulation Nos. 2460.1 through 2460.14;
 6. Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency when the number of such students so necessitates, in accordance with Policy No. 2423;
 7. Programs and services for students at risk who require remedial assistance in accordance with ~~Policy Nos.~~ **Policies** 2414, 2415, and 5460;
 8. Equal educational opportunity for all students in accordance with ~~Policy Nos.~~ **Policies** 2260, 5750 and 5755;
 9. Career awareness and exploration as required, and vocational education as appropriate;
 10. Educational opportunities for students with exceptional abilities, in accordance with Policy No. 2464;
 11. Instruction in accident and fire prevention;
 12. A substance abuse prevention program;
 13. A program for family life education; and
 14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Program
2200/Page 3 of 3
CURRICULUM CONTENT (M)

N.J.S.A. 18A:6-2, 18A:6-3; 18A:35-1 et seq.
N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.
~~N.J.A.C. 6:29 4.1; 6:29-6.6~~
New Jersey Core Curriculum Content Standards

Adopted: 18 October 1977

Revised: 17 May 1983, 17 July 1990, 19 April 1993, 19 November 1996,
16 November, 1999, 20 February 2001, 30 August 2016



R 2200 CURRICULUM CONTENT

M

Courses of study and instructional materials and programs shall be designed to eliminate discrimination and promote understanding and mutual respect between children **regardless** of different races, colors, creeds, sexes, **age, marital status, affectional or sexual orientations, gender, gender identity or expression, religion, ancestryies, national origins, social or socioeconomic status, and/or disabilityies.**

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

- A. When instructional material contains stereotypes or discriminatory statements, staff should help pupils identify the stereotypes or discriminatory statement(s) and discuss with pupils the consequences of repeated stereotyping and discriminatory statements.
- B. If a particular instructional material is highly objectionable, staff should not use it, ~~N.J.A.C. 6:4-1.3(f)~~; such material should be brought to the attention of the building principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.
- C. Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials, ~~N.J.A.C. 6:4-1.3(f)~~.
- D. Community involvement when developing instructional programs and attendant materials shall be encouraged.

Adopted: 20 February 2001

Revised: 30 August 2016



2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

M

The Board of Education shall provide equal and bias-free access for all pupils 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, **gender identity or expression**, religion, disability, or socioeconomic status, by:

1. Ensuring equal and barrier-free access to all school and classroom facilities;
2. Attaining minority representation within each school, which approximates the district's overall minority representation. Exact apportionment is not required, however, the ultimate goal is a reasonable plan achieving the greatest degree of racial balance, which is feasible and consistent with sound educational values and procedures;
3. Utilizing a State-approved English language proficiency measure on an annual basis for determining the special needs of **English language learners** and **their** progress in learning English of ~~language-minority students~~ pursuant to N.J.A.C. 6A:15-1.3(**eb**);
4. Utilizing bias-free multiple measures for determining the special needs of pupils with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all pupils; and
6. Ensuring that a student is not discriminated against because of a medical condition. A pupil shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the pupil shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for students to interact positively with others



Affirmative Action Program For School And Classroom Practices (M)

regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status;
2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status;
 - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female students, provided that the course content for such separately conducted sessions is the same.
3. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;
4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and that students understand the basic tenet of multiculturalism;
5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and
6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.



Affirmative Action Program For School And Classroom Practices (M)

The Board of Education shall ensure all pupils have access to adequate and appropriate counseling services. When informing pupils about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to pupils on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status.

The Board of Education shall ensure that the district's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, **gender identity or expression**, religion, disability, or socioeconomic status, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for pupils of each gender shall be comparable;
2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for pupils of both genders to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20
N.J.A.C. 6:4 7-1.7

Adopted: 17 December 1985

Revised: 17 July, 1990, 20 October 1992, 15 March 2016



2411 GUIDANCE COUNSELING (M)

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist students in making and implementing informed educational and occupational choices including academic, career and personal/social development

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all students in this school district and shall involve the coordinated efforts of all teaching staff members under the leadership of certified guidance and counseling personnel.

The Superintendent is directed to implement a guidance program that carries out the purposes of this policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each student;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parent(s) or legal guardian(s) and shares parents' or legal guardians' concern for the development of their children;
6. Provides for the means of sharing information among appropriate staff members in the students interest;
7. Is available equitably to all students and prohibits biased counseling and the use of materials that discriminate among students on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, **gender, gender identity or expression**, social or economic **socioeconomic** status, or disability; and
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the efficacy of such referrals.



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Program
2411/Page 2 of 2
GUIDANCE COUNSELING (M)

N.J.A.C. 6A:19-1.2; 6A:8-2.2
N.J. A.C. 6A:7-1.7; 6A:8-3.2

Adopted: 17 July 1990
Revised: 20 February 2001, July 2005, 30 August 2016



R 2411 GUIDANCE AND COUNSELING (M)

M

A. Counseling Services

1. The purpose of guidance and counseling services is to assist students in self-examination, self-evaluation, and analysis of alternatives so that each student can benefit most fully from his/her education and life experiences.
2. Counseling services will include:
 - a. Career awareness and exploration, and academic planning through consideration of personal interests, past and potential performance, and present opportunities,
 - b. Personal/social development including adjustment to situational problems, understanding of the consequences of personal behavior, and referral to assistance where appropriate, and
 - c. Crisis counseling to assist students undergoing extreme emotional reactions that disrupt immediate functioning, including post-crisis planning and referral for treatment as necessary.
3. All counseling services shall be free of bias on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

B. Career Awareness and Exploration

In fulfillment of the New Jersey Core Curriculum Content Standards, the school district shall provide a comprehensive program of guidance and counseling to facilitate career awareness and exploration for all students which shall be designed to:

1. Assist students in making informed educational and occupational choices;
2. Encourage students to maintain portfolios consisting of accomplishments related to the Cross Content Workplace Readiness Standards;



REGULATION

OCEAN TOWNSHIP
BOARD OF EDUCATION

PROGRAM
R 2411/Page 2 of 3
GUIDANCE AND COUNSELING (M)

2. Develop student competency in self management, educational and occupational exploration and career planning;
3. Make students aware of the relationship among personal qualities, education, training and the world of work; and
4. Acquaint students with the relationship between achieving academic standards and the attainment of career goals.

C. Consulting Services

1. The purpose of consulting services is the improvement of the instructional program and the delivery of educational services by the collaboration of those staff members responsible for the instructional program and the development of individual students.
2. Consulting services will include:
 - a. Identification of the needs of students,
 - b. Identification, evaluation, and program implementation of students with special needs,
 - c. Development and implementation of preventive and supportive programs to address such problems as student attendance, violence, and suicide,
 - d. Alerting professional staff to the purposes, functions, and availability of guidance and counseling services,
 - e. Encouragement of cooperation among teaching staff members and parent(s) or legal guardian(s) in resolving individual student problems and addressing student needs,
 - f. Establishment and maintenance of fruitful relationships with state and local agencies for the purpose of professional referral and the sharing of experiences,
 - g. Cooperation with business and industry to facilitate student job placement and vocational training, and



REGULATION

OCEAN TOWNSHIP
BOARD OF EDUCATION

PROGRAM
R 2411/Page 3 of 3
GUIDANCE AND COUNSELING (M)

h. Maintenance of a library of occupational and educational information.

D. Evaluation

The program of guidance and counseling will be reviewed annually to determine its strengths and weaknesses. The following information may be gathered and analyzed in that review.

1. Annual record of graduate placements in post-secondary situations;
2. Assessments of past graduates as to the effectiveness of guidance services received in the high school;
3. Results of surveys of parent(s) or legal guardian(s) and staff evaluations of guidance services;
4. Analysis of the efficacy of outside referrals;
5. Assessments by persons not employed in the school district and expert in the field of guidance and counseling; and
6. The personal evaluations of the guidance and counseling staff members to identify weaknesses in the administration of the program.

Adopted: 20 February 2001,

Revised: July 2005, 30 August 2016



2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for **English language learners (ELLs)** ~~students of Limited English Proficiency (LEP)~~ as required by law and rules of the State Board of Education. ~~ELLs Students of LEP~~ are those students whose native language is other than English and who have **varying degrees of English language proficiency in any one of the domains of** ~~sufficient difficulty~~ speaking, reading, writing, or ~~understanding~~ **listening and is synonymous with limited** the English **speaking ability pursuant to N.J.S.A. 18:35-15 to 26** ~~language English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English.~~

Identification of ~~LEP Students~~ **ELLs**

The Board will conduct a screening process to determine the native language of each **ELL student** at the time of enrollment in the school district. A census shall be maintained of all **identified** students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education-approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance, **including their performance on** ~~results of~~ standardized tests in English, and a review of the input of teaching staff members responsible for the educational program **for ELLs of the limited English proficient students.**

Program implementation

The district shall provide the following programs:

1. An English language services program **to improve the English language proficiency of ELLs** whenever there are **at least one or more**, but fewer than ten ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in the school** district. English language services shall be **provided** in addition to the regular school program;
2. An ESL program **that provides at least one period of ESL instruction based on student language proficiency** whenever there are ten or more ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in the school** district; and



3. A bilingual **education** program whenever there are twenty or more ~~LEP students~~ **ELLs** in any one-language classification **enrolled in the school district pursuant to N.J.S.A. 18A:35-18**. Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may **annually** offer an instructional program alternative, provided ~~that program has been approved~~ or a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years **pursuant to N.J.S.A. 18A:35-19**.

Bilingual, ESL English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually **using with** a New Jersey Department of Education-approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. ~~LEP students~~ **ELLs** enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English ~~p~~Program when they have demonstrated readiness to function successfully in the English-only program. ~~The~~ **This process to determine the readiness or inability of the individual student to function successfully in the English-only program** shall be initiated by the student's level of English proficiency as measured by a New Jersey Department of Education-established standard on an English language proficiency test, ~~and~~ **T**he readiness of the student shall be further assessed on the basis of multiple indicators ~~that~~ **which shall include**, at a minimum; ~~include~~ classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent(s) ~~or legal guardian(s)~~ may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, ~~the parent(s) or legal guardian(s)~~ may only remove the student at the end of each school year. If during the first three years of a student's participation in a bilingual education program, a parent(s) ~~or legal guardian(s)~~ wishes to remove the student prior to



the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The parent(s) ~~or legal guardian(s)~~ may appeal the Executive County Superintendent's decision to the Commissioner of Education.

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5 .

When the ~~exit~~ review process **for exiting a student from a bilingual, ESL, or English language services program has been** is completed, the student's parent(s) ~~or legal guardian(s)~~ shall be informed by mail of the placement determination. A parent(s) ~~or legal guardian(s)~~, or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools who will provide a written explanation for the decision within ~~ten school~~ **seven working** days. The complainant may appeal this decision in writing to the Board **within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision**. The Board will review the appeal and respond in writing **to the parent** within forty-five calendar days **of the Board's receipt of the parent's written appeal to the Board**. A complainant not satisfied with the Board's **determination of the appeal explanation** may appeal to the Commissioner of Education.

Parental involvement

The parent(s) ~~or legal guardian(s)~~ of ~~ELLs student of limited English proficiency~~ will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. Notice shall be in writing, **and in the language in which the parent(s) in the language of which the child of the parents so notified possesses a primary speaking ability, and in English**. The notice must also include **a statement the information that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose so chose**.

The district will notify the parent of ELLs by mail within thirty days of the child's identification.

Parent(s) ~~or legal guardian(s)~~ shall receive progress reports **of students enrolled in bilingual, ESL, or English language services programs** in the same manner and frequency as **progress reports are** those sent to parents ~~or legal guardians~~ of other students **enrolled in the district**.



The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs ~~Parent(s) or legal guardian(s) of students of limited English proficiency will be offered opportunities for involvement in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A school district that implements a bilingual education program shall establish a parent~~ **An advisory committee on bilingual education shall be formed with of which the majority membership will be** ~~being parent(s) or legal guardian(s) of students of limited English proficiency of ELLs.~~

Graduation

ELLs ~~Students of limited English proficiency~~ will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy No. 5460.

Program plan

The Superintendent shall prepare and submit a plan for bilingual instruction, ESL, or English language services program every three years to the Board and the County Superintendent the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 et seq. through 18A:35-25
N..J.A.C. 6A:15-1.1 et seq.

Adopted: 18 October 1977

Revised: 30 June 1981, 17 July 1990, 19 April 1993, 19 August 1997, 242327 April 1999, 15 March 2016, 30 August 2016



REGULATION

OCEAN TOWNSHIP
BOARD OF EDUCATION

PROGRAM
R 2423/Page 1 of 17
BILINGUAL AND ESL EDUCATION (M)

R 2423 BILINGUAL AND ESL EDUCATION

M

A. Definitions

1. "Bilingual education program" means a full-time program of instruction in all these courses or subjects ~~which~~ **that** a child is required by law or rule to receive, given in the native language of ~~the limited English proficient students~~ **English language learners (ELLs)** enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ~~the limited English proficient students~~ **ELLs** enrolled in the programs, **and** in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area ~~which~~ **that** is the native land of the parents of ~~limited English proficient students~~ **ELLs** enrolled in the program, and in the history and culture of the United States. ~~All students in bilingual education programs receive English as a second language instruction.~~
2. "Bilingual part-time component" means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
3. "Bilingual resource program" means a program alternative in which students receive daily instruction from a certified bilingual teacher in identified subjects and with specific assignments on an individual student basis.
4. "Bilingual tutorial program" means a program alternative in which students are provided one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.
5. "Dual language bilingual education program" means a full-time program of instruction in elementary and secondary schools ~~which~~ **that** provides structured English language instruction and instruction in a second language in all content areas for ~~LEP~~ **ELL** students and for native English speaking students enrolled in the program.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 2 of 17
BILINGUAL AND ESL EDUCATION (M)

6. "Educational needs" means the particular educational requirements of ~~students of limited English proficiency~~, **ELLs**; the fulfillment of which will provide them with equal educational opportunities.
7. "English as a second language (ESL) program" means a daily developmental second language program of ~~up to two periods~~ **at least one period** of instruction based on student language proficiency which teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student's experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
8. ~~"English language fluency" means the ability to speak the language with sufficient structural accuracy; use vocabulary to participate effectively in most formal and informal conversations on practical, social, and school topics; read material for information; and complete forms and write essays and reports on familiar topics. Language fluency is not the same as language proficiency, which is the full command of language skills.~~
"English language development standards" means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.
9. "English language learner" or "ELL" means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 3 of 17
BILINGUAL AND ESL EDUCATION (M)

910. "English language proficiency test" means a test **that** ~~which~~ measures English language skills in the areas of aural comprehension, speaking, reading, and writing.
1011. "English language services" means services designed to improve the English language skills of ~~students of limited English proficiency~~ **ELLs**. These services, provided in school districts with less than ten ~~students of limited English proficiency~~ **ELLs**, are in addition to the regular school program and ~~have as their goal the development of~~ **are designed to develop** aural comprehension, speaking, reading, and writing skills in English.
- ~~11. "ESL standards for Pre-Kindergarten through grade twelve students" means the WIDA English Language Proficiency Standards for English Language Learners in Pre-Kindergarten through Grade Twelve, 2007 edition, developed by the World Class Instructional Design and Assessment (WIDA) Consortium. These are the standards and language competencies limited English proficient students in Pre-Kindergarten programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects.~~
12. "Exit criteria" means the criteria ~~which~~ **that** must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
13. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
14. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education. All students in an instructional program alternative receive English as a second language.
- ~~15. "Limited English proficient (LEP) students" means students from Pre-Kindergarten through grade twelve whose native language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as measured by an English language~~



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 4 of 17
BILINGUAL AND ESL EDUCATION (M)

~~proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English. This term means the same as limited English speaking ability, the term used in N.J.S.A. 18A:35-15 to 26.~~

- ~~1615.~~ "Native language" means the language first acquired by the student, the language most often spoken by the student, or the language most often spoken in the student's home; regardless of the language spoken by the student.
- ~~1716.~~ "Parent(s)" **for the purposes of Policy and Regulation 2423** means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. **When** ~~Where~~ parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
- ~~1817.~~ "Review process" **is means** the process established by the Board of Education to assess ~~limited English proficient students~~ **ELLs** for exit from a bilingual, ESL, or English language services programs.
- ~~1918.~~ "Sheltered English instruction" **is means** an instructional approach used to make academic instruction in English understandable to ~~LEP~~ **ELLs** students. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for **ELLs** ~~LEP students~~.

B. Identification of Eligible ~~Limited English Proficient (LEP)~~ **Language Learners (ELLs)** Students

1. The ~~district~~ **Superintendent of Schools will designate a teaching staff member(s) who** will determine the native language of each **ELL** ~~LEP student~~ when the student enrolls in the school district. The district will:
 - a. Maintain a census indicating all students identified whose native language is other than English; and
 - b. **Develop a screening process, initiated by a home-language survey, to determine which students in**



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 5 of 17
BILINGUAL AND ESL EDUCATION (M)

Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher, and shall be designed to distinguish students who are proficient English speakers and need no further testing.

~~Report annually to the New Jersey Department of Education as part of the Fall LEP Enrollment Summary, the number of all LEP students whose native language is other than English and, of that group, the number who are LEP students.~~

- ~~2. The Board approved screening process, initiated by a home language survey, shall determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher and shall be designed to distinguish those students who are proficient English speakers, and need no further testing.~~
32. The district shall determine the English language proficiency of all Kindergarten to grade twelve students; who are not screened out, **and** whose native language is other than English, by **administering** the administration of a Department of Education-approved English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, **including their performance on as well as** standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for **ELLs** ~~the limited English proficient students~~. Students who do not meet the New Jersey Department of Education standard on a Department-approved language proficiency test and who have at least one other indicator **shall be considered ELLs**, ~~are students of limited English proficiency~~. The district shall also use age-appropriate assessment methodologies to identify ~~limited English proficient~~ preschool **ELLs** students in order to determine their individual language development needs.



C. Bilingual Programs for Limited English Proficient Students Language Learners (ELLs)

1. All Kindergarten through twelfth grade ~~twelve LEP students~~ **ELLs** enrolled in the district **pursuant to N.J.S.A. 18A:7F-46** will be provided **with all** ~~receive~~ required courses and support services outlined in a. through g. below to prepare ~~LEP students~~ **ELLs** to meet the Core Curriculum Content Standards for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ~~ELLs LEP students~~. The district shall also provide appropriate instructional programs to eligible pre-school ~~LEP students~~ **ELLs** based on need according to the New Jersey Preschool **Program Implementation Guidelines, 2015 Teaching and Learning Expectations: Standards of Quality (2004)**. **The guidelines provide developmentally appropriate recommendations** ~~These standards are guidelines for good practice and are intended for school districts that provide preschool programs.~~
- a. **The Board of Education shall establish** English language services designed to improve the English language proficiency of ~~ELLs LEP students~~ whenever there are **at least one or more**, but fewer than ten ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in the school** district. English language services shall be **provided** in addition to the regular school program.
- b. **The Board of Education shall establish** ~~a~~**An** ESL program that provides **at least one** ~~up to two~~ periods of ESL instruction based on student language proficiency whenever there are ten or more ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in the school** district.
 - (1) ~~An~~ **The** ESL curriculum that addresses the WIDA English ~~language~~ **development** Proficiency ~~s~~**standards** as ~~amended and supplemented~~ shall be developed and adopted by the Board to address the instructional needs of ~~ELLs~~ **LEP students**.
 - (2) The ESL curriculum will be cross referenced to the district's bilingual education and content area curricula to



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 7 of 17
BILINGUAL AND ESL EDUCATION (M)

ensure that ESL instruction is correlated to all the content areas being taught.

- c. **The Board of Education shall establish** A bilingual education programs ~~will be established~~ whenever there are twenty or more ~~limited English proficient students~~ **ELLs** in any one-language classification enrolled in the **school** district pursuant to N.J.S.A. 18A:35-18. The bilingual education programs shall:
- (1) Be designed to prepare ~~LEP students~~ **ELLs** to acquire sufficient English skills and content knowledge to meet the Core Curriculum Content Standards. All ~~LEP students~~ **ELLs** participating in the bilingual programs **shall** ~~will~~ also receive ESL instruction;
 - (2) Include a ~~bilingual program~~ curriculum that addresses the Core Curriculum Content Standards, the WIDA English ~~Language Proficiency~~ **development** ~~s~~Standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
 - (3) Include a full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the **school** district.
- d. **ELLs** ~~LEP students~~ ~~will~~ **shall** be provided **with** equitable instructional opportunities to participate in all non-academic courses necessary to meet the Core Curriculum **Content** Standards, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. **The** ~~These~~ instructional opportunities shall be designed to assist ~~LEP students~~ **ELLs** to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- e. The **Board of Education** ~~district~~ shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ~~LEP students~~ **ELLs** to meet the Core Curriculum Content Standards for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, **the Board shall develop** plans ~~shall be developed~~ in



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 8 of 17
BILINGUAL AND ESL EDUCATION (M)

consultation with and approved by the New Jersey Department of Education to meet the needs of the students.

- f. **The Board of Education shall design** ~~a~~Additional programs and services shall ~~be designed~~ to meet the special needs of eligible ~~LEP~~ students **ELLs** and will include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.

 - g. The Board **of Education** may establish dual-language bilingual education programs in ~~its~~ the schools and may make provisions for the coordination of instruction and services with the school district's ~~w~~World ~~I~~Languages program. **Dual-language bilingual education programs** ~~This program, if established by the Board,~~ shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. **To the extent necessary, i**nstruction shall, ~~to the extent necessary,~~ be in all courses or subjects of study **that allow** ~~allowing~~ students to meet all grade promotion and graduation standards. Where possible, these classes **in dual-language bilingual programs shall** ~~will~~ be comprised of approximately equal numbers ~~of students of limited English proficiency and of ELLs~~ **and of** students whose native language is English.
2. The Board **of Education** may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process **Provided by Statute**

The school district may request a waiver from **N.J.A.C. 6A:15-1.4(d)** ~~establishing a bilingual education program, pursuant to N.J.S.A. 18A:35-18,~~ to establish **annually** an instructional program alternative ~~on an annual basis~~ with the approval of the Department of Education when there are twenty or more students eligible for the bilingual education program in Kindergarten through grade twelve, and the school district is able to demonstrate **that it would be impractical to provide a full-time bilingual program** ~~that~~ due to age range,



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 9 of 17
BILINGUAL AND ESL EDUCATION (M)

grade span, and/or geographic location of eligible students, ~~it would be impractical to provide a full-time bilingual program.~~

1. Any instructional program alternatives shall be developed in consultation with and approved annually by the Department of Education after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ~~LEP~~ students **ELLs** to develop sufficient English skills and subject-matter skills to meet the Core Curriculum Content Standards.
2. The instructional program alternatives **that shall to be established shall** include, but are not limited to: **the** bilingual part-time component; **the** bilingual resource program; **the** bilingual tutorial program; **the** sheltered English instruction program; and **the** high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.

E. Department of Education Approval of Bilingual, ESL or English Language Services Programs

1. **Each school district providing a** ~~The school district's~~ bilingual program, ESL program, or English language services program ~~plans shall be submitted a plan every three years to the New Jersey Department of Education every three years for approval. At its discretion, the Department of Education may request modifications, as appropriate. Plans submitted by the school district for approval shall include information on the following~~ ~~The plans will include the following information:~~
 - a. Identification of students;
 - b. Program description;
 - c. Number of certified staff hired for the program;
 - d. Bilingual and ESL curriculum development;
 - e. Evaluation design;



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 10 of 17
BILINGUAL AND ESL EDUCATION (M)

- f. Review process for exit; and
 - g. A budget for bilingual and ESL programs ~~and/or~~ **or** English language services programs. ~~The budget must indicate how the bilingual categorical aid funds are directly related to the bilingual/ESL program instructional services and materials.~~
2. **The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.**
- ~~The district shall annually submit data on the number of LEP students served, exit data for the LEP students enrolled in the district, and data on the number of immigrant students enrolled in the district.~~
3. ~~The district's bilingual/ESL programs will be monitored and evaluated by the Office of Bilingual Education within the New Jersey Department of Education.~~
 4. ~~A school that fails to make progress in meeting the New Jersey Department of Education's annual measurable achievement objectives, must separately inform the parent(s) or legal guardian(s) of an LEP student of the school's failure no later than thirty days after the failure occurs.~~
- F. Supportive Services
1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the **school** district.
 2. To the extent that it is administratively feasible, supportive services to **ELLs** ~~LEP students~~, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of **the ELLs** ~~LEP students~~ and their parents.
- G. In-service Training



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 11 of 17
BILINGUAL AND ESL EDUCATION (M)

1. **A plan shall be developed for in-service training will be provided for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall based on their needs and to include instructional strategies and appropriate assessments to help LEP students ELLs meet the Core Curriculum Content Standards and the WIDA English II language development Proficiency Standards. All ESL and bilingual teachers shall will receive training in the use of the ESL curriculum.**
2. The Professional Improvement Plan of the **school** district shall include the needs of bilingual and ESL teachers **which** that should be addressed through in-service training.

H. Certification of Staff

All teachers in these programs will hold the following certifications:

1. Bilingual Classes - a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education **pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.**
 2. ESL Classes - a valid New Jersey instructional certificate in **ESL English as a second language pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.**
 3. English Language Services - a valid New Jersey instructional certificate.
- I. Bilingual, **English as a Second Language** ESL, and English Language Services Program Enrollment, Assessment, Exit and Reentry
1. All **ELLs LEP students** from Kindergarten through ~~twelfth~~ grade **twelve** shall be enrolled in the bilingual, ESL, or English language services program **established by the Board of Education as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), and P.L. 1995, c. 59 and c. 327.**
 2. Students enrolled in **the** a bilingual, ESL, or English language services program shall be assessed annually **using** with a Department of Education-



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 12 of 17
BILINGUAL AND ESL EDUCATION (M)

approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program.

3. ~~ELLs LEP students~~ enrolled in **the bilingual, ESL, or English language services program** ~~one of these programs~~ shall be placed in a monolingual English program when they have demonstrated readiness to function successfully in an English-only program. ~~The~~ **This process to determine the readiness or inability of the individual student to function successfully in the English-only program** shall be initiated by the student's level of English proficiency as measured by a Department of Education-established standard on an English language proficiency test, ~~The and the~~ readiness of the student shall be further assessed on the basis of multiple indicators ~~that which~~ shall **include**, at a minimum; ~~include~~ classroom performance;; the student's reading level in English;; the judgment of the teaching staff member or members responsible for the educational program of the student;; and performance on achievement tests in English ~~according to P.L. 1991, c.12.~~
4. A parent(s) or legal guardian(s) may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. ~~Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually to determine their progress in achieving English language proficiency goals and readiness for exiting the program.~~
65. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher, ~~with the approval of the Building Principal,~~ may recommend retesting **with the approval of the Principal.**
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon the request of the



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 13 of 17
BILINGUAL AND ESL EDUCATION (M)

Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.

- c. The recommendation for retesting ~~shall will~~ be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.
- d. The student will be tested using a different form of the test or a different language proficiency test than the one used to exit the students.
- e. If the student scores below the state established standard on the language proficiency test, the student will be re-enrolled into the bilingual or ESL program.

76. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, **the district shall notify by mail** the student's parent(s) ~~or legal guardian(s) shall be informed by mail~~ of the **placement** determination of placement. If the parent(s), ~~legal guardian(s)~~ or teaching staff member disagrees with the placement, he/she may appeal the **placement** decision in writing to the **Superintendent or designee _____**, who will provide a written explanation for the decision within _____ **seven working days of receiving the written appeal**. The complainant may appeal this decision in writing to the Board of Education **within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision**. The Board will review the appeal and respond in writing to the parent **within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board**. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.

J. Graduation Requirements for ~~Limited English Proficient~~ Students **Language Learners**

All **ELLs** ~~LEP~~ students must satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 14 of 17
BILINGUAL AND ESL EDUCATION (M)

K. Location of Programs

All bilingual, ESL, and English language services programs shall be conducted within classrooms approved by the Executive County Superintendent of Schools within the regular school buildings of the school district per pursuant to N.J.S.A. 18A:35-20.

L. Notification to Parents/Legal Guardians

1. The school district will notify **by mail** the parents(s) or legal guardian(s) of the LEP student of ELLs **by mail of the fact no later than thirty days after the beginning of the school year** that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. **The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:** ~~The parent(s) or legal guardian(s) must be notified within two weeks of the student's placement in a bilingual, ESL, or English language services program, if the student has not been identified as a LEP student prior to the beginning of the school year.~~
 - a. **Why** ~~The notice shall inform the parent(s) or legal guardian(s) why the student was identified as LEP an ELL and why the student needs to be placed in a bilingual, ESL, or English language services program;~~
 - b. **Why** ~~LEP and why~~ the student needs to be placed in a **language instructional educational program that will help him or her develop and attain English proficiency and meet State academic standards** ~~bilingual, ESL, or English language services program;~~
 - bc. ~~The notice will include the student's level of English proficiency,~~ **how the such level of English proficiency was assessed, and the student's academic level;**



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 15 of 17
BILINGUAL AND ESL EDUCATION (M)

- ed. ~~The notice will include the method of instruction the school district will use that will be used to serve the student, including a description of other methods of instruction~~ **methods** available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;
- de. ~~The notice will inform the parent(s) or legal guardian(s) of the student in attaining English and meeting State standards;~~ **H**ow the program will meet the **student's** specific needs
- ef. The **program's** notice ~~will include the exit requirements, the expected rate of transition into a classroom not tailored for ELLs LEP students, and, in the case of high school students, the expected rate of graduation; and~~
- fg. ~~The notice will inform the parent(s) or legal guardian(s) of the student in attaining English and meeting State standards;~~ **H**ow the instructional program will meet the objectives of **the an individualized** education program of a student with a disability;
- g. ~~The notice will include written guidance on the rights that parents have to remove their child from a bilingual, ESL, or English language services program upon their request, in accordance with N.J.A.C. 6A:15-1.13, or to choose another program or method of instruction, if available, and how the parent(s) or legal guardian(s) will be provided assistance in selecting the best program to serve their child;~~
- h. ~~The notice will inform the parent(s) or legal guardian(s) they have the option of declining enrollment if they choose by providing notice to the district no later than ten days after receiving the eligibility notice.;~~
- i. ~~The notice shall be in writing and in the language of which the child of the parent(s) or legal guardian(s) so notified possesses a primary speaking ability, and in English.;~~ and
- j. ~~Whenever the district determines, on the basis of a student's level of English proficiency, that a student should exit from a program~~



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 16 of 17
BILINGUAL AND ESL EDUCATION (M)

~~of bilingual education, the district shall notify the parent(s) or legal guardian(s) of the student by mail.~~

2. ~~The school district shall send progress reports to~~ The parent(s) or legal guardian(s) of students enrolled in a bilingual, ESL, or English language services programs ~~shall receive progress reports~~ in the same manner and frequency as progress reports are sent to parent(s) and legal guardian(s) of other students enrolled in the school district.
3. Progress reports shall be written in English and in the native language of the parent(s) or legal guardian(s) of students enrolled in the bilingual ~~and~~ or ESL program unless **the school district** it can be demonstrated and documented in the three-year plan **required in N.J.A.C. 6A:15-1.6(a)** that ~~the this~~ requirement would place an unreasonable burden on the district.
4. The **school** district shall notify the parent(s) or legal guardian(s) when a students meets the exit criteria and are **is** placed in a monolingual English program. The notice shall be in English and in the language in which the parent(s) or legal guardian(s) possesses a primary speaking ability.

M. Joint Programs

~~With The school district may join with any other school districts, with the approval of the Executive County Superintendent of Schools, on a case-by-case basis, a school district may join with another Board of Education to provide~~ bilingual, ESL, or English language services programs.

N. Parental Involvement

1. The **Superintendent or designee** will provide for **the** maximum practicable involvement of parent(s) or legal guardian(s) of ~~LEP~~ students **ELLs** in the development and review of program objectives and dissemination of information to and from the **district** Boards of Education and communities served by the bilingual, ESL, or English language services education programs.
2. ~~A parent(s) or legal guardian(s) will be informed on how they can become involved in the education of their child and how they can actively~~



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
R 2423/Page 17 of 17
BILINGUAL AND ESL EDUCATION (M)

~~participate in helping their child learn English, achieve at high levels in the core academic subjects, and meet State standards.~~

32. A **school** district that implements a bilingual education program shall establish a parent advisory committee on bilingual education ~~of~~ ~~on~~ which the majority will be parents ~~or legal guardians of students of~~ **ELLs** ~~limited~~ English proficiency.

Adopted: 27 April 1999

Revised: 15 March 2016, 30 August 2016



EDUCATIONAL PROGRAM EVALUATION(M)

2610 EDUCATIONAL PROGRAM EVALUATION

M

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. To this end, the Superintendent shall employ such tests and methods as may be indicated by sound professional judgment. Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board during the school year. Findings of the assessment program may be used to evaluate the progress of pupils and the effectiveness of staff members. The Board will annually make available to the public the collective progress of pupils toward the goals of the district.

The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and pupil needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6:8-3.2; 6A:8-4.1 et seq.

N.J.A.C. 6A:19-2.6 [**vocational districts**]

Adopted: 15 June 1982

Revised: 17 May 1983, 19 March 1985, 17 July 1990, 5 October 2005, 30 August 2016



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2622/Page 1 of 4

STUDENT ~~PUPIL~~ ASSESSMENTS (M)

2622 ~~PUPIL~~ STUDENT ASSESSMENTS (M)

M

~~The New Jersey statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle and secondary levels have attained New Jersey's Core Curriculum Content Standards. The Board of Education will comply with implementing the schedule of the New Jersey State Board of Education.~~

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner.

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

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessment System

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

Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2622/Page 2 of 4

STUDENT PUPIL ASSESSMENTS (M)

breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement

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

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.23. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Records

~~The Board shall maintain an accurate record of each pupil's performance on State-wide assessments in accordance with N.J.A.C. 6A:8-4.2. Notwithstanding Policy No. 8330, information regarding individual pupil test scores shall be released only to the pupil, his/her parent(s) and legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed authorized by Federal and State law.~~

Dissemination of Information Public Reporting

In accordance with the requirements of N.J.A.C. 6-A:8-4.5, the **Department of Education** ~~school district is required to~~ shall report annually to the State Board of Education and the public on the progress of all ~~pupils~~ **students** and ~~pupil~~ **student** subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. ~~by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-~~



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2622/Page 3 of 4

STUDENT PUPIL ASSESSMENTS (M)

~~2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A et seq. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.~~

Parental Notification

Parent(s) or legal guardian(s) shall be informed of the district assessment program and of any special tests that are to be administered to their children.

PROGRAM EXCEPTIONS

~~Pupils With Disabilities~~

~~Pupils with disabilities shall participate in all state assessments systems in accordance with provisions as outlined in N.J.A.S. 6A:14-4.10. Accommodations and modifications approved by the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.~~

English Language Learner (ELL)

~~An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs shall participate in all statewide assessments and may be provided appropriate accommodations or modifications as approved by the New Jersey Department of Education.~~

~~All ELLs shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except that any ELL may demonstrate that they have attained State minimum levels of proficiency through:~~

- ~~1. — Passage of the Alternative High School Assessment (AHSAs) process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education; or~~
- ~~2. — Passage of the AHSAs process in English with appropriate accommodations.~~



POLICY

OCEAN TOWNSHIP BOARD OF EDUCATION

PROGRAM
2622/Page 4 of 4

STUDENT ~~PUPIL~~ ASSESSMENTS (M)

~~Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessments (HSPA).~~

Student Accommodations/Modifications

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English language learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.

N.J.S.A. 18A:7C-6.2

N.J.A.C. 6A:7-1.7; 6A:8-4.1; 6A:8-5.1;

6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10; 6A:14-4.12; 6A:15-1.11

Adopted: 18 October 1977

Revised: 17 July 1990, 19 April 1993, 16 November 1999, 20 February 2001,
21 December 2004, 21 August 2012, 30 August 2016



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

M

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

Eligibility to Attend School

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

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

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2 ~~et seq.~~ A student is only eligible to attend school in the district pursuant to **N.J.A.C. 6A:22-3.2** ~~this provision~~ if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the **Board of Education** ~~district~~, a sworn statement that he or she: is domiciled within the **school** district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, ~~or~~ a sworn landlord's statement if residing as a tenant without a written lease, **or a mortgage or tax bill if an owner.** Pursuant to N.J.S.A. 18A:38-1.(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school **in this school district** free of charge pursuant to N.J.S.A. 18A:38-1.(b) if the student is kept in the home of a person domiciled in the **school** district, **who is not other than** the parent or guardian, ~~where~~ **and** the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in **the United States armed forces** in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year **during which upon** the parent or guardian^s returns from active military duty.

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

A student is eligible to attend **this school** ~~in the~~ district free of charge:

1. If the student's parent or guardian moves to another **school** district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed **by court order** ~~in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e))~~ or by a society, agency, or institution **in the home of a school district resident** pursuant to N.J.S.A. 18A:38-2;
3. If the student ~~had~~ previously resided in the **school** district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the **school** district, pursuant to N.J.S.A. 18A:38-3.(b). The **school** district shall not be obligated for transportation costs; and



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

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

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

Proof of Eligibility

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

The ~~district~~ **Board of Education** shall not **condition enrollment on the receipt of** ~~require or request~~ any information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

school as outlined in N.J.A.C. 6A:22-3.4(d). **The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant.** However, ~~these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district.~~ However, ~~the district Board of Education~~ may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. **However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.**

Registration Forms and Procedures for Initial Assessment and Enrollment

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

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

When a student ~~Where an applicant~~ appears ineligible based on the information provided in the initial application, **the school district shall issue** a preliminary written notice of ineligibility ~~shall be provided,~~ including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and **an intent to appeal to the Commissioner of Education.** **An applicant whose student is** ~~A student~~ enrolled pursuant to this provision shall be notified that **the student** ~~he or she~~ will be removed,



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When ~~Where~~ enrollment is denied and no intent to appeal is indicated, applicants shall be advised ~~that~~ they shall comply with compulsory education laws. **When the student is between the ages of six and sixteen, applicants also shall** ~~In this case, the parent(s) or guardian(s) shall, where the student is between the ages of six and sixteen, be asked to complete a written statement indicating that the student will be attending school in another school district, attending or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of event this written statement, is not provided, the district level administrator designated by the Superintendent designated staff shall report to shall notify the school district of actual domicile or residence, or the Department of Children and Families, to report a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, pursuant to N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff and shall also indicate that admission to the school district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.~~

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

Enrollment in the school district shall not be denied based upon absence of student medical information. **However, although actual attendance at school may be deferred until the student complies with student as necessitated by compliance with rules regarding immunization rules set forth in of students, N.J.A.C. 8:57-4.1 et seq.**

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



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

revision upon **the school district's** receipt of records or further assessment of the student ~~by the district.~~

Notice of Ineligibility

When a student is found ~~If the district finds the applicant~~ ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the **student's initial** application ~~initially submitted~~ is found to be deficient upon subsequent review or investigation, **the school district notice shall immediately shall provide** ~~be provided~~ to the applicant **notice that is** consistent with ~~sample form(s) to be provided by the Commissioner-~~ **provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq.** Notices shall be in writing;; in English and in the native language of the applicant;; issued by the Superintendent; and directed to the address at which the applicant claims to reside. The Notices of Ineligibility shall ~~be provided and shall~~ include information as **outlined** required in accordance with N.J.A.C. 6A:22-4.2 et seq..

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this ~~P~~policy shall preclude the Board of **Education** from **identifying** ~~seeking to identify~~; through further investigation or periodic requests for ~~current~~ revalidation of ~~previously determined~~ eligibility status, students enrolled in the **school** district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student, **who is** enrolled and attending school ~~in the district~~ based on an initial **eligibility** determination of ~~eligibility~~, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of **Education** for **the student's** removal ~~of the student~~ in accordance with **the provisions of** N.J.A.C. 6A:22-4.3(b). No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) ~~as the case may be~~, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", ~~as the case may be~~, does not respond ~~to the Superintendent's notice~~ within the designated time frame **to the Superintendent's notice** or appear for the hearing, the Board of **Education** shall make a prompt determination of the student's eligibility ~~or ineligibility~~ and shall immediately provide notice thereof in accordance with ~~the requirements of~~ N.J.A.C. 6A:22-4.2 et seq. ~~The H~~hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

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

Assessment and Calculation of Tuition

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

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

Nonresident Students

The admission of a nonresident **student child** to school free of charge must be approved by the Board. No **student child** otherwise eligible shall be denied admission on the basis



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

of the **student's** ~~child's~~ race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Children Who Anticipate Moving to or from the District

A nonresident **student** ~~child~~ otherwise eligible for attendance whose parent(s) or guardian(s) anticipates **school** district residency and has entered a contract to buy, build, or rent a residence in this **school** district may be enrolled without payment of tuition for a period of time not greater than 8 weeks prior to the anticipated date of residency. If any such student does not become a resident of the **school** district within 8 weeks after admission to school, tuition will be charged for attendance commencing the beginning of the 1st week and until such time as the student becomes a resident or withdraws from school.

- Students Pre-K through 12th whose parent or guardian have moved away from the school district after ~~March 31st~~ **January 31st** will be permitted to finish that school year in this district without payment of tuition.
- A twelfth grade student whose parent or guardian have just moved away from the school district prior to ~~March 31st~~ **January 31st** of their senior year, may petition the Board of Education, in writing to remain in the high school for the remainder of their senior year without payment of tuition.
- Senior students moving from the district prior to ~~April 1~~ **January 31st** of their senior year and after completing their entire education (K through 11th grade) in the Township of Ocean Schools, will be permitted to complete their senior year at Ocean Township High School without payment of tuition, provided that their parent(s) or guardian(s) make a written request to the Superintendent of Schools.

Transportation is not provided.

Other Nonresident **Students** ~~Children~~

Other nonresident **students** ~~children~~, otherwise eligible for attendance, may be admitted to ~~school in this school~~ district without payment of tuition **and Board approval** ~~if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate educational program in this district, the avoidance of~~



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

~~transfer and readmission of a child whose legal custody is shared by a parent(s) or guardian(s) residing in this district, or other good cause~~
N.J.S.A. 18A:38-1 et seq.

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

Adopted: 16 January 1979

Revised: 15 September 1981, 17 July 1990, 15 October 1991, 19 October 1993,
18 October 1994, 20 February 1996, 15 September 1998, 27 June 2002,
17 January 2006, 16 July 2010, 17 February 2015, 30 August 2016



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 1 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

M

A. Definitions

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.(b) and N.J.A.C. ~~6A:22-3.1(a)~~ **6A:22-3.2(a)**.
2. ~~"Appeal to the Commissioner" or "appeal"~~ means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, **Controversies and Disputes**.
3. **"Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.**
43. "Commissioner" means the Commissioner of Education or his/her designee.
54. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district **unless it can be proven** ~~subject to a rebuttable presumption~~ that the child **does not actually live** ~~is actually living~~ with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.(e).
5. ~~"Parent"~~ means the natural or adoptive parent, foster parent, and surrogate parent.

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

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 2 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

- a. A student is domiciled in the **school** district when he or she is living with a parent or guardian whose ~~permanent home~~ **domicile** is located within the **school** district. ~~A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.~~
- (1) **When** Where a student's parents or guardians are domiciled within different **school** districts, and where there is no court order or written agreement between the parents designating the **school** district of ~~attendance~~ **attendance**, the student's domicile is the **school** district of the parent or guardian with whom the student lives for the majority of the school year. **This provision shall apply** regardless of which parent has legal custody.
- (2) **When** ~~Where~~ a student's physical custody is shared on an equal-time, alternating week/month or other similar basis ~~so such that~~ the student is not living with one parent or guardian for a majority of the school year, and where there is no court order or written agreement between the parents designating the **school** district of ~~for school~~ attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the **application** date of the application.
- (a) **When** If a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. **When** ~~Where~~ the parents or guardians do not designate, or cannot agree upon, the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student **shall will** attend school in the **school** district of ~~domicile of~~ **domicile of** where the parent or guardian with whom the student **actually lives** is



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 3 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

~~actually living~~ as of the last school day prior to October 16 ~~is domiciled~~.

- (b) **When** ~~Where~~ the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) **When** ~~Where~~ a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's **right entitlement** to attend school in the parent or guardian's **school** district of domicile pursuant to the provisions of N.J.A.C. 6A:22.
- (4) **No school** The district shall ~~not~~ be required to provide transportation for a student residing outside the **school** district for all or part of the school year, ~~other than that unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise to the extent required by law, as a result of being the district of domicile for school attendance purposes pursuant to the provisions of N.J.A.C. 6A:22.~~
- b. A student is domiciled in the **school** district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a **domicile** ~~permanent home~~ within the **school** district. ~~A home is permanent when the student intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.~~
- c. A student is domiciled in the **school** district when the student has come from outside the State and is living with a person domiciled in the **school** district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. ~~2A:34-30(e)~~ **2A:34-54 ("home state" definition)** and **2A:34-65.a(1)** N.J.S.A. ~~2A:34-31.~~ However, ~~a any~~ such student may later be subject to removal proceedings if application for ~~legal~~ guardianship is not made



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 4 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.

- d. A student is domiciled in the **school** district when his or her parent or guardian resides within the **school** district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the **school** district if the Department of Children and Families is acting as the student's guardian and has placed the student in the **school** district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the **school** district of domicile for school attendance purposes shall be ~~that of~~ the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the **dwelling's or** unit's property tax is paid ~~by the owner of a multi-unit dwelling.~~
- a. **When** ~~Where~~ property tax is paid in equal amounts to two or more municipalities, and ~~where~~ there is no established assignment for students residing in the affected dwellings, the **school** district of domicile for school attendance purposes **shall** ~~will~~ be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
 - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend **the** school ~~in the~~ district prior to ~~the provision's initial promulgation on~~ December 17, 2001.
 - 3c. **When** ~~Where~~ a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 ~~is intended to foreclose~~ a **shall exclude** a student's **right** entitlement to attend **the** school ~~in the~~ district of domicile **although** ~~notwithstanding~~ that the student is qualified to attend **a different** school ~~in a different~~ district pursuant to N.J.S.A. 18A:38-1.(b) or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.(d).



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 5 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

3. **Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.**

C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-1.~~b~~ if that student is kept in the home of a person other than the student's parent or guardian, **and where** the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.
 - a. A student is not eligible to attend **this school** ~~in this~~ district pursuant to this provision unless:
 - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
 - (2) The person keeping the student has filed, if so required by the **Board of Education** district:



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 6 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

- (a) A sworn statement that he or she is domiciled within the **school** district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student **pertaining relative** to school requirements; and
 - (b) A copy of his or her lease if a tenant, ~~or~~ a sworn landlord's statement if residing as a tenant without a written lease, **or a mortgage or tax bill if an owner.**
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained, ~~where~~ **when** evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision **when** ~~where~~ evidence is presented that the student has no home or possibility of school attendance other than with a **school** district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under this **provision** ~~section~~ solely because a parent or guardian gives **occasional** gifts or makes limited contributions, financial or otherwise, toward the **student's** welfare ~~of the student~~, provided the resident keeping the student receives **from the parent or guardian** no payment or other remuneration ~~from the parent or guardian~~ for regular maintenance of the student.
- e. Pursuant to N.J.S.A. 18A:38-1.c(e), any person who fraudulently allows a child of another person to use his or her residence; **and** is not the primary financial supporter of that child; and **any person** who fraudulently claims to have given up custody of his or her child to a person in another **school** district commits a disorderly persons offense.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 7 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school district** pursuant to N.J.S.A. 18A:38-1.~~b(b)~~ if the student is kept in the home of a person domiciled in the **school district**, **who is not the parent or guardian** ~~other than~~ **and** the parent or guardian, ~~where the parent or guardian~~ is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
 - a. Eligibility under this provision shall cease at the end of the ~~current~~ school year **during which** ~~upon~~ the parent or **guardian** ~~guardian's~~ returns from active military duty.

3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school **in this school district** ~~in the district~~ pursuant to N.J.S.A. 18A:38-1.~~(d)~~ if the student's parent or guardian temporarily resides within the **school district** and elects to have the student attend **the school** ~~in the district~~ of temporary residence, notwithstanding the existence of a domicile elsewhere.
 - a. **When required by the Board of Education,** ~~The parent or guardian, when required by the district,~~ shall demonstrate ~~that such~~ **the** temporary residence is not solely for purposes of **the** a student's attending **the school** ~~within the~~ district of temporary residence;
 - b. **When** ~~Where~~ one of a student's parents or guardians temporarily resides in **a school district** while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a **school district** unless the parent or guardian demonstrates, **if** ~~when~~ required by the **Board of Education,** ~~district,~~ **that such the** temporary residence is not solely for purposes of a student's attending **the school** ~~within the~~ district.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 8 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-1.(f) if the student's parent or guardian moves to another **school** district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-2 if the student is placed ~~in the home of a district resident~~ by court order or by a society, agency, or institution **in the home of a school district resident pursuant to N.J.S.A. 18A:38-2** as ~~referenced in that statute.~~ **As used in this section, "cCourt order"** as used ~~in this paragraph~~ **shall** does not encompass orders of residential custody, under which claims of entitlement to attend a school ~~in a district~~ are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-3.~~b(b)~~ if the student had previously resided in the **school** district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the **school** district. A **school** district admitting a student pursuant to N.J.S.A. 18A:38-3.~~b(b)~~ shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend ~~the~~ school ~~in the~~ district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. **In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family**



crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.

- a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or
 - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.

- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
 - (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.

- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12,



the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.

- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
 - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
 - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 11 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

costs to be assessed to the parent or guardian for the period of ineligible attendance.

- e. **When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.**
 - (1) **When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.**
 - (2) **Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.**
- f. **In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.**
- g. **At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.**



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 12 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

- (1) **Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.**
 - (2) **The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.**
 - (3) **Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).**
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.**
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.**
- D. Housing and Immigration Status**
1. **A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing, or his or her an applicant's compliance with local housing ordinances or terms of lease shall not affect eligibility to attend school.**
 2. **Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district**



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 13 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.

- a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the **school** district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa²).

3. F-1 Visa Students

[Select One Option

The **school** district will **permit the attendance of accept** F-1 Visa students into the **school** district **with the payment of tuition with a signed tuition contract that may require advance payment of tuition before providing the requested I-20 form.**

The school district will permit the attendance of F-1 Visa students into the school district without the payment of tuition.

The school district will not permit the attendance of F-1 Visa students into the school district.]

- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.(a).

F. Proof of Eligibility

1. The **district Board of Education** shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the **school** district:

- a. Property tax bills; deeds; contracts of sale, leases; mortgages; signed letters from landlords and other evidence of property ownership, tenancy or residency;



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 14 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

- b. Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location;
 - c. Court orders, State agency agreements and other evidence of court or agency placements or directives;
 - d. Receipts;; bills;; cancelled checks;; insurance claims or payments;; and other evidence of expenditures demonstrating personal attachment to a particular location, or, ~~where applicable,~~ to support of the student;
 - e. Medical reports, counselor or social worker assessments, employment documents, unemployment claims, benefit statements, and other evidence of circumstances demonstrating, ~~where applicable,~~ family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The **Board of Education** ~~district~~ may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by **an applicant** ~~a person seeking to enroll a student~~.
 3. The **Board of Education** ~~district~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form ~~of documentation,~~ or a ~~particular~~ subset of documents, without regard to other evidence presented.
 4. The **Board of Education** ~~district~~ shall not ~~require or request,~~ as a condition of enrollment **on the receipt of in school,** any information or



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 15 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

documents protected from disclosure by law, or pertaining to criteria ~~that which~~ are not a legitimate ~~bases~~ **basis** for determining eligibility to attend school. ~~They~~ These include, but are not limited to:

- a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
5. **The Board of Education may consider, in a manner consistent with Federal law, d**Documents or information of ~~the type~~ referenced in 4. above, or pertinent parts thereof, ~~may be considered by the district if voluntarily disclosed by the applicant seeking enrollment.~~ However, the **Board of Education** ~~district~~ may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
6. **In the case of a dispute between the school district and the parents or guardians of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.**
- G. **Registration Forms and Procedures for Initial Assessment and Enrollment**
1. The **Board of Education** ~~district~~ shall use **Commissioner-provided** registration forms ~~provided by the Commissioner~~, or locally developed forms that:
 - a. Are consistent with the forms provided by the Commissioner;



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 16 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

- b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
 - c. Summarize, **for the applicant's reference**, the criteria for attendance set forth in N.J.S.A. 18A:38-1 ~~for applicant reference~~, and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose, ~~in relation to such criteria~~, for which **the** requested information is being sought **in relation to the criteria**; and
 - e. **Notify applicants that an** ~~Provide notice to applicants that any initial eligibility determination of eligibility is subject to a more thorough review and evaluation re-evaluation, and that there is a potential for an assessment of tuition is possible in the event that if an initially admitted applicant is later found ineligible.~~
2. **The Board of Education** ~~The district shall make available ensure that sufficient numbers of registration forms, and sufficient numbers of trained registration staff, are available to ensure prompt eligibility determinations of eligibility and enrollment. Enrollment a~~Applications for enrollment may be taken by appointment, but such appointments **shall must** be promptly scheduled and **shall may** not unduly defer a student's attendance at school.
- a. If the **school** district uses separate forms for "affidavit student" applications, rather than a single form for all types of application ~~for enrollment~~, **affidavit student** ~~such~~ forms shall comply in all respects with the provisions of G.1. above. **When affidavit student** ~~Where such forms are used~~, the **school** district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, **even if whether or not they are specifically requested.**
 - (1) **The Board of Education or its agents** ~~district~~ shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian; since such student may qualify as an "affidavit student".



- (2) **The Board of Education or its agents** ~~nor~~ shall ~~the not~~ district demand or suggest that "affidavit student" ~~proofs be produced by an applicant seeking to enroll a student of whom the applicant has guardianship or custody~~ **produce affidavit student proofs.**
- b. A district-level ~~school~~ administrator designated by the Superintendent shall be ~~available, and~~ clearly identified to applicants **and available**, to assist persons who are ~~experiencing~~ **experience** difficulties with the enrollment process.
3. Initial **eligibility** determinations ~~of eligibility~~ shall be made upon presentation of an **enrollment** application, ~~for enrollment,~~ and enrollment shall take place immediately ~~in all cases~~ except **in cases** those of clear, uncontested denials.

 - a. **Enrollment shall take place immediately when** ~~Where an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district~~ enrollment shall take place immediately, but the applicant shall be placed on notice that ~~removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.~~
 - b. ~~Where an applicant~~ **When a student** appears ineligible based on information provided in the initial application, **the school district shall issue** a preliminary written notice of ineligibility ~~shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.~~
- (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 18 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

4. **When** ~~Where~~ enrollment is denied and no intent to appeal is indicated, applicants shall be advised ~~that~~ they shall comply with compulsory education laws. **When and shall,** ~~where~~ the student is between the ages of six and sixteen, **applicants also shall** be asked to complete a written statement indicating the student will be attending school in another **school district, attending or** a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement **that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to** ~~from the parent or guardian, the district level school administrator designated by the Superintendent shall notify~~ the school district of actual domicile or residence, or the Department of Children and Families, ~~to report~~ a potential instance of "neglect" **for purposes of ensuring compliance with compulsory education laws,** pursuant to N.J.S.A. 9:6-1 ("willfully failing to provide regular school education as required by law"). **Staff** ~~The administrator designated by the Superintendent shall provide the~~ school district or the Department of Children and Families, ~~as the case may be,~~ with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. **Staff** and shall **also** indicate ~~that~~ admission to the **school** district has been denied based on residency or domicile, and ~~that~~ there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. **Enrollment or attendance in the school district** ~~Where enrollment is denied and an intent to appeal is indicated, or where enrollment is provisional subject to further review or information, enrollment or attendance at school shall not be conditioned on advance payment of tuition in whole or part~~ **when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.**
6. **The Board of Education** ~~The Superintendent or designee, shall ensure that information suggesting an applicant may be homeless is identified during the registration process,~~ **identifies information suggesting an applicant may be homeless** so that, ~~where appropriate,~~ procedures may **be implemented** ~~ensue~~ in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 19 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

7. Enrollment or attendance in the **school** district shall not be denied based upon absence of ~~the a~~ certified copy of ~~the student's~~ birth certificate or other proof of ~~a student's~~ **his or her** identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1
 8. Enrollment in the **school** district shall not be denied based upon absence of student medical information. **However, although** actual attendance at school may be deferred **until the student complies with student immunization rules set forth in** ~~as necessitated by compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq.~~
 9. **When e**Enrollment in the **school** district, attendance at school, or **the receipt of** educational services ~~where attendance in the regular education program appears inappropriate,~~ **the student** shall not be denied based upon **the** absence of a student's prior educational record. However, the applicant shall be advised that the **student's** initial educational placement ~~of the student~~ may be subject to revision upon **the school district's** receipt of records or further assessment of the student ~~by the district.~~
- H. Notice of Ineligibility
1. **When a student is found** ~~If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22 or the student's initial application initially submitted is found to be deficient upon subsequent review or investigation,~~ **the school district** ~~notice~~ shall immediately **provide notice** ~~be provided~~ to the applicant **that is** consistent with **Commissioner-provided** sample form(s) **and meets the requirements of N.J.A.C. 6A:22-4 et seq.** ~~provided by the Commissioner.~~
 - a. **Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.**
 2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made;:



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

- (1) **The description shall be** sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; **and**
 - (2) **The description** ~~Such description~~ shall identify the specific **subsection** ~~section~~ of N.J.S.A. 18A:38-1 under which the application was decided;
- b. In cases of provisional eligibility, a clear description of the missing documents or information that **still must** ~~shall~~ be provided ~~in order to attain~~ **before a final eligibility status can be attained** under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the ~~date of the notice~~ **date**, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement ~~of that~~ the student's **right** is entitled to attend school for the twenty-one day period during which an appeal can be made to the Commissioner; **It also shall state** ~~but that, if~~ missing information is not provided or an appeal is not filed, the student will not be permitted to attend school beyond the **twenty-first 21st** day following the **notice** ~~date of the notice~~ **if missing information is not provided or an appeal is not filed**;
 - e. A clear statement ~~that~~ **of** the student's **right** is entitled to continue attending school **while an appeal to the Commissioner is pending** ~~during the pendency of an appeal to the Commissioner~~;
 - f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's **right** entitlement to attend the schools ~~of the school~~ district, or the applicant **withdraws** ~~abandons~~ the appeal ~~through withdrawal~~, **fails** ~~failure~~ to prosecute or **abandons the appeal** by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
- (1) If removal is based on the student's ~~move having moved~~ from the **school** district, the notice of ineligibility shall also provide information as to whether district ~~P~~policy permits continued attendance, with or without tuition, for students who move from the **school** district during ~~the course of the~~ school year.
- h. The name of a contact person in the **school** district who can ~~provide assistance~~ **assist** in explaining the **notice's** contents of ~~the notice~~; and
- i. ~~When Notice that, where no appeal is filed, notice that~~ the parent or guardian shall still comply with compulsory education laws. **In and that, in the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, attending a nonpublic school, or receiving instruction elsewhere than at a school, the school district staff level administrator designated by the Superintendent shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. ("willfully failing to provide regular school education as required by law"). Such staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission to the district based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere, for** For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), **staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.**

I. Removal of Currently Enrolled Students



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS

R 5111/Page 22 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of **Education** from **identifying** ~~seeking to identify~~, through further investigation or periodic requests for ~~current~~ **revalidation** of ~~previously determined~~ **eligibility status**, students enrolled in the **school** district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student, **who is** enrolled and attending school ~~in the district~~ based on an initial **eligibility** determination ~~of eligibility~~, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of **Education** for **the student's** removal ~~of the student~~.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, ~~such~~ **the** notice shall also provide for a hearing before the Board of **Education** prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student or resident keeping an "affidavit student," ~~as the case may be~~, has been informed of his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," ~~as the case may be~~, does not respond to the Superintendent's notice within the designated time frame **to the Superintendent's notice** or appear for **the** hearing, the Board of **Education** shall make a prompt determination of the student's eligibility ~~or ineligibility~~ and shall immediately provide notice thereof in accordance with ~~the requirements of~~ N.J.A.C. 6A:22-4.2.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by **the full Board of Education or a Board** committee, at the discretion of the full Board,. **If the hearing is conducted by a Board Committee, the Committee** ~~which~~ shall make a recommendation to the full Board for action. **However, n**No student **shall** may be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.J.

Appeal to the Commissioner



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

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or **school** district resident keeping an "affidavit" student" following notice of a **an ineligibility** determination of ineligibility, the Board of Education may assess tuition for **up to one year** ~~any period~~ of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or **school** district resident keeping an "affidavit" student", ~~where~~ **and** the petitioner does not sustain the burden of demonstrating **the student's right entitlement** to attend the schools of the district, or **the petitioner withdraws** ~~abandons~~ the appeal, through withdrawal, ~~failure~~ **fails** to prosecute, or **abandons the appeal by** any means other than settlement agreeing to waive or reduce tuition, the Commissioner may **assess order assessment of tuition for any for the** period of a student's ineligible attendance in a district, including the twenty one day period for ~~filing of an appeal and the period during which the hearing and decision~~



on appeal were pending-, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.

- a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for **up to one year** ~~the period~~ of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) **plus the period of ineligible attendance after the appeal was filed.** However, ~~If~~ if the record of the appeal includes a calculation reflecting the **tuition** rate(s) ~~of tuition~~ for the year(s) at issue, the per diem **tuition** rate ~~of tuition~~ for the current year, and the date on which the student's ~~ineligibility~~ **ineligible attendance** began, the Commissioner may order payment of tuition as part of his or her decision. **In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error.** If the record does not include such a calculation, ~~and but~~ the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
 - b. An order of the Commissioner assessing tuition is enforceable through recording, **upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12,** on the judgment docket of the Superior Court, Law Division, **in accordance with** ~~pursuant to~~ N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, **up to one year,** by applicable grade/program category and consistent with the provisions of N.J.A.C. ~~6A:23-3.1~~ **6A:23A-17.1.** The individual student's record of daily attendance shall not ~~impact on such~~ **affect the** calculation.
 4. Nothing in N.J.A.C. 6A:22 **shall** precludes an equitable determination, by the Board of Education or the Commissioner, that, ~~when the particular circumstances of a matter so warrant,~~ tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district **when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner**



REGULATION

OCEAN TOWNSHIP BOARD OF EDUCATION

STUDENTS
R 5111/Page 25 of 25
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS(M)

shall consider whether the ineligible attendance was due to the school district's error.

Issued: 16 July 2010

Revised: 30 August 2016



5465 EARLY GRADUATION

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

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

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

Students not meeting one or more of the items above (1-4) may appeal in writing to the Superintendent of Schools. **Any request for early graduation must be made by June 30th of the student's Junior year.**

The diploma will bear the date of its issuance. The student may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school district on application to and approval of the high school Principal.

N.J.S.A. 18A:7C-1 et seq.
N.J.A.C. 6A:8-5.1 et seq.; 6A:8-5.2 et seq.

Adopted: 18 October 1977

Revised: 15 February 1983, 17 July 1990, 27 June 2002, 21 April 2015,
15 March 2016, 30 August 2016



5516 USE OF ELECTRONIC COMMUNICATIONS AND RECORDING DEVICES
(ECD) (M)

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

"Electronic communication and recording device (ECD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

A student is not permitted to have turned on or use an ECD on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECD may only be used on school grounds in an emergency situation **or before and after the school day** or with the permission of **the principal or** a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parents or guardians and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, and athletic events, and drama production filming. A student authorized or approved to use an ECD may not use an ECD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from



POLICY

OCEAN TOWNSHIP
BOARD OF EDUCATION

Students

5516/Page 2 of 3

USE OF ELECTRONIC COMMUNICATIONS
AND RECORDING DEVICES (ECD) (M)

student access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a student from using their personal ECD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land **or any other off-site location where a school sponsored event is taking place.**

An ECD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

A student shall not knowingly bring or possess any remotely activated paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present.

The Principal, upon reviewing the request from the student, will make a determination. The determination will be in writing and if approved, written permission for the student to bring and/or possess a remotely activating paging device will be provided to the student. Permission will only be provided for the school year.

The student must submit a new request if the time in which permission is given to bring and/or possess a device expires. The student that is granted permission to possess and/or bring the device must be in the possession of the device at all times. The Principal or designee shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of **N.J.S.A. 2C:33-19 N.J.A.C. 6A:16-5.8** and this Policy.

A student who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the student is required to respond to an emergency and the student provides a statement to the Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession



USE OF ELECTRONIC COMMUNICATIONS
AND RECORDING DEVICES (ECD) (M)

of the device by the student at all times and that the student is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a student brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 N.J.A.C. 6A:16-5.8 and this Policy.

N.J.S.A. 2C:33-19
~~N.J.A.C. 6A:16-5.8~~

Adopted: 19 February 2002

Revised: 14 December 2010, 30 August 2016



5750 EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and other acts of ~~G~~genocide.



EQUAL EDUCATIONAL OPPORTUNITY (M)

Affirmative action shall be taken to insure that students are protected from the effects of discrimination, in accordance with Policy No. 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, handicap, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a pupil or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

42 U.S.C.A. 12101

N.J.S.A. 10:5-1

N.J.S.A. 18A:4A-1, et seq.

N.J.S.A. 18A:6-5 et seq.; 18A:36-20

N.J.A.C. 6A:7-1.1 et seq.; 6A:14-1.2

Adopted: 16 January 1979

Revised: 17 December 1985, 17 July 1990, 20 October 1992, 20 August 1996, 29 June 2004, 30 August 2016

~~Cross reference: Policy Guide 2260~~



EQUALITY IN EDUCATIONAL PROGRAMS AND SERVICES (M)

5755 EQUALITY IN EDUCATIONAL PROGRAMS AND SERVICES

Equity in Student Access

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

The school district administration will ensure: that all students will have equal and barrier-free access to all school and classroom facilities, that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male students are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all students and that all limited English-proficient students and students with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all students to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

The Board of Education will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school district administration will assign students to ensure that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

Students will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability within schools, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority students and students with disabilities will be utilized. Pregnant students will be permitted to remain in the regular school program and activities and if not permitted to attend school by her doctor, the student will be provided equivalent instruction.



EQUALITY IN EDUCATIONAL PROGRAMS AND SERVICES (M)

Equity In Guidance Programs And **Support** Services

The school district will ensure the guidance program **and support services** provides access to adequate and appropriate counseling services for **all students, including, but not limited to**, minority students, limited English-proficient students, non-college bound students, and students with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all students.

Equity In Physical Education Training

All school district physical education programs will be co-educational, ~~with the exception of wrestling practice and a minimum of 75% of the electives are chosen by at least 30% of enrolled male and female students, when the physical education programs are elective~~ **with any exceptions to be in accordance with Federal and State laws and regulations.**

Equity In Athletic Programs

The school district's athletic program will provide equitable opportunities for female and male students to participate in athletics and equitable support for cheerleading programs and comparable facilities for male and female teams. The athletic program will have relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.

Appeal Procedure

Any student or their parent(s) ~~or legal guardian(s)~~ may appeal school practices involving equity through the procedure established in Regulation No. 5750.

N.J.A.C. 6:4-1 et seq.
Title IX of the Education Amendments of 1972
~~Athletic Guidelines 1986~~
N.J.A.C. 6A:7-1.1 et seq.

Adopted: 20 August 1996

Revised: 30 August 2016



**TOWNSHIP OF OCEAN BOARD OF EDUCATION
WORK MEETING MINUTES
July 26, 2016**

CALL TO ORDER

Mr. Joseph Hadden, President, called the meeting to order at 7:00 p.m. in the office of the Superintendent at the District Administration Building, 163 Monmouth Road, Oakhurst, N.J.

STATEMENT OF ADEQUATE NOTICE

Mr. Hadden read the statement of notice as required by the Open Public Meetings Act, N.J.S.A. 10:4-6.

ROLL CALL OF ATTENDANCE

Present – Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi were absent. Mr. Steven Clayton was absent.

Staff in attendance – Mr. K. Jannarone, School Business Administrator and Dr. J. Stefankiewicz, Superintendent of Schools.

Enter Executive Session – 7:02 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mrs. Sylvia-Cioffi and carried 8-0

Move for the approval to enter Executive Session, in conformance with the Open Public Meeting Act, for the purpose of discussing: Personnel and Negotiations (TOEA). It is anticipated at this time that the above stated subject(s) shall be made public at such time as the need for non-disclosure no longer exists. Board of Education will be in executive session for approximately 30 minutes and will not take action upon returning to work session.

Adjourn Executive Session – 7:34 p.m.

Approval: Motion offered by Mr. Hadden, seconded by Mrs. Parlamas and carried 8-0.

PRESIDENT'S REPORT: No Report

SUPERINTENDENT'S REPORT: Dr. Stefankiewicz

Dr. Stefankiewicz discussed the following item(s):

- Dr. Stefankiewicz introduced Dawn Kaszuba, proposed high school principal. She introduced herself to the Board of Education and thanked them for their consideration.

SCHOOL BUSINESS ADMINISTRATOR'S REPORT: Mr. Jannarone

Mr. Jannarone discussed the following item(s):

- Discussed construction walk-thru date for the P&C committee members.
- Discussed Board members (Mrs. McGovern and Mrs. Sylvia-Cioffi) who had filed election petitions.
- Meeting with finance committee and Ocean sports organizations tentatively set-up for August 23rd at 5:30 pm.
- Policy info in Board packet: regarding use of teacher cell phones

PUBLIC COMMENT:

- Paul Mayerowitz, resident, asked about curriculum posted on the website.

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

Twp of Ocean BOE Work Meeting Minutes (continued) – July 26, 2016

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. McGovern

The following item(s) were discussed:

1. Discussion: Approval of Minutes:

Board of Education and Administration discussed the minutes in accordance with Board of Education bylaws #168 "Recording of Board Meetings" of the following meeting(s):

Work Meeting/Executive Session Minutes – July 12, 2016

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

The following item(s) were discussed:

1. Discussion: Submission of IDEA Grant Application

Board of Education and Administration discussed the submission of the IDEA application for the Fiscal Year 2017, and accepts the grant award of the funds upon subsequent approval of the FY 2017 IDEA application.

IDEA Part B Basic (ages 3-21) in the amount of \$976,492.

This Basic allocation includes the proportionate share for services to students with disabilities parentally placed in private schools; this amount is determined by the NJ DOE to be \$130,837.

IDEA Part B Preschool (Ages 3, 4 and 5) in the amount of \$41,281.

The preschool allocation includes the proportionate share for services to students with disabilities parentally placed in private schools: this amount is determined by the NJ DOE to be \$0.

2. Discussion: Use of Facilities

Board of Education and Administration discussed the use of facilities according to the attached list dated July 26, 2016.

3. Discussion: Refunding School Bonds

Board of Education and Administration discussed the bid award to TD Bank for the refunding of the 2007 school bonds. The proposed rate is 1.45% and the district will save \$151,435.45 over the remaining 7 years of the outstanding bonds.

INSTRUCTIONAL & EDUCATION: Dr. Marshall

The following item(s) were discussed:

1. Discussion: Professional Development Activities – Staff

Board of Education and Administration discussed the attached memorandum dated July 22, 2016, re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

Twp of Ocean BOE Work Meeting Minutes (continued) – July 26, 2016

2. Discussion: Internship

Board of Education and Administration discussed the request of Allison Mandelbaum to complete an internship (pending criminal history background check) in speech/language therapy, 32 hours per week during the period of September 1, 2016 – June 2017. Ms. Mandelbaum's supervisor will be Blair Koczan, Speech Teacher, Wayside School. Ms. Mandelbaum is a graduate student at Nova Southwestern University's Program for Speech, Language and Communication Disorders.

3. Discussion: Internship

Board of Education and Administration discussed the request of Emily Krakowski, a student at Monmouth University, to complete a social work internship (pending criminal history background check) under the supervision of Karen Dunn, School Social Worker, High School. Ms. Krakowski will come in to Ocean Township High School on Tuesdays and Fridays during the period of September 1, 2016 – May 5, 2017. During that time frame she will complete 448 hours.

4. Discussion: Curriculum for the 2016-2017 School Year

Board of Education and Administration discussed curriculum for the 2016-2017 school year in accordance with the attached memorandum dated July 22, 2016, (all curricula has been posted, for your review, on the district website under the Board Members' link).

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

The following item(s) were discussed:

1. Discussion: Non- Athletic Advisor/TOIS Band Director

Board of Education and Administration discussed hiring Ms. Alyssa J. Clark as the Intermediate School Band Director for the 2016-2017 school year in accordance with the attached memorandum dated July 18, 2016.

2. Discussion: Makerspace Club – Wayside School

Board of Education and Administration discussed hiring Mrs. Kathy Hackler as the Makerspace Club Advisor, Wayside School, for the 2016-2017 school year. Mrs. Hackler's stipend is in accordance with the current schedule as found in the Agreement between the Township of Ocean Board of Education and the Township of Ocean Education Association, Non-Athletic Program salary guide, Group IV.

3. Discussion: School Safety Patrol Advisors for the 2016-2017 School Year

Board of Education and Administration discussed hiring the following District teachers as School Safety Patrol Advisors for the 2016-2017 school year. Each teacher will be paid a stipend in the amount of \$500.00.

Amy Steckhahn, Wayside Elementary School

4. Discussion: Employee Transfers

Board of Education and Administration discussed the following employee transfers effective September 1, 2016:

Twp of Ocean BOE Work Meeting Minutes (continued) – July 26, 2016

Leann Bishop From: Elementary Teacher, Wayside School
 To: Elementary Teacher, Wanamassa School

Ryan Pringle From: Elementary Teacher, Wanamassa School
 To: Elementary Teacher, Wayside School

5. **Discussion: Volunteer Coach**

Board of Education and Administration discussed using Marc Spirito as a Volunteer Soccer Coach (JV Level) at the High School for the 2016-2017 school year.

6. **Discussion: Additional Child Study Team - 2016 Summer Employment**

Board of Education and Administration discussed additional Child Study Team employment for Summer 2016 in accordance with the attached memorandum dated July 21, 2016.

7. **Discussion: Evaluation Services (Portuguese)**

Board of Education and Administration discussed evaluation services (Portuguese) as outlined in the attached memorandum dated July 22, 2016.

8. **Discussion: Substitute Teachers for the 2016-2017 School Year**

Board of Education and Administration discussed Substitute Teachers for the 2016-2017 school year in accordance with the attached list dated July 22, 2016.

9. **Discussion: Newly Hired Employee/Drug Screening**

Board of Education and Administration discussed pre-employment drug screening on a newly hired employee.

10. **Discussion: Retirement**

Board of Education and Administration discussed the retirement of Therese Williams, Ten-Month Secretary, Wanamassa Elementary School effective September 1, 2016.

11. **Discussion: Athletic Coach/JV Girls' Tennis – 2016-2017 School Year**

Board of Education and Administration discussed hiring, for the 2016-2017 school year, Matthew Goldfarb as the JV Girls' Tennis Coach in accordance with the attached memorandum dated July 20, 2016.

12. **Discussion: Revised Contracts**

Board of Education and Administration discussed offering revised contracts to the following employees:

Barbara DeOrio From: Computer Lab Assistant
 Ocean Township Elementary School
 To: Instructional Assistant \$23,410.00
 Ocean Township Elementary School Step 1
 Non-Tenure Track Position
 Actual Start Date: September 2, 2016
 Effective Date: September 1, 2016

(Ms. DeOrio replaces Kaitlyn Lamb who moved within District to an Elementary Teacher

Twp of Ocean BOE Work Meeting Minutes (continued) – July 26, 2016

position. This is a revision in position/job title and salary.)

Robyn Ferragina From: Instructional Assistant, Part-Time
Intermediate School
To: Instructional Assistant, Full-Time \$23,660.00
Intermediate School/Fifth Grade Wing Step 2
Non-Tenure Track Position
Actual Start Date: September 2, 2016
Effective Date: September 1, 2016

(This is a newly budgeted position. This is a revision in work status from part-time to full-time and a change in salary.)

Brittany Kreiger From: Guidance Counselor, Part-Time
Intermediate School/Fifth Grade Wing
To: Guidance Counselor, Full-Time \$58,415.00
High School MA/Step 1
One-Year Maternity Leave Replacement
Non- Tenure Track Position
Effective Date: September 1, 2016

(This is a revision in work status from part-time to full-time and a change in salary. Ms. Kreiger replaces Andrea Sarles who will be out on maternity leave for the 2016-2017 school year.)

PLANNING & CONSTRUCTION: No Report

TECHNOLOGY COMMITTEE: Mr. Deitrich

The following item(s) were discussed:

1. **Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase of 700 Dell Chromebooks 11 including 4 year warranty on-site pro support service, from Ocean Computer Group, in the amount of \$222,250 as per the attached quote, NJ State Contract #89967.

2. **Discussion: Computer Co-Operative Purchase**

Board of Education and administration discussed the purchase Dell OptiPlex 5040 and 3040 desktop computers in the amount of \$52,126.00 as per the attached quote #CC011687, NJ State Contract #89967.

OLD BUSINESS: None

NEW BUSINESS:

- Occupational and Physical Therapy student services were discussed.

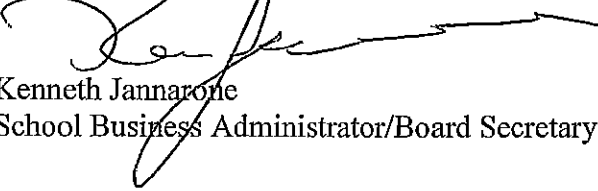
PUBLIC COMMENT: None

Twp of Ocean BOE Work Meeting Minutes (continued) – July 26, 2016

ADJOURN MEETING: 7:55- p.m.

There being no further business Mr. Palutis made a motion, seconded by Mrs. McGovern, that the meeting be adjourned. This motion carried 8-0.

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/Board Secretary

**MINUTES OF THE REGULAR MONTHLY MEETING
TOWNSHIP OF OCEAN
July 26, 2016**

CALL TO ORDER

The Board President, Joseph Hadden, called the Regular Monthly Meeting of the Township of Ocean Board of Education to order at 8:00 p.m. in the auditorium of the School District's Administration Building.

STATEMENT OF NOTICE

Adequate notice of the meeting to be held by the Township of Ocean Board of Education on Tuesday, July 26, 2016 at 8:00 p.m. has been provided in accordance with the requirements of Chapter 231, Public Laws, 1975.

1. Notice of the meeting was posted on the bulletin board in the lobby of the Administration Building, 163 Monmouth Road, Oakhurst, New Jersey, all Ocean Township District Schools and Transportation, and the School District Website www.oceanschools.org on January 7, 2016.
2. Notice of the meeting was transmitted to the Asbury Park Press on January 7, 2016 and The New Coaster Newspapers on January 7, 2016.
3. Notice of the meeting was filed with the Municipal Clerk, Township of Ocean and the Municipal Clerk, Village of Loch Arbour on January 7, 2016.

ROLL CALL

The following members were present:, Mr. James Dietrich, Mr. Joseph Hadden, Dr. David Marshall, Mrs. Amy McGovern, Mr. Sean Moore, Mrs. McGovern, Mr. Michael Palutis, Mrs. Denise Parlamas and Mrs. Sylvia Sylvia-Cioffi. Mr. Steven Clayton was absent.

PRESIDENT'S REPORT – No Report

STUDENT REPRESENTATIVES: No Report

SUPERINTENDENT'S REPORT – Dr. Stefankiewicz

Dr. Stefankiewicz reported on the following:

Administrative Summer Summit took place, July 26th with Mr. Will Richardson, presenting on the 'Future of Education and Technology'.

PUBLIC COMMENTS-AGENDA: None

APPROVAL OF BILLS: Mr. Moore

Mr. Moore made a motion, seconded by Mrs. McGovern, for approval of the following paid items:

1. **APPROVAL OF BILLS**

Move for the approval of the following paid items:

Minutes of the Regular Monthly Meeting –
July 26, 2016 Continued:

Payroll	June 30, 2016	488,014.43
Employer FICA & DCRP	June 30, 2016	26,091.34
Payroll	July 15, 2016	462,653.30
Employer FICA & DCRP	July 15, 2016	<u>25,825.85</u>
	Total	<u>\$5,544,025.14</u>

Motion(s) carried: 8-0

COMMITTEE REPORTS:

CO-CURRICULAR STUDENT ACTIVITIES: No Report

COMMUNITY LIAISON & COMMUNICATIONS: Mrs. Sylvia-Cioffi

Mrs. Sylvia-Cioffi made a motion, seconded by Mrs. Parlamas, for approval of the following item(s):

1. **Approval of Minutes:**

Move to approve the minutes in accordance with Board of Education bylaws #168 Recording of Board Meetings” of the following meeting(s):

Work Meeting/Executive Session Minutes – July 12, 2016

2. **Policy(s)/Regulation(s)**

Move to approve the second and final reading of revisions of the following policy(s) and regulation(s):

- Policy 1240 – Evaluation of Superintendent (M)
- Regulation 1240 – Evaluation of Superintendent (M)
- Policy 2360 - Use of Technology
- Regulation 2360 – (New) Use of Technology
- Policy 5460 – High School Graduation (M)

Motion(s) carried: 8-0

FINANCIAL MANAGEMENT & RESOURCE SERVICES: Mr. Moore

Mr. Moore made a motion, seconded by Mrs. Sylvia-Cioffi for approval of the following item(s):

1. **Acceptance and Certification of Monthly Financial Reports**

The following resolution certifies that budget balances at the end of June were adequate to pay all remaining obligations of the 2015-2016 school year and that account groupings required by the State have adequate balances. The Board is also certifying that the independent reports of the Treasurer and the Business Office are in agreement.

RESOLUTION

Pursuant to N.J.A.C. 6:20-2.12 (d), the Township of Ocean Board of Education accepts the preliminary Board Secretary/School Business Administrator's Certification as of June 30, 2016 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Township of Ocean Board of Education; and

Pursuant to N.J.A.C. 6:20-2.12 (e), we the members of the Township of Ocean Board of Education, of the County of Monmouth, after having reviewed the preliminary REPORT OF THE SECRETARY and upon consultation with the appropriate officials, certify that as of June 30, 2016 it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year; and

The Township of Ocean Board of Education hereby accepts the preliminary Board Secretary's Report and Treasurer of School Monies Report, which said reports are in agreement for the month ending June 30, 2016.

2. **Transfers**

The following motion is to transfer monies from one account in the budget to another and provide the adequate balances referred to in the first motion.

Move for approval of the attached RESOLUTION dated, June 30, 2016 covering APPROPRIATION TRANSFERS in the 2015-2016 GENERAL FUND 10; said transfers shall result in no change in the total original Appropriations.

3. **Security Drill Reports for June 2016:**

Fire Drill

Ocean Township High School.....	June 12, 2016
Twp. of Ocean Intermediate School	June 10, 2016
Ocean Township Elementary School	June 10, 2016
Wanamassa Elementary School.....	June 10, 2016
Wayside Elementary School.....	June 17, 2016

Evacuation Drill

Ocean Township High School.....	June 16, 2016
---------------------------------	---------------

Reverse Evacuation Drill

Ocean Township Elementary School	June 7, 2016
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Lockdown/Active Shooter Drill

Wayside Elementary School.....	June 10, 2016
Wanamassa Elementary School.....	June 17, 2016
Twp. of Ocean Intermediate School.....	June 16, 2016

4. **Use of Facilities**

Move to approve the use of facilities according to the attached list dated July 26, 2016.

5. **ESEA/NCLB Fiscal Year 2016 Grant Allocations**

Move to approve the acceptance of funds under the Elementary and Secondary Education Act (ESEA) No Child Left Behind (NCLB) Grant Application FY 2017 (school year 16-17), and submitting of the application. This notification is required under ESEA-NCLB compliance regulations. Salary and staff information will be forth coming.

Title I Part A: Basic, Concentration, Targeted and EFIG

\$518,917

Title II Part A: Teacher & Principal Training & Recruiting Fund	83,025
Title III: English Language Acquisition	41,919
Title III: Immigrant	<u>9,767</u>
Total Allocation	\$653,628

6. **Mission One**

Move to approve the continuation of an agreement with Mission One Staffing Services, to provide classroom and bus aides for special education programs and transportation, on an as needed basis during the 2016-2017 school year.

7. **Tuition Contract**

Move to approve the following tuition contract with Neptune Township School District for homeless child attending Ocean Township Elementary School. Township of Ocean is the receiving district.

<u>Student</u>	<u># of Days</u>	<u>Grade</u>	<u>Period of Time</u>	<u>Tuition</u>
#76904	23	1	5/17/16-6/20/16	\$2,054.59

8. **Resolution for Shared Services Insurance Fund**

Move to approve a renewal of the NJ Shared Insurance Services including workers compensation, and property and liability coverage with the New Jersey School Boards Assoc. Insurance Group for a one year premium (July 1, 2016-June 30, 2017), for a total amount of \$1,246,543; includes all lines of coverage, enabling school districts to cooperate with each other to make the most efficient use of resources. (See attached detail lines of coverage)

9. **Volunteer Orthopedic Physicians**

Move to approve the following orthopedic groups as volunteers to attend the home football games for the 2016 fall season.

Seaview Orthopaedic & Medical Associates
 Professional Orthopedic Associates

10. **Professional Services Resolutions**

Move to approve the following Therapy Contracts.

Awarded to:	Invo Healthcare
Duration:	July 5, 2016 to August 11, 2016 Approximately 40 hours per week (2 Therapists @ 20 per week each)
Nature and Type of Contract:	Occupational Therapy
Amount of Contract:	\$79.00 per hour

Awarded to:	Invo Healthcare
Duration:	July 5, 2016 to August 11, 2016 Approximately 15 hours per week
Nature and Type of Contract:	Physical Therapy
Amount of Contract:	\$79.00 per hour

- a. These contracts will be awarded as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-2h, being that it is for services performed by persons authorized by law to practice a recognized profession.
- b. The above professional has submitted a political contribution disclosure form in accordance with N.J.S.A. 19A-20.26.
- c. A copy of this resolution as well as the contract and political contribution form shall be placed on file with the Secretary of the Board and will be available for public inspection along with notice to the newspaper of record for this award.

11. **Submission of IDEA Grant Application**

Move to approve the submission of the IDEA application for the Fiscal Year 2017, and accepts the grant award of the funds upon subsequent approval of the FY 2017 IDEA application.

IDEA Part B Basic (ages 3-21) in the amount of \$976,492.

This Basic allocation includes the proportionate share for services to students with disabilities parentally placed in private schools; this amount is determined by the NJ DOE to be \$130,837.

IDEA Part B Preschool (Ages 3, 4 and 5) in the amount of \$41,281.

The preschool allocation includes the proportionate share for services to students with disabilities parentally placed in private schools: this amount is determined by the NJ DOE to be \$0.

12. **Boiler Cleaning & Maintenance Service**

Move to approve the extension of the 2015-2016 pricing for Boiler Cleaning & Maintenance Service for the 2016-2017 school year to Central Boiler Repair Co., Inc. of Oakhurst, NJ for a 0% increase as follows:

Cleaning (19 boilers).....	\$7,735.00
Hourly standard labor charge.....	\$80.00

13. **Student Transportation Routes**

Move to approve the contract with Michael Loori Transportation for the 2016-2017 school year for the total amount of \$148,403.37 which represents a 0% increase over 2015-2016 for the following routes.

WA59 - IN59	\$49,467.79
WY81 - IN14	\$49,467.79
OE 8 - IN 8	\$49,467.79

14. **Refunding School Bonds**

Move to approve the bid award to TD Bank for the refunding of the 2007 school bonds. The proposed rate is 1.45% and the district will save \$151,435.45 over the remaining 7 years of the outstanding bonds.

Motion(s) carried: 8-0

INSTRUCTION & EDUCATION: Dr. Marshall

Dr. Marshall made a motion, seconded by Mrs. McGovern, for approval of the following item(s):

1. **HIB Self-Assessment**

Move to approve the District's Self-Assessment for Determining the HIB Grades, in accordance with the attached memorandum dated June 24, 2016 and summary packets (5), denoted by school.

2. **Professional Development Activities – Staff**

Move to approve the attached memorandum dated July 22, 2016 re: Staff Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B. The attendance at said activities is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

3. **Internship**

Move to approve Allison Mandelbaum, a graduate student at Nova Southwestern University's Program for Speech, Language and Communication Disorders, to complete an internship (pending criminal history background check) in speech/language therapy, 32 hours per week during the period of September 1, 2016 – June 2017. Ms. Mandelbaum's supervisor will be Blair Koczan, Speech Teacher, Wayside School.

4. **Internship**

Move to approve Emily Krakowski, a student at Monmouth University, to complete a social work internship (pending criminal history background check) under the supervision of Karen Dunn, School Social Worker, High School. Ms. Krakowski will come in to Ocean Township High School on Tuesdays and Fridays during the period of September 1, 2016 - May 5, 2017. During that time frame she will complete 448 hours.

5. **Curriculum for the 2016-2017 School Year**

Move to approve curriculum for the 2016-2017 school year in accordance with the attached memorandum dated July 22, 2016.

Motion(s) carried: 8-0

NEGOTIATIONS: No Report

PERSONNEL: Mrs. Parlamas

Mrs. Parlamas made a motion, seconded by Mr. Palutis, for approval of the following item(s):

1. **Credit Reimbursement – Winter 2015 and Spring 2016**

Move to approve credit reimbursement for courses completed during the Winter 2015 and Spring 2016 in accordance with the attached list dated July 8, 2016.

2. **Change on Guide – Revised Contracts – September 1, 2016**

Move to approve change on guide for staff members who have submitted proof of completion of

Minutes of the Regular Monthly Meeting --
July 26, 2016 Continued:

Tia Smock	Special Education Teacher	\$56,465.00
	Ocean Township Elementary School	BA+30/Step 1
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Smock replaces Kristin Vona who moved within District to a Supervisory position.)

To fill a replacement/non-tenure track position:

Danielle Sloan	Science Teacher	\$54,515.00
	Intermediate School	BA/Step 1
	Maternity Leave/Non-Tenure Track Position	
	Actual Start Date: September 1, 2016	
	Effective Date: September 1, 2016	

(Ms. Sloan was previously approved at the regular monthly meeting held on June 28, 2016, pending criminal history background check. Clearance has been received. Ms. Sloan replaces Melissa Gissubel who will be out on maternity leave for the 2016-2017 school year.)

To fill vacancy non-tenure track positions:

Nicholas Bock	Computer Technician/ Level I	\$37,500.00
	District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start Date: August 1, 2016	
	Effective Date: August 1, 2016	

(Mr. Bock was previously approved at the regular monthly meeting held on June 28, 2016, pending criminal history background check. Clearance has been received. This is a newly budgeted position.)

Rebecca Boomer	Technology Assistant	\$32,500.00
	Technology Department, District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start Date: July 25, 2016	
	Effective Date: August 1, 2016	

(Ms. Boomer was previously approved at the regular monthly meeting held on June 28, 2016, pending criminal history background check. Clearance has been received. Ms. Boomer replaces Susan Dilloian who was hired to fill a twelve-month secretary position.)

Sean O'Malley	Computer Technician/ Level I	\$37,500.00
	District-wide	Prorated
	Non-Tenure Track Position	
	Actual Start Date: August 1, 2016	
	Effective Date: August 1, 2016	

(Mr. O'Malley was previously approved at the regular monthly meeting held on June 28, 2016, pending criminal history background check. Clearance has been received. This is a newly budgeted position.)

Michael Pembleton, Jr.	Instructional Assistant	\$23,410.00
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1. **Computer Co-Operative Purchase**

Move to approve the purchase of 700 Dell Chromebooks 11 including 4 year warranty on-site pro support service, from Ocean Computer Group, in the amount of \$222,250 as per the attached quote, NJ State Contract #89967.

2. **Computer Co-Operative Purchase**

Move to approve the purchase Dell OptiPlex 5040 and 3040 desktop computers in the amount of \$52,126.00 as per the attached quote #CC011687, NJ State Contract #89967.

Motion(s) carried: 8-0

OLD BUSINESS: None

NEW BUSINESS:

- Board of Education thanked the Supervisors, Principals and the Superintendent for their hard work over the summer months with interviewing and hiring new personnel for the upcoming school year.

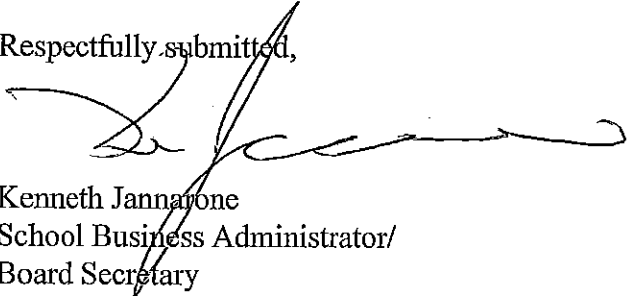
PUBLIC COMMENTS:

- Johanna Icasiano, parent, questioned a transfer of a fourth grade teacher to Wayside from Wanamassa.

ADJOURNMENT: 8:20 p.m.

There being no further business, Mrs. Sylvia-Cioffi made a motion, seconded by Mr. Palutis, that the meeting be adjourned. This motion carried: 8-0.

Respectfully submitted,



Kenneth Jannarone
School Business Administrator/
Board Secretary

FINANCIAL, MANAGEMENT & RESOURCE SERVICES

Office of the School Business Administrator
Township of Ocean School District
August 9, 2016

REQUESTS FOR USE OF SCHOOL FACILITIES

Ocean Mid-Monmouth Basketball

TOIS, 8th Grade Gym
September 6, 7, 8, 9, 12, 13, 14, 15, 16, 19, 20,
21, 23, 26, 27, 28, 29, & 30, 2016,
October 5, 6, 7, 11, 13, 14, 17, 18, 19, 24, 25, 26,
27, 28, & 29, 2016,
November 1, 2, 3, 4, 7, 8, 9, 14, 15, 16, 17, 21,
22, 23, & 26, 2016,
December 5, 9, 12, & 19, 2016,
January 9, 23, & 30, 2017
5:00 pm – 9:00 pm
December 1, 2, 6, 7, 8, 13, 15, 16, 20, 21, 22, &
23, 2016, January 3, 4, 5, 6, 10, 11, 12, 13, 17,
19, 20, 24, 25, 26, 27, & 31, 2016
5:00 pm – 6:30 pm
Purpose: Boys & Girls 3rd – 8th Travel Basketball
Games
Use of Facility Fee: \$00.00

Ocean Mid-Monmouth Basketball

TOIS, 8th Grade Gym
February, 6, 13, & 27, 2017,
March 6, 7, 8, 12, 13, 15, 16, 17, 20, 21, 22, 23,
24, 27, 28, 29, 30, & 31, 2017,
April 3, 4, 5, 6, 7, 18, 19, 20, 24, 25, 26, 27, &
28, 2017, May 1, 2, 3, 4, 5, 8, 9, 11, 12, 15, 16,
17, 18, 19, 22, 23, 25, 26, 30, & 31, 2017,
June 1, 5, 6, 7, 8, 9, 12, 14, 15, 16, 19, 20, & 21,
2017
5:00 pm – 9:00 pm
February 1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 21, 22,
23, 24, & 28, 2017
March 1, 2, & 3, 2017
5:00 pm – 6:30 pm
Purpose: Boys & Girls 3rd – 8th Travel
Basketball Games
Use of Facility Fee: \$00.00

Ocean Mid-Monmouth Basketball

TOIS, 5th Grade Gym
September 6, 7, 8, 9, 12, 13, 14, 16, 19, 20, 21,
23, 26, 27, 28, 29, & 30, 2016,
October 5, 6, 7, 11, 13, 14, 17, 18, 19, 20, 21, 24,
25, 26, 27, 28, & 31, 2016,
November 1, 2, 3, 4, 7, 8, 9, 14, 15, 16, 17, 21,
22, 23, & 26, 2016
5:00 pm – 9:00 pm
November 29, & 30, 2016,
December 1, 2, 5, 6, 7, 8, 9, 12, 13, 15, 16, 19,
20, 21, 22, & 23, 2016,
January 3, 4, 5, 6, 9, 10, 11, 12, 13, 17, 19, 20,
23, 24, 25, 26, 27, 30, & 31, 2017
5:00 pm – 6:15 pm
Purpose: Boys & Girls 3rd – 8th Travel Basketball
Games
Use of Facility Fee: \$00.00

Ocean Mid-Monmouth Basketball

TOIS, 5th Grade Gym
February 1, 2, 3, 6, 7, 8, 10, 13, 14, 15, 16, 21,
22, 23, 24, 27, & 28, 2017, March 1, 2, & 3,
2017
5:00 pm – 6:15 pm
March 6, 7, 8, 13, 14, 15, 16, 17, 20, 21, 22, 23,
24, 27, 28, 29, 30, & 31, 2017, April 3, 4, 5, 6, 7,
18, 19, 20, 21, 24, 25, 28, & 28, 2017, May 1, 2,
5, 8, 9, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25,
26, 30, & 31, 2017, June 1, 5, 6, 7, 8, 9, 12, 13,
14, 15, 16, 19, 20, & 21, 2017
5:00 pm – 9:00 pm
Purpose: Boys & Girls 3rd – 8th Travel
Basketball Games
Use of Facility Fee: \$00.00

August 9, 2016
Use of Facilities-page 2

DSN Community Center

OTHS, Auditorium
January 3, & 5, 2017
6:00 pm – 10:00 pm
January 7, 2017
6:00 pm – 9:30 pm
January 8, 2017
12:00 pm – 5:00 pm
Purpose: Talent Show Games
Use of Facility Fee: \$400.00
Custodial Reimbursement: \$505.00

Township of Ocean DHS

TOIS, 5th Grade Gym
Monday through Friday
November 28, 2016 through March 3, 2017
6:30 pm – 9:30 pm
Saturdays
January 7, 2017 through March 4, 2017
8:00 am – 2:00 pm
Purpose: Youth Basketball Practice & Games
Use of Facility Fee: \$00.00

OT League of Women Voters

Admin Bldg, Auditorium
November 1, 2016
6:30 pm – 9:30 pm
Purpose: BOE Candidates Forum
Use of Facility Fee: \$00.00

Family & Children's Services

TOIS, Cafeteria
September 17, 2016
8:00 am – 2:00 pm
Purpose: In-Service
Use of Facility Fee: \$160.00
Custodial Reimbursement: \$240.00

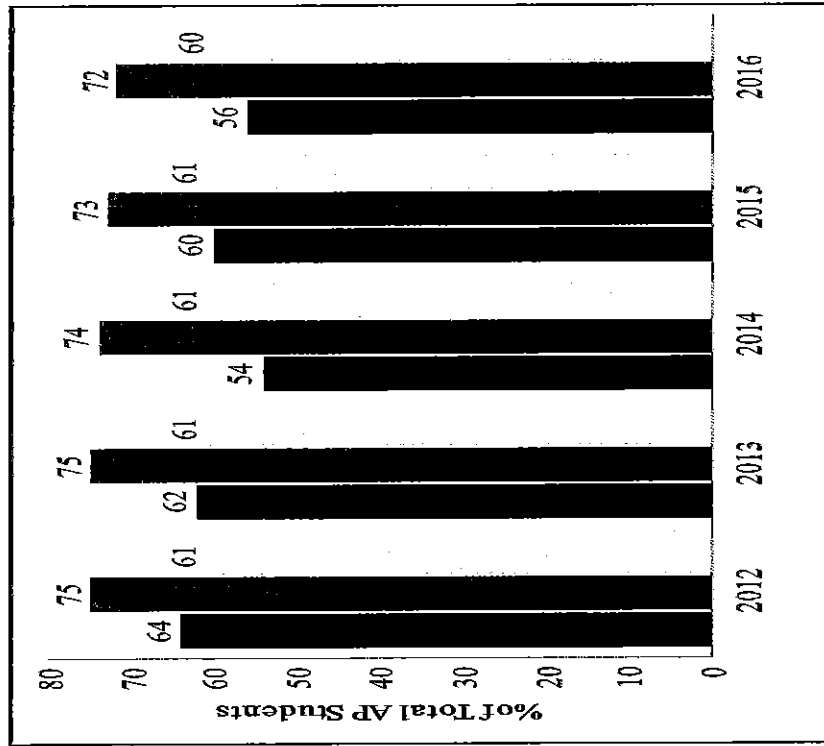
INSTRUCTION & EDUCATION

AP Five-Year School Score Summary (2016)

This report shows five years of data at the school, state and global levels. On the first page, a graph illustrates the year-over-year change in the percentage of AP students with scores of 3 or higher, next to a table that provides the overall total exams, total unique students and both the number and percentage of AP students with one or more scores of 3 or higher. On subsequent pages, the report provides subject-specific summary data by year: total exams, total exams by score and mean score.

Data Updated Jul 11, 2016, Report Run Jul 11, 2016
Ocean Township High School (311039)

% of Total AP Students with Scores 3+



■ Ocean Township High School (311039) ■ New Jersey Global

2012 2013 2014 2015 2016

Ocean Township High School (311039)

Total AP Students	222	282	302	272	272
Number of Exams	449	570	610	518	520
AP Students with Scores 3+	143	176	164	164	151
% of Total AP Students with Scores 3+	64.4	62.4	54.3	60.3	55.5

New Jersey

Total AP Students	55,351	59,316	62,730	67,351	71,394
Number of Exams	103,942	112,130	119,625	131,025	138,363
AP Students with Scores 3+	41,565	44,240	46,528	49,010	51,245
% of Total AP Students with Scores 3+	75.1	74.6	74.2	72.8	71.8

Global

Total AP Students	2,106,843	2,223,625	2,359,026	2,497,164	2,612,177
Number of Exams	3,714,079	3,953,410	4,199,454	4,516,044	4,708,360
AP Students with Scores 3+	1,295,051	1,354,800	1,442,136	1,515,264	1,572,527
% of Total AP Students with Scores 3+	61.5	60.9	61.3	60.7	60.2

“Success” on an AP Exam is defined as an exam score of 3 or higher, which represents the score point that research finds predictive of college success and college graduation. These findings have held consistent across the decades. One example of such a study comes from the National Center for Educational Accountability, which found that an AP Exam score, and a score of 3 or higher in particular, is a strong predictor of a student’s ability to persist in college and earn a bachelor’s degree.

Subject	Biology			Calculus AB			Calculus BC			Calc BC:AB Sub		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Year	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Exams	15	16	11	38	36	40	11	16	17	11	16	17
Mean Score	2.33	2.875	2.545	1.579	1.389	1.150	1.909	2.813	1.529	2.364	3.563	1.824
Subject	Chemistry			Comp Science			Eng Lang			Eng Lit		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Year	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Exams	6	7	6	14	13	17	38	50	36	30	31	31
Mean Score	2.83	2.00	1.667	2.00	2.077	2.235	3.18	3.338	3.278	3.067	2.903	3.387
Subject	Env Science			European Hist			French			Human Geog.		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Year	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Exams	107	29	45	31	40	29	8	4	3	36	31	25
Mean Score	2.421	3.069	2.244	2.129	2.475	2.345	2.75	2.50	3.00	1.778	1.645	1.80
Subject	Italian			MacroEco			MicroEco			Music Theory		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Year	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Exams	19	11	16	8	15	21	8	15	22	8	5	NA
Mean Score	2.158	1.73	1.813	3.125	2.00	2.095	3.50	2.267	2.636	2.125	1.800	NA
Subject	Music Aural Sub			Music NonAural Sub			Physics B			Psychology		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Year	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Exams	8	5	NA	8	5	NA	27	NA	NA	129	91	90
Mean Score	1.625	2.40	NA	2.375	1.80	NA	2.407	NA	NA	2.62	2.912	3.122
Subject	Spanish			US Govt			US History			US History		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Year	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Exams	19	12	9	31	31	32	27	37	27	3.185	3.514	2.926
Mean Score	3.684	3.167	3.667	2.968	2.548	3.250	3.185	3.514	2.926	3.185	3.514	2.926
Subject	Statistics			Physics 1			Physics 2			Physics 2		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Year	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Exams	NA	7	12	NA	14	19	NA	7	12	NA	7	12
Mean Score	NA	1.857	3.667	NA	2.00	1.789	NA	1.429	2.417	NA	1.429	2.417

AP Current Year Score Summary (2016)

This report lists the total numbers of each score (1 to 5) for each AP subject and the total number of unique students for each AP score.

Data Updated Jul 11, 2016, Report Run Jul 11, 2016

Disciplines: All Disciplines

Ocean Township High School (311039)

Total AP Students in Your School: 272

School Totals for this View	5	4	3	2	1	Total Exams
Number of Exams	43	97	119	108	153	520
Percentage of Total Exams	8	19	23	21	29	100
Number of AP Students	34	69	97	94	117	
Subject Totals	5	4	3	2	1	Total Exams
English Language and Composition	4	12	11	8	1	36
English Literature and Composition	2	12	13	4		31
European History		1	11	14	3	29
Human Geography	1	2	3	4	15	25
Macroeconomics	1	2	4	5	9	21
Microeconomics	1	5	8	1	7	22
Psychology	21	19	20	10	20	90
United States Government and Politics	5	9	10	5	3	32
United States History	1	9	7	7	3	27
Calculus AB			2	2	36	40
Calculus BC		1	2	2	12	17



AP Current Year Score Summary (2016)

This report lists the total numbers of each score (1 to 5) for each AP subject and the total number of unique students for each AP score.

Data Updated Jul 11, 2016, Report Run Jul 11, 2016

Disciplines : All Disciplines

Ocean Township High School (311039)

Subject Totals	5	4	3	2	1	Total Exams
Computer Science A	1	3	1	6	6	17
Statistics	1	7	3	1		12
Biology		1	5	4	1	11
Chemistry		1		1	4	6
Environmental Science	1	9	8	9	18	45
Physics 1		1	1	10	7	19
Physics 2	1		3	7	1	12
French Language and Culture		1	1	1		3
Italian Language and Culture		1	2	6	7	16
Spanish Language and Culture	3	1	4	1		9



**Office of the Assistant Superintendent of Schools
Curriculum & Instruction**

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: August 5, 2016

RE: Student Observers

Please present for Board Approval at the next scheduled board meeting the student observers listed below.

Kimberly Bianchi
OTES
Anne Wagar

Juliana Illiano
OTES
Laura Trigani

Aaliyah Jordan
OTES
Claire Zorner

Achau Nguyen
OTES
Michael Hicks

Jessica Paprocki
OTES
Mary Pat Murphy

Sara Ruane
OTES
Jennifer Douglas

Angelica Hernandez
OTES
Joann Kobil

Marissa Burkard
Wanamassa
Laura Hauschildt

Brianna Murphy
Wanamassa
Tamara Fort

Jade Rodrigues
Wanamassa
Noreen Cavaliere

Nichole Wieczorek
Wanamassa
Noreen Cavaliere

Emily Chimento
Wayside
Leslie Kelly

Anthony Sosa
Wayside
Melissa McHugh

Rebekka Wagner
Wayside
Carolyn Beam

Alana Bielski
TOIS
Kathleen Bellezza

Michelle Bacchetta
TOIS
Paul McGrade

Tobi Engstrom
TOIS
Carla Johnson

Lauren Francis
TOIS
Robert Curran

*Office of the Assistant Superintendent of Schools
Curriculum & Instruction*

Township of Ocean Schools



Kim Kollak
TOIS
Paul McGrade
Tom Siciliano

Danielle Leavitt
TOIS
Shalom Labkovski

Megan McClintock
TOIS
Tina McGuire

Grace Amari
OTHS
Marc Willems

John Bazley
OTHS
Lisa Hanna

Kara D'Antoni
OTHS
John Bosmans

Vincent Espinosa
OTHS
Kyle Titmas

Katie Joyce
OTHS
Nicole Fulciniti

Cameron Klein
OTHS
Ryan Kulat

Matthew Mehlig
OTHS
Eileen Glynn

Grace Roeder
OTHS
Frank Cole

Rhyan Sharkley
OTHS
Joshua Thompson

**Office of the Assistant Superintendent of Schools
Curriculum & Instruction**

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz , Ed. D.

FROM: Janet Forino

DATE: August 5, 2016

RE: Student Teachers

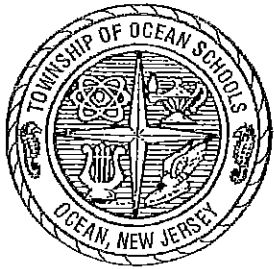
Please present for Board Approval at the next scheduled board meeting the student teachers listed below.

Full Year Pilot Student Teachers

Samantha Abrams	Kelsey Falcone
Monmouth U	Monmouth U
OTES	Wanamassa
Kevin Ruane	Patty Pierson
Jon Molinelli	

September – December

Alexandra Augustine	Brittany Corbo	Marc Hyndsman
Monmouth U	Monmouth U	Georgian Court U
TOIS	Wanamassa	OTHS
Idalia Amengual	Danielle Hartz	Paul Casner
Andrea Sodhi	Therese Zambrano	
Monmouth U	Georgian Court U	
OTHS	OTES	
Pamela Llewellyn	Sandra Kelly/Jennifer Douglas	



MEMORANDUM: James Stefankiewicz, Ed. D.

FROM: Melody Ragle
RE: Board Approval
DATE: August 5, 2016
CC: Kelly Weldon

The following curriculum for Business Management has been posted on the district website, www.oceanschools.org under the Board Members' link and is awaiting approval.

<http://www.oceanschools.org/cms/One.aspx?portalId=20292925&pageId=30005271>

[Home](#) [Administration](#) [Academics](#) [Athletics](#) [Links](#) [Web-BackPack](#) [Registration](#) [Referendum Info](#)

CURRICULUM FOR BOARD APPROVAL

[Township of Ocean School District](#) [Administration](#) [Board of Education](#) [Board Members](#) Curriculum for Board Approval

Curriculum for Board
Approval

Business

Business Management

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: August 1, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Addendum Out of District Extended School Year 2016

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Harbor School	1	*ESERS	\$5,213.40
	1	*ESERS	\$5,213.40
	1	*ESERS	\$5,213.40

Rationale: This represents cost of 1:1 Aides, this was previously approved by the board

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: August 1, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Addendum Out of District Extended School Year 2016

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
CPC Behavioral	1	*ESERS	\$4,450.00

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: August 3, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Addendum Out of District Extended School Year 2016

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Alpha School	1	*ESERS Cost of 1:1 Aide	\$4,842.90

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

SPECIAL SERVICES OFFICE
TOWNSHIP OF OCEAN SCHOOL DISTRICT
DATE: August 5, 2016

MEMORANDUM FOR: Dr. James Stefankiewicz, Superintendent

FROM: Denise S. Ricciardi, Assistant Superintendent: Special Services

RE: Addendum Out of District Extended School Year 2016

Please submit the following for board approval:

<u>School</u>	<u>Student</u>	<u>Classification</u>	<u>Tuition</u>
Hawkswood School	1	*ESERS Cost of 1:1 Aide	\$5,250.00

:

*Eligible for Special Education and Related Services

cc: K. Weldon
K. Jannarone
M. Mosca

**Office of the Assistant Superintendent of Schools
Curriculum & Instruction**

Township of Ocean Schools



MEMORANDUM FOR: James Stefankiewicz, Ed. D.
FROM: Melody Ragle
RE: N.J.A.C. 6A:23B-1.2(c)3
DATE: August 5, 2016
CC: Kelly Weldon, Ken Jannarone

Below are Professional Development Activities in accordance with District Policy 6471 and NJAC 6A:23B for BOE approval. The attendance at said activity is fiscally prudent and will promote the delivery of instruction and/or will further the efficient operation of the district.

Reimbursement for travel and related expenses shall be according to the Department of the Treasury guidelines in NJOMB circular 06-02 and A-87.

Last	First	Subject	Title	Date	FEE*
Klohr	Robin	Speech	Introduction to Natural Environmental Teaching – RPDA***	10/25/2016	n/a
Klohr	Robin	Speech	Recognizing the Warning Signs of Social, Emotional Difficulties in Language Impaired Pre-schoolers – RPDA***	11/1/2016	n/a
Klohr	Robin	Speech	Teaching in the Natural Environment – RPDA***	11/17/2016	n/a
Klohr	Robin	Speech	Follow the Leader to Social Success in the Early Childhood Setting – RPDA***	6/5/2017	n/a
Weldon	Kelly	Asst Supt of C&I	FEA/NJPSA** Fall Conference - Long Branch	10/20&21/2016	n/a
McConnell	Katie	Chemistry	2016 Summer STEM Boot Camp - Wall Intermediate School	8/24/2016	\$25.00
Weldon	Kelly	Asst Supt of C&I	ASCD**** Leadership Conference - Forsgate	9/27/2016	\$149.00
Dunn	Karen	CST	Disciplining Students with Behavioral Issues - Princeton	10/19/2016	\$349.00

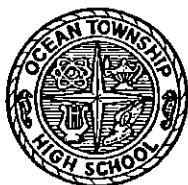
* Registration fees are supported by local professional development funds and Title IIA of NCLB

**Foundation for Education/NJ Principals and Supervisors Assn

***Regional Professional Development Academy

****Assn. for Supervision and Curriculum Development

PERSONNEL



Ocean Township High School

550 West Park Avenue
Oakhurst, NJ 07755
www.oceanschools.org
732-531-5650

James Stefankiewicz, Ed.D.
Superintendent of Schools

Gina Hagerman
Assistant Principal
Michael Lambusta
Assistant Principal
Kathryn S. Miller
Director of School Counseling
H. Rusty Todd
Director of Athletics & Student Activities

Dawn C. Kaszuba
Principal

MEMORANDUM FOR: Dr. James Stefankiewicz
FROM: H. Rusty Todd, Director of Athletics & Student Activities/Grades 5-12
DATE: August 2, 2016
RE: Football Coaching Staff Positions

Due to the resignation of Cipriano Apicelli I would like to recommend Dean Athans to take the Football Parent Funded position of \$1,500.00 for the 2016-2017 school year.

If approved I would recommend that Hankarlos Limardo be moved from assistant coach on the freshman level to assistant coach of the varsity level (no change in stipend).

Mr. Athans would be the assistant coach on the freshman level.

I have included a bullet biography for Mr. Athans.

If you have any questions, do not hesitate to contact me.

HRT:tpc

Home of the Spartans!



Dean Athans – Assistant Football Coach (Freshman Level)

- New Social Studies Teacher at OTHS
- Ocean alumni where he played 4 years in our football program
- Previously coached football at Red Bank Regional and Keyport
- Will be a good addition to coaching staff and also an everyday presence in the high school
- Was a top-notch student-athlete during his time in the Ocean Township School District

Lauren D. Mount

45 Hampton Dr., Freehold, NJ 07728

(732) 890-9711

LaurenDMount@gmail.com

EDUCATION

Georgian Court University, Lakewood, New Jersey

School of Education Accelerated Post-Baccalaureate Graduate Teacher Certificate Program

Elementary Education K-6 (Social Studies, Language Arts, Mathematics) Certifications with Teacher of Students with Disabilities Endorsement, May 2013

GPA: 3.9667

Fordham University, New York, New York

Graduate School of Business Administration

Masters of Science in *Taxation*, May 2008

GPA: 3.85

Fordham University, Bronx, New York

College of Business Administration

Bachelor of Science in *Accounting*, May 2007

GPA: 3.417

CERTIFICATIONS

- Elementary Education School Teacher Grades K-6 – Certificate ID 942712
- Teacher of Students with Disabilities – Certificate ID 942713
- Language Arts/Literacy Specialization in Grades 5-8 – Certificate ID 942714
- Mathematics Specialization in Grades 5-8 – Certificate ID 942715
- Social Studies Specialization in Grades 5-8 – Certificate ID 942717

PRAXIS PASSED

5440 Middle School Science - 166

AWARDS, LICENSES, AND RECOGNITION

- Elementary Ed: Content Knowledge – ETS Recognition of Excellence Award – Score: 182
- 2013 GCU New Jersey Distinguished Student Teacher
- New York CPA Certificate No. 104548 (inactive)
- Dean's List: Fall 2003, Spring 2004, Fall 2006, Spring 2007
- Atlantic 10 Commissioner's Honor Roll Spring 2005
- New Jersey Youth Soccer "F" License

TEACHING EXPERIENCE

Belmar Elementary School

Pre-Algebra, Grade 7

Belmar, NJ

4/2016 – present

- Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools, adhering to CCSS
- Passionate about cultivating student interest for Mathematics through lessons that are interactive and demonstrate the importance of Mathematics in everyday life
- Assesses students in a variety of ways in order to allow students to demonstrate their knowledge of the subject matter
- Collect and track data related to student performance in order to guide lessons and identify areas of strengths and weakness

LLD English Language Arts, Grades 5-7

1/2016 – present

LLD Science/Social Studies, Grades 6-8

9/2015 – present

- Provides specialized learning experiences and supervision of students with disabilities in a supportive and positive classroom climate that develops in each student the skills, attitudes, and knowledge to meet Common Core State Standards as outlined in the Individualized Education Plan
- Create a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques
- Incorporates motivational incentives utilizing behavior based classroom management strategies in order to promote appropriate classroom behavior and social skills, as well as to instill confidence and encourage student achievement
- Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate
- Employs kinesthetic, visual, and auditory approaches to make lessons interesting and interactive, demonstrating direct connections between the classroom and everyday life, in order for students to demonstrate learning and accomplishments
- Maintain records indicating progress of students in achieving the objectives of the IEP and assist with the evaluation and assessment of students
- Participate in the development and annual review of IEPs; monitoring the implementation, and provide information about completed goals and objectives, communicating closely with members of the Child Study Team and with the Case Manager about the progress of each child

ICR Science/Social Studies, Grades 5, 6, and 8

9/2015 – present

- Adapts lessons and instruction for students with special needs; works closely with general education teacher to design developmentally appropriate lessons to address individual IEP goals and support student learning in inclusive environment
- Communicate regularly with regular education teachers when a child is mainstreamed and assist with providing appropriate instruction and with modifying when needed instructional practices to accommodate the needs and learning styles of the child
- Assist the professional staff through individual consultation and/or staff development sessions with understanding the needs of exceptional students and with strategies and approaches in dealing with problems in learning, behavior, or adjustment

Volunteer Girls' Soccer Coach

9/2015 – 11/2015

- Focuses on leadership, responsibility, and confidence to be an ambassador to their community, cultivating strength and character beyond technical and tactical skills

Howell Middle School North

Howell, NJ

Language Arts Teacher, Grade 6

9/2014 – 6/2015

- Develops and implements plans according to Reader's and Writer's Workshop models to meet students' individual needs
- Effectively and efficiently integrates and utilizes one to one technology in classroom using Google, Kahoot, and other interactive tools to enhance the learning experience of all students within a diverse classroom, track student progress, and tailor lessons to students' needs
- Manages students by establishing an appropriate climate of earned respect through effective leadership
- Creates positive behavior management plans by actively engaging students to limit behavior issues, using a variety of techniques to fit individual situations
- Adapts lessons and instruction for students with special needs; works closely with special education teacher to design developmentally appropriate lessons to address individual IEP goals and support student learning in inclusive environment
- Collects meaningful data including pre/post formative assessments and a variety of formative assessments, including anecdotal records, student-teacher conferencing, peer evaluations, checklists, and student portfolios, to chart student growth and support struggling students
- Utilizes data to measure effectiveness of teaching and optimize student learning, adapting instruction when needed
- Participates within an effective and positive co-teaching environment and works collaboratively with cooperating teachers, grade-level teachers, and other professionals to create lessons that meet the learning needs and abilities of all students

Language Arts and Social Studies Teacher, Grade 6

9/2013 – 9/2014

- Integrates strong understanding of content knowledge within all lessons in order to foster students' abilities to read, write, and communicate, preparing students for future academic successes in college and careers
- Develops and implements engaging, effective lessons in all subject areas aligning to state standards and common core for special education and regular education students to ensure that every child's learning styles and abilities are addressed

Pathways After School Program, Grade 6

2/2014 – 5/2014

- Aids students below proficiency level in Language Arts with focused and individualized lessons in order to help them master the standards
- Utilized Achieve 3000 as a tool for give extra practice in reading comprehension and writing with an interdisciplinary focus that exposes students to social studies, science, and current events

Oak Street School

Lakewood, NJ

Student Teacher and 150 hour Observation, Grade 4

9/2012 – present

- Enhances student academic and social growth by using varied teaching strategies and techniques including whole group, individual, small group, and teacher modeling to provide a solid academic foundation and positive attitude toward education within a multi-cultural class consisting of students with varying levels of abilities
- Designs interactive math lessons focusing on problem solving, explaining methods and conclusions, and predicting patterns to create a mathematical foundation in which students explain the meaning of numbers, operations, and arithmetic expressions
- Meticulously models mathematical practices successfully motivating students to embrace mathematics through building understanding and confidence in valuing numbers
- Designs engaging activities to incorporate Georgian Court University student-athletes within the learning environment in order to promote strong community involvement and inspire students to aspire to higher education

RELATED WORK EXPERIENCE

Battle of Monmouth Breakers formerly Freehold Xtremes (Girls Travel Soccer)

Howell, NJ

Soccer Coach

8/2012 – present

- Establishes priorities, developing routines and practices that reinforce a general ethic of hard work, dogged preparation, and constant monitoring, committing to continual improvement
- Fosters confidence and self-awareness through fun and competitive training programs, enhancing the overall abilities of individual players and team
- Assesses strengths and weaknesses in an athlete's performance, identifying areas for further development
- Effectively communicates with parents addressing concerns by creating individual action plans

Soccer Specific Training

Various Locations, NJ

Soccer Trainer

8/2012 – present

- Utilizes personal experience to help players of various ages and ability levels reach full potential as soccer players
- Develops inspirational, educational, and progressive programs that ensure a structured, developmental curriculum
- Designs customized and rigorous training helping athletes achieve maximum potential through progressive exercises that are age appropriate and individually and developmentally challenging

Fordham University Graduate School of Business Administration

New York, NY

Graduate Assistant

9/2007 – 5/2008

- Aided tax professionals with independent research projects
- Developed multiple forms of assessment designed to gauge student learning
- Proctored and administered various classroom activities

Fordham Preparatory School*Assistant Boy's Varsity Soccer Coach***Bronx, NY**

9/2006 – 11/2007

- Acted as a role model, gaining the respect and trust of the athletes
- Communicated instructions and commands using clear, simple language, often demonstrating an activity by breaking the task down into a sequence
- Adapted to the needs and interests of the group

WORK HISTORY**EisnerAmper, LLP***Tax Senior***Wall, NJ**

1/2011 – 11/2011

- Prepared and reviewed various Federal and state returns for nonfinancial services entities
- Utilized available resources by teaming with audit group when preparing tax returns in order to maximize efficiency, understand the client, analyze data, and identify possible tax issues
- Conducted meetings with clients regularly to obtain complete and relevant tax information and develop client relationships

Ernst & Young, LLP*Financial Services – Banking & Capital Markets – Tax Senior***New York, NY**

10/2008 – 1/2011

- Prepared and reviewed various Federal return requirements
- Created, maintained and referenced hard copy and electronic tax provision audit files in accordance with GAAP standards
- Delegated and communicated tasks effectively to staff, interns, and colleagues across the globe through individual instruction, highlighting the importance of tax processes and giving detailed and thorough explanations of appropriate procedures
- Actively maintained professional development through Ernst & Young University

Financial Services Summer Tax Intern

6/2006 – 8/2006

- Assumed leadership role and facilitated decision making process in determining efficient tax strategies for financial institutions
- Received extensive team-building training in International Internship Leadership Conference

COLLEGE ATHLETICS*Fordham University Women's Varsity Soccer Team*

2003 – 2006

- Requires commitment toward a common goal, cooperation, respect, teamwork and dedication

WORKSHOPS AND PROFESSIONAL DEVELOPMENT

Novice Teaching Mentor Training Program, Readers Workshop Seminar, Oncourse Training, Marzano Training, SGO Training, SIOP Training, HIB Training (HIB Certified), Developing a professional development/growth plan, Apple and Technology Workshops, Google Training, PARCC Training, Renaissance U-Data Training, QAR Strategies in Nonfiction, Intervention Training, Implementing Writing Across the Curriculum & Student Portfolios, NJ Child Assault Prevention – NJCAP, Shifts to the Common Core & Changes to the NJASK, Developing Informative/Explanatory Writing Exemplars, McGraw Hill Treasure's Trainer, Unit 6 Fractions Workshop, PARCC Training

KATHLEEN ELIZABETH THORSON
329 HOLLIE DRIVE EAST, BELFORD, NEW JERSEY 07718
PHONE 347-578-4078 • E-MAIL KATIE12383@GMAIL.COM

EDUCATION

- Touro College** *September 2008–June 2010*
Master of Science in Education and Special Education
Early Childhood, Birth – Grade 2
- GPA: 3.9
- CUNY Brooklyn College** *September 2004–June 2007*
B.A. in Psychology
- GPA: 3.6

CERTIFICATIONS

- New Jersey State Standard Certificate**
- Teacher of Preschool through Grade 3. Issued 05/2015 (Certificate ID: 987510)
 - Teacher of Students with Disabilities. Issued 05/2015 (Certificate ID: 987369)

WORK EXPERIENCE

- Branchburg Township Public Schools (Whiton Elementary)** *September 2014 – Present*
Preschool Inclusion Teacher
- Develop and implement curriculum specific lesson plans that assist in early childhood development which align with the Common Core State Standards.
 - Assess developmental needs of the children and cater to them.
 - Maintain progress records of children to drive instruction.
 - Formulate and implement Individualized Education Plans.
- 3rd Grade Literacy Resource Room Teacher**
- Develop and implement curriculum specific lesson plans that align with the Common Core Literacy Standards.
 - Small group and one-to-one instruction in foundational skills, reading and writing with focus placed on individual learning styles and modifications.
 - Evaluate student progress by use of assessment to drive instruction.
 - Formulate and implement Individualized Education Plans.
- Hasbrouck Heights Public Schools (Euclid School)** *March 2014 – June 2014*
Literacy Support Paraprofessional
- Provided support to teachers and students during their Literacy block. Duties included leading instruction while the teacher conferenced with students, assisted with running records and worked individually or with a small group to improve upon their literacy skills.
- Summit Public Schools** *October 2013 – February 2014*
Substitute Teacher
- Performed the duties of the absentee teacher such as presenting lesson plans, managing the classroom and providing a positive environment which promotes learning.
- Stanley S. Lamm Preschool** *September 2012 – August 2013*
Lead Integrated Classroom Teacher
- Individualized instruction based on the Common Core Curriculum in the following domains: approaches to learning, physical development and health, social and emotional development, communication, language and literacy and cognition and knowledge of the world.
- Brienza Academic Advantage** *January 2011–June 2012*
Special Education Tutor

- Individualized instruction for students in 2nd through 8th grade. Emphasis on ELA and Mathematics based upon the child's needs stated in their I.E.P. Individualized test preparation for state exams.

Holy Name of Jesus School *September 2009–August 2012*
Kindergarten Teacher

- Daily instruction of NYC/RCDOB Kindergarten curriculum. Primary emphasis placed on Phonics, Reading, Writing and Mathematics.

Most Precious Blood School *September 2008–August 2009*
Pre – Kindergarten Teacher

- Implementation of the Pre – Kindergarten curriculum in order to prepare children for their next year in Kindergarten. Also daily encouragement in regard to socialization with their peers and exploring creative outlets.

1st Grade Teacher *September 2007–August 2008*

- Instruction of the first grade curriculum in order to develop the academic and social needs of each student. Preparation and implementation of lesson plans daily.

All That for Kids/Our Space After School Program *September 2007 – June 2008*

Lead Teacher and Movement Coordinator

- Supervision of Junior Pre-K through Kindergarten grades. Administration of various enrichment activities such as Arts and Crafts, Math Fun, Exercise and Sports. Homework help provided daily.

References available upon request.