

**NEW JERSEY STATE DEPARTMENT OF EDUCATION
DIVISION OF STUDENT SERVICES
OFFICE OF SPECIALIZED POPULATIONS**



COMPREHENSIVE EQUITY PLAN

Annual State Assurance Date

June 1, 2011

**WEST NEW YORK
PUBLIC SCHOOLS**

APPENDIX A

COMPREHENSIVE EQUITY PLAN *DISTRICT/CHARTER SCHOOL*

NEEDS ASSESSMENT

CHECKLIST

DISTRICT/CHARTER SCHOOL NEEDS ASSESSMENT CHECKLIST
TO ACHIEVE EQUALITY AND EQUITY IN EDUCATIONAL PROGRAMS

Directions: Indicate compliance by checkmark. When a district is non-compliant, list the name of the school(s) not in compliance; specific areas identified as non-compliant MUST be addressed on the Comprehensive Equity Plan forms.

I.	<u>BOARD RESPONSIBILITY</u>	Compliant or Non-compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
A.	N.J.A.C. 6A:7-1.7; <i>Booker v. Plainfield</i> , 461 NJ, 1965; Title VII, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5, Title IX Adopt or re-adopt written equality and equity policies, requiring the following:		Policy 1523 (5/18/09)	
1)	Equality and Equity in School and Classroom Practices, that shall, as a minimum, do the following: (a) Identify and address all forms of prejudice and discrimination in all district/charter school programs, practices, curricula, instructional materials and assessments.		Policy 1523 (5/18/09) Policy & Regulation 1550 (5/18/09) Policy & Regulation 2260 (5/18/09) Policy & Regulation 5750 (5/18/09) Policy 5755 (5/18/09)	
(b)	Ensure equal access to all schools, facilities, programs, activities, and benefits for all students, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.		Policy 1523 (5/18/09) Policy & Regulation 2260 (5/18/09) Policy & Regulation 5750 (5/18/09)	
(c)	Provide equitable treatment for pregnant and married students.		Policy 2416 (5/18/09) Policy 5752 (5/18/09)	
(d)	Prohibit or eliminate sexual harassment, and harassment.		Policy 1523 (5/18/09) Policy 5512.01 (5/18/09) Policy & Regulation 5751 (5/18/09)	
2)	Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.		Policy 1523 (5/18/09) Policy & Regulation 5750 (5/18/09)	
3)	The appointment of an Affirmative Action Officer (AAO) who can also serve as, or coordinate with, the district/charter school's Section 504 Officer and/or the district/charter school's Title IX Coordinator.		Policy & Regulation 1510 (5/18/09) Policy 1523 (5/18/09) Policy & Regulation 5750 (5/18/09) Board of Education Resolutions R38 & R39 (5/18/09)	
4)	Provide staff development to ensure that all equity requirements are in compliance with N.J.A.C. 6A:7-1.6.		Policy 1523 (5/18/09) Agendas, Sign-In Sheets, Staff Development	

	BOARD RESPONSIBILITY.....Continued	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
B.	Authorize the Affirmative Action Officer team to develop a Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress, and complete the District Performance Review in the NJ QSAC. Charter schools will report annual progress in the Charter School Annual Report.		Policy 1523 (5/18/09) Comprehensive Equity Plan, QSAC	
C.	Collect and analyze AYP data for underperforming subgroups disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant, date of enrollment, student suspension, expulsion, child study team referrals, Pre-K-12 promotion/retention data, Pre-K-12 completion rates and re-examination and re-evaluation of classification and placement of students in special education programs if there is over representation within certain groups; staffing practices; quality of program data; and stakeholder satisfaction data. Identify any school-level underperforming subgroups on annual AYP reports for state assessments.		Policy 2415.01 (5/18/09) Principal's Monthly Report, Student Information Database (SASI)	
D.	Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking or authorizing the following actions:		Policy 1523 (5/18/09) Board of Education Resolution 2.1 (5/18/09)	
1)	Publicize throughout the community the local Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.		Policy 1523 (5/18/09) Policy & Regulation 3362 (5/18/09) Policy & Regulation 4352 (5/18/09) Policy & Regulation 5751 (5/18/09) Policy 5755 (5/18/09)	
2)	Define the responsibilities of the AAO (Affirmative Action Officer/504 Officer, and/or Title IX Coordinator), require that the AAO be a certificated staff person and train the AAO to handle the district/charter school's equity' responsibilities.		Policy & Regulation 2260 (5/18/09) Attendance at DOE meetings and District Seminars	
3)	Inform students, staff and the community of the name, office address, and phone number of the district/charter school's AAO, 'and publicize the location and availability of the district/charter school's CEP, 'policy(ies), grievance procedures and annual reports.		Policy & Regulation 1550 (5/18/09) Policy & Regulation 2260 (5/18/09) AAO Information Packet, Website, District Newsletter, Posted in Schools	
4)	Investigate and resolve discrimination complaints, grievances and incidents between students and teachers or among students, based on race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability.		Policy & Regulation 1550 (5/18/09) Policy & Regulation 2260 (5/18/09) AAO Case Files	

	BOARD RESPONSIBILITYContinued	Compliant or Non-compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
5)	Report on progress made in meeting the adequate yearly targets (as set by the Department of Education) for closing the achievement gap		Policy & Regulation 1530 (5/18/09) Policy & Regulation 2260 (5/18/09) Policy & Regulation 5750 (5/18/09) Policy 5755 (5/18/09) Report of AYP Programs	
6)	Authorize the AAO to conduct yearly equity training for all staff.		Policy 1523 (5/18/09) Policy & Regulation 2260 (5/18/09) Agendas, Sign-In Sheets	
II.	<u>STAFF DEVELOPMENT AND TRAINING</u> N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5	Compliant or Non-compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
A.	Provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status every school year , as follows:	Ongoing	MANDATORY: Address this on page 17 Policy 1523 (5/18/09) Policy & Regulation 2260 (5/18/09) Agendas, Sign-In Sheets	
1)	To all certificated (administrative and professional) staff.	Ongoing	MANDATORY: Address this on page 17	
2)	To all non-certificated (non-professional) staff.	Ongoing	MANDATORY: Address this on page 17	

III.	<u>SCHOOL AND CLASSROOM PRACTICES</u>	Compliant or Non-compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
A.	Equality and Equity in Curriculum N.J.A.C. 6A:7-1.7 (b); Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX, Education Amendments of 1972		Policy & Regulation 2260 (5/18/09) Policy 2415.01 (5/18/09)	
1)	Ensure that the district/charter school's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and addresses the elimination of discrimination and the achievement gap, as identified by underperforming school-level AYP reports for State assessment, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Areas covered include, but are not limited to, the following:			
(a)	School climate/learning environment		Policy & Regulation 5750 (5/18/09) Survey Results	
(b)	Courses of study, including Physical Education		Policy & Regulation 5750 (5/18/09) Curriculum Guides	
(c)	Library materials/Instructional materials and strategies		Policy & Regulation 5750 (5/18/09) Textbook Evaluation	
(d)	Technology/software and audio-visual materials		Policy & Regulation 5750 (5/18/09) Software Evaluation	
(e)	Guidance and counseling, including sexual harassment & grievance procedures		Policy & Regulation 5750 (5/18/09)	
(f)	Extra-curricular programs and activities		Policy & Regulation 5750 (5/18/09) Participation Rosters	
(g)	Testing and other assessments		Policy & Regulation 5750 (5/18/09) Test Rosters	
(h)	Reducing or preventing the under representation of minority, female and male students in all classes and programs		Policy 5755 (5/18/09) School Instructional Schedules	
2)	Include Multicultural Education content and practices across the curriculum.		Policy & Regulation 5750 (5/18/09) Multicultural Coordinator Report, Lesson Plans, Multicultural Activity List	

3)	Ensure that instruction on African-American History, including the Amistad, and the history of other cultures is taught as part of the history of the United States. (NJSA 18A:35-1)		Policy & Regulation 5750 (5/18/09) Course of Study, Lesson Plans	
4)	Include instruction on the Holocaust and other genocides in the curriculum for elementary and secondary school students. (N.J.S.A. 18A:35-28)		Policy & Regulation 5750 (5/18/09) Lesson Plans, Assembly Calendar	
III.	<u>SCHOOL AND CLASSROOM PRACTICES</u>continued	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
B.	Equality and Equity in Student Access N.J.A.C. 6A:7-1.7 & (g); Titles VI & VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5 IDEA of 1997; <u>Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education</u> (1989), U.S. Supreme Court, 1982; <u>Plyer v. Doe</u> Provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, as follows:		Policy & Regulation 2260 (5/18/09) Policy & Regulation 5750 (5/18/09)	
1)	Ensure equal and barrier-free access to all school and classroom facilities.		Policy & Regulation 1510 (5/18/09) Five Year Facilities Plan	
2)	Attain minority representation, including racial and ethnic balance, within each school that approximates the district/charter school's overall minority racial and ethnic representation.		Policy & Regulation 5750 (5/18/09) Fall ASSA Report	
3)	Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.		Policy & Regulation 5750 (5/18/09) Policy & Regulation 7100 (5/18/09) Five Year Facilities Plan	
4)	Ensure that students are not separated or isolated by race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, resulting in inappropriate placement within schools, courses, classes, programs or extracurricular activities.		Policy & Regulation 5750 (5/18/09) School Instructional Schedule, Class Rosters Participation Rosters	
(a)	Ensure that minority and female students are not disproportionately represented in gifted and talented or accelerated/advanced courses, including math and science.		Policy & Regulation 2260 (5/18/09) Class Rosters	
(b)	Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.		Policy 5755 (5/18/09) Student & Staff Support Team / CORE Team Intervention Lists	
	Ensure equal and bias-free access for all students to computers, computer		Policy 2360 (5/18/09)	

(c)	classes, vocational ed classes, and technologically-advanced instructional assistance, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability or socioeconomic status.		Policy & Regulation 2361 (5/18/09) Policy & Regulation 2421 (5/18/09) School Instructional Schedule	
(d)	Ensure that all limited English-proficient students have equal and bias-free access to all school programs and activities.		Policy & Regulation 2423 (5/18/09) School Instructional Schedule, Participation Rosters	
III.	<u>SCHOOL AND CLASSROOM PRACTICES</u>continued	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
(e)	Ensure that all students with disabilities have equal and bias-free access to all school programs and activities.		Policy & Regulation 2260 (5/18/09) School Instructional Schedule, Participation Rosters	
(f)	Ensure that all schools' registration procedures are in compliance with State and Federal regulations.		Policy & Regulation 5111 (5/18/09) Copy of Registration Procedure	
5)	Utilize a State approved language proficiency measure on an annual basis for determining the special needs of language-minority students.		Policy & Regulation 2423 (5/18/09) Results of ACCESS Language Proficiency Test	
6)	Utilize bias-free measures for determining the special needs of students with disabilities.		Policy 2460 (5/18/09) Regulations 2460.1 (5/18/09) Child Study Team Referrals	
7)	Ensure that support services (e.g. school-based youth services, health care, tutoring and mentoring) are available to all students, including limited English-proficient students.		Policy & Regulation 2260 (5/18/09) Policy & Regulation 2414 (5/18/09) Policy & Regulation 2415 (5/18/09) Participation Rosters, Substance Awareness Coordinator Reports	
8)	Ensure that all pregnant students are permitted to remain in the regular school program and activities. If not permitted to attend school by her doctor, ensure that equivalent instruction is provided the student.		Policy 2416 (5/18/09) Policy 5752 (5/18/09) Nurse's Pregnancy List, Home Instruction Records	
C.	Equality and Equity in Guidance Programs and Services N.J.A.C. 6A:7-1,7(c)Title IX, Education Amendments of 1972, & Carl D. Perkins Vocational & Technical Education Act of 1998 Ensure that the district/charter school's guidance program provides the following:			
1)	Access to adequate and appropriate counseling services for all students, including females, minority students, limited English proficient students, non-college bound students, and students with disabilities.		Policy & Regulation 2411 (5/18/09) Cumulative Record Folders	

2)	The presentation of a full range of possible career, professional, and/or vocational choices for all students, including careers in the science and technology industries and nontraditional careers.		Policy & Regulation 2411 (5/18/09) Career Fair, Counseling Session Records, Guest Speakers	
3)	Guidance Counselors are not using biased materials.		Policy & Regulation 2411 (5/18/09) Policy & Regulation 2510 (5/18/09) Policy & Regulation 2530 (5/18/09) Materials List	
III.	<u>SCHOOL AND CLASSROOM PRACTICES</u>continued	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
D.	Equality and Equity in Physical Education N.J.A.C. 6A:7 (d) and Title IX, Education Amendment of 1972 Ensure that the district/charter school's physical education program is co-educational, as follows: 1) All instructional activities are equitable and are co-educational.		Policy & Regulation 2260 (5/18/09) Policy 2425 (5/18/09) Policy 5755 (5/18/09) School Instructional Schedule	
E.	Equality and Equity in Athletic Programs Athletic Guidelines 1986; N.J.A.C. 6A:7(d) and Title IX, Education Amendments of 1972 Ensure that the district/charter school's Athletic Program accomplishes the following: 1) An interest survey has been completed in the last three years to ensure equitable opportunities for female and male students to participate in athletics.		Policy & Regulation 2260 (5/18/09) Policy & Regulation 5750 (5/18/09) Policy 5755 (5/18/09) Results of 2006 students' survey Spring 2006	
2)	Ensures relatively equal numbers of varsity and sub-varsity teams for male and female students.		Policy 5755 (5/18/09) List of Available Teams	
3)	Ensures equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.		Policy 2431 (5/18/09) Policy 5755 (5/18/09) Athletic Calendar	
4)	Ensures that athletic programs receive equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.		Policy & Regulation 2260 (5/18/09) Policy 5755 (5/18/09) Extra Curricular Stipend Schedules, Purchase Orders	
5)	Provides comparable facilities for male and female teams.		Policy & Regulation 2260 (5/18/09) Policy 5755 Athletic Calendar	

IV.	<u>EMPLOYMENT/CONTRACT PRACTICES</u> N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
A.	Ensure that the district/charter school provides equal and bias-free access to all categories of employment, as follows: 1) Utilize equitable practices that correct imbalance and isolation based on race, national origin, sexual orientation, and gender among the district/charter school's certificated and non-certificated staff and within every category of employment, including administration.		Policy & Regulation 1510 (5/18/09) Policy & Regulation 1530 (5/18/09) Policy & Regulation 1550 (5/18/09)	
IV.	<u>EMPLOYMENT/CONTRACT PRACTICES. . . . continued</u>	Compliant or Non- compliant	Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.	List name of noncompliant school(s) in the district
2)	Target under-utilized groups in every category of employment.		Policy & Regulation 1530 (5/18/09) Staffing Plan, Civil Rights Report	
3)	Ensure that the district/charter school's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division on Civil Rights.		Policy & Regulation 1530 (5/18/09) Policy & Regulation 1550 (5/18/09) Employment Application	
4)	Monitor promotions and transfers to ensure non-discrimination.		Policy & Regulation 1530 (5/18/09) Policy & Regulation 1550 (5/18/09) Staffing Plan	
5)	Ensure equal pay for equal work among members of the district/charter school's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.		Policy & Regulation 1530 (5/18/09) Policy & Regulation 1550 (5/18/09) Local Bargaining Agreement	
B.	Ensure that the district/charter school does not enter into, or maintain, contracts with persons, agencies, or organizations that discriminate in employment or in the provision of benefits or services, on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.		Policy & Regulation 1530 (5/18/09) Policy & Regulation 1550 (5/18/09)	
C.	Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.		Policy & Regulation 1530 (5/18/09) Policy & Regulation 1550 (5/18/09)	

NJ State Division on Civil Rights website: <http://www.state.nj.us/lps/dcr/>

U.S. Dept. of Education Office for Civil Rights website: <http://www.ed.gov/about/offices/list/ocr/index.html?src=mr>

U.S. Commission on Civil Rights website: <http://www.usccr.gov/>

U.S. Dept. of Justice Civil Rights Division website: <http://www.usdoj.gov/crt/crt-home.html>

**New Jersey Department of Education
Division of District and School Improvement
Office of Equity and School Choice**

**COMPREHENSIVE EQUITY PLAN
ANNUAL STATEMENT OF ASSURANCE
2011-2012 SCHOOL YEAR
DUE BY JUNE 1, 2011**

NAME OF SCHOOL DISTRICT/CHARTER SCHOOL: West New York School District

ADDRESS: 6028 Broadway CITY: West New York ZIP: 07093

COUNTY: Hudson

TELEPHONE #: (201) 553-4000 FAX #: (201) 865-2725

AFFIRMATIVE ACTION OFFICER: Robert Sanchez TELEPHONE #: (201) 201-553-4000 EXT. 8007

AAO EMAIL: rsanchez@wnyschools.net

CONTACT PERSON: John Fauta TELEPHONE #: (201) 553-4000 EXT. 8005

1. The district/charter school will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 2004.
2. The district/charter school has conducted a comprehensive needs assessment of its equality and equity needs at each school within the district. The mandated staff development training programs have been conducted and areas of noncompliance as indicated in the Plan have met specific indicators of achievement at each site during this academic year.
3. The local Board has authorized the submission of this Statement of Assurance of Comprehensive Equity Plan Implementation, and will support full implementation in school year 2011-2012.
4. The district/charter school conduct mandated staff development programs during the 2011-2012 school year and will correct any form of discrimination or non-compliance identified by the New Jersey State Department of Education.

CERTIFICATION:

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

Name: John Fauta Title: Superintendent of Schools
(Print or type name and title)

Signature:  Date: 11/29/11

New Jersey Department of Education
Division of District and School Improvement

AFFIRMATIVE ACTION REPORT
2011-2012 SCHOOL YEAR
DUE BY JUNE 1, 2011

NAME OF DISTRICT/CHARTER SCHOOL: West New York School District

ADDRESS: 6028 Broadway

PHONE: 201-553-4000

CITY: West New York Zip: 07093

FAX: 201-865-2725

COUNTY: Hudson

SUPERINTENDENT/LEAD PERSON

NAME: John Fauta

PHONE: 201-553-4000 EXT. 8005

E-MAIL: jfauta@wnyschools.net

FAX: 201-865-2725

AFFIRMATIVE ACTION OFFICER

NAME: Robert Sanchez

PHONE: 201-553-4000 EXT. 8007

POSITION IN DISTRICT/CHARTER SCHOOL: Assistant Superintendent

FAX: 201-865-2725

EMAIL: rsanchez@wnyschools.net

Does the district/charter school have written Affirmative Action Policies and Procedures?
These should appear on the district/charter school web site. Please provide link.

<http://www.wnyschools.net/district/policiesandregulations.asp>

How are the Affirmative Action Policies and Procedures made available?

To staff: online and handbooks

To students: online and handbooks

To parents: online and handbooks

To community: online and copies made available to public

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2011-2012 SCHOOL YEAR
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**Are the Affirmative Action Policies and Procedures available in languages other than English?
If yes, list the primary language(s).**

No

How are the Affirmative Action Policies and Procedures available to those without access to the internet?

Copies are made available to the general public

Does the district conduct yearly Affirmative Action training for all staff?

If yes, please describe the training

Training is conducted annually to staff regarding sexual harassment, bullying, and Affirmative Action.

If no, when will the training be scheduled for the 2011-2012 and 2012-2013 school years?

Contacts:

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Office of Equity and School Choice**

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Office of Equity and School Choice**