

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

COMPREHENSIVE EQUITY PLAN  
ANNUAL STATEMENT OF ASSURANCE  
2010-2011 SCHOOL YEAR  
DUE BY JUNE 1, 2010

NAME OF SCHOOL DISTRICT/CHARTER SCHOOL: Lebanon Township School District

ADDRESS: 70 Bunnvale Road CITY: Califon , New Jersey ZIP: 07830

COUNTY: Hunterdon

TELEPHONE #: (908) 638-4521 FAX #: (908) 638-5511

AFFIRMATIVE ACTION OFFICER: Jacqueline Drozd TELEPHONE #: (908) 832-2175

AAO EMAIL: jdroz@lebtwpk8.org

CONTACT PERSON: Maria Jewett TELEPHONE #: (908) 638-4521 EXT. \_\_\_\_\_

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 2010-2011.
4. The district/charter school conduct mandated staff development programs during the 2010-2011 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: Judith H. Burd Title: Superintendent  
(Print or type name and title)

Signature: \_\_\_\_\_ Date: May 10, 2010

## **COMPREHENSIVE EQUITY PLAN**

### **A. ACCOUNTABILITY:**

1. Each district will review their approved comprehensive equity plan on an annual basis and submit a statement of assurance of its implementation to their respective county office of education and the Office of Specialized Populations no later than June 30 of each year. Statements of Assurance forms for each academic year are attached as Appendix D. Districts will also complete the *District Performance Review* in the New Jersey Quality Single Accountability Continuum (NJ QSAC). For charter schools, annual progress will be reported in the Charter School Annual Report.
2. A sampling of district/charter schools may be reviewed on an annual basis for compliance of the approved Comprehensive Equity Plan.

### **B. SANCTIONS**

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

**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.

<b>I.</b>	<b><u>BOARD RESPONSIBILITY</u></b>	Compliant or Non-compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>A.</b>	N.J.A.C. 6A:7-1.7; Booker v. Plainfield, 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:			
1)	(a)	√	Policy #5145.7: School & Classroom Practices - 4/06 Policy # 5145.4: Equal Opportunity for Athletics & Extra Curricular Activities – 4/06 Policy # 6121: Affirmative Action Program for School and Classroom Practices – 4/06 Policy #6141: Curriculum Development – 4/06 Policy #6145: Co Curricular Activities – 4/06 Policy #6160: Adoption of Textbooks Enrollment Databases for classes Textbook Evaluation Form	
(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 #5124: Reporting Pupil Progress – 4/06 Policy #6171.4: Students with Disabilities – 4/06 Policy # 6141.5: Individual Differences – 4/06 Technology Plan Criteria IVB – Equitable Access to Educational Technology – 6/04 All approved Schedules	
(c)	Provide equitable treatment for pregnant and married students.	√	Policy #5134: Married/Pregnant Pupils – 4/06	
(d)	Prohibit or eliminate sexual harassment, and harassment.	√	Policy #4111.1: Non-discrimination/affirmative action/sexual harassment – 4/06 Student Agendas, Parent Calendar	
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 #4118.11: Grievance Procedure Title IX – 4/06 Policy #4235.4: Grievance Policy-Non Instructional Staff – 4/06 Policy #4251.1: Attendance & Sick leave – Non Instructional Staff – 4/06 Contracts between Board of Education & School Personnel	
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 #4111.1: Non-discrimination/affirmative action/sexual harassment – 4/06 Certified Minutes – 12/12/06	
4)	Provide staff development to ensure that all equity requirements are in compliance with N.J.A.C. 6A:7-1.6.	√	Policy #4111.1: Non-discrimination/Affirmative Actions/Sexual Harassment – 4/06 Faculty Meeting Agendas, Guidance Counselor and School Nurse Presentations	

	<b>BOARD RESPONSIBILITY</b> .....Continued	Compliant or Non-compliant	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>	<b>List name of noncompliant school(s) in the district</b>
<b>B</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#6121: Affirmative Action/Program for School & Classroom Practices – 4/06 Certified Minutes – 12/12/06	
<b>C</b>	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 #6121: Affirmative Action Program for School & Classroom Practices – 4/06  Superintendent’s Annual Report on State Test Results Curriculum Coordinator and Principal Reports and Analysis Violence & vandalism Reports Suspension Policies of Special Education Students Draft Policy #2415: No Child left Behind Programs	
<b>D</b>	Adopt the Comprehensive Equity Plan (CEP) by board resolution, and facilitate and support implementation of the CEP, by undertaking or authorizing the following actions:			
1)	Publicize throughout the community the local Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.	*Non-Compliant (No policy)	*Draft Policy #1523: Comprehensive Equity Plan - To be adopted Student Agendas Parent Calendar District Website	District-wide
2)	Define the responsibilities of the AAO (Affirmative Action Officer/504 Officer, and/or Title IX Coordinator), require that the AAO be a certified staff person and train the AAO to handle the district/charter school's equity' responsibilities.	√	Policy #4111.1: Non-discrimination/affirmative action/sexual harassment – 4/06 Draft Policy #1550: Affirmative Action Program for Employment and Contract practices/Employment Practices Plan – To be adopted Department of Education Introductory Manual for Affirmative Action officers - E03-02156 – 11/03	
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 #5141.7: Pupil Affirmative Action/504-4/06 Draft Policy #1523: Comprehensive Equity Plan – To be adopted Student Handbook District Website	
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 #4111.1: Non-discrimination/affirmative action/sexual harassment – 4/06 Guidance Counselor Logs AAO's Incident Reports Principal Reports	
5)	Report on progress made in meeting the adequate yearly targets (as set by the Department of Education) for closing the achievement gap	* Non-Compliant (Only)	<b>Documentation or Evidence to Substantiate Compliance MUST include Board policy title, number and date of adoption.</b>  *No presently adopted Board Policy but Superintendent makes an annual report to the Board at a public meeting. Draft Policy # 2260: Affirmative Program for School & Classroom Practices	<b>List name of noncompliant school(s) in the district</b> District-wide

		because no present policy )				List name of noncompliant school(s) in the district
6)	Authorize the AAO to conduct yearly equity training for all staff.	√				
<b>II.</b>	<b><u>STAFF DEVELOPMENT AND TRAINING</u></b> N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5	Compliant or Non-compliant				List name of noncompliant school(s) in the district
<b>A.</b>	Provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status <b>every school year</b> , as follows:	<b>Ongoing</b>				
1)	To all certificated (administrative and professional) staff.	<b>Ongoing</b>				
2)	To all non-certificated (non-professional) staff.	<b>Ongoing</b>				
<b>III.</b>	<b><u>SCHOOL AND CLASSROOM PRACTICES</u></b>	Compliant or Non-compliant				List name of noncompliant school(s) in the district
<b>A.</b>	<b><u>Equality and Equity in Curriculum</u></b> N.J.A.C. 6A:7-1.7 (b); Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5; Title IX, Education Amendments of 1972					
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	√				
(b)	Courses of study, including Physical Education	√				

(c)	Library materials/Instructional materials and strategies	√	Policy#6160:Adoption of Textbooks-4/06 Policy#6161.1: Resource Materials -4/06 District Material Review Criteria Evaluation Form Nationally Recognized Materials	
(d)	Technology/software and audio-visual materials	√	Policy #5572:Computer-Based Communications Sys.4/06 Technology Plan	
(e)	Guidance and counseling, including sexual harassment & grievance procedures	√	Policy#4111.1: Non-discrimination/affirmative action/sexual harassment - 4/06 Policy#411.8.1:Grievance Procedure Title IX-4/06 Policy#4118.3:Grievance Policy-Prof. Staff-4/06 Full-time Guidance Counselors, Procedures & Logs	
(f)	Extra-curricular programs and activities	√	Policy#5145.4:Equal Opportunity for Athletics & Extra Curricular Activities 4/06; Team Rosters	
(g)	Testing and other assessments	√	Policy#5120.2:Pupil Assessment & Remediation NJASK,GEPA, Nationally Standardized & District Tests	
(h)	Reducing or preventing the under representation of minority, female and male students in all classes and programs	√	Policy #5145.7-School&Classroom Practices-4/06 Class Rosters	
2)	Include Multicultural Education content and practices across the curriculum.	√	Curriculum maps, Lesson Plans, Assembly programs	
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#6142: Subject Areas 4/06 Curriculum Maps, Lesson Plans Professional development for appropriate staff	
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#6142:Subject Areas 4/06 Curriculum Maps, lesson plans NJ Commission on Holocaust/Genocide Curriculum	
<b>III.</b>	<b><u>SCHOOL AND CLASSROOM PRACTICES</u> .....</b> <b>continued</b>			<b>List name of noncompliant school(s) in the district</b>
<b>B.</b>	<b>Equality and Equity in Student Access</b> 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; Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (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:	Compliant or Non-compliant	<b>Documentation or Evidence to Substantiate Compliance</b>	
1)	Ensure equal and barrier-free access to all school and classroom facilities.	√	Policy:7000:Facilities Planning School Blueprints	
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.	√	Class Rosters & Data Bases	

3)	Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.	√	NA	
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#5141.7:Pupil Affirmative Action /54	
(a)	Ensure that minority and female students are not disproportionately represented in gifted and talented or accelerated/advanced courses, including math and science.	√	Use of Multiple Criteria for any program Tracking trends ensures an exception in any one year is an anomaly, not a rule.	
(b)	Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.	√	Same as above	
(c)	Ensure equal and bias-free access for all students to computers, computer 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 #572: Computer-Based Communication Systems – 4/06 Technology Plan	
(d)	Ensure that all limited English-proficient students have equal and bias-free access to all school programs and activities.	√	Policy #5141.7:Pupil Affirmative Action/504 Policy of Inclusion in Regular programs Use of Interpreters when needed	List name of noncompliant school(s) in the district
<b>III.</b>	<b><u>SCHOOL AND CLASSROOM PRACTICES</u> .....continued</b>	Compliant or Non-compliant	<b>Documentation or Evidence to Substantiate Compliance</b>	
(e)	Ensure that all students with disabilities have equal and bias-free access to all school programs and activities.	√	Policy #5141.7:Pupil Affirmative Action/504 Busing for LLD Students, Equal Notice for School Events, talent shows etc.	
(f)	Ensure that all schools' registration procedures are in compliance with State and Federal regulations.	√	Policy #5112: Entrance Age 4/06 Draft Policy #5111 All forms and procedures follow statute 18A 38-1	
5)	Utilize a State approved language proficiency measure on an annual basis for determining the special needs of language-minority students.	√	IDEA Proficiency Test	
6)	Utilize bias-free measures for determining the special needs of students with disabilities.	√	Wisk III & IV, WEIATII, Stanford Binet, WPPSI, Woodcock Johnson, etc.	
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#5141.1: Student Illnesses and Accidents 4/06 Policy#5141.3: Student Health Examinations 4/06 Policy#5141.31: Student Health Services 4/06 Policy:6141.3: English as a Second Language 4/06 Provide Bi-lingual Translations, lunch group support, etc.	
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#5134:Married/Pregnant Pupils	
<b>C.</b>	<b>Equality and Equity in Guidance Programs and Services</b> 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.	√	Full-time Guidance Counselor in each school Social Worker, School Psychologists Meeting Logs	
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.	√	Science and Technology Curriculum Maps aligned to Career Education Standards 8 <sup>th</sup> Grade Careers Unit	
3)	Guidance Counselors are not using biased materials.	√	Nationally recognized companies/providers as non-biased (i.e. Sunburst)	

III.	<b>SCHOOL AND CLASSROOM PRACTICES</b> .....continued	Compliant or Non-compliant	<b>Documentation or Evidence to Substantiate Compliance</b>	List name of noncompliant school(s) in the district
D.	<p><b>Equality and Equity in Physical Education</b> N.J.A.C. 6A:7 (d) and Title IX, Education Amendment of 1972</p> <p>Ensure that the district/charter school's physical education program is co-educational, as follows:</p> <p>1) All instructional activities are equitable and are co-educational.</p>	√	Curriculum Maps/Same objectives for boys and girls Same facilities for boys and girls	
E.	<p><b>Equality and Equity in Athletic Programs</b> Athletic Guidelines 1986; N.J.A.C. 6A:7(d) and Title IX, Education Amendments of 1972</p> <p>Ensure that the district/charter school's Athletic Program accomplishes the following: An interest survey has been completed in the last three years to ensure equitable opportunities for female and male students to participate in athletics.</p> <p>1) Ensures relatively equal numbers of varsity and sub-varsity teams for male and female students.</p> <p>2) Ensures equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.</p> <p>3) Ensures that athletic programs receive equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.</p> <p>4) Provides comparable facilities for male and female teams.</p>	√	Co-curricular Activities, Clubs and Athletics Interest Survey - 5/8/06	
1)		√	Policy #6145.2: Interscholastic Athletics-4/06 Team Rosters and Schedules Budget Documents	
2)		√	Policy #6145.2: Interscholastic Athletics-4/06 Team Schedules and Rosters	
3)		√	Budget Documents and Stipends, Contracts and Purchase orders	
4)		√	Same gym and playing fields for both girls and boys	
5)		√		
IV.	<p><b>EMPLOYMENT/CONTRACT PRACTICES</b> N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973</p> <p>Ensure that the district/charter school provides equal and bias-free access to all categories of employment, as follows:</p> <p>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.</p>	Compliant or Non-compliant	<b>Documentation or Evidence to Substantiate Compliance</b>	List name of noncompliant school(s) in the district
A.		√	Policy #4111:Recruitment, Selection and Hiring – 4/06 Policy #4111.1: Nondiscrimination/Affirmative Action/Sexual harassment – 4/06 Recruitment & Application Questions in compliance with Fair Labor Practice Guidelines	
1)		√		
IV.	<p><b>EMPLOYMENT/CONTRACT PRACTICES</b> . . . . continued</p> <p>2) Target under-utilized groups in every category of employment.</p> <p>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.</p>	Compliant or Non-compliant	<b>Documentation or Evidence to Substantiate Compliance</b>	List name of noncompliant school(s) in the district
2)		√	Star Ledger and Courier News Advertisements cover a broad range of demographics	
3)		√	Policy #4112: Lebanon Township Employment Practices – 4/06 Employment Application in compliance with EEO	

			Guidelines	
4)	Monitor promotions and transfers to ensure non-discrimination.	√	Policy #4113: Assignment and Transfer – 4/06 Superintendent Monitoring of Process	
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 #4112.1: Professional Employment Contract – 4/06 Union Contract Pay Scale Guide and Steps Stipend Guide	
<b>B.</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.	√	AA Certificate on file from all Contractors, as required, Purchase Order in Compliance with NIMAS – National Instructional Materials Accessibility Standard	
<b>C.</b>	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 #4112: Lebanon Township Employment Practices – 4/06	

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=nr>

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>

***APPENDIX B***

**DISTRICT/CHARTER SCHOOL  
COMPREHENSIVE EQUITY PLAN**

**\*\*\* FORMS \*\*\***

**AFFIRMATIVE ACTION TEAM MEMBERSHIP FORM**

The following Affirmative Action Team (AAT) members and other stakeholders participated in the development of the needs assessment and Comprehensive Equity Plan. PLEASE NOTE: The AAT must consist of a minimum of three personnel and is comprised of diverse stakeholders. FORMS WITHOUT SIGNATURES WILL BE RETURNED TO THE DISTRICT.

**DISTRICT/CHARTER SCHOOL NAME: LEBANON TOWNSHIP SCHOOLS**

<b>NAME</b>	<b>TITLE</b>	<b>GRADE LEVEL (if applicable)</b>	<b>GENDER</b>	<b>SIGNATURE</b>
Susan Hinde	Affirmative Action Officer		F	
Ruth Fanjoy	Compliance Officer		F	
Maria Jewett	Curriculum Coordinator	PreK – 8th	F	
Jason Kornegay	Principal	PreK – 4th	M	
Susan Wydner	Parent		F	
Sue Harrington	Physical Education Teacher	4th – 8th	F	
Ed Belenger	Custodian		M	
Mike Rubright	Principal	5th – 8 <sup>th</sup>	M	

**COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE**  
Academic Years 2007 – 2010

**BOARD RESPONSIBILITIES**

**DISTRICT/CHARTER SCHOOL:** Lebanon Township Schools  
**OBJECTIVE:** Describe the district/charter school’s plan to be implemented for Academic Years 2007-2010 to ensure that the Board of Education follows through with its responsibilities as defined on pages 12 and 13 of this document, including adoption or re-adoption of written equality and equity policies; the authorization of the AAO to develop a CEP; collection of disaggregated data; and adoption of the CEP and facilitate and support its implementation.

**NON-COMPLIANT AREAS:** use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 07 08 09 Ongoing	Indicator of Accomplishment
D. 1)	Continue publicizing policies in student agendas, parent calendars and district website. Adopt Policy # 1523: Comprehensive Equity Plan – presently in draft form.	Superintendent, Principals	Δ Δ Δ ▲	Local Board of Education adoption of policies Annual publication and distribution of parent calendars and student agendas Continuation and updates on district website
D. 5)	Continue Superintendent’s annual report to Board at public meetings, principals and curriculum coordinator’s reports to school-based committees and parent information sessions Adopt the following policies now in draft form: #5750 – Equal Education Opportunity #5755: Equity in Educational Program and Services #2415: No Child Left Behind Programs	Superintendent, Principals Curriculum Coordinator Supervisor of Special Education		Board of Education adoption of policies Scheduling of Superintendent’s annual report to the Board, agendas for committee meetings, Principals, Supervisor of Special Education and Curriculum Coordinator reports

g/mary/cep/draftCEP2007-2010

Academic Years 2007 – 2010

STAFF DEVELOPMENT PROGRAM

**DISTRICT/CHARTER SCHOOL:** Lebanon Township Schools

**OBJECTIVE:** Describe the plan to be implemented for Academic Years 2007-2010 to provide in-service training for school personnel on a continuing basis to identify and resolve problems arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

**STAFF DEVELOPMENT IS ONGOING (see above):** Use more than one page as needed.

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 07 08 09 Ongoing	Indicator of Accomplishment
A.1	Two full and 3 ½ professional days in school calendar in order to provide staff development to all instructional staff and paraprofessionals to inform, identify and resolve problems. Focus will be on:	Superintendent, Principals Supervisor of Special Education Curriculum Coordinator	▲ ▲ ▲ ▲	Rosters, agendas and minutes from professional development days.  Updated curriculum maps to reflect objectives /accommodations /modifications/ assessments etc.  Lesson Plans  Monitoring and analysis of state, standardized and local assessments.
A.1	- Differentiation of Instruction to address and accommodate varying levels of development and abilities and address any discrepancies in student achievement. - Inclusive Education – providing access to all aspects of the curriculum to all students - Instructional and management planning for social, behavioral and academic differences and disabilities. i.e. Autism Spectrum Disorders, ADHD, varying ability levels, dysfunctional students.	Principals, Director of Special Education, Curriculum Coordinator, Teaching Staff Same as above		Date, rosters, agendas and minutes of meetings.
A.1	Grade level and subject area meetings that address strategies and benchmarks to meet AYP targets for all identified populations.	Same as above		Registration, professional day, & evaluation forms for workshops
A.1	Registering appropriate staff in professional development workshops that address math and language arts strategies for disabled students.	Same as above		Curriculum Maps
A.1	Use of curriculum mapping process to identify gaps in curriculum and imbed accommodations and modifications in the curriculum	Principals		Agendas and rosters from sessions Parent links to appropriate websites listed on district website
A.1	Provide workshops/information sessions/website links for parents and community members on bullying, tolerance, internet safety etc.	Guidance Counselors		Date, rosters and agendas of sessions
A.1	Bullying and Harassment workshops/information sessions/curriculum to staff and students	Principals, Curriculum Coordinator, Teaching staff		Logs of incidents reported to appropriate staff
A.1	Training on and inclusion of Holocaust/Genocide, African American (Amistad) and other multicultural curriculums;	Principals		Content, objectives and assessments on Curriculum Maps Lesson Plans
A.1	Annual child abuse training for all staff.	Principals		Superintendent's log of staff participation and

A.2  
A.1  
A.2

Responsive Classroom training and techniques

Principals

passing scores on assessment component  
Staff registration at training sessions  
In-house dates and rosters of sessions



**COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE**  
Academic Years 2007 – 2010

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

**DISTRICT/CHARTER SCHOOL: LEBANON TOWNSHIP SCHOOLS**

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 for developing and/or revising curriculum to eliminate discrimination, add multicultural content, and promote understanding and mutual respect among all students.

**NON-COMPLIANT AREAS:** Use more than one page as needed. NO AREAS NON-COMPLIANT

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 07 08 09 Ongoing	Indicator of Accomplishment
			Δ Δ Δ Δ	

**COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE**  
Academic Years 2007 – 2010

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

**DISTRICT/CHARTER SCHOOL: LEBANON TOWNSHIP SCHOOLS**

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 to provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability

**NON-COMPLIANT AREAS:** Use more than one page as needed. NO AREAS NON-COMPLIANT

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 07 08 09 Ongoing	Indicator of Accomplishment
			Δ Δ Δ Δ	

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**COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE**  
Academic Years 2007 – 2010

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

**DISTRICT/CHARTER SCHOOL: LEBANON TOWNSHIP SCHOOLS**

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 to provide equitable treatment, adequate and appropriate counseling services for ALL students, including females, minority students, limited English-proficient students, non-college bound students, and students with disabilities, and to ensure exposure and counseling services focused on careers in the science and technology industries, non-traditional career options and post-secondary opportunities for minority and female students

**NON-COMPLIANT AREAS:** Use more than one page as needed. NO AREAS NON-COMPLIANT

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 07 08 09 Ongoing	Indicator of Accomplishment
			Δ Δ Δ Δ	

**COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE**  
Academic Years 2007 – 2010

**SCHOOL AND CLASSROOM PRACTICES: EQUITY IN PHYSICAL EDUCATION & ATHLETIC PROGRAMS**

**DISTRICT/CHARTER SCHOOL: LEBANON TOWNSHIP SCHOOLS**

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 to ensure that there is gender equity in all physical education and athletic programs, and to ensure equitable opportunities for all students to participate in athletics regardless of race, national origin, gender, sexual orientation, religion, English proficiency, socio-economic status or disability.

**NON-COMPLIANT AREAS:** Use more than one page as needed. NO AREAS NON-COMPLIANT

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 07 08 09 Ongoing	Indicator of Accomplishment
			<p>Δ Δ Δ Δ</p> <p>Δ Δ Δ Δ</p>	

**COMPREHENSIVE EQUITY PLAN FOR AREAS OF NONCOMPLIANCE**  
 Academic Years 2007 – 2010

**EMPLOYMENT AND CONTRACT PRACTICES**

**DISTRICT/CHARTER SCHOOL: LEBANON TOWNSHIP SCHOOLS**

**OBJECTIVE:** Describe the district/charter school's plan to be implemented for Academic Years 2007-2010 to ensure equitable practices in employment at all levels of responsibility, and to avoid engaging in business with firms that discriminate on the basis of race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status, or disability.

**NON-COMPLIANT AREAS:** Use more than one page as needed. NO AREAS NON-COMPLIANT

Section/sub-section from needs assessment	Implementation Strategies	Staff Responsible	Implementation Timeline 07 08 09 Ongoing	Indicator of Accomplishment
			Δ Δ Δ Δ	

***APPENDIX D***

**DISTRICT/CHARTER SCHOOL  
COMPREHENSIVE EQUITY PLAN  
YEARLY STATEMENT OF ASSURANCE**

2007-2008

2008-2009

2009-2010

**COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE**  
Academic Year 2007- 2008

Legal Name of District/Charter School \_\_\_\_\_ Code \_\_\_\_\_ County \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_  
Affirmative Action Officer: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
AAO Email \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

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**STATEMENT OF ASSURANCE OF CEP IMPLEMENTATION – Year 2007-2008**

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 1997.
2. The district/charter school has reviewed its implementation strategies for academic year 2007-2008 and provides assurance that the implementation timeline has been met at each school within the district, if applicable. 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, if applicable, during this academic year.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE**  
Academic Year 2008- 2009  
Legal Name of District/Charter School \_\_\_\_\_ Code \_\_\_\_\_ County \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_  
Affirmative Action Officer: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_  
AAO Email \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

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**STATEMENT OF ASSURANCE OF CEP IMPLEMENTATION – Year 2008-2009**

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 1997.

2. The district/charter school has reviewed its implementation strategies for academic year 2008-2009 and provides assurance that the implementation timeline has been met at each school within the district, if applicable. 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, if applicable, during this academic year.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name \_\_\_\_\_ Title \_\_\_\_\_

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

**COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE**  
Academic Year 2009- 2010

Legal Name of District/Charter School \_\_\_\_\_ Code \_\_\_\_\_ County \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ FAX #: (\_\_\_\_) \_\_\_\_\_

Affirmative Action Officer: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

AAO Email \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

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**STATEMENT OF ASSURANCE OF CEP IMPLEMENTATION – Year 2009-2010**

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 1997.

2. The district/charter school has reviewed its implementation strategies for academic year 2009-2010 and provides assurance that the implementation timeline has been met at each school within the district, if applicable. 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, if applicable, during this academic year.

CERTIFICATION: By signing below, the Chief School Administrator certifies that all statements above are true and correct:

Name \_\_\_\_\_ Title: \_\_\_\_\_

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