

Needs Assessment

*Directions: Indicate compliance by yes or no. If non-compliant, list the name of the school(s) not in compliance; specific areas identified as non-compliant **must** be addressed on the Comprehensive Equity Plan forms.*

Table 1: Needs Assessment, Board Responsibility

I. Board Responsibility	Compliant (Yes or No)	Documentation or evidence to substantiate compliance must include board policy title, number and date of adoption and or revision.	List name of noncompliant school(s) in the district
NJAC 6A:7-1.7; Title VII, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5, Title IX; U.S. Supreme Court, 1982; Plyler v. Doe; N.J.A.C. 6A:15-1.7; Castañeda v. Pickard A. Adopt or re-adopt written equality and equity policies, requiring the following:	Yes		
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 and renaissance school project programs, practices, curricula, instructional materials and assessments.	Yes	2224 Nondiscrimination/Affirmative Action - 10/208 5145.4 Equal Educational Opportunity - 10/2018 6121 Nondiscrimination/Affirmative Action - 10/2018	
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.	Yes	5145.4 Equal Educational Opportunity - 10/2018 6145 Extracurricular Activities - 10/201 6145.1/6145.2 Interscholastic/Intramural Competition-10/201	

c. Provide equitable treatment for pregnant and married students	Yes	5134 Married and Pregnant Students - 10/2018	
d. Prohibit or eliminate all forms of harassment, including sexual harassment, intimidation and bullying. (P.L.2010,c122).	Yes	2224 Nondiscrimination/Affirmative Action - 10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action - 10/2018 5131.1 Harassment, Intimidation and Bullying 10/2018 5145.4 Equal Educational Opportunity - 10/2018 6121 Nondiscrimination/Affirmative Action - 10/2018	
2. Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	Yes	2224 Nondiscrimination/Affirmative Action - 10/2018 4111 Recruitment, Selection and Hiring - 10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action - 10/2018 4211 Recruitment, Selection and Hiring- 10/201	
3. The appointment of an Affirmative Action Officer (AAO) who can also serve as, or coordinate with, the district, charter and renaissance school project school's Section 504 Officer and/or the district, charter and renaissance school project's Title IX Coordinator.	Yes	2224 Nondiscrimination/Affirmative Action - 10/201	
4. Provide staff development to ensure that all equity requirements are in compliance with N.J.A.C. 6A:7-1.6.	Yes	4131/4131.1 Staff Development -10/2018 4231/4231.1 Staff Development - 10/2018 5145.4 Equal Educational Opportunity - 10/2018	
B. Authorize the Affirmative Action Officer team to develop a Needs Assessment and a Comprehensive Equity Plan, implement the plan over a three-year period of time, submit an annual Statement of Assurance of its implementation and progress, and complete the District Performance Review in the NJQSAC. Charter schools will report annual progress in the Charter School Annual Report.	Yes	2224 Nondiscrimination/Affirmative Action 10/2018	

C. Collect and analyze Annual Yearly Progress (Progress Targets) data for underperforming subgroups disaggregated by gender, race, ethnicity, limited English proficiency, special education, migrant status, date of enrollment, student suspension, expulsion, child study team referrals; Pre-K-12 promotion/retention data; Pre-K-12 completion rates and re-examination and re-evaluation of classification and placement of students in special education programs if there is over representation within certain groups; staffing practices; quality of program data; and stakeholder satisfaction data. Identify any school-level underperforming subgroups on Annual Yearly Progress (Progress Targets) reports for state assessments.	Yes	6142.2 Bilingual/ESL 10/2018 6147 Standards of Proficiency 10/2018 6146.2 Promotion/Retention - 10/2018 6164.4 Child Study Team - 10/2018 6171.3 Title 1 - 10/2018 6171.4 Special Education - 10/2018	
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:	Yes	2224 Nondiscrimination/Affirmative Action - 10/2018	
1. Inform the school community the Board's policies prohibiting bias, harassment, discrimination and segregation; and ensuring equality in educational programs.	Yes	2224 Nondiscrimination/Affirmative Action- 10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action- 10/2018 5131.1 Harassment, Intimidation and Bullying - 10/2018 5145.4 Equal Educational Opportunity 10/2018 6121 Nondiscrimination/Affirmative Action 10/2018	
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 and renaissance school projects equity' responsibilities.	Yes	2224 Nondiscrimination/Affirmative Action- 10/2018	
3. Inform students, staff and the community of the name, office address, and phone number of the district, charter and renaissance school project's AAO, and publicize the location and availability of the district, charter and renaissance school	Yes	2224 Nondiscrimination/Affirmative Action- 10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action- 10/2018 5131.1 Harassment, Intimidation and Bullying- 10/2018 5145.4 Equal Educational Opportunity - 10/2018	

project's CEP, policy(ies), grievance procedures and annual reports.			
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, housing status, socio-economic status or disability.	Yes	2224 Nondiscrimination/Affirmative Action- 10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action- 10/2018 5131.1 Harassment, Intimidation and Bullying - 10/2018 5145.4 Equal Educational Opportunity-10/2018 6121 Nondiscrimination/Affirmative Action- 10/2018	
5. Report on progress made in meeting the adequate yearly targets (as set by the Department of Education) for closing the achievement gap.	Yes	1120 Board of Education Meetings- 10/2018 2240 Research, Evaluation and Planning- 10/2018	
6. Authorize the AAO to conduct yearly equity training for all staff.	Yes	2224 Nondiscrimination/Affirmative Action- 10/2018	
E. A county vocational school district shall admit resident students based on board-approved policies and procedures that ensure equity and access for enrollment that shall be posted on the school district, charter and renaissance school project's district's website. N.J.A.C. 6A:19-2.3(b), Career and Technical Education Programs and Standards.	N/A	(For County Vocational School Districts Only)	

Table 2: Needs Assessment, Staff Development and Classroom Practices

II. Staff Development And Training • N.J.A.C. 6A:7-1.6 & N.J.S.A. 10:5	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance must include Board policy title, number and date of adoption and/or revision.	List name of noncompliant school(s) in the district
A. Provide staff development, which will be open to parents and community members, to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status every school year , as follows:	Yes	1120 Board of Education Meetings- 10/2018 2240 Research, Evaluation and Planning- 10/2018 6171.3 Title 1 - 10/2018	
1. To all certificated (administrative and professional) staff.	Yes	4131/4131.1 Staff Development - 10/2018 4231/4231.1 Staff Development - 10/2018 5145.4 Equal Educational Opportunity - 10/2018	
2. To all non-certificated (non-professional) staff.	Yes	4131/4131.1 Staff Development - 10/2018 4231/4231.1 Staff Development - 10/2018 5145.4 Equal Educational Opportunity - 10/2018	

Table 3: Needs Assessment, School and Classroom Practices

III.School and Classroom Practices	Compliance (Yes or No)	Documentation or Evidence to Substantiate Compliance must include Board policy title, number and date of adoption and/or revision.	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, U.S. Supreme Court, 1982; Plyler v. Doe; N.J.A.C. 6A:15-1.7; Castañeda v. Pickard 1. Ensure that the district, charter school or renaissance school project's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and addresses the elimination of discrimination and the achievement gap, as identified by underperforming school-level AYP (Progress Targets profiles) for State assessment, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, immigration status, English proficiency, housing status or socioeconomic status. Areas covered include, but are not limited to, the following:	Yes	5145.4 Equal Educational Opportunity - 10/2018 6142.2 Bilingual/ESL- 10/2018	
a. School climate and culture, safe and positive learning environment.	Yes	5131.1 Harassment, Intimidation and Bullying - 10/2018 6121 Nondiscrimination/Affirmative Action - 10/2018	
b. Courses of study, including Physical Education	Yes	6142.4 Physical Education and health- 10/2018	
c. Library materials/Instructional materials and strategies	Yes	6160 instructional materials and resources- 10/2018 6163.1 Media - 10/2018 5145.4 Equal Educational Opportunity - 10/2018 6121 Nondiscrimination/Affirmative Action -10/2018	
d. Technology/software and audio-visual materials	Yes	6142.10 Internet Safety and Technology - 10/2018	

e. Guidance and counseling, including harassment, intimidation and bullying, sexual harassment, & grievance procedures	Yes	6164.2 Guidance Counseling - 10/2018	
f. Extra-curricular programs and activities	Yes	6145 Extracurricular Activities- 10/2018 6145.1/6145.2 Interscholastic/Intramural Competition-10/2018	
g. Tests and other assessments	Yes	6147 Standards of Proficiency-10/2018	
h. Reduction and/or prevention of under representation of minority, female and male students in all classes and programs	Yes	5145.4 Equal Educational Opportunity-10/2018	
2. Include a multicultural curriculum in the instructional content and practices across the curriculum.	Yes	6010 Goals and Objectives of Instruction-10/2018	
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. (N.J.S.A. 18A:35-1)	Yes	6141 Curriculum Design and Adoption-10/2018	
4. Include instruction on the Holocaust and other genocide curricula in the curriculum for elementary and secondary school students. (N.J.S.A. 18A:35-28)	Yes	6141 Curriculum Design and Adoption-10/2018	
B. Equality and Equity in Student Access ● N.J.A.C. 6A:7-1.7; Titles VI & VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; N.J.S.A. 10:5 IDEA of 1997; Guidelines for Eliminating Discrimination and Denial of Services in Vocational Education (1989); U.S. Supreme Court, 1982; Plyler v. Doe; U.S. Supreme Court, 1974, Castañeda v. Pickard Provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services, regardless of race, creed, color,	Yes	5145.4 Equal Educational Opportunity- 10/2018	

national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, English proficiency, housing status or socioeconomic status, as follows:			
1. Ensure equal and barrier-free access to all school and classroom facilities.	Yes	5145.4 Equal Educational Opportunity - 10/2018 6121 Nondiscrimination/Affirmative Action-10/2018	
2. Attain minority representation of students within each school, including racial and ethnic balance, within each school which approximates the district, charter and renaissance school project's overall minority racial and ethnic representation.	Yes	5145.4 Equal Educational Opportunity - 10/2018	
3. Refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments.	Yes	7110 Long-Range Facilities Plan-10/2018	
4. Ensure that students are not separated or isolated by race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, immigration status, housing status or socioeconomic status, resulting in disproportionate placement within schools, courses, classes, programs or extracurricular activities.	Yes	5145.4 Equal Educational Opportunity-10/2018 6121 Nondiscrimination/Affirmative Action- 10/2018	
a. Ensure that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses, including math and science.	Yes	6171.2 Gifted and Talented- 10/2018	
b. Ensure that minority and male students are not disproportionately represented in detentions, suspensions, expulsions, dropouts, or special need classifications.	Yes	5131 Conduct and Discipline -10/2018 5113 Suspension/Expulsion - 10/2018	

c. Ensure equal and bias-free access for all students to computers, computer classes, career and technical education programs, and technologically-advanced instructional assistance, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability, English proficiency, immigration status, housing status or socioeconomic status.	Yes	3510 Operation and Maintenance of Plant-10/2018 5145.4 Equal Educational Opportunity - 10/2018 6142.10 Internet Safety and Security - 10/2018	
d. Ensure that all English language learners have equal and bias-free access to all school programs and activities.	Yes	6142.2 Bilingual/ESL- 10/2018	
e. Ensure that all students with disabilities have equal and bias-free access to all school programs and activities	Yes	5145.4 Equal Educational Opportunity - 10/2018 6171.4 Special Education- 10/2018	
f. Ensure that all schools' registration procedures are in compliance with State and Federal regulations and case law.	Yes	5111 Admission - 10/2018	
5. Utilize a State approved language proficiency assessment on an annual basis for determining the English language proficiency of English language learners.	Yes	6147 Standards of Proficiency 10/2018 6171.1 Remedial Instruction- 10/2018	
6. Utilize bias-free measures for determining the special needs of students with disabilities.	Yes	6171.4 Special Education - 10/2018	

7. Ensure that support services (e.g. school-based youth services, health care, tutoring and mentoring) are available to all students, including English language learners.	Yes	5141 Health - 10/2018 5141.21 Administration of Medication- 10/2018 6171.1 Remedial Instruction-10/2018 6173 Home Instruction- 10/2018	
8. Ensure that all pregnant students are permitted to remain in the regular school program and activities. Ensure that equivalent instruction is provided the students, if not permitted to attend school by a doctor.	Yes	5134 Married and Pregnant Students - 10/2018	
C. Equality and Equity in Guidance Programs and Services N.J.A.C. 6A:7-1,7(c)Title IX, Education Amendments of 1972, & Carl D. Perkins Vocational & Technical Education Act of 1998 Ensure that the district, charter and renaissance school project's guidance program provides the following:	Yes	6164.2 Guidance Counseling- 10/2018	
1. Access to adequate and appropriate counseling services for all students, including females, minority students, English language learners, non-college bound students, and students with disabilities.	Yes	6164.2 Guidance Counseling-10/2018	
2. The presentation of a full range of possible occupational, professional, and Career and Technical Education choices for all students, including careers in the science and technology industries and nontraditional careers.	Yes	6142.12 Career and Technical Education - 10/2018 6164.2 Guidance Counseling 10/2018	
3. Guidance counselors are using bias-free materials.	Yes	5145.4 Equal Educational Opportunity - 10/2018 6164.2 Guidance Counseling - 10/2018	
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 and renaissance school project's physical education program is co-educational, as follows:	Yes	5145.4 Equal Educational Opportunity - 10/2018 6142.4 Physical Education and Health - 10/2018	

1. All instructional activities are equitable and are co-educational.			
D. Equality and Equity in Athletic Programs Athletic Guidelines 1986; N.J.A.C. 6A:7-1.7(d) and Title IX, Education Amendments of 1972 Ensure that the district, charter and renaissance school project's Athletic Program accomplishes the following:	Yes	5145.4 Equal Educational Opportunity - 10/2018 6145.1/6145.2 Intramural and Interscholastic Competition - 10/2018	
1. Ensures relatively equal numbers of varsity and sub-varsity teams for male and female students.	Yes	5145.4 Equal Educational Opportunity - 10/2018 6145.1/6145.2 Intramural and Interscholastic Competition- 10/2018	
2. Ensures equitable scheduling of night games, practice times, locations and numbers of games for male and female teams.	Yes	5145.4 Equal Educational Opportunity- 10/2018 6145.1/6145.2 Intramural and Interscholastic Competition-10/2018	
3. Ensures that athletic programs receive equitable treatment that includes staff salaries, purchase and maintenance of equipment, etc.	Yes	5145.4 Equal Educational Opportunity-10/2018 6145.1/6145.2 Intramural and Interscholastic Competition -10/2018	
4. Provides comparable facilities for male and female teams.	Yes	5145.4 Equal Educational Opportunity-10/2018 6145.1/6145.2 Intramural and Interscholastic Competition-10/2018	

Table 4: Needs Assessment, Employment/Contract Practices

IV. Employment/Contract Practices N.J.A.C. 6A:7-1.8; Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; N.J.S.A. 10:5, Equal Pay Act 1973	Compliant (Yes or No)	Documentation or Evidence to Substantiate Compliance must include Board policy title, number and date of adoption and/or revision.	List name of noncompliant school(s) in the district
A. Ensure that the district, charter and renaissance school project provides equal and bias-free access to all categories of employment, as follows: 1. Utilize equitable hiring practices that correct imbalance and isolation based on race, national origin, sexual orientation, and gender among the district, charter and renaissance school project's certificated and non-certificated staff and within every category of employment, including administration.	Yes	2224 Nondiscrimination/Affirmative Action- 10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action-10/2018 4111 Hiring, Recruitment and Selection - 10/2018 4211 Hiring, Recruitment and Selection-10/2018	
2. Target recruiting practices for under-represented populations in every category of employment.	Yes	2224 Nondiscrimination/Affirmative Action 10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action-10/2018 4111 Hiring, Recruitment and Selection-10/2018 4211 Hiring, Recruitment and Selection- 10/2018	
3. Ensure that the district, charter and renaissance school project's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division on Civil Rights.	Yes	2224 Nondiscrimination/Affirmative Action-10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action-10/2018 4111 Hiring, Recruitment and Selection-10/2018 4211 Hiring, Recruitment and Selection-10/2018	
4. Monitor promotions and transfers to ensure non-discrimination.	Yes	2224 Nondiscrimination/Affirmative Action-10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action-10/2018 4111 Hiring, Recruitment and Selection-10/2018 4211 Hiring, Recruitment and Selection-10/2018 4113/4213 Assignment and Transfer-10/2018	

5. Ensure equal pay for equal work among members of the district, charter and renaissance school project's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.	Yes	2224 Nondiscrimination/Affirmative Action-10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action-10/2018 4111 Hiring, Recruitment and Selection-10/2018 4211 Hiring, Recruitment and Selection-10/2018	
B. Ensure that the district, charter and renaissance school project does not enter into, or maintain, contracts with persons, agencies, or organizations that discriminate in employment or in the provision of benefits or services, on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status.	Yes	2224 Nondiscrimination/Affirmative Action-10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action-10/2018 4111 Hiring, Recruitment and Selection-10/2018 4211 Hiring, Recruitment and Selection-10/2018	
C. Provide Equality in Employment and Contract Practices for all persons, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, housing status or socioeconomic status.	Yes	2224 Nondiscrimination/Affirmative Action-10/2018 4111.1/4211.1 Nondiscrimination/Affirmative Action-10/2018 4111 Hiring, Recruitment and Selection-10/2018 4211 Hiring, Recruitment and Selection-10/2018	