

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW (DPR)
OPERATIONS**

District: Monroe Township

County Office: Middlesex

Period of Review: 09/10

Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer “yes” to each numbered indicator or block of indicators. Partial points are not awarded.

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
A. FACILITIES	SUGGESTED DOCUMENTATION								
<i>The district provides adequate and appropriately maintained facilities to support teaching and learning.</i>		15							
1 a. The district has a BOE-approved Long Range Facilities Plan or the district has submitted all required documents with updates or amendments on time. (N.J.S.A. 18A:7G-4)	Approval letter	2	X		2				
b. The district implements projects that are consistent with the approved Long Range Facilities Plan and has received county office approval for emergent projects.	Project approval County office approval for emergent projects Board minutes List of participants Revisions approved by DOE		X						
c. The district has reviewed and revised, as needed, the Long Range Facilities Plan.			X						
2 a. The district has submitted and implemented a BOE-approved Comprehensive Maintenance Plan with corrective and preventive measures for the interior and exterior of each	Board-approved plan Board minutes M-1 schedule matches the CAFR Comprehensive Maintenance Plan Board resolution	4	X		4				

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A. FACILITIES									
building and the major systems of HVAC, mechanical, plumbing, electrical, structural and grounds. (N.J.A.C. 6A:26A-1 et seq.)									
b. The district is implementing the Comprehensive Maintenance Plan. (N.J.S.A. 18A:7G-9(b)3 and 18A:33-1 and N.J.A.C. 6A:26-3.1)			X						
3 a. Annual health and safety reviews have been conducted in each building using the Evaluation of School Buildings Checklist Report. (N.J.A.C. 6A:26-6.1, 6.2 and 12; and N.J.A.C. 6A:19-6.1 et seq.)	Signed checklist	9	X		9				
b. "100% compliance" section - all items are in compliance in all buildings.			X						
c. "80% compliance" section - at least 80% of items are in compliance in all buildings.			X						
TOTAL POINTS – Section A		15	15						

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B. NJ SMART									
<i>The district meets DOE established NJ SMART deadlines and data quality requirements in order to insure accurate student data.</i>		20							
1. The district released its data files via the NJ SMART portal to the DOE by the posted deadlines in the prior year.		10	X		10				
2. a. [The district's files are released with a final error rate of no more than 2%. (error rate is defined as # errors/total number of student records)] <u>The district uploaded a full SID Management file as of the prior year's October 15th closing data and has a final error rate of less that 2%. (Error rate is defined as the number of student records that are in error, unresolved, conflict or sync status divided by the total number of student records.)</u>		[10] <u>3</u>	X		3				

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B. NJ SMART									
<u>b. The district's SID Management file as of the prior year's June 30th closing data has a final error rate of less than 2%. (Error rate is defined as the number of student records that are in error, unresolved, conflict or sync status divided by the total number of student records.)</u>		<u>3</u>	X		3				
<u>c. The district's Fall Submission files for the prior year have a final error rate of less than 2%. (Error rate is defined as the number of student records that are in error divided by the total number of records.)</u>		<u>2</u>	X		2				
<u>d. The district's End of Year Submission files for the prior year have a final error rate of less than 2%. (Error rate is defined as the number of student records that are in error divided by the total number of student records).</u>		<u>2</u>	X		2				
TOTAL POINTS – Section B		20			20				

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C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district implements policies and programs that establish a safe, secure, supportive and disciplined school environment that supports teaching, learning and student achievement of high academic standards.</i>		41							
1a. The district annually has reviewed, revised or developed, and implemented safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents. (N.J.A.C. 6A:16-5.1 et seq.)	<p>Planning team meeting agendas and minutes recording the review process and recommendations. If no changes are required, a record of this review should be verified</p> <p>Attendance/sign-in sheets or list of committee members and/or partners involved in the review and development of the safety and security plan</p> <p>Board minutes dedicated to the review and/or approval of the safety and security plan</p> <p>Written plans and procedures</p>	7	X	0					

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b. The district's safety and security plan provides for the prevention of, intervention in, response to and recovery from emergency and crisis situations. (N.J.A.C. 6A:16-5.1 <i>et seq.</i>)	Copy of the current Emergency Management Plan that shows evidence of the four stages of crisis management: prevention/mitigation, preparation, response and recovery		X						
c. The district has disseminated to the applicable sections of the school safety and security plan to all school employees. (N.J.A.C. 6A:16-5.1 <i>et seq.</i>)	Meeting agendas and minutes broadcasting the school safety and security plan Employee verification form documenting the receipt of the district's school safety and security plan CSA's written documentation via memo, email or fax declaring dissemination Staff handbook or binder that includes the district's school safety and security plan		X						
d. The district has developed and provided training to all district employees, as appropriate, to enable them to recognize and appropriately respond to safety and security concerns. (N.J.A.C. 6A:16-5.1 <i>et seq.</i>)	Copy of the district's training agenda outlining modules dedicated to school safety and security Copy of the district's training attendance or sign-in-sheet identifying full time, part time, temporary or new employees			X					

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	<p>A school calendar of events or an announcement highlighting training on school safety and security</p> <p>Allocation of resources (personnel or financial) demonstrating the development and implementation of district training connected to school safety and security</p> <p>List of speakers, trainers and/or partners and handouts facilitating the district's training</p> <p>Written notification to staff and planning partners discussing the roles and timelines dedicated to the annual review of the district's plan</p>								
2 a. The district has collected and analyzed data on the incidents of violence, vandalism, substance abuse and disruptive behavior, and identifies activities to address them. (<i>N.J.A.C. 6A:16-5.3 et seq.</i> and <i>N.J.A.C. 6A:16-7 et seq.</i>)	<p>[Board minutes approving the form which includes all offender, victim and incident detail contained in the department's EVVR incident report form for reporting incidents of violence, vandalism and substance abuse (V&V)]</p> <p><u>District procedures for the reporting of incidents of violence, vandalism and substance abuse that include the principal's review for accuracy and forwarding to the Chief School Administrator.</u></p>	7	X	7					

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	<u>Documentation of data analysis and identification of activities to address the student behaviors reported.</u>								
b. The district requires employees to report incidents of violence, vandalism and substance abuse to the principal on a board of education-approved form that include offender, victim and incident detail information and provides annual training to prepare them to fulfill this obligation. (N.J.A.C. 6A:16-5.3(a) and (b))	<u>Board minutes approving the form.</u> <u>Board-approved form including all offender, victim and incident detail contained in the department's EVVRS incident report form for reporting incidents of violence, vandalism and substance abuse (V&V)</u> Original incident reports from staff [are] made on the board-approved form Student disciplinary records <u>Documentation of staff training</u> <u>Staff Interviews to verify district reporting procedures and training</u> [Original incident reports]		X						

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c. The CSA annually has reported the number of incidents to the DOE using the Electronic Violence and Vandalism Reporting System (EVVRS), and verified the accuracy of the information reported. (N.J.A.C. 6A:16-5.3(e))	Annual district EVVRS report EVVRS incident listing report [CSA's verification fax-back] <u>EVVRS Verification Fax-back</u> form signed by the CSA certifying the accuracy of incidents Comparison of disciplinary records and School Report Card and EVVRS data		X						
d. The CSA annually has reported <u>all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year</u> [the data] to the board of education and the district has held an annual public hearing. (N.J.A.C. 6A:16-5.3(f) and N.J.A.C. 6A:16-5.2(a)4)	[Copy of written transcript or] [s]Summary report from the hearings. [that includes: narrative content of the CSA's presentation and the contents of all comments and/or discussion regarding the presentation or a written statement certifying that no dialogue transpired and no comments were made regarding the CSA presentation.] [File of the transcript that is available for public review] Copy of signed and dated board minutes of the public hearing		X						

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	Copy of the verified Annual District Report of Violence and Vandalism for the previous school year [Copy of the CSA - signed and dated V&V Public Hearing Report Compliance Submission Checklist originally submitted to the department]								
e. The district has submitted to the DOE and implemented a corrective action plan for high incidences of violence, vandalism or alcohol or other drug abuse in response to notification by the Commissioner or the district is not required to do so. (N.J.A.C. 6A:16-5.3(i))	Minutes or agendas from planning meetings Copy of department-approved corrective action plan (CAP) Implementation of activities described in the approved CAP Budgets and expenditure reports supporting the CAP Staff interviews and [S]school visits verifying the implementation of the corrective actions Pre- and post-outcome data	N/A							
f. The district has adopted and implemented procedures regarding a school employee that knowingly falsifies the annual report on violence, vandalism and substance	Board-approved procedures Policy 3000								

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abuse. (N.J.A.C. 6A:16-5.3(g))									
3. The district has adopted and distributed to all school staff, students and parents a code of student conduct <u>that contains all required elements</u> . (N.J.A.C. 6A:16-7.1)	<p><u>Code of Student Conduct that contains all required elements (See the DOE Code of Student Conduct Compliance Checklist.)</u></p> <p>Announcements, agendas or minutes from meetings with parent, student and community representatives to develop the code and to annually review and update the code</p> <p>Board minutes approving code of student conduct that indicate that the code was based on locally determined core ethical values</p> <p>Mailing list or cover memo for the dissemination of the code</p> <p>Staff, student and parent interviews</p>	4	X		4				
4. The district is in compliance with the student removal, educational services, record keeping, reporting and all other requirements under the <i>Gun-Free Schools Act 20 USC 7151, Title IV Section 4141 of</i>	<p>Copy of board-approved policies and procedures for removals of students for firearms offenses, assaults with weapons and assaults on employees or board members</p> <p>Documentation of immediate removal</p>	3		X		3			

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			Y	N	S	Y	N	S	
			E	O	C	E	O	C	
<p><i>NCLB, N.J.S.A. 18A: 37-7 through 12, and N.J.A.C. 6A:16-5.5.</i></p>	<p>Copy of notification to the student's parent that includes the removal action, the law enforcement notification, the change of custody, if it occurs, and the student's due process rights</p> <p>Copy of the student's old schedule in school and the new schedule in the alternative education program</p> <p>If interim home instruction is provided pending alternate education placement, a copy of lesson plans and a copy of the assignment or application for the student's placement in an alternate education program</p> <p>If appropriate, the CSA's written record of any case-by-case modifications of the required one-year removal</p> <p>The CSA's written determination on the student's return to school or continuation in the alternate education program that is based on the offenses, the board's removal decision, the results of any assessments of the student and recommendations of the administrator of the student's placement</p>	N/A							

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	If appropriate, written authorization from the CSA for a student to possess a firearm stored in a locked vehicle on school grounds or used for participation in a school-sponsored function								
5 a. The district has promoted regular attendance of students by adopting and implementing policies and procedures that include expectations and consequences regarding timely arrival and attendance and school district responses to unexcused absences. (N.J.A.C. 6A:16-7.8)	<p>District policies and procedures regarding attendance and on-time arrivals (<u>See DOE checklist <i>District Review of Checklist for Board-Approved Student Attendance Policies and Procedures.</i></u>)</p> <p>District procedures for responding to unexcused absences and excused absences</p> <p>Records indicating <u>actions taken to prevent and intervene in the cases of absences and truancy that include contacts with parents regarding absences</u></p>	[8] <u>6</u>	X		6				
b. The average daily attendance (ADA) rate for each district averages 90 percent or higher as calculated for the three years prior to the completion of the	ADA report		X						

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DPR. (N.J.A.C. 6A:32-13.1)									
6. a. The district has developed <u>policies prohibiting harassment, intimidation and bullying (HIB)</u> . The district has distributed the policy to students, parents and staff [and provided training to all staff on the board of education approved policy prohibiting harassment, intimidation and bullying], <u>has posted the policy on its website and has notified students and parents that the policy is posted.</u> (N.J.A.C. 6A:16-7.1(a)4 and (c) 7 and 7.9 [(d)] and N.J.S.A. 18A:37-14-37-18)	<p>Board minutes approving the harassment, intimidation and bullying policy that includes all required components. (See the DOE checklist <u>Review of District Policies and Procedures on Harassment, Intimidation and Bullying.</u>)</p> <p>Mailing list or cover memo for the dissemination of the policy to parents and staff</p> <p><u>Appearance of the policy on the districts website and in the student handbook or other publication about student conduct</u></p> <p>Attendance or sign-in sheets, agendas or evaluations from trainings</p> <p>Staff interviews <u>to verify implementation of the policy</u></p>	[3] <u>5</u>	X		5				

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	<u>Documentation that incidents of harassment, intimidation and bullying were handled in accordance with the board-approved policy and the law.</u>								
<u>b. The district has annually implemented staff training programs for the effective implementation of the harassment, intimidation and bullying (HIB) policies and procedures; annually discussed the HIB policies with students; and annually reviewed the extent and characteristics of HIB in the school buildings of the district. (N.J.A.C. 6A:16-7.9(d))</u>	<u>Attendance or sign-in sheets, agendas, recordings or evaluations from the staff trainings</u> <u>Student or school schedules, agendas, recordings or notes from the student discussions</u> <u>Reports of the annual review; results from instruments or methodology (e.g., survey findings, interview notes, focus group notes, board minutes, data sources) used to conduct the annual review; programs (e.g., curricula, purchase orders, lesson plans, agendas, scope and sequence) or services (e.g., job descriptions, case files, service agreements) implemented as a result of the review</u>		X						
7. The district has provided for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and the	Announcements, attendance or sign-in sheets, agendas or minutes from annual meetings among the CSA and the county prosecutor Logs or other records of input provided by the	3	X		3				

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implementation of board of education-approved policies to facilitate cooperation between school staff and law enforcement. (N.J.A.C. 6A:16-6.1 et seq.)	<p>county superintendent, community members and law enforcement officials</p> <p>Board minutes approving the MOA</p> <p>Written approval of the MOA by the county prosecutor and county superintendent</p> <p>Copy of approved MOA or annual updates</p> <p>County prosecutor, county superintendent and community participant interviews</p>								
8. The district has provided for the safety and protection of students through the adoption and implementation of policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities, <u>appointment of a school district liaison, and training to district employees, volunteers and interns working in the school district.</u> (N.J.A.C. 6A:16-11)	<p>Board minutes approving the policies and procedures</p> <p>Name and title of Division of Youth and Family Services (DYFS) liaison</p> <p>Attendance or sign-in sheets, agendas or evaluations from trainings</p> <p>Staff and DYFS interviews</p>	2	X	2					
9. The district has implemented procedures to review and resolve transportation incidents to avoid safety violations and ensure the	<p>Policy and procedures</p> <p>Hazardous route plan and implementation</p>	2	X	2					

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safety of children (including but not limited to MVC requirements for bus driver inspections before loading and after drop-off and evacuation drills) or the district does not provide transportation. (N.J.A.C. 6A:27-11 and -12.1(g))	Bus incident report Evacuation process letter Emergency evacuation procedures Bus driver and aides training								
10. The district has had no incidents of students being left on the school bus in the past year or the district does not provide transportation.		[2] <u>1</u>	X		1				
11. The district has provided a voter registration form and voting description material to each eligible high school pupil in compliance with N.J.S.A. 18A:36-27.	Copy of sample voting registration forms and materials	<u>1</u>	X		1				
TOTAL POINTS – Section C		41	34						

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D. STUDENT HEALTH	SUGGETED DOCUMENTATION								
<i>The district supports the health and well-being of students so they are able to participate in the educational program.</i>		15							
1. The district has developed and implemented the DOE-approved school health nursing services plan. (N.J.A.C. 6A:16-2.1(b))	Copy of the Nursing Services Plan developed in consultation with the school physician and certified school nurse and approved by the board and the county superintendent Approved board minutes Staff interviews Payroll records documenting employment of nurses consistent with the assignment of nurses outlined in the Nursing Service Plan	5	X		5				
2. The district has conducted school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. (N.J.A.C. 6A:16-2.1 et seq.)	An updated A45 Health History and Appraisal Form for routine screenings and examinations Existence of at least one nebulizer in the office of the school nurse or a similar accessible location Staff interviews Observation	3	X		3				

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D. STUDENT HEALTH	SUGGETED DOCUMENTATION								
3. The district has complied with P.L. 2008 Chapter 38 by implementing strategies to identify those students who are not covered by health insurance and provide the list of those students to the Department of Human Services.	Evidence that the district has employed strategies to identify students who are not covered by health insurance and is transmitting that information to the Department of Human Services Copy of the list of those students who are not covered by health insurance	2	X		2				
4. The district has maintained student health records. (N.J.A.C. 6A:16-2.4)	Evidence that the student health records are maintained separately from other student records in a secure location and made accessible to the school building in which the student is assigned Staff interviews Observation of record storage facility	2	X		2				
5. If medical examinations are conducted by the district, the examinations have taken place in the school physician's office or comparably equipped facility. (N.J.A.C. 6A:16-2.2(f) and 2.3(a)3iv)	[Written, board-approved policies and procedures Physician/Certified School Nurse reports Student records] <u>Documentation of medical examinations completed by the school physician.</u>	1	X		1				

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	<u>Observation of school examination room.</u>								
6. The district has required medical immunizations prior to admittance into school [and examinations upon enrollment and prior to participation on school-sponsored athletic teams]. (N.J.A.C. 6A:16-2.2)	<p>The A45 Health History and Appraisal Form documenting required immunizations and examinations</p> <p>Copy of parent request and district approval or denial for student exemption from immunization requirements (if applicable)</p> <p>[Copy/documentation of school physician approval or denial for student participation on a sports team/squad]</p>	[2] 1	X		1				
7. The district has required medical examinations upon enrollment and prior to participation on school-sponsored athletic teams. (N.J.A.C. 6A:16-2.2)	<p><u>The examination report from the medical home or the school physician</u></p> <p><u>The A45 Health History and Appraisal Form documenting required examinations</u></p> <p><u>Copy/documentation of school physician approval or denial for student participation on a sports team/squad</u></p>	1	X		1				

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		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
D. STUDENT HEALTH	SUGGETED DOCUMENTATION								
TOTAL POINTS – Section D		15	15						

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E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district provides support services that address academic, social and behavioral needs to support student success.</i>		29							
1 a. The district has a DOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood. (N.J.A.C. 6A:7-1.9)	Approved Comprehensive Equity Plan	3	X		3				
b. The district has implemented the Comprehensive Equity Plan according to approved timelines.	Objectives for improvement, professional development and timeline Evidence of implementation Board minutes Evidence of progress in meeting equity goals								
c. The district has implemented any required desegregation plan or the									

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
district is not required to have a plan.									
d. The district has provided professional development training for all school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities. (N.J.A.C. 6A:7-1.6)	Professional Development Plan Evidence of annual training Identification of relationship of training to areas of need		X						
2. A local district Technology Plan has been approved and has been implemented.	Evidence of implementation Progress toward meeting goals Approval letter	3	X		3				
3 a. A board-approved comprehensive guidance and academic counseling program has been implemented for all students. (N.J.A.C. 6A:8-3.2)	A written job description that requires coordination with other student support services and other staff A written description of guidance and counseling services Approved board minutes Staff interviews and school visits	5	X		5				

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<p>b. The comprehensive career education and counseling program has been coordinated with transition services for those students with disabilities beginning at age 14 or younger as determined by the IEP team. (N.J.A.C. 6A:14-3.7(e)11 through 13)</p>	<p>Board minutes Written program description</p>		X						

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
4 a. The district has ensured that each school building has a multidisciplinary team (such as Intervention and Referral Services Teams, Pupil Assistance Teams and School Resource Committees) as part of its coordinated system for the planning and delivery of intervention and referral services. (N.J.A.C. 6A:16-8)	<p>An organizational or functional flow chart showing coordination of each building's I&RS services, including the I&RS team</p> <p>Evidence of, at a minimum, one I&RS team at each building, which could include each team's: mission statement, meeting minutes, files, action plans, published material, policies and procedures, annual report to the principal or program development plans</p> <p>Written guidelines on the roles and responsibilities of I&RS team members and the board minutes approving guidelines</p> <p>Staff and parent interviews</p>	6	X		6				
b. The district has provided the multidisciplinary team members with the necessary professional development for fulfilling the team	Professional Improvement Plans addressing I&RS-related training needs of team members		X						

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
functions. (N.J.A.C. 6A:16-8.2(a)[5])	Agendas or reports from trainings, conferences, etc. Evidence of networking with other school I&RS teams, consultations with "experts" or purchase of books or journals targeted for team use								
c. The team(s) has recommended a course of action for each case that includes desired outcomes, plans for support, guidance and professional development for staff who identify learning, behavior and health problems. (N.J.A.C. 6A:16-8.2(a) 3, 4 and 10)	Files containing written action plans for each I&RS team case that include documentation of all participants, anticipated, quantifiable behavioral outcomes, school or community strategies or referrals to school and community resources, support for school staff to implement the action plans, evidence of follow-up to assess progress in achieving the outcomes and make appropriate adjustments, as appropriate Minutes from team meetings documenting case plans, including support for staff		X						

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	Observations of team meetings Staff interviews								
d. The team(s) has made recommendations to the principal annually for improving school programs and services based on its annual review of action plans and actions. (N.J.A.C. 6A:16-8.2(a)11)	Written report submitted to principal and changes made as a result Minutes/records of meetings to conduct the annual review Records of changes made as a direct result of the report Staff interviews		X						
e. The district has identified the roles and responsibilities of all staff and parameters for participation of community members, including parents. (N.J.A.C. 6A:16-8.3)	Board-approved written guidelines on the roles and responsibilities of: I&RS team members, staff who seek team assistance and other school staff for aiding with I&RS action plans, and the roles, responsibilities and parameters for the participation of community members Approved job descriptions describing I&RS team		X						

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	responsibilities Roles and responsibilities described in official school or district publications and evidence of dissemination to staff Records of changes made as a direct result of the report to the principal								
5. The district has established, disseminated information about and implemented its comprehensive alcohol, tobacco and other drug abuse program and has adopted and disseminated to all school staff, students and parents its policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs and continuity of care. (N.J.S.A. 18A:40A-8 et seq. and N.J.A.C. 6A:16-1.4 (a)18; 6A:16-3 and 6A:16-4)	Attendance or sign-in sheets, agendas, minutes or notes from annual consultations with community agencies and other representatives Board minutes approving the policies and procedures Mailing list or cover memo for the dissemination of the policy Attendance or sign-in sheets, agendas or evaluations from annual trainings on both the policies and procedures and the	3	X		3				

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>comprehensive program</p> <p>Reports describing the assistance provided to the district by substance awareness coordinators (SACs). If SACs are not employed or contracted, specific written assignments in job descriptions of all appropriately certificated staff responsible for fulfilling each of the seven mandated SAC functions in <i>N.J.S.A. 18A:40A-18(c)</i></p> <p>Board minutes approving the comprehensive program</p> <p>Program plans supporting the purposes for comprehensive alcohol tobacco and other drug programs</p> <p>Curricula or other materials or rosters of students participating in primary substance abuse prevention programs</p>								

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>Names or numbers of students receiving intervention, referral for evaluation and referral for treatment services</p> <p>Completed release of information forms for students receiving treatment</p> <p>Names or numbers of students participating in substance abuse continuity of care programs</p> <p>Staff interviews and school visits</p>								

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E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
6. The district has forwarded all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district and has forwarded disciplinary records, with respect to suspensions and expulsions, to nonpublic schools. (N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10)	<p><u>Public School Transfer</u> Notice of student transfer</p> <p>Phone log, notes or correspondence verifying the student's enrollment</p> <p>Correspondence accompanying the student's entire discipline file to the transferring public school</p> <p>Written notice of the transfer of the discipline record to the parent or adult student</p> <p><u>Private School Transfer</u> Notice of student transfer</p> <p>Phone log, notes or correspondence requesting the student's records, with respect to suspensions and expulsions</p> <p>Phone log, notes or correspondence verifying the student's enrollment</p> <p>Correspondence accompanying the student's discipline file, with</p>	2	X	2					

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>respect to suspensions and expulsions, to the transferring private school</p> <p>Written notice of the transfer of the discipline records to the parent or adult student</p>								

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
7. The district has provided educational services, either in school or out of school, within 5 days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness. (N.J.A.C. 6A:16-7.2; 6A:16-7.3 and 6A:16-10)	<p><u>Short-term Suspension</u> Student disciplinary records</p> <p>Copy of the student's schedule prior to the suspension and either the student's lesson plans during the suspension or the student's new schedule in an alt. ed. or other program</p> <p><u>Long-term Suspension</u> Student disciplinary records</p> <p>Copy of the student's schedule prior to the suspension and either the student's lesson plans describing all educational services provided during the suspension or the student's new schedule in an alt. ed. or other program</p> <p>Information in the approved board minutes that support the decision regarding the student's educational services, including behavioral and other evaluations, academic, health</p>	4	X		4				

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>and behavioral records, the recommendation of the CSA, principal or other school or community resource or consultation with the I&RS team</p> <p>When the board decides to continue the suspension beyond the board's second regular meeting, approved board minutes at each subsequent board meeting in which the board determines the status of the suspension, the appropriateness of the educational services and whether they should continue or the student should return to the general education program</p> <p><u>Illness</u> Written parental requests for home instruction School physicians' verification or denial of home instruction and notice to the parents within 5 days of the determination</p>								

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			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	Record of the written plan for delivery of instruction and documentation of the services provided								
8. The district has no nonpublic schools within its jurisdiction or the district has provided services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services in accordance with <i>N.J.S.A. 18A:46A-1 et seq.</i> and <i>N.J.A.C. 6A:14-6.1 et seq.</i> ; Chapter 193 Remedial Services for the Handicapped in accordance with <i>N.J.S.A. 18A:46-19.1 et seq.</i> and <i>N.J.A.C. 6A:14-6.1 et seq.</i> ; Textbooks in accordance with <i>N.J.S.A. 18A:58-37.1 et seq.</i> and <i>N.J.A.C. 6A:23-6.1 et seq.</i> ; Technology in accordance with <i>N.J.S.A. 18A:6-103 et seq.</i> ; and Student Transportation in accordance with <i>N.J.S.A. 18A:39-1 et seq.</i> and <i>N.J.A.C. 6A:27 et seq.</i>	Project completion reports Onsite monitoring reports Contract with service providers Interview with appropriate staff	3 N/A	X		3				
TOTAL POINTS – Section E		29	29						

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TOTAL SCORING

	POINT VALUE	POINTS EARNED	PERCENT OF TOTAL
Total Part A: Facilities	15	15	100
Total Part B: NJSMART	20	20	100
Total Part C: Student Conduct, School Safety and Security	41	34	83
Total Part D: Student Health	15	15	100
Total Part E: Student Support Services	29	29	100
Total A+B+C +D+E	120	113	94

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REQUIRED SIGNATURES

Type or print the name of the individuals in the district assisting in the completion of this District Performance Review.

POSITION	NAME	SIGNATURE
Chief School Administrator	Dr. Kenneth R. Hamilton	
District Administrative Staff	Ms. Dori Alvich	
Teacher	Ms. Patricia Dinsmore	
Business Administrator	Mr. Wayne Holliday	
Curriculum & Instruction Representative	Mr. Jeff Gorman	
Local Collective Bargaining Unit Representative	Ms. Caren Castaldo	
District Board of Education Member	Ms. Amy Antelis	
Other – Paraprofessional	Ms. Arlene Baum	

Accuracy Verified by Chief School Administrator:

Print Name**Signature****Date**

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

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DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

County Recommendations:

Name of DPR Reviewer:

Title

Date
