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Dated:
August 27, 1990

Policy

No. 101(2131)

Board of Education Nutley

PROGRAM

EDUCATIONAL GOALS

As a base against which to assess school needs and set objectives for the educational program and in accordance with the requirements of the State, the Board of Education of the Town of Nutley following consultation with teaching staff members, pupils, parents and other residents of this district, adopts the following educational outcome goals for every pupil in this district:

A. COMMUNICATIONS

1. Students should develop basic listening skills.
2. Students should develop basic skills in oral communication.
3. Students should develop basic reading skills.
4. Students should develop basic skills in written communication.
5. Students should develop ability to understand and follow written and oral instruction.

B. ACADEMIC

1. Students should develop basic mathematical skills.
2. Students should develop skills necessary for solving real-life mathematical problems.
3. Students should acquire basic knowledge in the biological and physical sciences.
4. Students should develop a basic understanding of modern scientific principles.

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5. Students should acquire an understanding of the interdependence of man and his environment.

6. Students should acquire basic knowledge in history and the social sciences.

7. Students should develop good health and safety habits.

8. Students should develop basic habits and attitudes necessary for good physical fitness.

9. Students should have the opportunity to develop proficiency in one or more foreign languages.

C. CULTURAL

1. Students should develop an awareness of the cultural aspects of life.

2. Students should acquire basic appreciation of art and music.

3. Students should acquire basic appreciation of literature.

4. Students should have the opportunity to develop skills necessary for creative and artistic expression.

D. PERSONAL

1. Students should develop pride in personal achievement.

2. Students should develop an understanding of their own worth, abilities, potential, and limitations.

3. Students should develop positive attitudes

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toward the learning process and the pursuit of knowledge.

4. Students should improve study and work habits.
5. Students should develop skills which encourage critical, independent thinking.

E. SOCIAL

1. Students should develop an awareness and acceptance of the rights and responsibilities of themselves and others.
2. Students should develop an understanding and acceptance of rules and regulations of society.
3. Students should develop self-discipline.
4. Students should develop sensitivity toward individual differences among people.

F. CITIZENSHIP

1. Students should develop an understanding of the institutions and processes of a democratic society.
2. Students should develop the skills needed for participation in a democracy.
3. Students should develop positive attitudes toward community involvement.
4. Students should develop positive attitudes toward citizen involvement in government.
5. Students should develop a respect for the rights, property and opinions of others.

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G. VOCATIONAL

1. Students should develop an awareness of career and educational opportunities available to them.
2. Students should develop one or more basic vocational skills (in industrial arts, business practice, home economics, etc.).
3. Students should develop the ability to make wise choices as a consumer.

The district educational goals shall be revised, updated, and adopted at least once every five years in a process that insures appropriate consultation and opportunity for public comment.

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

N.J.A.C. 6:8-2.1(b), 6:8-4.2(a)1

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 102 (2260)

Board of Education Nutley

PROGRAM

AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education declares it to be the policy of this district that each child resident in the district shall be provided an equal opportunity to achieve his or her maximum potential through the programs offered in these schools unhindered by discriminatory attitudes or practices based on distinctions of race, color, creed, religion, gender, ancestry, national origin, place of residence, handicap, or social or economic background.

The Board shall annually appoint an affirmative action officer and shall coordinate all activities designed to implement this policy. It will be the responsibility of the affirmative action officer to

1. Review current and proposed curriculum guides, textbooks, and supplemental materials to detect any bias based upon race, gender, religion, handicap, national origin, ancestry or culture and determine whether such materials fairly depict the contribution of both genders and the various racial and ethnic groups in the development of human society;
2. Develop an ongoing program of inservice training for school personnel designed to identify and solve problems of racial, gender, religious, handicap, national, or cultural bias in all aspects of the school program;
3. Review current and proposed programs, activities, and practices to insure that all pupils have equal access to them and are not segregated on the basis of race, color, creed, gender, handicap, or national origin in any duty, work, play, classroom, or school practice except as may be permitted under regulations of the State Board of Education;

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4. Insure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;
5. Insure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not differentiated or stereotyped on the basis of race, color, creed, gender, handicap or national origin.

Parents, pupils, staff members, and members of the public shall be informed annually about the district's affirmative action plan for school and classroom practices, the designation of the affirmative action officer, and the procedure by which an affirmative action grievance may be filed and processed.

The affirmative action officer shall report as required to the Board on progress made in the affirmative action program for school and classroom practices. The Board will annually review district progress toward the objectives of any state-approved affirmative action plan.

20 U.S.C.A. 1701

N.J.S.A. 18A:36-20

N.J.A.C. 6:4-1 et seq., 6:8-4.3(a)9

Date Adopted: 5/24/76

Date Revised: 5/21/80, 8/27/90

Policy

No. 103 (1400)

Board of Education Nutley

ADMINISTRATION

JOB DESCRIPTIONS

The Board of Education shall adopt job descriptions for the positions of Superintendent, and Board Secretary/School Business Administrator. The Superintendent shall prepare, approve, and disseminate to the Board job descriptions for all other employment positions created by the Board.

All job descriptions will be written and will be based on the outcome and process goals developed by the Board and, as appropriate to the position, on program objectives. Each job description will specify

1. The qualifications and specific certificate and endorsement required for the position;
2. The function, duties, and responsibilities of the position;
3. The extent and the limits of the position holder's authority;
4. The work relationships between the position holder and other employees of the district; and
5. Any background experiences, personal qualities, and individual achievements that the Board prefers in a person appointed to the position.

Job descriptions will be reviewed periodically.

N.J.A.C. 6:3-1.10(1)10, 6:3-1.21(b)2, 6:3-1.24(a)

Date Adopted: 8/27/90
Date Revised:

Policy

No. 104 (1510)

Board of Education Nutley

ADMINISTRATION

RIGHTS OF HANDICAPPED PERSONS

It is the policy of the Board of Education that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board.

As used in this policy and any implementing regulations, "handicapped person" means a person who has, or had, or is regarded or was regarded as having, a handicapping condition; "handicapping condition" means a physical or mental impairment that substantially limits one or more of a person's major life activities and includes specific learning disabilities.

Notice of the Board's policy on nondiscrimination in employment and education practices will be given in the Board policy manual, posted throughout the district, and published in any district statement regarding the availability of employment positions or special education services.

Employment

No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of his or her handicapping condition.

No candidate for employment shall be required to answer a question regarding a handicapping condition and no such candidate will be discriminated against on the basis of a handicapping condition that is not directly related to the essential function of the position for which he or she has applied.

Reasonable modifications in scheduling and the allocation of duties, not directly affecting the instructional program, will be made to accommodate employment conditions to the needs of handicapped persons.

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Facilities

The educational program of this district shall be equally accessible to all pupils at each grade level. Barrier-free access to school facilities shall be provided to the extent that no handicapped person is denied an opportunity to participate in a district program available to nonhandicapped persons.

Program

The Board directs that all reasonable efforts be made to identify unserved handicapped children of this district eligible for special education and/or related services in accordance with Policy No. 210 (2460). A free appropriate public education will be provided for each child determined to be in need of special education and/or related services. Such a program of special education shall be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for nonhandicapped pupils. To the maximum extent appropriate to the pupil's handicap, a handicapped pupil shall be placed in an educational setting with nonhandicapped or less severely handicapped pupils.

No pupil will be denied, because of his or her handicap, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the pupils of this district.

The due process rights of handicapped pupils and their parents will be rigorously enforced.

Enforcement

The Director of Special Services is designated as Section 504 Coordinator. A complaint regarding a violation of law and this policy in an employment decision will be subject to a grievance procedure that provides for the prompt and equitable resolution of disputes. The grievance procedure will be included in district regulations.

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Employees of this district shall be informed that they may file a complaint without fear of reprisal by the Board or any of its employees or agents. The grievant shall be notified of his or her rights of appeal at each step of the process, and accommodations to the needs of disabled grievants shall be made. A grievant shall be informed of his or her right to file a formal complaint under Section 504 with or without recourse to the grievance procedure established by this policy.

A complaint regarding the identification, evaluation, classification, or educational program of an educationally handicapped pupil shall be governed by the due process rules of the State Board of Education, N.J.A.C. 6:28-2.7 and the Office of Administrative Law, N.J.A.C. 1:6A-1 et seq., and by the conflict resolution process established by Policy No. 210 (2460).

Evaluation and compliance

The Board directs the Superintendent to evaluate district programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the Board. The Board will submit such assurances of compliance as are required by law.

29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973)

45 C.F.R. Part 84

20 U.S.C. 1401 et seq. (P.L. 94-142)

Date Adopted: 8/27/90

Date Revised:

Policy

No. 208 (2411)

Board of Education Nutley

PROGRAM

GUIDANCE COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist pupils in drawing the greatest benefit from the offerings of the instructional program, in identifying educational options, and in making choices in vocational and academic planning.

A program of guidance and counseling shall be offered to all pupils in grades K through 12 and shall include the services of teaching staff members certified as guidance personnel and other designated teaching staff members.

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

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each pupil;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parents and shares parents' concern for the development of their children;
6. Provides for the means of sharing information among appropriate staff members in the pupil's interest;
7. Is equally available to all pupils and prohibits biased counseling and the use of materials that discriminate among pupils on the basis of their race, color, creed, religion, gender, ancestry, national origin, or social or economic status; and

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8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the pupil, and monitors the efficacy of such referrals.

N.J.A.C. 6:4-1.5(g), 4-1.5(h); 6:8-4.3(a)3iii
N.J.A.C. 6:43-2.10; 6:48-1.1 [vo-tech only]

Date Adopted: 5/21/80
Date Revised: 8/27/90

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SPECIAL EDUCATION

The Board of Education shall, in accordance with law and rules of the State Board of Education, provide a free and appropriate public education and/or related services to eligible educationally handicapped pupils who are impaired physically, emotionally, intellectually, or socially to such an extent that without the aid of special education and related services they are educationally disadvantaged and to preschool handicapped children who would be benefited by special education programs and services that will prevent their handicaps from becoming more debilitating.

As used in this policy and its implementing regulations, "parent" means either or both of the natural, adoptive, or foster parents of a pupil, or the pupil's legal guardian or surrogate parent, or a person acting in the place of a parent such as the person with whom a pupil legally resides and/or the person legally responsible for the pupil's welfare. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under this policy and implementing regulations.

Exemption from graduation requirements N.J.A.C. 6:28-1.4(a)1

Unless specifically exempted, all educationally handicapped pupils must meet state and local requirements for graduation. An exempted pupil's IEP must include a list of any exemptions from the regularly required educational program options or graduation requirements and a rationale for each such exemption. If the goals and objectives in a pupil's IEP do not include the proficiencies measured by the high school proficiency test (HSPT) and/or the requirement to demonstrate mastery of curricular proficiencies, the pupil's IEP will state the reasons for that exclusion. Any exemption from graduation requirements for the HSPT or demonstration of the mastery of curricular proficiencies must be approved by the Superintendent. The IEP of any pupil exempted from HSPT and/or curricular proficiencies must set forth alternate proficiencies, the achievement of which will qualify the pupil for a regular high school diploma.

Educationally handicapped pupils are subject to the provisions of Policy No. 519 (5460), High School Graduation, including eligibility for the special review assessment, in accordance with N.J.A.C. 6:8-7.1(b), and the option for receiving a diploma from this district on qualification for a diploma in a school outside this district, in accordance with N.J.A.C. 6:28-4.8(c).

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Each educationally handicapped pupil who meets standards for graduation pursuant to this policy shall be offered the opportunity to participate in graduation ceremonies without discrimination.

Prevention of needless public labeling N.J.A.C. 6:28-1.4(a)2

The Board directs that the names and other personally identifiable data concerning identified and handicapped children be kept confidential and not be included in the public acts and records of this district, except upon the written request of the parent or adult pupil. Such names and data will be reduced to code for inclusion in the public record.

The use of school public address systems and hallway signs; the distribution and circulation of documents, photographs, audio tapes, and video tapes; and other means of identifying pupils will be consistent with this policy for the avoidance of needless public labeling of pupils as educationally handicapped.

Pupil records N.J.A.C. 6:28-1.4(a)3

The records of handicapped pupils will be compiled, maintained, protected, and accessed in strict compliance with N.J.A.C. 6:3-2 and Policy No. 516 (8330) on pupil records. The mandated records of a pupil placed in a State facility will be provided to the Department of Human Services or Corrections, as appropriate, and the parent or adult pupil will be given notice of the release of records.

The parent of an educationally handicapped pupil and adult educationally handicapped pupil shall be afforded an opportunity to inspect and review all educational records with respect to the identification, evaluation, and education of the pupil and the provision of a free, appropriate public education. When inspection of records is requested in connection with a pending meeting regarding a pupil's IEP, the inspection will occur without unnecessary delay.

Identification, location, and evaluation N.J.A.C. 6:28-1.4(a)4

The Board directs the identification, location, and evaluation of all children residing within the Board's jurisdiction who are handicapped, regardless of the severity of their handicap, and who are in need of special education and related services. Procedures will be instituted for the identification of such children with the participation of professional staff members, parents, and agencies concerned with the welfare of

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pupils. Where feasible, prereferral intervention will be instituted to alleviate the pupil's educational problems.

Pupils identified as being potentially educationally handicapped and considered to require services beyond those available within the regular program of the district will be referred, by written request, to the child study team for evaluation. Referrals for examination may be made by any teaching staff member, the parent of a child referred, a public or private agency recognized by this district and concerned with the welfare of children, or by a licensed medical or health professional. The parent of a pupil considered for referral will receive written notification of procedural safeguards and will be requested to consent to the referral. A referral will proceed only when the parent has given consent or, in the event the parent withholds consent, the Office of Administrative Law has ordered referral.

The child study team shall determine each referred pupil's need for comprehensive evaluation and design and implement an evaluation plan.

Full educational opportunity N.J.A.C. 6:28-1.4(a)5

All educationally handicapped pupils, from birth through the age of twenty-one years, shall have available to them the variety of educational programs and services available to pupils who are not educationally handicapped.

No pupil classified as handicapped will be denied, because of his or her handicap, participation in co-curricular, intra-mural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the pupils of this district.

Participation of parents N.J.A.C. 6:28-1.4(a)6

The parents of educationally handicapped pupils shall be provided every opportunity afforded by law and rules of the State Board of Education to participate in the decisions and actions affecting their children and to consult with the professional staff members who shape and implement their children's education.

All communication with parents shall be in the language used for communication by the parents unless it is not feasible to do so. As necessary and feasible, parents shall be provided with foreign language interpreters or translators and sign language interpreters, at no cost to the parent.

Special services N.J.A.C. 6:28-1.4(a)7

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An educationally handicapped pupil's IEP will include such special services as may be indicated and necessary to enable him or her to participate in regular educational programs to the maximum extent appropriate.

Individualized education program N.J.A.C. 6:28-1.4(a)8

An individualized education program (IEP), consisting of a basic plan and an instructional guide, will be prepared for every pupil determined to be educationally handicapped. Each such pupil will be provided with a special education program and/or related services as defined in his or her IEP and implemented in facilities approved by the State and accessible to the handicapped.

Each IEP will include as a minimum the components listed at N.J.A.C. 6:28-3.6(e) and (i). The program and/or services specified in a pupil's IEP will be implemented in accordance with the district program plan and rules of the State Board of Education.

A copy of the IEP will be given to the child's parent. The IEP will be reviewed and revised at least annually. Meetings will be conducted to develop, review, and revise each IEP.

Protection of pupils' rights in evaluation N.J.A.C. 6:28-1.4(a)9

The evaluation procedure will be conducted in strict accordance with N.J.A.C. 6:28-2.5(a)1-10. The procedure will be selected and administered in such a way as to take into consideration the pupil's cultural background, language abilities, and any sensory, manual, or communication impairments that may interfere with measurements; be neither racially nor culturally discriminatory; be conducted on an individual basis and use group tests information only to supplement individual evaluations; consider the pupil's sociocultural background and adaptive behavior in home, school, and community; and result in a written report dated and signed by the person who originated the data. Within ninety calendar days of the date on which parental consent is received, the pupil will be evaluated, his or her eligibility for special education and/or related services will be determined, and, if he or she is eligible, the basic plan section of the pupil's individualized education program will be implemented. Within that time period, no more than thirty days will elapse between the development and implementation of the basic plan section of the individualized education program.

Each child determined to be educationally handicapped will

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be reevaluated at intervals of not more than three years and as frequently as conditions warrant on the request of the parent or district personnel responsible for the pupil's care. The child study team shall design a reevaluation plan; the parent will be notified of the plan. No change in classification will be made without written documentation.

When an evaluation is completed, the child study team and the parent, and, if they wish to attend, the school principal and the referring staff member, shall meet to develop a collaborative evaluation summary, determine the pupil's eligibility, and, if the pupil is eligible for a program of special education, determine his or her classification category.

Parents and adult pupils shall be provided with notice in accordance with N.J.A.C. 6:28-2.3(d) and shall have the right to an independent evaluation in accordance with N.J.A.C. 6:28-2.5(b)1-3, (c), (d).

Least restrictive environment N.J.A.C. 6:28-1.4(a)10

An educationally handicapped pupil's IEP will provide for the least restrictive environment. A pupil may be removed from the regular educational environment only when the nature of his or her handicap is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily and, to the maximum extent possible, will be educated with children who are not educationally handicapped. A continuum of alternative placements will be available for educationally handicapped pupils.

Procedural safeguards N.J.A.C. 6:28-1.4(a)11

The due process rights guaranteed by law to the parent of an educationally handicapped or potentially educationally handicapped child will be strictly observed. Each such parent will receive notice and opportunities for consultation and review in accordance with rules of the State Board of Education. Wherever feasible, communication with the parent will be in his or her native language. Copies of the New Jersey statutes and rules governing special education, pupil records, and appeal procedures will be offered to the parent of an educationally handicapped or potentially handicapped child and to the adult educationally handicapped pupil on his or her eighteenth birthday.

The Board directs that all reasonable attempts be made to mediate disputes by means of administrative review within the district before resort is made to the Department of Education for mediation or to the Office of Administrative Law for a due

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process hearing, but that no party be discouraged from pursuing relief along any avenue provided by law. The Board, a parent or an adult pupil may initiate a due process hearing in accordance with N.J.A.C. 6:28-2.7 and N.J.A.C. 1:6A. The Board shall provide information regarding the availability of free or low cost legal and other relevant services, if the parent or adult pupil requests the information.

No change will be made to a pupil's classification, program, or placement pending the outcome of a conflict resolution effort unless both parties agree or emergency relief is granted by the Office of Administrative Law.

The Board directs the selection and training of surrogate parents to insure the rights of pupils whose parents cannot be identified or located or who are wards of the State of New Jersey.

Educationally handicapped pupils will be subject to the rules of conduct and disciplinary procedures established by this Board, except that no educationally handicapped pupil may be disciplined if the pupil's behavior is primarily caused by his or her educational handicap or the pupil's program does not meet his or her needs. The Board will not consider the expulsion of an educationally handicapped pupil until the child study team has reevaluated the pupil and the Board has received the child study team's written report of that reevaluation.

Evaluation

The Board shall annually evaluate the effectiveness of the special education program by reference to numbers of pupils referred and determined to be educationally handicapped, assessments of professional staff members, and such other measures as the Superintendent may recommend.

The Superintendent shall develop regulations to implement this policy that comply fully with all applicable federal and state statutes and rules of the United States Department of Education and the State Board of Education. The Superintendent shall maintain documentation of the implementation of this policy sufficient to assure compliance with law and regulations.

20 U.S.C.A. 1401 et seq.

34 C.F.R. Part 300

N.J.S.A. 9:14A-1

N.J.S.A. 18A:46-1 et seq.

N.J.A.C. 1:6A-1.1 et seq.

N.J.A.C. 6:3-2; 6:8-4.3(a)7iii, 6:28-1.1 et seq.

N.J.A.C. 6:43-4.1 et seq. [vo-tech only]

Date Adopted: 4/4/77

Date Revised: 5/21/80, 11/22/82, 10/28/85, 8/27/90

Policy

No. 211 (2414)

Board of Education Nutley

PROGRAM

STATE COMPENSATORY EDUCATION

The Board of Education will, in accordance with rules of the State Board of Education, establish and implement a program of preventive and remedial compensatory education for pupils who have academic needs that keep them from succeeding in the regular school program. The compensatory education program will supplement and will not replace the regular instruction program; the Board will not diminish its efforts to provide a thorough and efficient system of education to all district pupils.

Assessment

Each pupil will be assessed, upon entrance into the educational system and annually thereafter, to identify pupils who do not meet minimum state and local standards for proficiency in the basic skills of communication and computation. Pupils so identified will be provided with an individual comprehensive assessment. This policy does not apply to an educationally handicapped pupil whose individualized educational program specifically exempts him or her from the district's assessment program.

Proficiency levels in grades 3-11 will be assessed by administration of a standardized test of basic skills as announced annually. The attainment of proficiency levels by secondary pupils will be assessed by the administration of the state mandated high school proficiency test. The assessment records of a pupil who transfers to this district will be obtained, and assessment records of pupils who transfer from this district will be forwarded to the school in which the pupil enrolls.

Information regarding the district's assessment program, along with interpretive materials, will be released to the public as required by rules of the State Board of Education.

Basic Skills Improvement Plan

The Superintendent shall prepare and recommend to the Board

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for submission to the County Superintendent a basic skills improvement plan. The plan will provide for

1. The enrollment in preventive and remedial programs of compensatory education of pupils in grades kindergarten through 3 who do not meet locally established state approved standards of proficiency in communications and/or computation, pupils in grades 4 through 9 who do not meet state minimum levels of proficiency in communications and/or computation, and pupils in grades 10 through 12 who have not passed the high school proficiency test;
2. The screening of pupils, within one month of enrollment, to determine whether they should be enrolled in preventive and remedial programs;
3. Supplemental instructional and related activities and services responsive to identified deficiencies and designed to meet the academic, social, economic, and environmental needs of pupils;
4. Continuing communication between teaching staff members and the parents of pupils receiving compensatory education;
5. Evaluation of the progress of pupils toward proficiency in basic skills;
6. Evaluation of the effectiveness of the district compensatory education program, in terms of pupil gains and other relevant factors; and
7. A detailed budget for the administration, personnel, supplies, equipment, training of staff, and health and community services required for the compensatory education program.

The Board will give public notice of the proposed plan, and members of the public will be given an opportunity to comment on the plan at the meeting at which the Board considers its adoption.

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PROGRAM

ISIP

All pupils participating in BSIP programs will be provided with an individual student improvement plan (ISIP). The ISIP will be developed and implemented by the basic skills teaching staff members; the principal will be responsible for monitoring its development, implementation, and evaluation.

Comprehensive pupil assessment and reevaluation of the individual pupil improvement plan shall be conducted at least once in each school year until all deficiencies have been remediated and may be conducted as frequently as required.

Both the pupil and the pupil's parent will be notified of the pupil's need for compensatory education and the content of the pupil's ISIP. Notification will be made in writing in the language or mode of communication that is understood by the pupil and the parent. The parent will be offered opportunities to share in a cooperative program of remediation.

Evaluation and remediation of pupils who demonstrate deficiencies at the end of the eleventh grade and during the twelfth grade will be conducted in accordance with Policy No. 519 (5460) high school graduation.

N.J.S.A. 18A:7A-5 et seq.

N.J.A.C. 6:8-4.3(a)7i, 8-6.1 et seq.; 6:39-1.1 et seq.

Date Adopted: 5/21/80

Date Revised: 8/27/90

Policy

No. 222 (2200)

Board of Education Nutley

PROGRAM

CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the pupils of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curricula and shall approve any subsequent changes in any curriculum in accordance with Policy No. 203 (2220).

For purposes of this policy "curriculum" includes all learning activities approved by the Board for individual pupils or groups of pupils as expressed in terms of specific instructional objectives or class periods.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include courses on family life education, physical education and health, drug and alcohol abuse, accident and fire prevention, instruction in the United States Constitution and the courses required by Policy No. 519 (5460) for high school graduation. The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs that the curriculum be consistent with the educational goals and objectives of this district and responsive to identified pupil needs. Further, the curriculum shall provide effective articulation across all grade levels and among the schools of this district.

As a minimum, the curriculum shall provide

1. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all pupils;

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2. Guidance and counseling to assist in career and academic planning for all pupils, accordance with Policy No. 208 (2411);
3. A continuum of educational programs and services for all handicapped children, in accordance with Policy No. 210 (2460);
4. Bilingual programs for pupils whose language is not English when the number of such pupils so necessitates, in accordance with Policy No. 225 (2423);
5. Compensatory education programs for pupils who require remedial assistance in accordance with Policy Nos. 211 (2414), 223 (2415), and 519 (5460);
6. Equal educational opportunity for all pupils in accordance with Policy Nos. 102 (2260) and 544 (5750);
7. Career awareness and vocational education at appropriate grade levels; and
8. Educational opportunities for pupils with exceptional abilities, in accordance with Policy No. 228 (2464).

N.J.A.C. 6:8-4.3(a)3i, 6:8-4.3(a)7
N.J.A.C. 6:27-1.3

Date Adopted: 8/27/90
Date Revised:

Policy

Board of Education Nutley

SCHEDULE E-9

No. 223 (2415)

PROGRAM

CHAPTER 1 SERVICES

The Board of Education elects to augment the instructional program of educationally deprived pupils by projects supported by federal funds in accordance with Chapter 1 of the Education and Consolidation Improvement Act of 1981, as amended, and implementing federal regulations.

The Superintendent shall research and recommend to the Board programs and services that will meet the needs of the children of this district and make optimal use of the funds available under Chapter 1.

Assessment

The Chapter 1 program of this district shall be based on an annual assessment of educational needs that includes the determination of eligible school attendance areas, the identification of educationally deprived children who reside in those areas and attend public or private school or are in a local institution serving neglected or delinquent children, the determination of the specific needs of children who require special assistance, and the identification of the general instructional areas and grade levels on which the program will focus. Educationally deprived children are children whose educational attainment is below the level that is appropriate for children of their age, demonstrated by the child's performance below the district established basic skills standard.

Program

Chapter 1 services will be provided to all eligible educationally deprived children who are not receiving, from state or local sources, services equal to Chapter 1 services. The program will be designed to help these children succeed in the regular school program, attain grade-level proficiency, and improve their achievement in basic and more advanced skills.

Chapter 1 projects will be of a sufficient size, scope, and quality to give reasonable promise of substantial progress toward meeting the special educational needs of the children being served. The projects will be designed and implemented in consultation with teachers and will provide maximum coordination between Chapter 1 services and services provided to address pupils' handicapping conditions or limited English proficiency.

BOARD OF EDUCATION
NUTLEY
Chapter 1 Services

PROGRAM

Staffing

Chapter 1 services will be provided by appropriately certified and trained teaching staff members, paid on a district-wide salary schedule. Chapter 1 staff members shall be encouraged to coordinate plans and activities with other teaching staff members and to be readily accessible to parents of pupils receiving Chapter 1 services.

Chapter 1 services will be provided for eligible private school pupils by Board employees or by persons or entities under contract with the Board who are independent of the private school and any religious organization. No Chapter 1 services will be delivered within the building of a religiously-affiliated private school.

Parent involvement

The Chapter 1 program will be developed and evaluated in consultation with the parents of participating pupils. The Board will insure the participation of parents by

1. Informing parents of a pupil's selection for Chapter 1 services, the reason for the pupil's selection, and the specific instructional objectives established for the pupil;
2. Reporting the pupil's progress in the Chapter 1 program and arranging conferences between individual parents and the pupil's Chapter 1 teachers;
3. Providing materials, suggestions, and training to assist parents in the education of their children at home;
4. Providing parents with timely information about the design, operation, and evaluation of the program;
5. Annually convening a public meeting, to which all parents of participating pupils are invited, for the purpose of explaining Chapter 1 programs and activities;
6. Informing parents of their right to participate in program design and implementation and inviting them to participate; and
7. Permitting parents to observe the conduct of Chapter 1 activities.

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NUTLEY
Chapter 1 Services

PROGRAM

To the extent practicable, information and activities for parents will be provided in a language and form that the parent understands.

The Board will annually, in consultation with parents, assess the effectiveness of the parent involvement program.

Comparability of Services

Chapter 1 funds will be used only to supplement the district's regular and state compensatory education programs and will not be used to supplant state and local funds received by this district. The Board will use state and local funds to provide educational services in schools receiving Chapter 1 assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Chapter 1 assistance. Moreover, state and local funds will be used to provide comparable services in all schools receiving Chapter 1 assistance.

In order to achieve comparability of services, the Board directs the Superintendent to assign teachers, administrators, and auxiliary personnel and to provide curriculum materials and instructional supplies to schools and classes in such a manner as to insure equivalence throughout the district in professional services and educational materials.

Chapter 1 services provided to private school pupils will be equivalent to those provided to public school pupils.

Maintenance of Effort

In compliance with its obligation to assure a maintenance of effort in the provision of the regular school program, the Board directs that the net current expenditure and the anticipated per pupil expenditure in the budgeted year be no less than ninety percent of the net current expenditure and the per pupil expenditure of the just completed budget year. The "net current expenditure" includes all state and local funds except for tuition paid to other school districts, community services expenditures, and food expenditures. The "per pupil expenditure" is calculated by dividing the net current expenditure by the average daily attendance as of June 30.

Property

Property acquired through Chapter 1 funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of

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Chapter 1 Services

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Education, and will not be used for other purposes so long as it is required in the Chapter 1 program. Property no longer required for Chapter 1 purposes will be used for other, similarly funded projects or disposed of in accordance with state and federal guidelines for ECIA management.

Evaluation

The Superintendent will conduct an annual evaluation of Chapter 1 projects that includes objective measurements of pupils' educational achievement. The results of the evaluation will be used to improve the program. In addition, an evaluation will be conducted at least once every three years to determine whether improved performance has been sustained for a period of more than one year. The Superintendent will report to the Board any decline in achievement levels along with a recommendation for corrective action.

20 U.S.C.A. 3801 et seq.
34 C.F.R. Part 200

Date Adopted: 8/27/90
Date Revised:

Policy

No. 224 (2416)

Board of Education Nutley

PROGRAM

PROGRAMS FOR PREGNANT PUPILS

No pupil, married or unmarried, who is otherwise eligible for enrollment in this district will be denied an educational program because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board of Education reserves the right to require as a prerequisite for participation in the regular instructional program and in the co-curricular program that a pregnant pupil present to the school principal her physician's written statement that such participation will not be injurious to her health or jeopardize her pregnancy.

The Superintendent shall develop a program of special instruction in health and nutrition and shall direct appropriate teaching staff members to counsel the pregnant pupil, to assist her in securing necessary medical services, to cooperate with community resources on her behalf, and to encourage her toward the completion of an appropriate educational program.

A pregnant pupil who does not wish to attend the regular instructional program or is physically unable to do so during her pregnancy may, with her consent, be assigned to an alternate instructional program which may include home instruction or a program offered by another school district or institution.

The parents of a pregnant pupil under eighteen years of age shall be notified of any change in the pupil's regular educational program.

A pupil who has received an alternate instructional program for reasons associated with pregnancy shall be readmitted to the regular program upon her request and the written statement of her physician that she is physically fit for attendance.

N.J.A.C. 6:4-1.5(c)

Date Adopted: 8/27/90
Date Revised:

Policy

No. 225 (2423)

Board of Education Nutley

PROGRAM

BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education and English as a second language (ESL) for pupils of limited English proficiency (LEP) as required by law and rules of the State Board of Education.

Identification of LEP pupils

The Board directs the conduct of a screening process to determine the native language of each pupil who enters the school district and the administration of an English language proficiency test to identify those pupils who have so much difficulty speaking, reading, writing, and understanding English that they cannot learn in regular classes. A census shall be maintained of all pupils whose native language is other than English.

Program implementation

The district shall provide

1. Whenever there are one or more but fewer than ten LEP pupils enrolled in district, services in addition to the regular school program that are designed to improve English language proficiency;
2. Whenever there are ten or more LEP pupils enrolled in the district, an ESL program that meets the requirements of law for a thorough and efficient system of education; and
3. Whenever there are twenty or more LEP pupils in any one language classification, a program of bilingual education. Where the age, grade, or geographical distribution of LEP pupils makes a full-time bilingual program impractical, the Board may offer an alternate bilingual education program, provided that program has been approved by the Department of Education.

The bilingual program shall include instruction, by appropriately certified teaching staff members, in all the subjects required by law and offered to English speaking pupils. Where verbalization is not essential to understanding, pupils of limited English proficiency shall participate in classes with

BOARD OF EDUCATION
NUTLEY
Bilingual and ESL Education

PROGRAM

English speaking pupils. The bilingual curriculum must be approved by the Board, and pupils enrolled in the bilingual or ESL programs shall be offered all the support services and activities available to other pupils in this district.

Bilingual program exit

The bilingual education program is transitional and shall be designed to facilitate the pupil's transfer to the English language classroom. An English language proficiency test shall be administered annually to pupils in the bilingual program and at any time to a pupil deemed by his or her teacher to be ready for program exit. A pupil shall be transferred to the monolingual program when he or she achieves the state established cutoff score on the English language proficiency test. A pupil should not ordinarily remain in a bilingual education program for more than three years.

An exited pupil may reenter the bilingual program if his or her teacher determines that the pupil's failure to progress is caused by an inability to communicate, understand, or comprehend in English and the pupil scores below the cutoff score on a language proficiency test other than that used to assess the pupil's readiness for exit. Unless waiver is granted by the County Superintendent, the reentry test will be administered only after one full semester in the monolingual program and up to two years after the pupil's exit from the bilingual program.

Parental involvement

The parent of a pupil of limited English proficiency will be notified, in accordance with law, of the pupil's enrollment in a bilingual or ESL program and of a pupil's placement in a monolingual English program. Notice will include the parent's right of review and appeal. Parents shall receive progress reports in the same manner and frequency as those sent to parents of other pupils, written in English and in the parent's primary language, except that reports sent to parents of pupils in the ESL program may be in English only, if translation of the parent's particular native language would place an unreasonable burden on the Board.

Parents of pupils of limited English proficiency will be offered opportunities for involvement in the development and review of program objectives. A parent advisory committee on bilingual education shall be formed and shall be convened at least four times annually.

Graduation

Pupils of limited English proficiency will qualify for graduation from high school in accordance with Policy No. 519 (5460). Such pupils will be provided with all courses and opportunities necessary to enable them to qualify for graduation.

Program plan

The Superintendent shall prepare a plan for bilingual and ESL instruction for approval by the Board and the County Superintendent.

N.J.S.A. 18A:35-15 et seq.

N.J.A.C. 6:8-4.3(a)7ii, 6:31-1.1 et seq.

Date Adopted: 8/27/90
Date Revised:

Policy

No. 226 (2426)

Board of Education Nutley

PROGRAM

STUDY SKILLS

The Board of Education believes that an essential part of a child's education is the development of the study skills and work habits that will prepare him or her for a lifetime of disciplined learning.

The Superintendent shall develop, in consultation with appropriate teaching staff members, a plan for the sequential introduction of training in the development of study skills and the formation of productive work habits. Such training shall be introduced early in the curriculum, shall be integrated with the curriculum, and shall be reinforced at each successive grade level.

Teaching staff members at all grade levels will be trained to help pupils develop appropriate learning techniques. Every reasonable effort should be made to convey to parents the importance of their cooperation in helping pupils develop the skills and habits essential to learning.

N.J.A.C. 6:8-4.3(a)3v

Date Adopted: 8/27/90
Date Revised:

Policy

No. 227 (2427)

Board of Education Nutley

PROGRAM

LIBRARY SKILLS

The Board of Education believes that education must acquaint pupils with an accumulated store of knowledge and information beyond that contained in the curriculum. The instructional program shall include training in the skills that will give each pupil access to that knowledge and information and shall encourage the pupil toward independent library research appropriate to the grade level.

The Superintendent shall develop, in consultation with appropriate teaching staff members, a library skills program. The program shall be of sufficient scope to apply to pupils at all grade levels and shall be sequentially developed. Where library skills are infused into a curricular area, a written description of the infusion shall be included in the course guide for that curriculum.

N.J.A.C. 6:8-4.3(a)3iv

Date Adopted: 8/27/90
Date Revised:

Policy

No. 228 (2464)

Board of Education Nutley

PROGRAM

GIFTED AND TALENTED PUPILS

The Board of Education recognizes its responsibility for the provision of educational opportunities for pupils with exceptional abilities. To that end, the Board directs that each such pupil be identified and offered an appropriate educational program and services.

For purposes of this policy, gifted and talented pupils will be defined as those pupils who, by virtue of outstanding abilities, require differentiated educational programs and services beyond those normally provided by the regular school program in order to realize their potential contributions to self and society. The capacities of such pupils may be manifested as general intellectual ability, specific academic aptitude, creative or productive thinking, leadership ability, or artistic talent.

The Superintendent shall develop procedures, using multiple measures, for the identification of gifted and talented pupils at every grade level.

The individualized educational programs offered pupils with exceptional abilities should encourage and challenge them in the specific areas of their abilities, but may not replace the basic instructional program of the various grades of this district. The program offered an exceptional pupil may be infused into the pupil's regular instructional program, provided that a written description of the infusion has been prepared and filed in the pupil's record.

Programs for the gifted and talented should be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent of any pupil identified as gifted or talented shall be consulted regarding any program designed to address the pupil's particular needs.

20 U.S.C.A. 3311 et seq.
N.J.A.C. 6:8-4.3(a)3ii

Date Adopted: 8/27/90
Date Revised:

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Policy

No. 229 (2622)

Board of Education Nutley

PROGRAM

TESTING PROGRAM

The Board of Education will comply with law and rules of the State Board of Education in the assessment of pupil achievement and needs in order to determine the progress of pupils and to assist pupils towards attainment of the goals of this district.

The proficiencies and needs of each pupil will be assessed by teaching staff members on the pupil's entrance into this district and annually thereafter in accordance with Policy No. 2414. The Superintendent shall develop and present to the Board annually for its approval a program of testing that complies with rules of the State Board of Education and includes assessment tests that meet State criteria.

Data regarding individual test scores will be entered on the pupil's cumulative record, where it will be subject to Policy No. 516 (8330) on pupil records. The results of each school-wide, program-wide, and district-wide test will be made part of the public record. The results of the tests administered in grades 3 and 6 will be reported to the State Department of Education.

Parents shall be informed of the testing program of the schools and of any special tests that are to be administered to their children.

A pupil classified as handicapped shall be required to participate in the district pupil assessment program, unless specifically exempted from participation by the pupil's individualized education program.

N.J.S.A. 18A:7A-6, 7A-7

N.J.A.C. 6:4-1.5(g); 6:8-4.3(a)8; 6:39-1.1 et seq.

Policy

No. 303 (3125)

Board of Education Nutley

PROFESSIONAL
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EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes that it is vital to the successful operation of the district that teaching staff member positions created by the Board be filled with highly qualified and competent teaching staff members.

The Superintendent shall recruit, screen, and recommend to the Board suitable candidates for district employment. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district. Approval shall be given only to those candidates for employment recommended by the Superintendent.

The Superintendent may appoint a person to fill a sudden vacancy, subject to ratification of that action by the Board at the next Board meeting.

No person may be employed to fill an instructional, educational services, or administrative position who does not possess or is not a qualified applicant for a valid certificate issued by the New Jersey State Board of Examiners appropriate to the position he or she is to fill. The Superintendent shall require visual proof of the candidate's certification or pending application for certification. Whenever possible, positions will be filled by holders of a standard certificate. When a worthy candidate holding standard certification cannot be found, the Board may employ the holder of a substandard emergency or provisional certificate. A teaching staff member who holds a substandard certificate shall be responsible for its renewal.

No person will be employed as a teaching staff member who has not submitted notification from the Commissioner of Education of his or her qualification for employment following a criminal history record check, except that a person who has applied for the criminal history record check and has submitted

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to the Commissioner a sworn statement that he or she has not been convicted of a crime or disorderly persons offense may be provisionally employed for up to six months pending notification. The Superintendent will require evidence of the sworn statement from any applicant who has not received the Commissioner's notification of his or her qualification for employment.

The Board will not employ but may reemploy the child, sibling, spouse, or parent, in fact or in-law, or any dependent of a Board member.

Each qualified applicant for employment shall be offered equal employment opportunities without regard to the applicant's race, color, national origin, religion, age, gender, or handicap.

A teaching staff member's misstatement of fact material to his or her qualifications for employment or the determination of his or her salary will be considered by the Board to constitute grounds for dismissal.

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

Part-time teaching staff members

A "part-time teaching staff member" is a member employed less than full-time. "Full-time" is employment for a full school day and a full school week; a full school week is five days, Monday through Friday.

Part-time teaching staff members will be compensated on the salary schedule negotiated for full-time teaching staff members, prorated to their part-time service.

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Employment of Teaching Staff Members - pg 3

All state compensatory education teachers and Chapter 1 teachers employed by the Board shall be paid pursuant to the teachers' salary guide, except that the salary of any such teacher employed part-time shall be prorated to the salary guide on a full-time equivalency basis. "Full-time equivalency" is defined as the hours a part-time teacher works in relation to a full-time classroom teacher.

The Board recognizes that part-time teaching staff members who serve the statutory probationary period will earn the protections of tenure and seniority.

Substitute teachers

The Board of Education will employ substitutes for absent teachers in order to insure continuity in the instructional program and will annually approve a list of substitutes and may approve additional substitutes during the school year.

The Superintendent may select substitutes from the list approved by the Board to serve in the place of an absent teacher who retains an entitlement to a regular position. The Superintendent may employ, subject to ratification by the Board at the next meeting of the Board, substitutes who have not received the prior approval of the Board when no approved substitute is available.

Preference will be given to substitutes who are fully certified in the area for which they are engaged. A substitute who holds a county substitute certificate or a regular certificate without appropriate endorsements shall serve no more than twenty consecutive days in the same position.

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Employment of Teaching Staff Members - pg 4

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted, the instructions of the principal. A substitute may not plan or direct an instructional program except as expressly permitted by the Superintendent.

Regular substitute teachers shall be compensated by a per diem wage established annually by the Board of Education and will receive no other benefits. Permanent unassigned substitutes will be compensated by a per diem wage established annually by the Board and will receive the benefits of health and dental insurance

In order to meet the needs of the district in circumstances deemed exceptional by the Superintendent, he or she shall be empowered to adjust the rates, in his or her discretion, and to notify the Board accordingly.

Service as a substitute will not count toward the accrual of tenure or seniority.

Summer school teachers

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in the summer school program established for this district. The Board will employ only those candidates recommended by the Superintendent. Primary consideration will be given to candidates for summer school employment who are employed in this district.

Service as a summer school teacher will not count toward the accrual of tenure or seniority.

Athletic coaches

The Board of Education authorizes the Superintendent to recommend the employment of qualified coaches for the district interscholastic and intramural athletic programs. The Board

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will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to the pupils they coach.

An athletic coach whose duties include the athletic training of pupil athletes will be designated an athletic trainer and must be registered by the State Board of Medical Examiners as an athletic trainer.

The Superintendent shall advertise a vacancy in a coaching position by posting notice of the vacancy in this school district and by simultaneously advertising the vacancy by appropriate means throughout the county. The Superintendent may thereafter recommend to the Board the employment of any qualified candidate for the coaching position who possesses an instructional certificate issued by the New Jersey State Board of Examiners, except that preference shall be given to candidates who are employees of this school district.

In the event that no qualified, fully certified candidate applies for the coaching position, the Superintendent may recommend to the Board a candidate who is the holder of a county substitute's certificate, provided that the Superintendent has demonstrated to the County Superintendent that the vacant coaching position has been advertised and no qualified, fully certified candidate has applied for the position, the Superintendent has attested in writing to the County Superintendent the prospective employee's knowledge and experience in the sport, and the County Superintendent has approved the employment of the candidate.

An athletic coach employed under a county substitute's certificate shall be employed for a single designated sports season; his or her employment shall not necessarily be limited to twenty days.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He or she shall be paid

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Employment of Teaching Staff Members - pg 6

the stipend that would be paid to a district employee in the same position and shall be supervised by the Athletic Director. No out-of-district athletic coach shall be eligible for tenure or for employment benefits.

N.J.S.A. 18A:6-5 et seq.; 18A:16-1.1; 18A:27-1, 27-4;
18A:29-4.1 et seq.; 18A:66-2(p), 66-14

N.J.A.C. 6:8-4.3(a)6vii; 6:11-4.4; 6:29-4.2

N.J.A.C. 6:27-3.2

Date Adopted: 9/27/67

Date Revised: 5/21/80, 8/27/90

Policy

No. 310 (3223)

Board of Education Nutley

PROFESSIONAL
STAFF

EVALUATION OF ADMINISTRATIVE PERSONNEL

The continuing evaluation of administrative staff members is necessary to enable the Board of Education to monitor the effectiveness and competence of such staff members and to assist them in the improvement of their professional performance.

For purposes of this policy, "administrative staff members" shall include all teaching staff members whose positions require an administrative certificate.

The Board directs that evaluations of all tenured administrative personnel be performed at least once annually and nontenured personnel at least three times annually.

The Superintendent shall develop procedures for the conduct of administrative evaluations.

N.J.S.A. 18A:27-3.1, 27-10

N.J.A.C. 6:3-1.19, 6:3-1.21, 6:8-4.3(a)6

Date Adopted: 5/21/80

Date Revised: 8/27/90

Policy

No. 332 (3122)

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PROFESSIONAL
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AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall guarantee all qualified persons equal access to all categories of employment in this district without regard to the candidate's race, color, age, creed, religion, gender, ancestry, national origin, handicap, or social or economic status.

The Board shall annually appoint an Affirmative Action Officer and shall coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to study job descriptions, job qualifications, and salary guides for discriminatory practices; compare the characteristics of persons in the district's hiring region who possess skills required by the district to the characteristics of district employees; develop methods to search out sources of candidates for employment; recommend methods of recruitment that will encourage minority and female applicants; review recruiting advertisements and application forms; compare data on the promotion and discharge of women and minorities to district-wide data on promotion and discharge of employees; and recommend programs that will encourage greater job opportunities for women and members of minority groups.

The Affirmative Action Officer may be assisted by a committee consisting of a representative from each school in the district.

The Affirmative Action Officer shall report as required to the Board of Education on progress made in the affirmative action program for employment and contract practices. The Board will annually review district progress toward objectives of any state-approved affirmative action plan.

20 U.S.C.A. 1681; 20 U.S.C.A. 1703(d)
N.J.S.A. 10:5-1 et seq.
N.J.S.A. 18A:6-5 et seq.; 18A:58-16
N.J.A.C. 6:4-1 et seq., 6:8-4.3(a)9

Date Adopted: 8/27/90
Date Revised:

Policy

No. 333 (3212)

Board of Education Nutley

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ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Because absenteeism exacts a high cost in the depletion of district resources and in the disruption of the educational program, the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his or her personal affairs to avoid conflict with district responsibilities.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without good cause may be subject to discipline, which may include the withholding of one or both salary increments and/or certification of tenure charges.

No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the contract negotiated with the member's majority representative or provided in the policies of the Board.

The Superintendent is directed to ascertain the rate of absence among the professional staff, in accordance with rules of the State Board of Education. Whenever the rate of absence in any school year is higher than three and one-half percent, the Superintendent shall develop and present to the Board a plan

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for the review and improvement of staff attendance. The review and improvement plan shall require the collection and analysis of attendance data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-6
N.J.A.C. 6:8-4.3(a)6iv

Date Adopted: 8/27/90
Date Revised:

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Policy

No. 334 (3244)

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IN-SERVICE TRAINING

The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district-wide and school-wide programs as well as individual personal improvement programs.

The Superintendent shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.

The Superintendent shall report annually to the Board on the conduct of the in-service training program and the results of its evaluation.

N.J.A.C. 6:8-4.3(a)6vi

Date Adopted: 8/27/90
Date Revised:

Policy

No. 423 (4122)

Board of Education Nutley

NONPROFESSIONAL
STAFF

AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall guarantee all qualified persons equal access to all categories of employment in this district without regard to the candidate's race, color, age, creed, religion, gender, ancestry, national origin, handicap, or social or economic status.

The Board shall annually appoint an Affirmative Action Officer and shall coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to study job descriptions, job qualifications, and salary guides for discriminatory practices; compare the characteristics of persons in the district's hiring region who possess skills required by the district to the characteristics of district employees; develop methods to search out sources of candidates for employment; recommend methods of recruitment that will encourage minority and female applicants; review recruiting advertisements and application forms; compare data on the promotion and discharge of women and minorities to district-wide data on promotion and discharge of employees; and recommend programs that will encourage greater job opportunities for women and members of minority groups.

The Affirmative Action Officer may be assisted by a committee consisting of a representative from each school in the district.

The Affirmative Action Officer shall report as required to the Board of Education on progress made in the affirmative action program for employment and contract practices. The Board will annually review district progress toward objectives of any state-approved affirmative action plan.

20 U.S.C.A. 1681; 20 U.S.C.A. 1703(d)
N.J.S.A. 10:5-1 et seq.
N.J.S.A. 18A:6-5 et seq.; 18A:58-16
N.J.A.C. 6:4-1 et seq., 6:8-4.3(a)9

Date Adopted: 8/27/90
Date Revised:

Policy

No. 506 (5200)

Board of Education Nutley

PUPILS

ATTENDANCE

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused when the demonstrated mental or physical condition of the pupil is such as to interfere with learning or prevent attendance, or by the observance of the pupil's religion on a day approved by the Board as a religious holiday, or by such circumstances as the building principal may determine constitute good cause. All other absences are unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. When a high school pupil reaches five(5) absences for a one-quarter year course, ten (10) absences for a one-half year semester course, fifteen (15) absences for Physical Education or twenty (20) absences for a full-year course, he or she shall receive no credit for the course and shall be assigned to a study hall for the remainder of the school year. *

Unexcused absences from school or from classes within the school day constitute trancies and shall be subject to the

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NUTLEY
Attendance - pg 2

PUPILS

disciplinary rules of the Board. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion from school of a pupil over sixteen years of age, in accordance with Policy Nos. 515 (5410) and 514 (5420). Before any such action is taken, every effort shall be made to identify the habitual truant, investigate the cause or causes of the pupil's behavior, and consider the modification of the pupil's educational program.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate is below ninety percent for the district or below eighty-five percent in any one school, the Superintendent shall develop and implement an attendance improvement plan. The attendance rate shall be calculated by dividing total pupil days present for all pupils by the total possible pupil days for all pupils and multiplying the result by one hundred.

N.J.S.A. 18A:36-14 and -15; 18A:38-25 et seq.

N.J.S.A. 34:2-21

N.J.A.C. 6:8-4.3(a)4; 6:20-1.1

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 508 (5130)

Board of Education Nutley

PUPILS

WITHDRAWAL FROM SCHOOL

The Board of Education believes that the educational goals of this district are best implemented by a pupil's exposure to the entire educational program and that every pupil enrolled in this district should be encouraged to complete the program of instruction appropriate to his or her needs. No pupil below the age of sixteen will be permitted to withdraw from school.

The Superintendent shall alert teaching staff members to identify those pupils who may consider eighth grade graduation the termination of their education. Any pupil who indicates that he or she may drop out of school before entry to the ninth grade should be reported to the building principal and be provided with counseling.

The Board directs that efforts be made to determine the underlying reason for a pupil's decision to withdraw from school before the completion of the instructional program. A potential dropout pupil will be offered counseling and an opportunity to plan an instructional program appropriate to his or her career goals. No pupil under the age of eighteen will be permitted to withdraw without the written consent of the pupil's parent.

Counseling services and information regarding high school equivalency programs will be made available to any pupil sixteen years of age or older who decides to withdraw from school before completion of the requirements for a diploma. A pupil who has withdrawn from school may apply for readmission at any time prior to his or her twentieth birthday, provided application for readmission is made at the beginning of a school term.

N.J.A.C. 6:8-4.3(a)4iii; 6:30-1.2 et seq., 30-2.1 et seq.

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 514 (5420)

Board of Education Nutley

PUPILS

REPORTING PUPIL PROGRESS

The Board believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress which shall include written reports in grades 1 to 12 and parent conferences with teachers in grades K to 6, and shall require all appropriate staff members to comply with such a system as part of their teaching responsibility.

The Superintendent in conjunction with appropriate teaching staff members shall develop procedures for reporting student progress to parents or guardians which:

- a. utilize various methods of reporting appropriate to grade level and curriculum content
- b. insure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status
- c. enable the scheduling of parent-teacher conferences at such time as will insure the greatest degree of participation by parents
- d. specify the issuance of report cards at intervals of not less than four times annually.

N.J.A.C. 6:8-7.1(a)6

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 515 (5410)

Board of Education Nutley

PUPILS

PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his or her own development.

Standards for pupil promotion shall be related to district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he or she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Promotion standards will be announced to parents and pupils at the beginning of each school year and course of study. Parents and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent and the pupil and offer immediate consultation to the pupil's parent. Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parent and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than the number of days specified in Policy No 506 (5200).

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NUTLEY

Promotion and Retention - pg 2

PUPILS

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parents and adult pupils may appeal a promotion or retention decision to the Superintendent, whose decision shall be final.

The Superintendent shall distribute this policy to all parents and all pupils at the beginning of each school year and shall invite their participation, along with the participation of teachers, in the development of revisions of the policy.

N.J.S.A. 18A:4-24; 18A:35-4.9

N.J.A.C. 6:8-7.1

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 524 (5600)

Board of Education Nutley

PUPILS

PUPIL DISCIPLINE

The Board of Education believes that the conduct of pupils in school should enable pupils to derive the greatest benefits from the educational program offered by this Board and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions. Pupils are required to conform to reasonable standards of acceptable behavior; to respect the rights, person, and property of others; preserve the degree of order necessary for the conduct of the educational program; and obey those in authority.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules.

The discipline of an educationally handicapped pupil must consider his or her handicapping condition and educational needs. An educationally handicapped pupil may not be disciplined if the pupil's behavior is primarily caused by the pupil's handicap or if the program provided does not meet the pupil's educational needs.

The Superintendent shall develop and publish rules governing pupil conduct that reasonably relate to the maintenance of a school environment conducive to learning and to the protection of members of the school community; rules must not discriminate against nor demean pupils nor violate the rights of any pupil. Sanctions for the violations of rules must relate in kind and degree to the infraction and help the pupil learn to take responsibility for his or her conduct. Sanctions may not impose an academic punishment greater than that imposed by the misconduct itself. Corporal punishment may not be inflicted.

The building principal shall have the authority to assign discipline to pupils. Any pupil disciplined by an employee of this Board shall have the right to notice of the infraction with which he or she is charged and an opportunity to be heard by a school official before the pupil is disciplined; the pupil may appeal the determination of the school official.

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NUTLEY

Pupil Discipline - pg 2

PUPILS

Information regarding disciplinary actions shall not be entered on a pupil's record, except that information regarding a suspension will be entered on a pupil's record during the time the pupil is enrolled in the district and will be expunged thereafter.

N.J.S.A. 18A:6-1; 18A:25-2; 18A:37-1 et seq.

Date Adopted: 9/27/67
Date Revised: 5/21/80, 8/27/90

Policy

No. 528 (5752)

Board of Education Nutley

PUPILS

MARITAL STATUS AND PREGNANCY

The Board of Education will not discriminate among pupils on the basis of their marital status or parenthood. No pupil, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular, or athletic program or activity on the basis of his or her marital status or parenthood.

A pregnant pupil shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the pupil so requests or a physician certifies that her exclusion is necessary for the pupil's physical, mental, or emotional well-being. An excluded pregnant pupil will be provided with adequate and timely opportunity for instruction to continue or make up her schoolwork without prejudice or penalty. Pregnant pupils will be provided a special instructional program in accordance with Policy No. 224 (2416).

N.J.A.C. 6:4-1 et seq.; 6:8-4.3(a)9

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 542 (5550)

Board of Education Nutley

PUPILS

DISAFFECTED PUPILS

The Board of Education believes that the educational needs of all pupils should be served. The Board will make every reasonable effort to identify and serve disaffected pupils whose learning is impeded by environmental circumstances, the pupil's attitude, or an inappropriate instructional program.

A disaffected pupil may be a pupil unable to function properly within a traditional school program; a pupil of average or above average intelligence and ability who achieves below his or her potential; a pupil unable to establish occupational or future goals; a pupil with a pattern of behavior problems, including problems with attendance and tardiness; a pupil who lacks motivation, direction, and decision making ability; a pupil who possesses a poor self-image; a pupil suffering a stressful family setting; a pupil hostile toward adults and authority figures; a pupil in difficulty with community and law enforcement agencies; or a pupil lacking interest in school and avoiding involvement in school activities.

Teaching staff members shall be alert to pupils whose disaffection precludes their active participation in the learning process. Any such pupil shall be reported to the building principal, who shall provide counseling services designed to explore the cause of the pupil's disaffection, assess the pupil's educational needs, and, if appropriate, plan an instructional program to meet those needs.

A disaffected pupil who may be educationally handicapped shall be referred to the Child Study Team for evaluation in accordance with Policy No. 210 (2460) on special education.

N.J.A.C. 6:8-4.3(a)3vii

Date Adopted: 8/27/90
Date Revised:

Policy

No. 543 (5560)

Board of Education Nutley

PUPILS

DISRUPTIVE PUPILS

The Board of Education believes that the pupils of this district are entitled to an education free from undue disruption. Pupils who willfully disrupt the educational program shall be subject to the discipline procedures of this district. Every reasonable effort shall be made to determine and remediate the cause or causes of a chronically disruptive pupil's unacceptable conduct.

Disruptive pupils may be disciplined in accordance with Policy No. 524 (5600). A pupil who continually and willfully disobeys persons in authority and violates school rules shall be provided with counseling services to explore the cause of his or her unacceptable conduct, assess his or her educational needs, and, if appropriate, plan an instructional program to meet those needs.

The Superintendent shall report regularly to the Board the incidence of acts of violence and vandalism in the school district and shall prepare a remedial plan whenever the report shows a significant increase in the number of such acts.

N.J.S.A. 18A:17-46 et seq.; 18A:37-1 et seq.
N.J.A.C. 6:8-4.3(a)3vi

Date Adopted: 8/27/90
Date Revised:

Policy

No. 544 (5750)

Board of Education Nutley

PUPILS

EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all pupils enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, gender, ancestry, national origin, social or economic status, or handicap. Public school pupils shall not be segregated on the basis of race, color, creed, religion, gender, ancestry, national origin, or social or economic status.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that insures equivalency of educational opportunity throughout this district. Affirmative action shall be taken to insure that pupils are protected from the effects of discrimination, in accordance with Policy No. 102 (2260).

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

The Superintendent shall develop and promulgate a procedure by which a pupil or parent may appeal Board policy, district

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Equal Educational Opportunity - pg 2

practice, or the act or omission of any district employee that allegedly violates this policy.

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

N.J.S.A. 18A:6-5 et seq.; 18A:36-20; 18A:58-16

N.J.A.C. 6:4-1 et seq., 6:8-4.3(a)9

Date Adopted: 8/27/90

Date Revised:

Policy

No. 601 (6220)

Board of Education Nutley

FINANCES

BUDGET PREPARATION

The annual budget is the financial plan for the effectuation of the educational plan for the district; its preparation is, therefore, one of the most important functions performed by the Board of Education. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis of every member of the Board during its preparation; once adopted and approved by the County Superintendent, the budget deserves the support of each Board member regardless of the member's position before its adoption.

The Board will submit its proposed budget to the county superintendent, in an authorized budget format, on or before January 15. In order to allow adequate time for the preparation and review of the proposed budget, the Board directs the Superintendent to present to the Board all available information associated with the budget no later than December.

The budget should evolve primarily from the needs of the individual schools as expressed by the building principals, and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.

When presented to the Board for review, the budget shall include the number of teaching staff members and all other employees for the current year and the budgeted year, the proposed expenditure in each financial category for the ensuing school year, the anticipated expenditure in each financial category for the current school year, the actual expenditure in each financial category for the immediately completed school year, an explanation of each item of expense proposed, an estimate of the pupil population by grades for the budgeted year, the sources and amounts of anticipated revenues, and the amount of surplus anticipated at the end of the current school year.

POLICY

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Budget Preparation - pg 2

FINANCES

In compliance with its obligation to assure a maintenance of effort in the provision of the regular school program, the Board directs that the net current expenditure and the anticipated per pupil expenditure in the budgeted year be no less than 90% of the net current expenditure and the per pupil expenditure of the just completed budget year. The "net current expenditure" includes all state and local funds except for tuition paid to other school districts, community services, expenditures, and food expenditure. The "per pupil expenditure" is calculated by dividing the net current expenditure by the average daily attendance as of June 30.

N.J.S.A. 18A:7A-1; 18A:22-7 et seq., 22-37 et seq.
N.J.A.C. 6:8-4.3(a)10iii; 6:20-2.3

Date Adopted: 9/27/67
Date Revised: 5/21/80. 8/27/90

Policy

No. 602 (6230)

Board of Education Nutley

FINANCES

BUDGET HEARING

It is the policy of the Board of Education that the annual budget proposal once adopted represents the position of the Board and all reasonable means shall be employed by the Board to present and explain that position to all residents and taxpayers of the community.

Each member of the Board and each district administrator should be thoroughly familiar with and understand the need for each proposed expenditure so that they can answer any question directed to them.

A budget statement describing the proposed budget for the following school year should be prepared in advance of the annual district meeting and shall be distributed to taxpayers of the district through a variety of appropriate means.

The budget statement shall present to the voters the expenditures recommended by the Board.

The Board shall encourage attendance at the Annual District Meeting or Election. The Board welcomes the assistance of interested individuals and groups in promoting interest in the Annual School Election. Among appropriate channels of communication shall be the following:

- a. Distributing a readable budget statement designed for wide public consumption.
- b. Furnishing special news or feature stories to the press.
- c. Announcing the event and describing its purposes in meetings of interested local organizations.
- d. Posting notices at prominent places throughout the district.

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Budget Hearing - pg 2

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- e. Preparing a pictorial budget presentation emphasizing the educational program.

N.J.S.A. 18A:22-10 et seq.

Date Adopted: 9/27/67
Date Revised: 5/21/80, 8/27/90

Policy

No. 605 (6700)

Board of Education Nutley

FINANCES

INVESTMENTS

The Board of Education directs the prompt investment at interest of any unencumbered funds available for the discretionary use of the Board. Such funds may be invested in bonds or other obligations of the United States; bonds of those Federal agencies in which such investment is permitted by law; the New Jersey Cash Management Fund; bonds or obligations of a county, municipality, or school district; and public depositories located within the boundaries of the State of New Jersey that secure public funds in accordance with statute.

The Board Secretary/School Business Administrator is authorized, with the approval of the Superintendent, to invest district funds in accordance with this policy and on the express approval of the Board and to withdraw district funds from public depositories or sell negotiable instruments owned by the Board before maturity on the express approval of the Board.

Any interest earned on the investment of district funds will be combined with general district revenues.

The Treasurer shall report to the Board each month the cash in all accounts on deposit and all investment assets. The Secretary shall report to the Board each month the amount of funds in investments, investment interest earned, and all investment transactions.

N.J.S.A. 17:9-41; 17:12B-241
N.J.S.A. 18A:17-34; 18A:20-37; 18A:24-47
N.J.S.A. 40:3-7.1a; 40:5-7.1
N.J.S.A. 40A:5-14; 40A:5-15.1

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 607 (6421)

Board of Education Nutley

FINANCES

PURCHASES BUDGETED

The Board of Education directs the establishment of procedures for the purchase of budgeted goods and services that will make prudent use of district resources and yield the maximum value for the school district. The Board Secretary/School Business Administrator shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated.

No purchase order may be placed until the Board Secretary/School Business Administrator has determined whether the proposed purchase is subject to bid, whether sufficient funds exist in the line item, and whether the goods are available elsewhere in the district.

Whenever the estimated value of a purchase or contract for goods or services other than professional services is twenty percent or more of the bid threshold established in accordance with law and is not made under a state contract, the Board Secretary/School Business Administrator shall, whenever practicable, solicit quotations from independent vendors. All quotations received will be attached to and retained with a copy of the resulting purchase order or contract. The purchase or contract may be awarded on the basis of the lowest responsible quotation received or to the vendor who submits the quotation most advantageous to the Board on the basis of price and other factors. If it is determined that it is impractical to seek quotations for an extraordinary, unspecifiable service or that the purchase or contract for which quotations were sought should not be awarded on the basis of the lowest quotation received, the reasons for that determination will be set forth in writing and attached to the resulting purchase order or contract.

Supplies commonly used in the various schools will be standardized to the extent that it is educationally feasible to do so. Alternate suggestions will be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

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NUTLEY

Purchases Budgeted - pg 2

FINANCES

When a purchase order is placed or a contract entered, the Board Secretary/School Business Administrator shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

N.J.S.A. 18A:18A-1 et seq.; 18A:22-8

N.J.A.C. 6:20-8.1

Date Adopted: 5/21/80

Date Revised: 8/27/90

Policy

No. 608 (6422)

Board of Education Nutley

FINANCES

PURCHASES NOT BUDGETED

The laws of the state and the interest of the community demand fiscal responsibility by the Board of Education in the operation of the school district. The Board directs the implementation of such fiscal controls as will insure that public moneys are not disbursed in amounts in excess of the funds provided to this district and that expenditures do not exceed the amount budgeted for each line item or program category.

Transfer of funds

When funds allocated to or remaining in a line item account or program category are insufficient for a proposed expenditure, the Superintendent shall request Board approval for the transfer of sufficient funds to meet the expenditure, except that the Superintendent may approve such transfers as are necessary between meetings of the Board.

Overexpenditure of funds

The Superintendent shall immediately notify the County Superintendent of any anticipated overexpenditure in the current expense, capital outlay, or debt services accounts. Such notice will include the projected amount of the anticipated overexpenditure, the reason or reasons for the overexpenditure, and the action being taken by the Board to avoid the overexpenditure.

N.J.S.A. 18A:18A-1 et seq.; 18A:22-8.1 et seq.
N.J.A.C. 6:20-2.13

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

SCHEDULE E-36

No. 615 (6620)

Board of Education Nutley

FINANCES

PETTY CASH

The Board of Education recognizes the convenience a petty cash fund affords in the day-to-day operation of a school district, but the Board is also aware of the abuses that can result from the establishment of such funds unless proper controls are promulgated.

The Board will annually authorize the establishment of imprest (revolving type) petty cash funds and the custodian and the amount of each.

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. No single petty cash expenditure may exceed \$25.00. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to 75% percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

All petty cash funds will be closed out for audit at the end of the school year and the unused funds shall be returned to the depository.

N.J.S.A. 2C:21-15

N.J.S.A. 18A:29-13, 18A:23-2

N.J.A.C. 6:20-2.8

Date Adopted: 5/21/80

Date Revised: 8/24/81, 8/27/90

Policy

No. 618 (6810)

Board of Education Nutley

FINANCES

FINANCIAL OBJECTIVES

The Board of Education recognizes its responsibility to the taxpayers of the district and the state to expend public moneys wisely and prudently for the maintenance of a thorough and efficient system of public education and to institute appropriate controls and accounting procedures.

The Board alone is authorized by law to fix the school budget, approve bids, and approve substantial expenditures of district funds. The district shall not incur a deficit.

The Board Secretary/School Business Administrator shall establish and implement sound accounting practices, institute effective business practices, recommend the acquisition of appropriate accounting equipment, present to the Board accurate and timely fiscal and statistical reports of the district, report annually to the Board on the effectiveness of district financial operations, and recommend improvement in those operations.

The books of account and the classification of expenditures shall be maintained in accordance with rules of the State Board of Education and the standards promulgated by the State Department of Education. Any change in forms, system of accounts, or methods of maintaining the books must be approved by the Board of Education and the State Department of Education.

N.J.S.A. 18A:18A-1 et seq.; 18A:19-1 et seq.;
18A:22-1 et seq.

N.J.A.C. 6:8-4.3(a)10; 6:20-2.1

Date Adopted: 8/27/90

Date Revised:

Policy

No. 619 (6820)

Board of Education Nutley

FINANCE

FINANCIAL REPORTS

The Board of Education directs the Board Secretary and the Treasurer of School Moneys to make such accurate and timely reports to county, state, and federal offices as are required by law and rules of the State Board of Education. In addition, the Secretary and Treasurer shall report to the Board at least once per month on the financial condition of the school district in accordance with law and in the manner and form required by the State Department of Education.

The Secretary shall furnish each Board member and the Superintendent, no later than one day prior to the meeting, a summary statement of the line items and the revenues received to date showing:

1. Appropriation name and number,
2. Budget line item appropriated,
3. Budget line item expended to date,
4. Budget line item encumbered to date,
5. Budget line item unencumbered to date,
6. Total current expense funds encumbered to date, and
7. Total current expense funds unencumbered to date.

If the reports of the Secretary and the Treasurer differ in cash receipts or expenditures, the Secretary shall resolve the difference prior to the next meeting of the Board. Any difference that cannot be rectified shall be referred immediately to the Auditor.

N.J.S.A. 18A:17-9, 17-36
N.J.S.A. 54:4-75

Date Adopted: 8/27/90
Date Revised:

Policy

No. 620 (6830)

Board of Education Nutley

FINANCES

AUDIT

The Board of Education shall annually cause an audit to be made of the district's accounts and financial transactions. The audit will be conducted in accordance with law by the public school accountant appointed by the Board and will be completed within four months after the end of the school fiscal year.

The Board Secretary will receive the audit report and recommendations of the public school accountant and prepare a summary prior to the meeting at which the report will be discussed by the Board. Copies of the summary will be available to members of the public.

Within thirty days of the receipt of the audit report, the Board will, at a regularly scheduled public meeting, cause the recommendations of the public school accountant to be read and will discuss the recommendations.

The Board will implement the audit recommendations and report such implementation to the Commissioner.

The Board directs the Superintendent and other appropriate district officers and employees to cooperate fully with the public school accountant and to keep faithfully such records and reports as will assist in the audit process.

N.J.S.A. 18A:23-1 et seq.
N.J.A.C. 6:8-4.3(a)101

Date Adopted: 8/27/90
Date Revised:

Policy

SCHEDULE E-40

No. 701 (7100)

Board of Education Nutley

PROPERTY

FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to insure that future district construction is planned on the basis of need, the Board, in accordance with rules of the State Board of Education, will maintain a long-range facilities plan by revisions every five years.

The plan will include a thorough description and analysis of local and regional demographic factors that influence general population growth and public school enrollments. The plan will detail substandard spaces in district facilities and the Board's intent to eliminate their use or to bring such spaces into compliance with rules of the State Board of Education.

In order to apprise the Board of the continuing relevance of the long-range facilities plan, the Superintendent shall:

1. Annually report to the Board the number of live births in the school district, the number of resident pupils attending private school by grades, and the number of new residential units approved for construction in the school district;
2. Report to the Board the enrollment by grades of pupils in this school district;
3. Conduct a kindergarten roundup each spring to determine the number of pupils who will be enrolled in the schools of the district in September of the year in which the estimate is made and report the results to the Board;
4. Prepare pupil population projections every year and compare the actual population figures to the previously projected figures to detect early for the benefit of the Board any changes in population trends.

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In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site will provide suitable accommodations to carry out the educational program of the school, including provision for the handicapped, pursuant to law and rules of the State Board of Education.

N.J.S.A. 18A:11-2c; 18A:33-1
N.J.A.C. 6:8-4.3(a)5iv; 6:22-1.1 et seq.; 6:22-3.1 et seq.

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 703 (7420)

Board of Education Nutley

PROPERTY

HYGIENIC MANAGEMENT

The Board of Education recognizes that the health and physical well-being of the pupils and staff of this district depend in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members. Each school shall be inspected for cleanliness and sanitation by the Manager of Buildings and Grounds not less than once each year.

The Superintendent shall prepare, in consultation with the school medical inspector, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds, and school equipment pursuant to statute, rules of the State Board of Education, and regulations of the New Jersey State and Nutley Boards of Health.

The cleanliness of each school building shall be the responsibility of the principal.

N.J.A.C. 6:8-4.3(a)5; 6:29-1.2(e), 29-2.2
N.J.A.C. 8:51-3.9(b); 8:61-1.1(j)

Date Adopted: 9/27/67
Date Revised: 5/21/80, 8/27/90

Policy

SCHEDULE E-42

No. 704 (7410)

Board of Education Nutley

PROPERTY

MAINTENANCE AND REPAIR

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

The Board will develop, approve, and implement a comprehensive five-year maintenance plan.

The Superintendent shall develop and implement a maintenance program that includes the annual inspection of buildings to insure adherence to health and safety laws, a regular summer program of facilities repair and conditioning, an equipment replacement program, and a long-range program of building modernization. Any substandard classrooms will be upgraded in accordance with law and rules of the State Board of Education, or eliminated.

The maintenance program shall provide for the continuing upkeep of the physical plant and for the expeditious repair of those conditions that threaten the safety of the occupants or the integrity of the plant. Wherever possible and feasible, maintenance will be preventive. The Superintendent will establish priorities among the requests for repairs received from building principals.

N.J.S.A. 18A:18A-43, 18A:21-1

N.J.A.C. 6:8-4.3(a)5; 6:29-1.2, 29-2.2

Date Adopted: 5/21/80
Date Revised: 8/27/90

Policy

No. 817 (8461)

Board of Education Nutley

OPERATIONS

REPORTING VIOLENCE AND VANDALISM

The Board of Education deplors any act of violence to person or property committed on school premises and authorizes the school principal to take prompt, appropriate action whenever such violence occurs.

An employee of this district must report his or her knowledge of any act of violence committed by any person on school premises or on the person or property of any pupil in the course of travel to and from school. An employee who observes such an act or who has been reliably informed of such an act by a participant or victim shall file a report describing that act with the school principal.

The school principal shall forward the report to the Superintendent and shall notify the Superintendent of any action taken regarding the incident.

The Superintendent shall inform the Board of all reported acts of violence and vandalism at its next regular meeting. The Superintendent shall annually, at a public meeting, provide the Board with the report made to the State Department of Education on all acts of violence and vandalism.

No employee of this district shall be disciplined or discriminated against as a consequence of having reported an act of violence pursuant to law and this policy.

N.J.S.A. 18A:17-46 et seq.

Date Adopted: 8/27/90
Date Revised:

Policy

No. 906 (9100)

Board of Education Nutley

COMMUNITY

COMMUNITY RELATIONS

The Board of Education feels it imperative that communication be maintained in both directions between the public schools of this district and such local institutions, organizations, and groups as industry, business, labor, charity and other special interests which make up the structure of the community.

The Board, in providing a basic educational program for children of school age, cooperates with certain other agencies such as the Town Recreation Department which operates in the school district to provide services beyond the Board's basic program. The Board also authorizes its administrators to cooperate with the Nutley Civilian Defense authorities in establishing procedures for the dispersal of its pupils and providing air raid shelters.

The Superintendent shall consult with representatives of the community in the development of educational goals for the district, objectives and standards for the educational program, and the family life education curriculum. The Board encourages the involvement of community members in the governance of the district through advisory committees, in accordance with Board Policy No. 910 (9140).

N.J.S.A. 18A:54-1 et seq.

N.J.A.C. 6:8-4.3(a)2iv; 6:8-4.3(a)7i(2), ii(2), iii(2)

Date Adopted: 9/27/67

Date Revised: 5/21/80, 8/27/90

Policy

No. 909 (9110)

Board of Education Nutley

COMMUNITY

PUBLIC T&E MEETING

The Board of Education recognizes the vital role played by parents and other residents of the district in assuring the children of this district a thorough and efficient system of education. Accordingly, and in compliance with rules of the State Board of Education, the Board shall annually convene one or more public meetings to inform the community about the provision of a thorough and efficient system of free public education and to invite discussion of the district's programs and plans.

The initial meeting will be held annually prior to September 30. Every effort will be made to choose a time and place for the meeting that will encourage maximum public attendance. Notice will be given no later than ten days prior to the meeting of the date, time, and place at which it will be held. Notice of the meeting will also describe its purpose, list the items to be discussed, and indicate the availability of material germane to each discussion item. The notice to members of the public will be given in accordance with notice requirements of the Open Public Meetings Act. Notice to staff members will be posted conspicuously in the schools of the district.

The Board shall prepare the following documents for presentation and discussion at the meeting:

1. The annual reports of the district submitted to the Commissioner of Education, including
 - a. Demographic data for each school,
 - b. Number and reason for school dropouts,
 - c. Results of district and school assessment programs of pupil achievement in basic skills,
 - d. Plans and programs for professional improvement, and

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- e. All required financial reports, and
- 2. The results of
 - a. The annual evaluation of the district's objectives and action plans;
 - b. The statewide and district testing programs, including analysis and interpretation of schools and district performance;
 - c. The objectives and action plans developed to remediate district needs;
 - d. The High School Proficiency Test scores, by district and by school, achieved by pupils educated in the eighth grade of this district.

A summary of these documents will be prepared by the Superintendent for distribution at the meeting. Copies of the documents in addition to the summary will be provided on request in accordance with Board policy on public records. Those documents listed above that are public records will be available for public inspection from the time they are received or filed by the district.

The Board will invite public discussion on issues related to the T&E process and the documents presented at the meeting. Members of the public will be heard in accordance with By Law No. 060/0601 (0160) on public participation on meetings of the Board.

N.J.S.A. 10:4-6 et seq.
N.J.S.A. 47-1A:1 et seq.
N.J.A.C. 6:8-4.3(a)2ii

Date Adopted: 8/27/90
Date Revised:

Policy

No. 910 (9140)

Board of Education Nutley

COMMUNITY

PUBLIC ADVISORY COMMITTEES

The success of the school system depends, to a large extent, on open channels of communication between the school community and the community at large. Public advisory committees are particularly useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community in the study of specific school problems.

The Board may establish public advisory committees as standing committees to serve in a liaison function between the local community and the schools, as permanent committees for funded programs as the law requires, and as the need arises.

In creating a new advisory committee, the Board shall appoint members of the community who are able and interested in the subject and concerned about the schools; appoint members who represent a wide range of community interests and backgrounds; appoint a chairperson; and may appoint one or more Board members to serve as ex officio members.

Recommendations of an advisory committee shall not reduce the responsibility of the Board, which may accept or reject recommendations in the exercise of its statutory discretion.

Meetings of an advisory committee that are open to or attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act and need not be open to the public, except as expressly permitted by the Board.

N.J.A.C. 6:8-4.3(a)2v

Date Adopted: 8/27/90
Date Revised:

Policy

No. 911 (9190)

Board of Education Nutley

COMMUNITY

COMMUNITY ORGANIZATIONS

The Board of Education respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations and other community groups that enrich the educational potential of the community.

The Board directs the Superintendent to be alert to the opportunities for an educational program expanded and enriched by utilization, both within and without the school district, of a diversity of community resources.

N.J.A.C. 6:8-4.3(a)2iv

Date Adopted: 8/27/90
Date Revised: