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Board Member Election and
Appointment

0143 MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

A vacancy on the Board of Education will be filled by:

1. The County Superintendent, if a vacancy is caused by;
 - a. The absence of candidates for election to the school Board, or
 - b. The removal of a member because of lack of qualifications, or
 - c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence, or
 - d. A tie for election between two or more candidates in a special runoff election.
2. Special election within sixty days of the annual election, if;
 - a. Two or more qualified candidates tie for election, or
 - b. The annual election is disqualified due to improper election procedures.
3. The County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
4. The Commissioner of Education if there is a failure to elect a member at the annual school election due to improper election practices; or



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5. A majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board; the President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview interested candidates in public or executive session. The Board will vote to appoint a candidate to a vacancy in public session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote for a candidate.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, a second election shall be conducted between the two candidates receiving the highest number of votes.

N.J.S.A. 18A:12-11; 18A:12-15;
N.J.S.A. 18A:13-5; 18A:13-10; 18A:13-11
[regional district]
N.J.S.A. 18A:54-16 [vocational district]

Adopted: 4 May 2004
Revised: 25 August 2008



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Board Member Orientation

0144 BOARD MEMBER ORIENTATION

The preparation of each member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member in the acquisition of information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of the Board of Education Bylaw and Policy Manual, and such other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President, the Superintendent, and the Board Secretary.

Each newly elected or appointed Board member shall complete during the first year of the member's first term a training program to be prepared and offered by the New Jersey School Boards Association, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.



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The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

N.J.S.A. 18A:12-33

Adopted: 4 May 2004
Revised: 25 August 2008



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Board Officers

0152 BOARD OFFICERS

The Board of Education shall organize by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of Board members present and voting will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes. Voting shall take place by verbal roll call.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of all of the members of the Board. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 3 May 2004
Revised: 25 August 2008



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Use of Cell/Text During Meetings

0170 USE OF CELL PHONES AND TEXT MESSAGES BY BOARD MEMBERS DURING PUBLIC MEETINGS AND EXECUTIVE SESSIONS

The Board of Education believes that the use of cell phones and text messages by its members and the administrators is an efficient and convenient way to exchange information, but must not be misused to give the public a perception that board members might be deliberating issues that are appropriately discussed only in a public meeting. The use of cell phones and/or text messaging by board members at public meetings and executive sessions shall conform to the following guidelines:

- A. Board members shall not use cell phones or text messaging as a substitute for deliberations at public board meetings or executive sessions.
- B. During a public meeting or an executive session, board members shall not use their cell phone and/or engage in text messaging.
- C. In the event it becomes necessary for a board member to use his or her cell phone or engage in text messaging during a public meeting or an executive session, the board member shall immediately excuse himself/herself from the meeting and return only when the call or messaging has been completed.

Adopted: 20 December 2010



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Grading System

2624 Grading System

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board, therefore directs the instructional program of this school district to include a system of grading that measures progress toward the New Jersey Core Curriculum Content Standards, the Common Core State Standards, and the educational goals of the district.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian (s), and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Superintendent. A pupil classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

Adopted: 3 May 2004
Revised: 24 September 2012



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Grading System

R 2624 Grading System

A. Purpose of Grading

1. The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Good grades acknowledge a pupil's:
 - a. Active participation in and attention to daily lessons;
 - b. Frequent contribution to discussions;
 - c. Prompt, thorough, accurate, and neat preparation of assignments;
 - d. Thorough preparation for tests;
 - e. Display of an eagerness to learn and an inquisitive approach to lessons;
 - f. Attention to the need for proper materials;
 - g. Cooperation with the teacher's efforts; and
 - h. Willingness to work to the best of his or her ability and to do more than the minimum expected.

B. Preparation for Grading

1. Each pupil must be informed of the behavior and achievements expected of him or her at the outset of each course or unit of study.
2. Each pupil must be kept informed of his or her progress during the course or unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.
3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Pupils should be encouraged to evaluate their own achievements.



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5. The process of review and revision will involve teaching staff members, parents or legal guardians, and, as appropriate, pupils.

C. Grading Periods

1. Grades will be awarded at the end of each of the four marking periods in each school year.
2. Pupils will be given notice of their mid-term grades at the mid-point in the marking period if they are in danger of failing.
3. Pupils will be given a final grade in each subject at the end of the school year.
4. Grades will be recorded on report cards for parent or legal guardian notification in accordance with Policy No. 5420 and Regulation No. 5420.

D. Basis for Grading

The teacher responsible for assigning a grade may take into consideration the pupil's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the pupil;
6. Laboratory work;
7. Term papers;
8. Special oral or written reports;
9. Other evidences of the pupil's constructive efforts and achievements in learning;
and



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10. For the final grade, the pupil's attendance record, in accordance with Policies No. 5200, 5410, and 5460.

E. Meaning of Grades

1. The following grades will be given in each academic subject at the end of each marking period:
 - a. A grade of A indicates superior performance. A pupil will earn this grade when achievement is significantly above grade level; work achieves a quality and quantity that consistently excels; and a high degree of initiative, application, and purpose is demonstrated.
 - b. A grade of B indicates above average performance. A pupil will earn this grade when achievement is above grade level; work frequently excels; and strength in the subject is demonstrated.
 - c. A grade of C indicates average performance. A pupil will earn this grade when achievement in most areas of the subject are average; work is acceptable; and a satisfactory degree of proficiency is demonstrated.
 - d. A grade of D indicates below average performance. A pupil will earn this grade when achievement in the subject is barely passing; work is the minimum acceptable for credit; and only weak proficiencies in the subject is demonstrated.
 - e. A grade of F indicates failing performance and that no credit can be given for the subject. A pupil will earn this grade when the minimum requirements of the course are not met; an inability or unwillingness to master the basic elements of the course is demonstrated; or he or she has failed to meet the minimum attendance standards necessary to pass a course of study.
 - f. Letter grades may be modified by plus or minus signs in accordance with the grading scale.



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Marking System

The marking system is as follows:

Grade	Grading Scale
A	94.0 – 100
A-	90.0 – 93.9
B+	87.0 – 89.9
B	83.0 – 86.9
B-	80.0 – 82.9
C+	77.0 – 79.9
C	73.0 – 76.9
C-	70.0 – 72.9
D+	67.0 – 69.9
D	60.0 – 66.9
F	Below 60

A grade of Incomplete (I) will be given only when there is just cause, (*e.g.*, work missing due to absence or illness). Otherwise, students are expected to submit work on time. While it is permissible to accept work that is late, students are expected to complete all work prior to the end of the marking period.

F. Grade Validation

In order that he or she may justify a grade, each teacher is directed to retain in his or her possession the following records to validate grades awarded to pupils. The records should be kept for a minimum of six years after the end of the school year in which the grades were awarded.

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;



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5. Any notation of discussions with the pupil on a grade or the pupil's cumulative grade average;
6. Any referrals for guidance, discipline, and the like; and
7. Any notations recording communications between the teacher and the parent or legal guardian, the Principal, or other teaching staff members.

G. Appeal

1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence (see E above) to substantiate any grade given.
3. If a grade is challenged by a pupil or by a parent or legal guardian, the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent or legal guardian or pupil is not satisfied with the teacher's explanations, he or she may appeal the grade to the Principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
5. If the Principal determines that the grade should be changed, he or she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his or her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

Issued: 3 May 2004
Revised: 24 September 2012



POLICY

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Nutley Public Schools
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Smoking on School Grounds

7434 SMOKING ON SCHOOL GROUNDS

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purposes of this policy, “smoking” means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked.

For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and vehicles owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with law, the Board prohibits smoking at all times anywhere on school grounds.

Notwithstanding any provision of this policy, smoking by pupils is governed by Policy No. 5533.

A sign indicating smoking is prohibited on school grounds as defined above will be posted at each public entrance in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.



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The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this policy or law after being ordered to stop smoking on school grounds and may request the assistance of law enforcement to accomplish this departure and removal.

N.J.S.A. 26:3D through 26:3D
N.J.A.C. 6A:16-1.3

Adopted: 03 May 2004
Revised: 20 December 2010

