

POLICY

LACEY TOWNSHIP BOARD OF EDUCATION

PROGRAM

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EVERY STUDENT SUCCEEDS ACT (M)

2415 EVERY STUDENT SUCCEEDS ACT (M)

The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA.

The district may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA.

Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

Title I

The largest Federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking



of each area, and determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a Target Assistance Title I program.

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

New Jersey Department of Education Accountability System

The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education.

Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA.

Staff

The district will comply with the staff certification requirements of the ESSA and the NJDOE. In addition, the district will ensure al Policy 4125 – Employment of Support Staff Members. 1 paraprofessionals meet the requirements as established by the ESSA and as outlined in



Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and the ESSA.

Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA.

Property

Property acquired through Title I 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 Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.

Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements



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The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

Evaluation

The Superintendent or designee will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: September 16, 2013

Revised:



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TITLE I - FISCAL RESPONSIBILITIES (M)

2415.02 TITLE I – FISCAL RESPONSIBILITIES (M)

The Board of Education will comply with the requirements of the Elementary and Secondary Education Act (ESEA) of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act (ESSA).

Maintenance of Effort

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education will maintain either a combined fiscal effort per student or aggregate expenditures of State and local funds with respect to the provision of the free public education by the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

Comparability with Multiple Schools

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.

Comparability of Materials and Supplies

To be in compliance with the requirements of the ESEA as amended by the ESSA, the Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.



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TITLE I - FISCAL RESPONSIBILITIES (M)

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended
by the Every Student Succeeds Act.

Adopted: November 21, 2005

Revised:



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STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS (M)

2415.05 STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS (M)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education.

Consent

PPRA requires written consent from parents of unemancipated minor students and students who are eighteen years old or emancipated minor students before such students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following areas referred to as "protected information surveys":

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
9. Social security number.



STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS (M)

This consent requirement also applies to the collection, disclosure or use of student information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings.

“Opt a Student Out” Notice

The parents of unemancipated minor students and students who are eighteen years old or emancipated minor students will be provided an opportunity to opt out of participating in:

1. The collection, disclosure, or use of personal information obtained from students for marketing, to sell, or otherwise distribute information to others;
2. The administration of any other “protected information survey” not funded in whole or in part by the United States Department of Education; and
3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.

Inspection

The parents of unemancipated minor students and students who are eighteen years old or emancipated minor students, upon request and before administration or use, have the right to inspect:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Superintendent or designee shall be responsible for obtaining the consent, annual direct notification to parents and eligible students at the start of each school year and after any substantive changes of the “opt a student out” rights, and the inspection rights



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STUDENT SURVEYS, ANALYSIS, AND/OR EVALUATIONS (M)

provisions of PPRA and this Policy. The “opt a student out” notice shall include any specific or approximate dates of the activities eligible for a student to “opt out.”

PPRA Consent/Opt Out Violations

Parents or students who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

The Protection of Pupil Rights Amendment (PPRA)

(20 U.S.C. §1232h; 34 CFR Part 98)

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted: November 21, 2005

Revised:



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EVERY STUDENT SUCCEEDS ACT COMPLAINTS (M)

2415.20 EVERY STUDENT SUCCEEDS ACT COMPLAINTS (M)

The Every Student Succeeds Act (ESSA) reauthorized the Elementary and Secondary Education Act of 1965 (ESEA). A Board of Education shall adopt a policy and written procedures for resolving a written complaint presented by an individual or organization that alleges violations in the administration of the ESSA programs as identified by the New Jersey Department of Education (NJDOE).

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school, school district, other agency authorized by the school district, or by the NJDOE violated the administration of education programs authorized by the ESEA as amended by the ESSA; and/or
2. The NJDOE violated the administration of education programs required by the ESEA as amended by the ESSA.

Complaints regarding nonpublic school officials alleging school district noncompliance must pertain to at least one of the following three specific reasons:

1. The school district did not engage in consultation that was meaningful and timely;
2. The school district did not give due consideration to the views of the nonpublic school officials; or
3. The school district did not make a decision that treats the nonpublic school or its students equitable and in accordance with ESEA Section 1117 or Section 8501.

A complaint shall be written and must identify, at a minimum, the alleged ESEA violation; a description of previous steps taken to resolve the matter; the facts supporting the alleged violation as understood by the complainant at the time of submission; and any supporting documentation.

A complaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the District Supervisor. The District Supervisor shall be responsible to



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EVERY STUDENT SUCCEEDS ACT COMPLAINTS (M)

coordinate the investigation of the complaint. The District Supervisor shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation by the school district, the complainant must submit a written complaint to the Executive County Superintendent for the county where the school district is located. This process does not apply to alleged violations concerning participation of nonpublic school children.

The Executive County Superintendent will coordinate the investigation of a complaint. When the investigation is complete, the Executive County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Executive County Superintendent will identify and impose the appropriate consequences or corrective action in accordance with statute and/or regulation to resolve the complaint. If the complainant is not satisfied with the determination that is made by the Executive County Superintendent, the complainant may submit a written request for review of that determination to the Assistant Commissioner.

A complaint alleging the NJDOE violated the administration of a program must be submitted to the designated New Jersey Department of Education Assistant Commissioner. The appropriate NJDOE Office assigned by the Assistant Commissioner will coordinate the investigation of a complaint. When the investigation is complete, the Assistant Commissioner will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Assistant Commissioner will identify and impose the appropriate consequences or corrective actions as required by statute and/or regulation to resolve the complaint.

If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the Secretary of the United States Department of Education.

To initiate a complaint regarding participation of nonpublic school children, a complainant must submit a written complaint to the NJDOE Nonpublic Ombudsman in accordance with NJDOE procedures.

New Jersey Department of Education Elementary and Secondary Education Act (ESEA) Complaint Policy and Procedure

Adopted:



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EVERY STUDENT SUCCEEDS ACT COMPLAINTS (M)

2415.20 EVERY STUDENT SUCCEEDS ACT COMPLAINTS (M)

The Every Student Succeeds Act (ESSA) requires the Board of Education to adopt a policy and written procedures that offer parent(s), public agencies, other individuals, or organizations a method for receipt and resolution of complaints alleging violations in the administration of the ESSA programs.

A. Complaint Procedure Alleging a Violation by a School, School District, or Other Agency Authorized by the School District

1. A complaint is an allegation submitted in writing (mail or email) by an individual or organization that a school, school district, or other agency authorized by the school district has violated the law in the administration of education programs required by the ESSA.
2. A complaint must identify at a minimum the following:
 - a. The alleged ESSA violation;
 - b. A description of previous steps taken to resolve the matter;
 - c. The facts supporting the alleged violation as understood by the complainant at the time of submission; and
 - d. Any supporting documentation (e.g., letters, emails, logs, agenda, meeting minutes).
3. A complaint must be submitted to the Executive County Superintendent for the county where the school, school district, or other authorized agency is located.
4. When a written complaint is received by the Executive County Superintendent, the Executive County Superintendent will issue a Letter of Acknowledgement to the complainant within ten calendar days of receipt of the complaint. This letter will contain the following information:
 - a. The date the complaint was received;



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- b. A brief statement of the manner in which the Executive County Superintendent will investigate the complaint;
 - c. If necessary, a request for additional information regarding the complaint;
 - d. A resolution date within forty-five calendar days from the date the written complaint was received by the Executive County Superintendent; and
 - e. The name and telephone number of a contact person for status updates.
5. The Executive County Superintendent will coordinate the investigation of a complaint.
6. When the investigation is complete, the Executive County Superintendent will notify the complainant in writing regarding the outcome of the investigation.
- a. If the Executive County Superintendent determines a violation has occurred, the Executive County Superintendent will identify and impose the appropriate consequences or corrective actions as required in accordance with statute and/or regulation to resolve the complaint.
 - b. If the complainant is not satisfied with the determination that is made by the Executive County Superintendent, the complainant may submit a written request for review of that determination to the Assistant Commissioner, Division of Learning Supports and Specialized Services via email at

essa@doe.nj.gov

with subject line "ESEA Complaint Decision Review" or via hard copy at the following address:

New Jersey Department of Education
Assistant Commissioner
Division of Learning Supports and Specialized Services



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P.O. Box 500
Trenton, New Jersey 08625-0500

B. Complaint Procedure Alleging a Violation by the New Jersey Department of Education (NJDOE)

1. A complaint is a written allegation the NJDOE has violated the law in the administration of education programs required by the ESSA.
2. A complaint must identify at a minimum the following:
 - a. The alleged ESSA violation;
 - b. A description of previous steps taken to resolve the matter;
 - c. The facts supporting the alleged violation as understood by the complainant at the time of submission; and
 - d. Any supporting documentation (e.g., letters, emails, logs, agenda, meeting minutes).
3. To initiate a complaint alleging the NJDOE has violated the administration of an ESEA program, a complainant must submit a written complaint to the New Jersey Department of Education – Assistant Commissioner, Division of Learning Supports and Specialized Services via email at essa@doe.nj.gov with subject line “ESEA Complaint or via hard copy sent to the following address:

New Jersey Department of Education
Assistant Commissioner
Division of Learning Supports and Specialized Services
P.O. Box 500
Trenton, New Jersey 08625-0500

4. When a written complaint is received by the NJDOE, an Assistant Commissioner will assign the investigation of this complaint to the appropriate office. The NJDOE will issue a Letter of Acknowledgement to the complainant within ten calendar days of receipt of the complaint. This letter shall contain the following information:



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- a. The date the complaint was received;
 - b. A brief statement of the manner in which the NJDOE will investigate the complaint;
 - c. If necessary, request for additional information regarding the complaint;
 - d. A resolution date within forty-five calendar days from the date the complaint was received; and
 - e. The name and telephone number of a contact person for status updates.
5. The NJDOE Office assigned by the Assistant Commissioner to investigate a complaint concerning an alleged violation by the NJDOE will coordinate the investigation of the complaint. When the investigation is complete, the Assistant Commissioner will notify the complainant in writing regarding the outcome of the investigation.
 - a. If the NJDOE Office assigned by the Assistant Commissioner of Education determines a violation by the NJDOE has occurred after conducting an investigation, the Assistant Commissioner will identify and impose appropriate consequences or corrective action in accordance with the statute and/or regulation to resolve the complaint.
 - b. If the complainant is not satisfied with the NJDOE's decision, the complainant may request a review of the NJDOE's decision to the Secretary of the United States Department of Education (USDOE). The complainant may send the request, reasons supporting the request, and a copy of NJDOE's resolution to the following address:

Secretary, United States Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4611



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EVERY STUDENT SUCCEEDS ACT COMPLAINTS (M)

New Jersey Department of Education – Every Student Succeeds Act (ESSA) in New Jersey ESEA Complaint Policy and Procedures

Adopted:



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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 include a system of grading that measures progress toward the New Jersey Student Learning Standards and the educational goals of the district.

Students 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 students for positive efforts and minimize failure, and students 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 students, a grading program appropriate to the course of study and maturity of students. The final decision on any contested grade will be the responsibility of the Building Principal. A student classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

Adopted: November 21, 2005

Revised: May 20, 2021

Revised:



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GRADING SYSTEM

R 2624 GRADING SYSTEM

A. Purpose of Grading

1. The purpose of grading is to assist students in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Grades acknowledge a student's demonstrated proficiency in the New Jersey Student Learning Standards and locally established learning goals and objectives:
 - 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 and performance on tests and assessments,
 - 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/her ability and to do more than the minimum expected.

B. Preparation for Grading

1. Each student must be informed of the behavior and achievements expected of him/her at the outset of each course of study or unit of study.
2. Each student must be kept informed of his/her progress during the course of a unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.



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GRADING SYSTEM

3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Students should be encouraged to evaluate their own achievements.
5. The process of review and revision will involve teaching staff members, parent(s) or legal guardian(s), and, as appropriate, students.

C. Grading Periods

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

D. Basis for Grading

The teacher responsible for assigning a grade should take into consideration the student'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 student;
6. Laboratory work;



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7. Term papers;
8. Special oral or written reports;
9. Other evidences of the student's constructive efforts and achievements in learning; and
10. For the final grade, the student's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.

E. Meaning of Grades

1. The following numeric grades will be given in each academic subject at the end of each marking period:
 - a. Grades ranging from 90-100 indicate superior performance. It may be given to a student whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
 - b. Grades ranging from 80-89 indicate above average performance. It should be given to a student whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
 - c. Grades ranging from 70-79 indicate average performance. It should be given to a student whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
 - d. Grades ranging from 65-69 indicate below average performance. It should be given to a student whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
 - e. A grade that fails below 65 indicates failing performance and that no credit can be given for the subject. It should be given to a student who has not met the minimum requirements of the course;



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who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.

2. The following grading scales and indicators shall be used:

Grade K-6

The Lacey Township School District will maintain a portfolio for every child in grades Kindergarten through six. This portfolio will contain a variety of student work experiences and documents related to the outcomes being assessed. The portfolio will address and support progress toward achieving academic goals, documenting progress, and providing teachers with necessary data to support decisions that impact daily teaching and class placement. Individual portfolios will be maintained throughout the school year and forwarded to the next grade at the end of each school year.

3. Report of Progress

a. Grades K-2

I – Independent - Acquired and mastered strategies needed to perform
D – Development - Gaining confidence and requiring some support
E – Emerging - Just beginning to explore
N – Not Demonstrated
T – Too Early to Evaluate

b. Grades 3-6

Grading System

Code

A – 90-100

O - Outstanding

B – 80-89

S - Satisfactory

C – 70-79

N - Needs Improvement

D – 65-69

F – Below 65



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GRADING SYSTEM

c. Grades 7-8

Code

O – Outstanding
S – Satisfactory
N - Needs Improvement
U – Unsatisfactory

Grading System

A – 90-100 = Outstanding Achievement
B – 80-89 = Above Average Achievement
C – 70-79 = Average Achievement
D – 65-69 = Minimal Achievement
F – Below 65 = Unacceptable Achievement
M - Medical

d. Grades 9-12

Code

O - Outstanding
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

Grading System

90-100 – Outstanding Achievement
80-89 – Above Average Achievement
70-79 – Average Achievement
65-69 – Minimal Achievement
Below 65 – Unacceptable
I – Incomplete
M – Medical Excuse
CW – Credit Withdrawal
WP – Withdrawal Passing
WF – Withdrawal Failing



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F. High School Grading, Examination, and Related Matters

The Lacey Township Board of Education is mindful that the subject of student progress is intricately related to the instructional program. Student progress is an indication of subjective judgment of a certified staff member of his/her students' achievement reduced to an objective symbol. The Board of Education embraces the concept that the issuance of grades is only one means of communication of student progress and curricular proficiency. To the extent possible, other means of communication with students and parents is encouraged at all times. No student or parent should be surprised by a final objective grade. Continuous communication to the student through daily, weekly, and unit evaluations, as well as reports, themes, projects, and classroom participation should be utilized by teaching staff members. It shall be the responsibility of the Superintendent of Schools and his/her staff to develop appropriate rules and regulations for the implementation of the basic policy.

1. Grading Symbols

Report card grades shall be issued in numerical form. It shall represent the academic achievement of the student in that program or course:

Grade	Numerical Grade	Description
A	90-100	Outstanding Achievement
B	80-89	Above Average Achievement
C	70-79	Average Achievement
D	65-69	Minimal Achievement
F	Below 65	Unacceptable Achievement
	I	Incomplete
	M	Medical Excuse
	CW	Withdrawal of Credit
	WP	Withdrawal Passing
	WF	Withdrawal Failing



The use of “M” (Medical Excuse) shall only be used when a student is excused from Physical Education by a member of the medical profession. The assignment of “M” in Physical Education as a final grade shall not bear credit for such course, and the credits for graduation shall be appropriately reduced.

The use of “CW” (Withdrawal of Credit) shall be restricted to an indication that the student is not in accordance with the Attendance policy.

The use of “WP” (Withdrawal Passing) shall be restricted to an indication that the student has been withdrawn from a course or program and was passing at the time of withdrawal. Administrative approval will be required.

The use of “WF” (Withdrawal Failing) shall be restricted to an indication that the student has been withdrawn from a course or program and was failing at the time of withdrawal. Administrative approval will be required.

In a full year course, no grade lower than a 60 will be issued during marking periods 1 and 2. Grades reflecting the true numeric value of work done by students will be issued during marking periods 3 and 4, as well as the midterm and final examinations. In a semester course, no grade lower than a 60 will be issued during marking periods 1 and 3. Grades reflecting the true numeric value of the work done by the student will be issued during marking periods 2 and 4, as well as the final examination. All health and driver education classes will reflect the true numeric value of the work done by the student.

At the end of the first three marking periods, a student may be issued an *incomplete* (I) when course requirements have not been completed. The student will have the opportunity to complete the work by the middle of the following marking period. If the work is not completed within the allotted time, the Incomplete may be changed to a failing grade. An incomplete for the fourth marking period and in place of a final grade may be issued only under the following conditions:

1. The teacher has communicated the student's lack of progress to the student, parent, and counselor in a timely manner. The counselor will also notify the parent.
2. Upon written approval from the principal.



As a general rule, late work will not be accepted. Students will receive a zero/incomplete for all work not turned in on time. Required assignments (ex. Assignments, Projects, Term papers, Science Fair, etc.) must be completed in order to receive credit in the course. Major course projects will not be scheduled during the same marking period.

2. Marking Periods

Students shall receive a progress report four times a year, with each marking period being of forty to fifty days of instruction, as determined by the Superintendent of Schools. Each marking period shall be given equal weight in determining a student's final grade.

3. Mid-term and Final Exams

For the semester block schedule, a midterm exam will be given at the end of MP1. Subsequently, a final exam will be given at the end of MP2. MP1 and MP2 will each count for 40% and the average of the midterm and final grade will count for 20%.

For the semester block schedule, a midterm exam will be given at the end of MP3. Subsequently, a final exam will be given at the end of MP4. MP3 and MP4 will each count for 40% and the average of the midterm and final grade which will count for 20%.

- a. In a full year course, midterm and final exams are administered. The 2 grades are then averaged to compute the exam average. The exam average counts for 20% of the final grade.
- b. In a semester course, only a final exam is given. The final exam counts for 20% of the final grade.
- c. Seniors who have grades of 92 or higher in each marking period and a midterm grade of 84 or above may opt out of their final exam.

4. Final Grade

The final grade shall include the equal weight of each marking period, and the mid-term and final examination as stated above. The procedures for compilation of such final grade shall follow the format established by the Superintendent of Schools.



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5. Interim Reporting Period

An interim marking period report is established, but not limited to, the approximate mid-point of the marking period or course under rules and regulations issued by the Superintendent of Schools. It may be utilized, but not limited to, to indicate outstanding and/unacceptable achievement and the appropriate reasons. It is desired that unacceptable achievement be indicated to the student and/or parent at this mid-point. The design of such interim reporting shall be the responsibility of the Superintendent of Schools.

6. Class Rank

a. Class rank is determined by the grade point average. Students are ranked within their own grade level only. Online coursework (LOLA) will carry the academic weight as defined by course level (up to 5 credits/yr).

b. Grade point average is computed as follows:

$$\text{G.P.A.} = \frac{\text{Total Quality Points}}{\text{Total Credits Attempted}}$$

c. Quality points for each course are determined by multiplying the grade weight by the number of course credits.

<u>AP/Dual Enrollment</u>		<u>Honors</u>		<u>Regular</u>	
Range	Weight	Range	Weight	Range	Weight
90-100	5	90-100	4.5	90-100	4
80-89	4	80-89	3.5	80-89	3
70-79	3	70-79	2.5	70-79	2
65-69	2	65-69	1.5	65-69	1
Below 65	0	Below 65	0	Below 65	0



- d. Class rank will be calculated at the conclusion of each year. It will also be calculated at the midyear point for juniors and seniors. Rank calculated at the conclusion of the 2nd marking period of each school year will include the midterm assessment. Additionally, rank is calculated at the conclusion of the 4th marking period of every school year to include the final assessment. For the purposes of determining valedictorian and salutatorian, class rank will be calculated an additional time at the conclusion of the 3rd marking period during a student's senior year. **Unresolved Incomplete grades may turn into a zero if not made up within mandated time.*

7. Honor Roll

- a. Honor Roll - Average of 3.0 or better in all subjects with no grade lower than a 77
- b. High Honor Roll - Average of 4.0 or better in all subjects with no grade lower than an 84
- c. In calculating the average for honor roll, quality points/credits are not utilized.
- d. Incomplete (I) and Credit Withdrawal (CW) grades preclude a student from honor roll.

8. Transfer of Grades and Credits From Other Institutions

Students shall receive credit for courses and/or programs from other bona-fide institutions as determined in the rules and regulations of the Superintendent of Schools. No credit shall be given for Correspondence Courses unless specifically approved by the Superintendent of Schools. Students may be granted credit for courses taken in a college or university if prior approval is granted by the Superintendent of Schools.

In all circumstances the rules and regulations issued by the Superintendent of Schools under this policy shall be consistent with other Board policies concerning graduation, attendance, exchange students, etc.

9. Appeal Procedure

An appeal procedure shall be established by the Superintendent of Schools using the normal chain of command of the school district. At each appeal



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level, the authority is inherent in the changing of any grade based upon the facts in each individual case. The appeal process shall terminate at the Board of Education level.

Adopted: November 21, 2005
Revised:



POLICY

LACEY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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EMPLOYMENT OF SUPPORT STAFF MEMBERS

4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS (M)

The Board of Education believes it is vital to the successful operation of the school district that support staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board may employ substitutes and/or contract for substitutes for absent support staff members in order to ensure continuity in a program. The Board will annually approve a list of substitutes and rate of pay and/or the Board will approve a contract for a contracted service provider to provide substitute support staff members.

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).



EMPLOYMENT OF SUPPORT STAFF MEMBERS

In accordance with the requirements of the Every Student Succeeds Act (ESSA), paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must meet one of the criteria listed above. The Superintendent or designee will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.



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LACEY TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

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EMPLOYMENT OF SUPPORT STAFF MEMBERS

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

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

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b;
18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.;
18A:27-1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8; 18A:39-19.1
N.J.S.A. 18A:54-20 [**vocational districts**]

Adopted: December 15, 2014

Revised:



POLICY

LACEY TOWNSHIP BOARD OF EDUCATION

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POLITICAL CONTRIBUTIONS (M)

6360 POLITICAL CONTRIBUTIONS (M)

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

"Business entity" means a for-profit entity that is a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The \$17,500 contract amount is not related to the Board's bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district's fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a "public emergency" that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.



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POLITICAL CONTRIBUTIONS (M)

PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education "Approved In-State Private School for the Disabled." Chapter 271 also applies to in-State private special education schools, educational services under any Federally funded program, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tarified), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

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Revised: September 19, 2016

Revised:

