

POLICY

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1522 SCHOOL-LEVEL PLANNING

The Board of Education recognizes the T&E mandate for a school level planning process that involves parents and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

School Profile

The Board directs the compilation, no later than September 30 each year, of a profile of each school that includes as a minimum the statistical information specified by the State Department of Education.

The profile of a school shall be distributed to the staff members assigned to that school and the parents of pupils enrolled in that school. The profile of the district school shall be made available to the media and to members of the public at a public meeting of the Board.

School Based Planning Team

A planning team shall be established in the district school and shall be responsible for the development and implementation of the school-level plan.

The planning team shall be comprised of the Principal, teaching staff members, and parents of pupils enrolled in the school. Team members other than the Principal shall each serve for a term of one year.

Teaching staff members shall be appointed by the Principal.

Parent team members shall be appointed by the Principal.

The school planning team shall review the school profile and other relevant school planning materials supplied by the Superintendent. The team shall be supplied on request with such additional materials and information it deems appropriate and necessary to its work, subject to limitations on access to pupil records established by law and Policy No. 8330.

School-level Plan

The school-level plan shall be developed annually. The plan shall include two or more pupil performance objectives and a review of progress by teaching and administrative staff toward the



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achievement of objectives established in the previous school-level plan. The school planning team shall submit the plan to the Superintendent no later than May 31.

The annual school-level plan shall be reviewed at least once each semester in meetings arranged and conducted by the school planning team. Review meetings shall be conducted by grade level, department, team, or in similarly appropriate groupings. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan.

Pupil Performance Objectives

The school planning team shall develop two or more objectives based on pupil performance or behavior standards. The objectives shall cover a period of now more than two years and shall be linked to State goals.

If pupil performance is below minimum State standards, the planning team shall establish objectives to meet those standards. Benchmarks, or interim performance levels, shall be set to measure the school's progress toward the achievement of State minimum standards.

If pupil performance meets or exceeds minimum State standards, the planning team shall establish challenge objectives.

The Superintendent shall, no later than August 1 each year, submit each school's objectives to the county superintendent for review and approval.

N.J.A.C. 6:8-4.4

Adopted: August 17, 1994

