

# POLICY

## — East Rutherford Board of Education

ADMINISTRATION  
1522/Page 1 of 2  
School Level Planning  
M

### 1522 SCHOOL-LEVEL PLANNING

The Board of Education recognizes the school-level planning process involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

#### School Report Card

The school district shall annually disseminate a report card for each school in the district which shall contain statistical information specified by the New Jersey Department of Education to all staff and parents. The School Report Card of a school shall be made available to the staff members assigned to that school and to the parent(s) or legal guardian(s) of pupils enrolled in that school. The profiles of all district schools shall be made available to the media and to members of the public at a public meeting of the Board. The procedure the district will follow to disseminate the report card shall be in accordance with the requirements of the New Jersey Department of Education.

#### School Based Planning Team

A planning team shall be established in each district school and shall be responsible for the development and implementation of a two-year plan based on school report card data. The plan shall include pupil performance objectives, a review of progress by teaching and administrative staff and the involvement of parents.

The planning team shall be comprised of the Principal, teaching staff members, and parent(s) or legal guardian(s) of pupils enrolled in the school. Team members, other than the Principal, shall each serve for a term of one year.

Staff members who serve on the School Based Planning Team shall be chosen by means of an election open to all staff members, to be held no later than September 30 of each school year.

Parent team members shall be chosen means of an election at a meeting of the school parent/teacher organization, to be held no later than September 30 of each school year

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ADMINISTRATION  
1522/Page 2 of 2  
School Level Planning  
M

At least once per semester, each school shall conduct meetings by grade level, department, team or similarly appropriate group to review the school –level plan. The review shall include: school report card data, progress toward achieving pupil performance objectives; and progress toward achieving Core Curriculum Content Standards. 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

Each school in the district shall develop two or more objectives based on pupil performance or behavior standards as defined in N.J.A.C. 6A:8-4.4(a), 6A:32-13.1 and 13.2. The objectives shall cover a period of not more than two years.

If pupil performance is below minimum State standards, the objectives to meet those standards shall be established. Interim performance levels, shall be set forth to measure the school's progress toward the achievement of State minimum standards.

If pupil performance is at or above minimum State standards, challenge objectives shall be established.

The superintendent shall, no later than August 1 of each year, submit each schools' objectives to the Executive County Superintendent for review and approval.

Each school shall achieve its pupil performance objectives by meeting established benchmarks for minimum state standards and/or achieving challenge objectives or demonstrating progress toward meeting such objectives.

Each school that does not meet the established benchmarks for pupil performance objectives or demonstrate progress toward meeting challenge objectives for two or more successive years shall be assigned a technical assistance team by the Executive County Superintendent to facilitate the accomplishment of these objectives.

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N.J.A.C. 6A:32-12.2

**Adopted: 25 June 2000**  
**Revised: 29 January 2009**  
**Revised 22 September 2011**

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