

<b>Operations</b>		<b>ROXBURY TOWNSHIP (4560)</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>1. The school district's NJSMART and educator evaluation data files:</b>				Deadlines for reviewing data have been established.
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	1	0	
<b>2. The school district's County District School (CDS) Information System data:</b>				Initial upload and certification of data for 2019/20 was due by 4/25/19 and completed by our district as of 4/18/19. School contacts have been routinely updated since.
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0	
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	1	0	
<b>3. The school district has a data management process that includes:</b>				Data Specialist in district.
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	The school district uses local and standardized benchmarks to track student progress which are also accompanied by mandated practices such as attainable, yet achievable SGOs and purchased programs like IXL. These practices are supported by District Policy 2610 and 2622.

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<p>5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)</p>	5	1	0	<p>School student handbooks are posted on the school websites which outline these expectations in accordance with district policies and regulations.</p>
<p>6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)</p>	5	1	0	<p>Summary of Incidents for Rept Period 1 (9/1/18 - 12/31/18) presented @ BOE 2/11/19. Summary of Incidents for Rept Period 2 (1/1/19-6/30/19) presented @ BOE 10/14/19.  Per NJDOE Broadcast 6/17/19, Final data verification in SSDS for 18/19 school year due by 8/9/19. Our district certified as of 7/26/19.</p>
<p>7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)</p>	7	1	0	<p>All 7 schools have school safety teams that are listed in our Crisis Management booklets. In addition, safety teams meet to discuss safety concerns and plans. Various assemblies and parent communications occur throughout the year. Training on safety, climate, student de-escalation techniques are provided during in-service days and faculty meetings. The HIB self-assessment is submitted.</p>

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8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-6.2)	6	1	0	19/20 MOA w/ Police & Addendum and MOU for Live Stream Video BOE approved 10/14/19 and submitted to ECS on 10/18/19. MOA & Addendum, MOU, BOE minutes approving these, & correspondence to ECS uploaded.
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	The comprehensive drug and alcohol abuse program is outlined in Policy and Regulation 5530. This regulation was recently updated to reflect changes to the needs of students and the larger school community with vaping. School Counselors also meet with students during flexible learning periods to teach about prevention of drug and alcohol use/abuse.
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	Dates of evacuation drills are shared with BOE members during Superintendent's report at BOE public meetings.
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	School staff are trained about the procedures for reporting potentially abused or missing children through GCN training as well as with Policy and Regulation 8462.

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12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	Buidling level nurses conduct ongoing comprehensive health screenings for all students.
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J. A.C. 6A:16-2.1(b) and 2.5(j)6)	8	1	0	All 7 schools have at least one certified school nurse.
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	Student attendance due to illness, inpatient care, and discipline are closely monitored to provide Home Instruction as outlined in NJAC. In addition, Individualized Education Plans are developed to outline instructional goals and accomodations during the home instruction period. These procedures are also outlined in Policies 2412 & 2481.

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15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J. A.C. 6A:16-5.1)	6	1	0	Security plans have been developed with the Director of Security and appropriate personnel. All principals have their individualized plans as per buildings.
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S. A. 18A:41)	4	1	0	Yes, the Security Drill SOA has been completed. School drill records and the district's SOA are uploaded.
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	Yes, the CEP is available on the district website.
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	Student attendance expectations are outlined in student handbooks as well as in parent communication received at Back to School Night. This expectation is also explained in BOE Policy and Regulation 5200.
<b>Operations Total</b>	<b>100</b>	<b>100</b>	<b>0</b>	