

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: Estell Manor County Office: Atlantic Period of Review: 11-15-2010

**Unless otherwise indicated, the District Performance Review indicators will be used to evaluate conditions and performance in the district over the preceding three year period. To attain points for this section of the DPR, the district must answer “yes” to each numbered indicator or block of indicators. Partial points are not awarded.**

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<b>A. FACILITIES</b>	<b>SUGGESTED DOCUMENTATION</b>								
<b><i>The district provides adequate and appropriately maintained facilities to support teaching and learning.</i></b>		<b>15</b>							
1 a. The district has a BOE-approved Long Range Facilities Plan or the district has submitted all required documents with updates or amendments on time. (N.J.S.A. 18A:7G-4)	Approval letter	<b>2</b>							
b. The district implements projects that are consistent with the approved Long Range Facilities Plan and has received county office approval for emergent projects.	Project approval County office approval for emergent projects Board minutes List of participants Revisions approved by DOE								
c. The district has reviewed and revised, as needed, the Long Range Facilities Plan.									
2 a. The district has submitted and implemented a BOE-approved Comprehensive Maintenance Plan with corrective and preventive measures for the interior and exterior of each	Board-approved plan Board minutes M-1 schedule matches the CAFR Comprehensive Maintenance Plan Board resolution	<b>4</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<b>A. FACILITIES</b>									
building and the major systems of HVAC, mechanical, plumbing, electrical, structural and grounds. (N.J.A.C. 6A:26A-1 et seq.)									
b. The district is implementing the Comprehensive Maintenance Plan. (N.J.S.A. 18A:7G-9(b)3 and 18A:33-1 and N.J.A.C. 6A:26-3.1)									
3 a. Annual health and safety reviews have been conducted in each building using the Evaluation of School Buildings Checklist Report. (N.J.A.C. 6A:26-6.1, 6.2 and 12; and N.J.A.C. 6A:19-6.1 et seq.)	Signed checklist	9							
b. "100% compliance" section - all items are in compliance in all buildings.									
c. "80% compliance" section - at least 80% of items are in compliance in all buildings.									
<b>TOTAL POINTS – Section A</b>		15							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

B. NJ SMART	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district meets DOE established NJ SMART deadlines and data quality requirements in order to insure accurate student data.</i>		20							
1. The district released its data file via the NJ SMART portal to the DOE by the posted deadlines in the prior year.		10							
2. The district's files are released with a final error rate of no more than 2%. (error rate is defined as # errors/total number of student records)		10							
<b>TOTAL POINTS – Section B</b>		<b>20</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<b><i>The district implements policies and programs that establish a safe, secure, supportive and disciplined school environment that supports teaching, learning and student achievement of high academic standards.</i></b>		<b>41</b>							
1a. The district annually has reviewed, revised or developed, and implemented safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents. (N.J.A.C. 6A:16-5.1 et seq.)	<p>Planning team meeting agendas and minutes recording the review process and recommendations. If no changes are required, a record of this review should be verified</p> <p>Attendance/sign-in sheets or list of committee members and/or partners involved in the review and development of the safety and security plan</p> <p>Board minutes dedicated to the review and/or approval of the safety and security plan</p> <p>Written plans and procedures</p>	<b>7</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
b. The district's safety and security plan provides for the prevention of, intervention in, response to and recovery from emergency and crisis situations. ( <i>N.J.A.C. 6A:16-5.1 et seq.</i> )	Copy of the current Emergency Management Plan that shows evidence of the four stages of crisis management: prevention/mitigation, preparation, response and recovery								
c. The district has disseminated to the applicable sections of the school safety and security plan to all school employees. ( <i>N.J.A.C. 6A:16-5.1 et seq.</i> )	[Meeting agendas and minutes broadcasting the school safety and security plan  Employee verification form documenting the receipt of the district's school safety and security plan  CSA's written documentation via memo, email or fax declaring dissemination  Staff handbook or binder that includes the district's school safety and security plan]  Comparison of disciplinary records and School Report Card and EVVRS data								
d. The district has developed and provided training to all district employees, as appropriate, to enable them to recognize and appropriately respond to safety and security concerns. ( <i>N.J.A.C. 6A:16-5.1 et seq.</i> )	Copy of the district's training agenda outlining modules dedicated to school safety and security  Copy of the district's training attendance or sign-in-sheet identifying full time, part time, temporary or new employees								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>A school calendar of events or an announcement highlighting training on school safety and security</p> <p>Allocation of resources (personnel or financial) demonstrating the development and implementation of district training connected to school safety and security</p> <p>List of speakers, trainers and/or partners and handouts facilitating the district's training</p> <p>Written notification to staff and planning partners discussing the roles and timelines dedicated to the annual review of the district's plan</p>								
2 a. The district has collected and analyzed data on the incidents of violence, vandalism, substance abuse and disruptive behavior, and identifies activities to address them. ( <i>N.J.A.C. 6A:16-5.3 et seq.</i> and <i>N.J.A.C. 6A:16-7 et seq.</i> )	Board minutes approving the form which includes all offender, victim and incident detail contained in the department's EVVR incident report form for reporting incidents of violence, vandalism and substance abuse (V&V)	7							
b. The district requires employees to report incidents of violence, vandalism and substance abuse on a board of education-approved	<p>Original incident reports from staff are made on the board-approved form</p> <p>Student disciplinary records</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
form that include offender, victim and incident detail information. (N.J.A.C. 6A:16-5.3(a))	Staff Interviews  Original incident reports								
c. The CSA annually has reported the number of incidents to the DOE using the Electronic Violence and Vandalism Reporting System (EVVRS), and verified the accuracy of the information reported. (N.J.A.C. 6A:16-5.3(e))	Annual district EVVRS report  EVVRS incident listing report  CSA's verification fax-back form certifying the accuracy of incidents  Comparison of disciplinary records and School Report Card and EVVRS data								
d. The CSA annually has reported the data to the board of education and the district has held an annual public hearing. (N.J.A.C. 6A:16-5.3(f) and N.J.A.C. 6A:16-5.2(a)4)	Copy of written transcript or summary report from the hearings that includes: narrative content of the CSA's presentation and the contents of all comments and/or discussion regarding the presentation or a written statement certifying that no dialogue transpired and no comments were made regarding the CSA presentation  File of the transcript that is available for public review  Copy of signed and dated board minutes of the public hearing								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>Copy of the verified Annual District Report of Violence and Vandalism for the previous school year</p> <p>Copy of the CSA - signed and dated V&amp;V Public Hearing Report Compliance Submission Checklist originally submitted to the department</p>								
<p>e. The district has submitted to the DOE and implemented a corrective action plan for high incidences of violence, vandalism or alcohol or other drug abuse in response to notification by the Commissioner or the district is not required to do so. (N.J.A.C. 6A:16-5.3(i))</p>	<p>Minutes or agendas from planning meetings</p> <p>Copy of department-approved corrective action plan (CAP)</p> <p>Implementation of activities described in the approved CAP</p> <p>Budgets and expenditure reports supporting the CAP</p> <p>Staff interviews School visits</p> <p>Pre- and post-outcome data</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
f. The district has adopted and implemented procedures regarding a school employee that knowingly falsifies the annual report on violence, vandalism and substance abuse. (N.J.A.C. 6A:16-5.3(g))	Board approved procedures								
3. The district has adopted and distributed to all school staff, students and parents a code of student conduct. (N.J.A.C. 6A:16-7.1)	Announcements, agendas or minutes from meetings with parent, student and community representatives to develop the code and to annually review and update the code  Board minutes approving code of student conduct that indicate that the code was based on locally determined core ethical values  Mailing list or cover memo for the dissemination of the code  Staff, student and parent interviews	4							
4. The district is in compliance with the student removal, educational services, record keeping, reporting and all other requirements under the <i>Gun-Free Schools Act 20 USC 7151, Title IV Section 4141 of NCLB, N.J.S.A. 18A: 37-7 through 12, and N.J.A.C. 6A:16-5.5.</i>	Copy of board-approved policies and procedures for removals of students for firearms offenses, assaults with weapons and assaults on employees or board members  Documentation of immediate removal  Copy of notification to the student's parent that includes the removal action, the law	3							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>enforcement notification, the change of custody, if it occurs, and the student's due process rights</p> <p>Copy of the student's old schedule in school and the new schedule in the alternative education program</p> <p>If interim home instruction is provided pending alternate education placement, a copy of lesson plans and a copy of the assignment or application for the student's placement in an alternate education program</p> <p>If appropriate, the CSA's written record of any case-by-case modifications of the required one-year removal</p> <p>The CSA's written determination on the student's return to school or continuation in the alternate education program that is based on the offenses, the board's removal decision, the results of any assessments of the student and recommendations of the administrator of the student's placement</p> <p>If appropriate, written authorization from the CSA for a student to possess a firearm stored</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	in a locked vehicle on school grounds or used for participation in a school-sponsored function								
5 a. The district has promoted regular attendance of students by adopting and implementing policies and procedures that include expectations and consequences regarding timely arrival and attendance and school district responses to unexcused absences. (N.J.A.C. 6A:16-7.8)	District policies and procedures regarding attendance and on-time arrivals  District procedures for responding to unexcused absences and excused absences  Records indicating contacts with parents regarding absences	<b>8</b>							
b. The average daily attendance (ADA) rate for each district averages 90 percent or higher as calculated for the three years prior to the completion of the DPR. (N.J.A.C. 6A:32-13.1)	ADA report								
6. The district has distributed to students, parents and staff and provided training to all staff on the board of education approved policy prohibiting harassment, intimidation and bullying. (N.J.A.C. 6A:16-7.1(a)4 and (c) 7 and 7.9(d))	Mailing list or cover memo for the dissemination of the policy  Attendance or sign-in sheets, agendas or evaluations from trainings  Staff interviews	<b>3</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
7. The district has provided for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and the implementation of board of education-approved policies to facilitate cooperation between school staff and law enforcement. (N.J.A.C. 6A:16-6.1 et seq.)	<p>Announcements, attendance or sign-in sheets, agendas or minutes from annual meetings among the CSA and the county prosecutor</p> <p>Logs or other records of input provided by the county superintendent, community members and law enforcement officials</p> <p>Board minutes approving the MOA</p> <p>Written approval of the MOA by the county prosecutor and county superintendent</p> <p>Copy of approved MOA or annual updates</p> <p>County prosecutor, county superintendent and community participant interviews</p>	3							
8. The district has provided for the safety and protection of students through the adoption and implementation of policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. (N.J.A.C. 6A:16-11)	<p>Board minutes approving the policies and procedures</p> <p>Name and title of Division of Youth and Family Services (DYFS) liaison</p> <p>Attendance or sign-in sheets, agendas or evaluations from trainings</p> <p>Staff and DYFS interviews</p>	2							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

C. STUDENT CONDUCT, SCHOOL SAFETY AND SECURITY	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
9. The district has implemented procedures to review and resolve transportation incidents to avoid safety violations and ensure the safety of children (including but not limited to MVC requirements for bus driver inspections before loading and after drop-off and evacuation drills) or the district does not provide transportation. (N.J.A.C. 6A:27-11 and -12.1(g))	Policy and procedures  Hazardous route plan and implementation  Bus incident report  Evacuation process letter  Emergency evacuation procedures  Bus driver and aides training	2							
10. The district has had no incidents of students being left on the school bus in the past year or the district does not provide transportation.		2							
<b>TOTAL POINTS – Section C</b>		<b>41</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_

County Office: \_\_\_\_\_

Period of Review: \_\_\_\_\_

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<b>D. STUDENT HEALTH</b>	<b>SUGGETED DOCUMENTATION</b>								
<i>The district supports the health and well-being of students so they are able to participate in the educational program.</i>		<b>15</b>							
1. The district has developed and implemented the DOE-approved school health nursing services plan. (N.J.A.C. 6A:16-2.1(b))	Copy of the Nursing Services Plan developed in consultation with the school physician and certified school nurse and approved by the board and the county superintendent  Approved board minutes  Staff interviews  Payroll records documenting employment of nurses consistent with the assignment of nurses outlined in the Nursing Service Plan	<b>5</b>							
2. The district has conducted school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. (N.J.A.C. 6A:16-2.1 et seq.)	An updated A45 Health History and Appraisal Form for routine screenings and examinations  Existence of at least one nebulizer in the office of the school nurse or a similar accessible location  Staff interviews  Observation	<b>3</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<b>D. STUDENT HEALTH</b>	<b>SUGGETED DOCUMENTATION</b>								
3. The district has complied with P.L. 2008 Chapter 38 by implementing strategies to identify those students who are not covered by health insurance and provide the list of those students to the Department of Human Services.	Evidence that the district has employed strategies to identify students who are not covered by health insurance and is transmitting that information to the Department of Human Services  Copy of the list of those students who are not covered by health insurance	2							
4. The district has maintained student health records. (N.J.A.C. 6A:16-2.4)	Evidence that the student health records are maintained separately from other student records in a secure location and made accessible to the school building in which the student is assigned  Staff interviews  Observation of record storage facility	2							
5. If medical examinations are conducted by the district, the examinations have taken place in the school physician's office or comparably equipped facility. (N.J.A.C. 6A:16-2.2(f) and 2.3(a)3iv)	Written, board-approved policies and procedures  Physician/Certified School Nurse reports  Student records	1							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

		POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<b>D. STUDENT HEALTH</b>	<b>SUGGETED DOCUMENTATION</b>								
6. The district has required medical immunizations prior to admittance into school and examinations upon enrollment and prior to participation on school-sponsored athletic teams. (N.J.A.C. 6A:16-2.2)	The A45 Health History and Appraisal Form documenting required immunizations and examinations  Copy of parent request and district approval or denial for student exemption from immunization requirements (if applicable)  Copy/documentation of school physician approval or denial for student participation on a sports team/squad	2							
<b>TOTAL POINTS – Section D</b>		15							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<i>The district provides support services that address academic, social and behavioral needs to support student success.</i>		<b>29</b>							
1 a. The district has a DOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood. (N.J.A.C. 6A:7-1.9)	Approved Comprehensive Equity Plan	<b>3</b>							
b. The district has implemented the Comprehensive Equity Plan according to approved timelines.	Objectives for improvement, professional development and timeline  Evidence of implementation  Board minutes  Evidence of progress in meeting equity goals								
c. The district has implemented any required desegregation plan or the									

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
district is not required to have a plan.									
d. The district has provided professional development training for all school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities. (N.J.A.C. 6A:7-1.6)	Professional Development Plan  Evidence of annual training  Identification of relationship of training to areas of need								
2. A local district Technology Plan has been approved and has been implemented.	Evidence of implementation  Progress toward meeting goals  Approval letter	<b>3</b>							
3 a. A board-approved comprehensive guidance and academic counseling program has been implemented for all students. (N.J.A.C. 6A:8-3.2)	A written job description that requires coordination with other student support services and other staff  A written description of guidance and counseling services  Approved board minutes  Staff interviews and school visits	<b>5</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
<p>b. The comprehensive career education and counseling program has been coordinated with transition services for those students with disabilities beginning at age 14 or younger as determined by the IEP team. (N.J.A.C. 6A:14-3.7(e)11 through 13)</p>	<p>Board minutes  Written program description</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
4 a. The district has ensured that each school building has a multidisciplinary team (such as Intervention and Referral Services Teams, Pupil Assistance Teams and School Resource Committees) as part of its coordinated system for the planning and delivery of intervention and referral services. (N.J.A.C. 6A:16-8)	<p>An organizational or functional flow chart showing coordination of each building's I&amp;RS services, including the I&amp;RS team</p> <p>Evidence of, at a minimum, one I&amp;RS team at each building, which could include each team's: mission statement, meeting minutes, files, action plans, published material, policies and procedures, annual report to the principal or program development plans</p> <p>Written guidelines on the roles and responsibilities of I&amp;RS team members and the board minutes approving guidelines</p> <p>Staff and parent interviews</p>	6							
b. The district has provided the multidisciplinary team members with the necessary professional development for fulfilling the team	Professional Improvement Plans addressing I&RS-related training needs of team members								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
functions. (N.J.A.C. 6A:16-8.2(a)[5])	<p>Agendas or reports from trainings, conferences, etc.</p> <p>Evidence of networking with other school I&amp;RS teams, consultations with “experts” or purchase of books or journals targeted for team use</p>								
c. The team(s) has recommended a course of action for each case that includes desired outcomes, plans for support, guidance and professional development for staff who identify learning, behavior and health problems. (N.J.A.C. 6A:16-8.2(a) 3, 4 and 10)	<p>Files containing written action plans for each I&amp;RS team case that include documentation of all participants, anticipated, quantifiable behavioral outcomes, school or community strategies or referrals to school and community resources, support for school staff to implement the action plans, evidence of follow-up to assess progress in achieving the outcomes and make appropriate adjustments, as appropriate</p> <p>Minutes from team meetings documenting case plans, including support for staff</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	Observations of team meetings Staff interviews								
d. The team(s) has made recommendations to the principal annually for improving school programs and services based on its annual review of action plans and actions. (N.J.A.C. 6A:16-8.2(a)11)	Written report submitted to principal and changes made as a result  Minutes/records of meetings to conduct the annual review  Records of changes made as a direct result of the report  Staff interviews								
e. The district has identified the roles and responsibilities of all staff and parameters for participation of community members, including parents. (N.J.A.C. 6A:16-8.3)	Board-approved written guidelines on the roles and responsibilities of: I&RS team members, staff who seek team assistance and other school staff for aiding with I&RS action plans, and the roles, responsibilities and parameters for the participation of community members  Approved job descriptions describing I&RS team								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>responsibilities</p> <p>Roles and responsibilities described in official school or district publications and evidence of dissemination to staff</p> <p>Records of changes made as a direct result of the report to the principal</p>								
<p>5. The district has established, disseminated information about and implemented its comprehensive alcohol, tobacco and other drug abuse program and has adopted and disseminated to all school staff, students and parents its 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. (N.J.S.A. 18A:40A-8 <i>et seq.</i> and N.J.A.C. 6A:16-1.4 (a)18; 6A:16-3 and 6A:16-4)</p>	<p>Attendance or sign-in sheets, agendas, minutes or notes from annual consultations with community agencies and other representatives</p> <p>Board minutes approving the policies and procedures</p> <p>Mailing list or cover memo for the dissemination of the policy</p> <p>Attendance or sign-in sheets, agendas or evaluations from annual trainings on both the policies and procedures and the</p>	<b>3</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>comprehensive program</p> <p>Reports describing the assistance provided to the district by substance awareness coordinators (SACs). If SACs are not employed or contracted, specific written assignments in job descriptions of all appropriately certificated staff responsible for fulfilling each of the seven mandated SAC functions in <i>N.J.S.A. 18A:40A-18(c)</i></p> <p>Board minutes approving the comprehensive program</p> <p>Program plans supporting the purposes for comprehensive alcohol tobacco and other drug programs</p> <p>Curricula or other materials or rosters of students participating in primary substance abuse prevention programs</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>Names or numbers of students receiving intervention, referral for evaluation and referral for treatment services</p> <p>Completed release of information forms for students receiving treatment</p> <p>Names or numbers of students participating in substance abuse continuity of care programs</p> <p>Staff interviews and school visits</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			YES	NO	SCORE	YES	NO	SCORE	
<b>E. STUDENT SUPPORT SERVICES</b>									
6. The district has forwarded all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district and has forwarded disciplinary records, with respect to suspensions and expulsions, to nonpublic schools. ( <i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i> )	<p><b><u>Public School Transfer</u></b> Notice of student transfer</p> <p>Phone log, notes or correspondence verifying the student's enrollment</p> <p>Correspondence accompanying the student's entire discipline file to the transferring public school</p> <p>Written notice of the transfer of the discipline record to the parent or adult student</p> <p><b><u>Private School Transfer</u></b> Notice of student transfer</p> <p>Phone log, notes or correspondence requesting the student's records, with respect to suspensions and expulsions</p> <p>Phone log, notes or correspondence verifying the student's enrollment</p> <p>Correspondence accompanying the student's discipline file, with</p>	2							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>respect to suspensions and expulsions, to the transferring private school</p> <p>Written notice of the transfer of the discipline records to the parent or adult student</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
7. The district has provided educational services, either in school or out of school, within 5 days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness. (N.J.A.C. 6A:16-7.2; 6A:16-7.3 and 6A:16-10)	<p><b><u>Short-term Suspension</u></b> Student disciplinary records</p> <p>Copy of the student's schedule prior to the suspension and either the student's lesson plans during the suspension or the student's new schedule in an alt. ed. or other program</p> <p><b><u>Long-term Suspension</u></b> Student disciplinary records</p> <p>Copy of the student's schedule prior to the suspension and either the student's lesson plans describing all educational services provided during the suspension or the student's new schedule in an alt. ed. or other program</p> <p>Information in the approved board minutes that support the decision regarding the student's educational services, including behavioral and other evaluations, academic, health</p>	4							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	<p>and behavioral records, the recommendation of the CSA, principal or other school or community resource or consultation with the I&amp;RS team</p> <p>When the board decides to continue the suspension beyond the board's second regular meeting, approved board minutes at each subsequent board meeting in which the board determines the status of the suspension, the appropriateness of the educational services and whether they should continue or the student should return to the general education program</p> <p><b><u>Illness</u></b> Written parental requests for home instruction School physicians' verification or denial of home instruction and notice to the parents within 5 days of the determination</p>								

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

E. STUDENT SUPPORT SERVICES	SUGGESTED DOCUMENTATION	POINT VALUE	DISTRICT SCORE			COUNTY SCORE			COMMENTS (COUNTY USE ONLY)
			Y E S	N O	S C O R E	Y E S	N O	S C O R E	
	Record of the written plan for delivery of instruction and documentation of the services provided								
8. The district has no nonpublic schools within its jurisdiction or the district has provided services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services in accordance with <i>N.J.S.A. 18A:46A-1 et seq.</i> and <i>N.J.A.C. 6A:14-6.1 et seq.</i> ; Chapter 193 Remedial Services for the Handicapped in accordance with <i>N.J.S.A. 18A:46-19.1 et seq.</i> and <i>N.J.A.C. 6A:14-6.1 et seq.</i> ; Textbooks in accordance with <i>N.J.S.A. 18A:58-37.1 et seq.</i> and <i>N.J.A.C. 6A:23-6.1 et seq.</i> ; Technology in accordance with <i>N.J.S.A. 18A:6-103 et seq.</i> ; and Student Transportation in accordance with <i>N.J.S.A. 18A:39-1 et seq.</i> and <i>N.J.A.C. 6A:27 et seq.</i>	Project completion reports Onsite monitoring reports Contract with service providers Interview with appropriate staff	<b>3</b>							
<b>TOTAL POINTS – Section E</b>		<b>29</b>							

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

**TOTAL SCORING**

	<b>POINT VALUE</b>	<b>POINTS EARNED</b>	<b>PERCENT OF TOTAL</b>
<b>Total Part A: Facilities</b>	<b>15</b>		
<b>Total Part B: NJSMART</b>	<b>20</b>		
<b>Total Part C: Student Conduct, School Safety and Security</b>	<b>41</b>		
<b>Total Part D: Student Health</b>	<b>15</b>		
<b>Total Part E: Student Support Services</b>	<b>29</b>		
<b>Total A+B+C +D+E</b>	<b>120</b>		



**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
DISTRICT PERFORMANCE REVIEW (DPR)  
OPERATIONS**

District: \_\_\_\_\_ County Office: \_\_\_\_\_ Period of Review: \_\_\_\_\_

DISTRICT TOTAL	COUNTY TOTAL	MAXIMUM POINTS	DISTRICT % OF TOTAL SCORE	COUNTY % OF TOTAL SCORE

**County Recommendations:**

**Name of DPR Reviewer:**

**Title**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_