

**CHAPTER 32**  
**SCHOOL DISTRICT OPERATIONS**

**Authority**

Authority: N.J.S.A. 18A:4-10, 18A:4-15, 18A:6-50, 18A:7A-1, 18A:7A-1.1, 18A:10-6, 18A:12-21 et seq., 18A:13-14, 18A:16-1, 18A:17-14 to 14.3, 18A:27-15, 18A:17-17, 18A:17-20, 18A:17-32, 18A:22-14, 18A:22-19, 18A:24-11, 18A:28-9, 18A:28-13, 18A:29-6 to 29-16, 18A:38-1, 18A:40-12.1 and 18A:49-1 to 49-8.

**Source and Effective Date**

R.2005 d.298, effective September 6, 2005.  
See: 37 N.J.R. 1982(a), 37 N.J.R. 3322(a).

**Chapter Expiration Date**

Chapter 32, School District Operations, expires on September 6, 2010.

**Chapter Historical Note**

Chapter 32, School District Operations, was adopted as New Rule by R.2005 d.298, effective September 6, 2005. See: Source and Effective Date.

**CHAPTER TABLE OF CONTENTS**

**SUBCHAPTER 1. SCOPE AND PURPOSE**

6A:32-1.1 Scope and purpose

**SUBCHAPTER 2. DEFINITIONS**

6A:32-2.1 Definitions

**SUBCHAPTER 3. DISTRICT BOARDS OF EDUCATION—GENERAL**

- 6A:32-3.1 Special meetings of district boards of education
- 6A:32-3.2 Requirements for the code of ethics for district board of education members and charter school board of trustees members
- 6A:32-3.3 Boards of school estimate

**SUBCHAPTER 4. EMPLOYMENT AND SUPERVISION OF TEACHING STAFF**

- 6A:32-4.1 Employment of teaching staff
- 6A:32-4.2 Full-time employment of teachers
- 6A:32-4.3 Evaluation of tenured and nontenured chief school administrators
- 6A:32-4.4 Evaluation of tenured teaching staff member
- 6A:32-4.5 Evaluation of nontenured teaching staff members
- 6A:32-4.6 Procedure for appearance of nontenured teaching staff members before a district board of education upon receipt of a notice of nonreemployment
- 6A:32-4.7 Approval of paraprofessional staff
- 6A:32-4.8 Support residencies for regularly-certified, inexperienced first-year principals
- 6A:32-4.9 Access to personnel records

**SUBCHAPTER 5. SENIORITY**

6A:32-5.1 Standards for determining seniority

**SUBCHAPTER 6. SCHOOL EMPLOYEE PHYSICAL EXAMINATIONS**

- 6A:32-6.1 Scope and purpose
- 6A:32-6.2 Policies and procedures for employee physical examinations
- 6A:32-6.3 Requirements of physical examinations

**SUBCHAPTER 7. STUDENT RECORDS**

- 6A:32-7.1 General considerations
- 6A:32-7.2 School contact directory for official use
- 6A:32-7.3 Mandated student records
- 6A:32-7.4 Maintenance and security of student records
- 6A:32-7.5 Access to student records
- 6A:32-7.6 Conditions for access to student records
- 6A:32-7.7 Rights of appeal for parents and adult students
- 6A:32-7.8 Retention and disposal of student records

**SUBCHAPTER 8. STUDENT ATTENDANCE AND ACCOUNTING**

- 6A:32-8.1 School register
- 6A:32-8.2 School enrollment
- 6A:32-8.3 School attendance

**SUBCHAPTER 9. ATHLETICS PROCEDURES**

6A:32-9.1 General requirements

**SUBCHAPTER 10. SUMMER SCHOOL SESSIONS**

- 6A:32-10.1 General
- 6A:32-10.2 Approval
- 6A:32-10.3 Costs and tuition
- 6A:32-10.4 Staffing
- 6A:32-10.5 Student assignment and credit

**SUBCHAPTER 11. WITHDRAWAL FROM REGIONAL SCHOOL DISTRICTS**

- 6A:32-11.1 Application and data for investigation of advisability of withdrawal
- 6A:32-11.2 Investigation and report by county superintendent of schools
- 6A:32-11.3 Special school election
- 6A:32-11.4 Final determination of board of review
- 6A:32-11.5 Effective date of withdrawal
- 6A:32-11.6 Staff tenure and seniority rights

**SUBCHAPTER 12. ANNUAL REPORTING AND PLANNING REQUIREMENTS**

- 6A:32-12.1 Reporting requirements
- 6A:32-12.2 School-level planning

**SUBCHAPTER 13. STUDENT BEHAVIOR**

- 6A:32-13.1 Student attendance
- 6A:32-13.2 Dropouts
- 6A:32-13.3 Guidance and counseling

**SUBCHAPTER 14. STATE AND FEDERALLY MANDATED PROGRAMS AND SERVICES**

- 6A:32-14.1 Review of mandated programs and services
- 6A:32-14.2 Grants management

**SUBCHAPTER 1. SCOPE AND PURPOSE**

**6A:32-1.1 Scope and purpose**

The rules in this chapter are intended to provide assistance to district boards of education and school district administrators regarding the daily operation of their schools.

## SUBCHAPTER 2. DEFINITIONS

**6A:32-2.1 Definitions**

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

“Access” means the right to view, to make notes, and/or to reproduce the student record.

“Administrative principal” means the principal who works directly with the district board of education in a school district that has no position of superintendent of schools.

“Adult student” means a person who is at least 18 years of age, or is attending an institution of postsecondary education, or is an emancipated minor.

“Advanced course” means any course or subject not previously taken in an approved school district program for which additional credits or advanced placement may be awarded upon successful completion of the course.

“Appropriately certified personnel” means personnel qualified to perform duties of supervision, including the superintendent, assistant superintendent, principal, assistant principal, vice principal, and supervisor of instruction who hold the appropriate certificate and who are designated by the district board of education to supervise instruction.

“Average daily attendance” means the total number of days that a student is present in school divided by the total possible number of days of attendance.

“Board of school estimate” means the governing body of a Type I school district, pursuant to N.J.S.A. 18A:22-1.

“Challenge objective” means a school-level objective that is developed when student performance or behavior is at or above minimum State standards.

“Chief school administrator” means the superintendent of schools, or if there is no superintendent, the administrative principal.

“Community” means the community at large, including, but not limited to, the parents of students.

“Commissioner” means the Commissioner of Education or the Commissioner’s designee.

“County superintendent” means a county superintendent of schools pursuant to N.J.S.A. 18A:7-7.1 et seq.

“Department of Education” means the New Jersey State Department of Education.

“District board of education” means and includes the board of education of any school district, pursuant to N.J.S.A. 18A:18A-2.

“Elementary” means kindergarten, grades one through six and grades seven and eight without departmental instruction.

“Employee” means the holder of any full- or part-time position of employment.

“Employee assurance statement” means a statement signed by the employee, certifying that information supplied by the employee is true to the best of his or her knowledge.

“Enrichment course” means any course or subject of a vocational nature for which no credits are to be awarded.

“Evaluation” means a written assessment prepared by the administrative or supervisory staff member who visits the work station of a teaching staff member for the purpose of observing that individual’s performance of assigned duties.

“Group 1 school districts” means those school districts that meet the standards for student performance and behavior according to N.J.A.C. 6A:8-4.4(a) and 6A:32-12.2 and 13.1, and, therefore, will receive an abbreviated on-site evaluation.

“Group 2 school districts” means those school districts that do not meet the standards for student performance and behavior according to N.J.A.C. 6A:8-4.4(a) and 6A:32-12.2 and 13.1 and, therefore, will receive a full on-site evaluation.

“Health history” means the record of a person’s past health events obtained in writing, completed by the individual or his or her physician.

“Health screening” means the testing of a person, using one or more diagnostic tools, to determine the presence or precursors of a particular disease.

“Indicators of student progress and growth” means the results of formal and informal assessment of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” means a written statement of actions developed by the supervisor and the teaching staff member to continue the teaching staff member’s professional growth and/or correct deficiencies. The individual professional development plan includes timelines for implementation, and responsibilities of the individual teaching staff member and the school district for implementing the plan.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Mandated student records” means those student records that school districts have been directed to compile by State statute, regulation or authorized administrative directive.

“Medical evaluation” means the examination of an individual’s body by the school medical inspector or by any physician licensed to practice medicine.

2. Student performance objectives, if below State standard.

(d) The documentation/activities for Group 2 school districts evaluated pursuant to N.J.A.C. 6A:30, Evaluation of the Performance of School Districts, shall be:

1. The "New Jersey School Register" provided by the Department;
2. The "School Register Summary Report," prepared by the Department of Education; and
3. Student performance objectives, if below State standard.

#### 6A:32-13.2 Dropouts

(a) The dropout rate for students in grades seven through 12 shall not exceed 10 percent, as calculated for the years prior to the school year in which the school district is monitored.

(b) Dropouts are defined as students who were 16 years of age or older who failed to complete the school year.

(c) Each school with a three-year average dropout rate exceeding 10 percent, as calculated for the years prior to monitoring, shall develop performance objectives to reduce the dropout rate, pursuant to N.J.A.C. 6A:32-12.2(a)3.

(d) The documentation/activities for Group 1 and Group 2 school districts evaluated pursuant to N.J.A.C. 6A:30, Evaluation of the Performance of School Districts, shall be:

1. The fall report (consolidated enrollment; dropout information);
2. The application for State school aid; and
3. Student performance objectives, if required.

#### 6A:32-13.3 Guidance and counseling

(a) The school district shall provide all students with a board-approved program of guidance and counseling services.

(b) The documentation/activities for Group 1 school districts shall be:

1. A written description of guidance and counseling services; and
2. District board of education minutes.

(c) The documentation/activities for Group 2 school districts evaluated pursuant to N.J.A.C. 6A:30, Evaluation of the Performance of School Districts, shall be:

1. A written description of guidance and counseling services;

2. District board of education minutes;
3. Staff interviews; and
4. School visits.

### SUBCHAPTER 14. STATE AND FEDERALLY MANDATED PROGRAMS AND SERVICES

#### 6A:32-14.1 Review of mandated programs and services

(a) Regularly scheduled reviews will be conducted in each school district by the appropriate division of the Department of Education to determine compliance according to State or Federal law or regulation. The mandated reviews shall cover the following areas:

1. Comprehensive equity according to N.J.A.C. 6A:7-1.9;
2. Bilingual education, English as second language, English language services according to N.J.A.C. 6A:15, Bilingual Education;
3. Early childhood programs according to N.J.A.C. 6A:10A-3.4;
4. Demonstrably effective programs according to N.J.A.C. 6A:10A, Standards-Driven Instruction and Literacy in Abbott School Districts: Implementing Standards-Driven Instruction and Effective and Efficient Practices under Abbott v. Burke;
5. Special education programs and services according to N.J.A.C. 6A:14, Special Education;
6. School district technology plans pursuant to P.L. 107-110, No Child Left Behind Act of 2001; and
7. Discretionary and entitlement grant programs pursuant to P.L. 107-110, No Child Left Behind Act of 2001.

(b) If the school district is rated compliant as a result of the review, it shall not be required to undergo additional monitoring as part of the seven-year monitoring cycle.

(c) If the school district is rated noncompliant as a result of the review, it shall develop and implement a corrective action plan. The status of the corrective action plan shall be reviewed prior to monitoring.

(d) The documentation/activities for Group 1 and Group 2 school districts evaluated pursuant to N.J.A.C. 6A:30, Evaluation of the Performance of School Districts, shall be Department of Education program and service review reports and corrective action plans, if required.

**6A:32-14.2 Grants management**

(a) Each school district shall expend funds allocated through grants for State and Federally mandated programs and services in accordance with the contract.

(b) The documentation/activities for Group 1 and Group 2 school districts evaluated pursuant to N.J.A.C. 6A:30, Evaluation of the Performance of School Districts, shall be Department of Education program and service review reports.