

NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM STATEMENT OF ASSURANCE

District: _____ County: _____ Date Completed: _____

Instructions: Annually by November 15th, the chief school administrator and the board of education must determine whether all items of the Statement of Assurance have been completed. The district must check either the yes or no box as appropriate, for each statement. If the statement is not applicable to the district, then the N/A box must be checked. If the N/A box is checked, the district must provide comments for why the requirement is not applicable. The district board of education must annually, by resolution, affirm the accuracy of the statement of assurance. This document becomes part of the district's NJQSAC monitoring documentation.

Instruction and Program:	Yes	No	N/A	COMMENTS
The district:				
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (<i>N.J.A.C. 6A:8-3.1</i>).				
2. Communicates district graduation requirements to all high school students, their families, and the community annually (<i>N.J.A.C. 6A:8-5.1</i>).				
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (<i>N.J.A.C. 6A:3-3.1</i>). Enter dates year or years of district board approval of alignment to current standards for each area below:				

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Instruction and Program:		Yes	No	N/A	COMMENTS
The district:					
	Write Date Year of Board Approval for Alignment to the Current Standards				
Language Arts Literacy					
<ul style="list-style-type: none"> • September 1, 2012 (ELA) 					
Math					
<ul style="list-style-type: none"> • September 1, 2011 (K-2) • September 1, 2012 (3-5 and High School) • September 1, 2013 (6-8) 					
Science					
<ul style="list-style-type: none"> • September 2011 CCSS (K-12) 					
Social Studies					
<ul style="list-style-type: none"> • September 1, 2012 					
World Languages					
<ul style="list-style-type: none"> • September 1, 2012 					

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Instruction and Program:		Yes	No	N/A	COMMENTS
The district:					
Technology and Career Education	<ul style="list-style-type: none"> • September 1, 2012 				
Consumer, family and Life Skills	<ul style="list-style-type: none"> • September 1, 2012 				
Arts Education	<ul style="list-style-type: none"> • September 1, 2012 				
Health and Physical Education	<ul style="list-style-type: none"> • September 1, 2012 				
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).					
5. School districts receiving State preschool education aid for preschool have a preschool program plan approved by the Department of Education, Division of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> . For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount					

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Instruction and Program:	Yes	No	N/A	COMMENTS
The district: determined by the formula established in P.L. 2007, c. 260, the preschool Self-Assessment Validation System is complete, as per <i>N.J.A.C. 6A:13A-8.1</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fiscal Management:	Yes	No	N/A	COMMENTS
The district: 1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts. If there were no out-of-district placements, this indicator should be checked N/A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (<i>N.J.A.C. 6A:26-2.1</i>) and the comprehensive maintenance plan (<i>N.J.A.C. 6A:26-12</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Supports other budget appropriation lines by a trend analysis of historical expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Fiscal Management:				
The district:	Yes	No	N/A	COMMENTS
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes).				
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.				
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.				
8. Expends federal funds consistent with the approved indirect cost rate.				
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.				
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.				

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District: _____ County: _____ Date Completed: _____

Governance:				
The district board of education or advisory board, as applicable:	Yes	No	N/A	COMMENTS
1. Establishes policies and procedures for the provision of educational programs and services to all students (<i>N.J.A.C. 6A:7 et seq.</i>)				
2. Establishes a nepotism policy (<i>N.J.A.C. 6A:23A-6.2</i>).				
3. Follows all requirements for the annual organization meeting (<i>N.J.S.A. 18A:10-3, et seq.</i> and <i>N.J.S.A. 18A:15-1, et seq.</i>).				
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (<i>N.J.S.A. 18A:17-7</i>). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to <i>N.J.S.A. 47:1A-1 et seq.</i>				
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (<i>N.J.S.A. 18A:12-26</i>). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (<i>N.J.S.A. 18A:12-22</i>).				

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Governance:				
The district board of education or advisory board, as applicable:	Yes	No	N/A	COMMENTS
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (<i>N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7</i>).				
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (<i>N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1</i>).				
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (<i>N.J.S.A.18A:27-4.1, N.J.A.C.6A:32-4.1 and 4.7</i>).				
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over - expended (<i>N.J.A.C. 6A:23A-16.10</i>).				

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Governance:				
The district board of education or advisory board, as applicable:	Yes	No	N/A	COMMENTS
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (<i>N.J.S.A.18A:22-7, et seq. and N.J.A.C 23A:8.1</i>).				

Personnel:				
The district:	Yes	No	N/A	COMMENTS
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i>).				
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i>).				
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).				

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District: _____ County: _____ Date Completed: _____

Personnel: The district:	Yes	No	N/A	COMMENTS
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (N.J.A.C. 6A:32-4.4 and 4.5).				
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (N.J.A.C.6A:9-15 et.seq. and N.J.A.C.6A:32-4.3 and 4.4).				

Operations: The district:	Yes	No	N/A	COMMENTS
1. Conducts all required trainings for school district employees (N.J.S.A 18A and N.J.A.C.6A).				
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.				
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all				

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Operations:				
The district:	Yes	No	N/A	COMMENTS
required elements (<i>N.J.A.C. 6A:16-7.1</i>).				
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System. Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i> and <i>N.J.A.C. 6A:16-7</i>).				
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14</i> through <i>18</i> and <i>N.J.A.C. 6A:16-7.1(a)4</i> and (c)7 and <i>N.J.A.C. 6A:16-7.9</i>).				
6. Satisfies all requirements of the <i>Gun-Free Schools Act, 20 USC 7151</i> and Title IV Section 4141 of <i>NCLB (N.J.S.A. 18A: 37-7</i> through <i>12</i> , and <i>N.J.A.C. 6A:16-5.5</i>).				
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.1</i>).				

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District: _____ County: _____ Date Completed: _____

Operations:				
The district:	Yes	No	N/A	COMMENTS
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and -12.1(g)</i>).				
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints a school district liaison and provides training to district employees, volunteers and interns working in the school district (<i>N.J.A.C. 6A:16-11</i>).				
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (<i>N.J.A.C. 6A:16-2.1 et seq.</i>).				
11. The district has implemented the DOE-approved school health nursing services plan. (<i>N.J.A.C. 6A:16-2.1(b)</i>)				
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (<i>N.J.A.C. 6A:8-3.2</i>).				

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District: _____ County: _____ Date Completed: _____

Operations: The district:	Yes	No	N/A	COMMENTS
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)11 through 13).				
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (N.J.A.C. 6A:16-8).				
15. Provides educational services, either in school or out of school, within five 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; 7.3 and 10). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.				
16. Forwards 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. Forwards disciplinary records, with respect to suspensions and				

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District: _____ County: _____ Date Completed: _____

Operations:				
The district:	Yes	No	N/A	COMMENTS
expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>).				
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq.</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq. and N.J.A.C. 6A:14-6.1 et seq.</i>).				
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents 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 (<i>N.J.S.A. 18A:40A-8 et seq. and N.J.A.C. 6A:16-1.4 (a)18; 6A:16-3 and 6A:16-4</i>)				
19. 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. (<i>N.J.A.C. 6A:16-5.1 et seq.</i>).				

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District: _____ County: _____ Date Completed: _____

Operations:				
The district:	Yes	No	N/A	COMMENTS
20. The district has Implemented the 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
STATEMENT OF ASSURANCE**

District: _____ County: _____ Date Completed: _____

DECLARATION PAGE

By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

POSITION	NAME	SIGNATURE
Chief School Administrator		
District Board of Education President		
Board Resolution Date:		