

POLICY GUIDE

FREEHOLD TOWNSHIP BOARD OF EDUCATION
SUPPORT STAFF MEMBERS

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Terms and Conditions of Employment for Non-Affiliated Support Staff Members
Sept. 11

4126 TERMS AND CONDITIONS OF EMPLOYMENT FOR
NON-AFFILIATED SUPPORT STAFF MEMBERS

A. RESPONSIBILITIES

All duties assigned to the non-affiliated Central Office Staff by their immediate supervisor should be appropriate to, and consistent with the professional role and responsibility of the non-affiliated Central Office Staff.

The Board shall not hold any discussions regarding the non-affiliated Central Office Staff's employment, unless the non-affiliated Central Office Staff is given written notice (Rice notice) at least 48 hours in advance. In addition, the Board shall not hold any discussions without just cause with regard to the non-affiliated Central Office Staff's performance, or that may adversely affect the non-affiliated Central Office Staff's employment, in public session, unless the non-affiliated Central Office Staff requests that such discussions be held in public session, pursuant to the Open Public Meetings Act.

B. WORK DAY

Regular Hours 7-1/2 hours with a 45 minute lunch

When School is dismissed early for Thanksgiving, Winter Break and Spring Break 6 hour day with a 45 minute lunch

Summer hours (week after school has ended until 2 weeks before school begins) 8 a.m. to 4 p.m. Tuesday through Friday with a 30 minute lunch

C. COMPENSATION

1. Leaves

a. Vacation

Years 1-4	10 Days
Years 5-10	15 Days
Years 11-14	20 Days



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Years 15 or more

22 Days

All vacation time shall be taken during the year of accrual. First year employees shall accrue one (1) day per month for the first ten (10) months. Employees hired before July 1, 2007 shall continue taking vacation time the year following accrual.

No more than five unused vacation days may be accumulated, with the approval of the Superintendent. The Board, through its personnel office, shall be responsible for maintaining written documentation of the non-affiliated Central Office Staff's earned, used and accrued vacation days.

Staff hired *after* July 1, 2007 will be compensated for any unused vacation days credited to them in the year of separation plus any unused vacation days carried over from the previous year.

Staff hired *before* July 1, 2007 will be compensated for any unused vacation days accrued and credited to their balance from the previous year and any unused vacation days accrued during the year of separation plus any unused vacation days carried over from a previous year.

- b. Holidays
The non-affiliated Central Office Staff shall follow the School calendar.
- c. Sick Leave
The non-affiliated Central Office Staff shall be allowed thirteen (13) days sick leave annually. The unused portion of such leave, at the end of each school year, shall be cumulative.
- d. Personal Leave
The non-affiliated Central Office Staff shall be granted three (3) days of absence annually for personal matters that require absence during school hours, to be used at his/her discretion. Unused personal days can be accumulated to five days within any one year.



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2. Health Benefits

a. Medical Coverage

Horizon Direct 15 as the base plan to all non-affiliated staff employed as of June 30, 2017. The Board shall provide Horizon EPO as the base plan to all non-affiliated staff hired on or after July 1, 2017 for their first four years of service in the district.

b. Dental Coverage

The Board shall provide the dental insurance plan coverage that has been approved for the District.

c. Contributions to health benefits shall be 18%.

3. Bereavement

Maximum leave will be allowed without loss of pay of five (5) days including the day of the funeral, to be taken within seven (7) calendar days for spouse, father, mother, father-in-law, mother-in-law, step-father, step-mother, son-in-law, daughter-in-law, son or daughter; three (3) consecutive calendar days including the day of the funeral for sister, brother, sister-in-law, brother-in-law; and two (2) consecutive calendar days including the day of the funeral for a grandfather, grandmother, or grandchild of the employee or employee's spouse and such person or persons residing within the employee's immediate household.

D. COURSE REIMBURSEMENT

1. Requests for course approvals must be submitted on the district course approval form with the bill attached by June 15 for the summer session, September 1 for the fall semester, and January 2 for the spring semester.

2. All courses and required paperwork must be successfully completed within the contractual year (July 1 – June 30) in which the course is taken to be eligible to apply for course reimbursement the following year. If an approved course is cancelled or dropped before completion, the Superintendent or his/her designee must be notified.

3. The formula for reimbursement will be as follows:



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- a. Reimbursement will be at the actual cost per credit, up to the highest State Rate. Courses will be reimbursed at the maximum tuition rate for State undergraduate and graduate courses. Courses costing more than the maximum State rate will be included at the State rate.
4. Reimbursement shall be provided for:
 - a. Courses taken to improve a staff member's skill within the area of his/her assignment with prior approval granted by the Superintendent or his/her designee.
 - b. Reimbursement will be paid as follows: none the first year of employment; a maximum of six (6) credits the second year; a maximum of nine (9) credits the third year; and twelve (12) credits per year thereafter.
5. Application must be submitted on the appropriate form to the Superintendent or the Superintendent's designee within the school year (July 1 – June 30) in which the course was taken.
6. Upon the satisfactory completion of the course or courses, the staff member shall submit to the Superintendent or his/her designee an official copy of his/her academic record from an accredited college or university.
7. Payment will be authorized by the Board at the meeting following the submission of the academic record.
8. Requests for reimbursement will be honored only at the times noted.
9. Employees seeking tuition reimbursement shall be required to continue employment with the Freehold Township Board of Education for a minimum of two years following the date of reimbursement. Failure to abide by this provision will result in the professional reimbursing the Board of Education for the tuition payment.

E. EVALUATION

Non-affiliated Central Office Staff will be evaluated at least once during the school year. Evaluations will be conducted by individuals certified to supervise as



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designated by the Superintendent.

F. TERMINATION OF EMPLOYMENT

Employment may be terminated by:

1. mutual agreement of the parties;
2. unilateral termination by the non-affiliated Central Office Staff upon thirty (30) days' written notice to the Board; or
3. notification in writing by to the non-affiliated Central Office Staff member of termination upon, at least thirty (30) days written notice.

G. SICK LEAVE BENEFITS UPON RETIREMENT

Any employee retiring/resigning from the Freehold Township School District with a minimum of ten (10) years service in the district, will be paid for unused accumulated sick leave according to the following schedule:

\$50.00 per day to a maximum of \$6,000.00.

The non-affiliated Central Office Staff member must notify the Board of Education of their pending retirement/resignation by December 31st, prior to the calendar year of his/her retirement/resignation.* Payment will be made the later of July 15th or separation date of the calendar year following the calendar year in which the non-affiliated Central Office Staff member notifies the Board of Education of an impending retirement or resignation. Employees age 55 or over, retiring from the district and eligible for sick day reimbursement shall receive payments as an employer contribution to their respective Tax Sheltered Annuity 403(B) program as permitted by law.

* The Board may waive this requirement in the case of extenuating circumstances.

(Second Reading May 28, 2019)

(Revised by N. Dickstein)



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GRADING SYSTEM

R 2624 GRADING SYSTEM

A. Purpose of Grading

1. The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Grades acknowledge a pupil's demonstrated proficiency in the New Jersey Student Learning Standards and locally established learning goals and objectives:
 - a. Active participation in and attention to daily lessons,
 - b. Frequent contribution to discussions,
 - c. Prompt, thorough, accurate, and neat preparation of assignments,
 - d. Thorough preparation and performance on tests and assessments,
 - e. Display of an eagerness to learn and an inquisitive approach to lessons,
 - f. Attention to the need for proper materials,
 - g. Cooperation with the teacher's efforts, and
 - h. Willingness to work to the best of his/her ability and to do more than the minimum expected.

B. Preparation for Grading

1. Each pupil must be informed of the behavior and achievements expected of him/her at the outset of each course of study or unit of study.
2. Each pupil must be kept informed of his/her progress during the course of a unit of study. Pupils who so request are entitled to see the grades resulting from their performance during the grading period.



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3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the pupils.
4. Pupils should be encouraged to evaluate their own achievements.
5. The process of review and revision will involve teaching staff members, parent(s) or legal guardian(s), and, as appropriate, pupils.

C. Grading Periods

1. Grades will be awarded at the end of four marking periods in each school year.
2. Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with Policy No. 5420 and Regulation No. 5420.

D. Basis for Grading

The teacher responsible for assigning a grade should take into consideration the pupil's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the pupil;
6. Laboratory work;
7. Term papers;
8. Special oral or written reports;



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9. Other evidences of the pupil's constructive efforts and achievements in learning; and

10. For the final grade, the pupil's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.

E. Meaning of Grades

1. The following grades will be given in each academic subject at the end of each marking period in core academic subjects in grades 6-8:

a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.

b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.

c. A grade of C indicates average performance. It should be given to a pupil whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.

d. A grade of D indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.

e. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.

f. Letter grades may be modified by plus or minus signs.



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- g. A grade of P indicates passing performance and credit is given for the subject.
2. During the elementary grades K-5, no letter or numerical grades are given. Students' performance is evaluated based upon standards for the appropriate grade level. The standards need to be presented in a way that both the parents and the child can understand. On each grade level report card, a key is presented with descriptors which will explain what each number represents. Report cards may include a teacher comment section to be filled out by the child's classroom teacher.
3. Sixth through eighth grade report cards use traditional numerical values for letter grades in core academic subjects. When a conversion from a percentage of correct answers on a test or assignment is desirable, the teachers of Freehold Township use the following scale:

A+	=	97-100
A	=	94-96
A-	=	90-93
B+	=	87-89
B	=	84-86
B-	=	80-83
C+	=	77-79
C	=	74-76
C-	=	70-73
D+	=	67-69
D	=	65-66
D-	=	60-64
E	=	0-59

- a. Report cards will be distributed two to four times according to grade level. Exact dates can be found in the Parent Information Guide. Parents who prefer to have the report card mailed home should make prior arrangements with the school office.
4. A grade of "Incomplete" will be given to those pupils unable to complete the work assigned to the course for reasons beyond the pupil's control, such as the pupil's disability.



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- a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the pupil will require to complete the work necessary for the granting of credit.
 - b. Except as may be required by unusual circumstances, make up work should be completed within two weeks of the end of the marking period or, if the pupil is disabled at the end of the marking period, two weeks after the pupil's return to school.
 - c. The pupil's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the pupil's transcript.
 - d. A pupil who does not complete the work within the period allowed will receive a grade of F in the subject.
5. A "pass" or "fail" grade may be given in a particular course of study as determined by the Superintendent.

G. Grade Validation

In order that he/she may justify a grade, each teacher is directed to retain in his/her possession the following records to validate grades awarded to pupils. The records should be kept for a minimum of six years after the end of the school year in which the grades were awarded.

1. The daily attendance and tardiness record;
2. All grades earned for classroom activities such as quizzes, tests, reports, and class recitations;
3. All grades earned for activities conducted elsewhere, such as homework assignments and term papers;
4. Any notation regarding the meaning of each grade and its relation to the type of activity or material covered;
5. Any notation of discussions with the pupil on a grade or the pupil's cumulative grade average;



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6. Any referrals for guidance, discipline, and the like; and
 7. Any notations recording communications between the teacher and the parent(s) or legal guardian(s), the Principal, or other teaching staff members.
- H. Appeal
1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.
 2. Each teacher may be required to furnish reasons, supported by evidence (see E above) to substantiate any grade earned.
 3. If a grade is challenged by a pupil or a parent(s) or legal guardian(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
 4. If the parent(s) or legal guardian(s) or pupil is not satisfied by the teacher's explanations, he/she may appeal the grade to the Principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
 5. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.
 6. No reprisals will be taken in any form against a teacher who remains determined in his/her belief that the grade originally given is fair and correct.
 7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

(Revised)

(Second Reading May 28, 2019)

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STUDENTS
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REPORTING PUPIL PROGRESS (M)

R 5420 REPORTING PUPIL PROGRESS (M)

The Freehold Township Elementary School district recognizes and prioritizes the need for parents to understand how their children are progressing toward educational goals and will develop a grading system that accomplishes that in the most efficient manner possible.

Reporting pupil progress in grades kindergarten through eight is accomplished in several different ways. In addition to warning notices and report cards at specified times, parent/teacher conferences are held. Warning notices and report cards may be delivered to parents and guardians in written form or in electronic form. Pupil progress is reported on a regular basis by the distribution of report cards as follows: kindergarten two times per year, first grade through eighth grade four times per year, and a parent conference in the winter.

In order to provide a uniform system of marking children's progress on the report card, the following recommendations need to be considered:

1. The evidence upon which the teacher marks the progress of a child must be as complete as possible and must be drawn from the most valid sources available;
2. It is very important that the marking methods used in evaluating the child's daily work conform with the marking procedures used in reporting pupils' progress to parents. Pupils and parents could be misled and confused if the marks used in evaluating and marking daily work have a different interpretation and meaning than marks used on the report cards.

The school has the responsibility for keeping parents informed of any noticeable decrease in a pupil's progress. Some of these problems inevitably arise between reporting periods or conferences. Teachers must then contact parents to inform them of the pupil's decrease in performance.

(Second Reading May 28, 2019)

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