

## R-5200 ATTENDANCE

### A. ~~Definitions~~

1. ~~“Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.~~
  - a. ~~A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.~~
  - b. ~~A Kindergarten pupil will be considered to have attended school if he/she has been present at least half the scheduled hours during the Kindergarten session to which the pupil is assigned.~~
  - c. ~~A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~
2. ~~“Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:~~
  - a. ~~The pupil's illness,~~
  - b. ~~Family illness or death,~~
  - c. ~~Educational opportunities,~~
  - d. ~~Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,~~
  - e. ~~Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,~~
  - f. ~~The pupil's suspension from school,~~
  - g. ~~The pupil's required attendance in court,~~



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- ~~h. — Interviews with a prospective employer or with an admissions officer of an institution of higher education;~~
  - ~~i. — Examination for a driver's license;~~
  - ~~j. — Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;~~
  - ~~k. — An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.~~
- ~~3. — "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:~~
- ~~a. — Leaves school at lunch time without a pass;~~
  - ~~b. — Leaves school without permission when school is still in session;~~
  - ~~c. — Leaves class because of illness and does not report to the school nurse as directed, or~~
  - ~~d. — Is present in school but is absent from class without approval. Such truancy from class is a "class cut."~~
- ~~4. — "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.~~
- ~~a. — Instances of tardiness in the number established by Policy No. 5240 will constitute a single unexcused absence.~~

### ~~B. — Notice to School of a Pupil's Absence~~

- ~~1. — The parent(s) or legal guardian(s) or adult pupil is requested to call the school office the morning of the pupil's absence.~~



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2. ~~The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office to give notice of the pupil's absence.~~
  3. ~~The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Building Principal, who will assist in the arrangement of make up work.~~
- C. ~~Readmission to School After an Absence~~
1. ~~A pupil returning from an absence of any length must present to the school nurse a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.~~
  2. ~~A note explaining a pupil's absence for noncommunicable illness for a period of more than three school days must be accompanied by a physician's statement of the pupil's illness.~~
  3. ~~A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.~~
- D. ~~Instruction~~
1. ~~Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of ten school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.~~
  2. ~~A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.~~
  3. ~~Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make up assignments as necessary.~~
  4. ~~In general, pupils will be allowed an equal number of day(s) to make up missed work for each day of absence. Teachers shall make reasonable accommodations to extend time for pupils.~~



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5. ~~A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.~~
- E. ~~Denial of Course Credit~~
1. ~~The teacher will determine the credit to be awarded a pupil for make up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.~~
  2. ~~A secondary pupil will be dropped from the course and denied course credit when he/she has been absent from ten percent or more of the class sessions, whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.~~
    - a. ~~A secondary pupil who has been dropped from a course of study will be assigned to an alternate program.~~
    - b. ~~A secondary pupil denied course credit may attend a credit completion session to regain the denied credit, provided the pupil has not been absent from the class more than eighteen times.~~
  3. ~~An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent thirty or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.~~
- F. ~~School District Response to Unexcused Absences during the School Year~~
1. ~~For up to four cumulative unexcused absences, the Building Principal or designee shall:~~



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- a. ~~Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;~~
  - b. ~~Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;~~
  - c. ~~Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;~~
  - d. ~~Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and~~
  - e. ~~Cooperate with law enforcement and other authorities and agencies, as appropriate.~~
2. ~~For between five and nine cumulative unexcused absences, the Building Principal or designee shall:~~
- a. ~~Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;~~
  - b. ~~Conduct a follow up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;~~
  - c. ~~Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;~~
  - d. ~~Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:~~
    - (1) ~~Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
    - (2) ~~Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;~~



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- ~~(3) — Consider an alternate educational placement;~~
  - ~~(4) — Make a referral to a community-based social and health provider agency or other community resource;~~
  - ~~(5) — Refer to the court program designated by the New Jersey Administrative Office of the Courts; and~~
  - ~~(6) — Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.~~
- ~~e. — Cooperate with law enforcement and other authorities and agencies, as appropriate.~~
- ~~3. — For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:~~
- ~~a. — Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;~~
  - ~~b. — Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;~~
  - ~~c. — Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;~~
  - ~~d. — Cooperate with law enforcement and other authorities and agencies, as appropriate; and~~
  - ~~e. — Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.~~
- ~~4. — For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in~~



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~~N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.~~

~~5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a) shall act in accordance with F.1. above for each pupil with up to four cumulative unexcused absences.~~

~~a. For each pupil attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending district by the receiving school.~~

~~(1) The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to F. above and the provisions of F.2. through F.4. above, as appropriate.~~

### ~~G. School District Response to Excused Absences During the School Year~~

~~1. For up to ten cumulative excused absences, the Building Principal or designee shall:~~

~~a. Meet with the parent / guardian to dissuade them from removing his or her child from school for an extended period of time.~~

~~b. Inform the parent / guardian if a student fails to satisfy the district attendance requirements, resulting in the failure to achieve all course requirements and objectives, it is within the district's discretion to deny credit or promotion to the student. The final decision shall be the Principal's, subject to appeal to the Superintendent and ultimately the Board of Education. It is also within the district's right to file truancy charges against a student's parent / guardian when the student fails to regularly attend school.~~

### ~~H. Discipline~~

~~1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.~~

~~2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.~~



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3. ~~No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.~~
  4. ~~In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.~~
  5. ~~The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8462.~~
- I. ~~Recording Attendance~~
1. ~~Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class. Attendance records must also record pupils' attendance at out of school curricular events such as field trips.~~
  2. ~~Teachers must classify and record each absence as excused, unexcused, or truancy.~~
  3. ~~A report card will record the number of times the pupil was absent and tardy in each marking period.~~
  4. ~~A pupil's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.~~
- J. ~~Appeal~~
1. ~~A truant pupil may be suspended or expelled for trancies in accordance with Policy Nos. 5610 and 5620.~~
  2. ~~A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.~~
  3. ~~A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:~~
    - a. ~~The pupil shall file a written appeal to the Building Principal within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the~~





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~~number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.~~

- ~~b. The Building Principal will respond in writing no later than seven working days after receiving the pupil's appeal.~~
- ~~c. If the pupil is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.~~
- ~~d. On the pupil's request, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the pupil's reasons for reenrollment and/or credit. The pupil's parent(s) or legal guardian(s) and teacher may attend the meeting.~~
- ~~e. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven working days of the meeting. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.~~
- ~~f. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.~~

## ~~K. Attendance Improvement Plan~~

- ~~1. The Superintendent or designee will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.~~
- ~~2. When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements, performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.~~

Adopted: 15 January 2013



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### A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
  - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

### B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.



4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
  5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
  6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
  7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
- C. **Unexcused Absences That Count Toward Truancy/Excused Absences** ~~Unexcused Absences~~
1. **“An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.**
  12. **“An eExcused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, for Take Your Child to Work Day, or any other absence determined to be excused by the New Jersey Department of Education or any absence for the reasons listed below:-**
    1. ~~“Unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not excused as defined above or for any unexcused absence that does not count toward truancy listed below.~~
    2. ~~“Unexcused absence that does not count toward truancy” is a student’s absence from school for a full day or a portion of a day for the reasons listed below:-~~



- a. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
- b. The student's suspension from school;
- c. Family illness or death, **supported by notification to the school by the student's parent;**
- d. **Take Our Children to Work Day;**
- e. **An absence considered excused by a New Jersey Department of Education rule;**

43. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any ~~unexcused~~ absence not listed in C.23. above shall be an **unexcused** absence counted toward truancy.

#### D. Notice to School of a Student's Absence

1. The parent or adult student is requested to call the school office before the start of the student's school day.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

#### E. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a student's absence for a noncommunicable illness for a period of more than **two (2)** school days must be accompanied by a



physician's statement of the student's illness with medical clearance to return to school.

3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

## F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of **ten (10)** school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

## G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except ~~excused absences for the observance of a religious holiday or absence for a student's suspension from school~~ **which are excused absences as described in Section C.** will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

## H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:



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- a. Make a reasonable attempt to notify the student's parent of each

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unexcused absence prior to the start of the following school day;

- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
- d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
  - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
  - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
  - (3) Consider an alternate educational placement;
  - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;



- (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
        - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
        - (7) Engage the student's family.
      - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
  - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.



- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
  5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
  6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
    - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
      - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.
- I. Discipline
1. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation.
  2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.
  3. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
- J. Recording Attendance





1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
  2. A record shall be maintained of each excused absence, **and each** unexcused absence that counts toward truancy **as defined in Policy and Regulation 5200** ; ~~and unexcused absence that does not count toward truancy for each student.~~
  3. A report card will record the number of times the student was absent and tardy in each marking period.
  4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.
- K. Appeal
1. Students may be subject to appropriate discipline for their school attendance record.
  2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
  3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
    - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
    - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
    - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.



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- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the

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student's appeal. The student's parent and teacher(s) may attend the meeting.

- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

### L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 15 January 2013

**Revised:**



## 5306 HEALTH SERVICES TO NONPUBLIC SCHOOLS

A Board of Education having nonpublic schools within the school district boundaries shall provide nursing services to **students** ~~pupils~~ enrolled **full-time** in the nonpublic school pursuant to N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5.

The Board shall provide for the extension of emergency care provided to public school **students** ~~pupils~~ **and** to ~~those~~ **full-time nonpublic school students** ~~pupils who are enrolled full-time in the nonpublic school~~ who are injured or become ill at school or during participation on a school team or squad pursuant to N.J.A.C. ~~6A:16-1.4~~ and 6A:16-2.1(a)4. The Board may provide additional services to those required under N.J.A.C. 6A:16-2.5(a) **and** under conditions as outlined in N.J.A.C. 6A:16-2.5(c).

The ~~nursing health~~ services shall be provided by a registered nurse licensed in the State of New Jersey who is an employee of the school district, ~~an employee of a third-party contractor~~, or an independent contractor. The ~~nursing health~~ services provided to ~~the~~ nonpublic school **students** ~~pupil~~ shall not include instructional services.

A nonpublic school may decline nursing services required **or permitted** under N.J.A.C. 6A:16-2.5 by submitting ~~notification~~ to the Board of Education **notification** signed by the Chief School Administrator of the nonpublic school pursuant to N.J.S.A. 18A:40-29. A **student** ~~pupil~~ who is enrolled in a nonpublic school and whose parent(s) ~~or legal guardian(s)~~ objects to the **student** ~~pupil~~ receiving any services provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the services except for a physical or medical examination to determine whether the **student** ~~pupil~~ is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.

The Board shall consider the provision of health services to nonpublic schools based upon the considerations outlined in N.J.A.C 6A:16-2.5(h)1 **through** 3. The Superintendent or designee shall confer annually with the administrator of the nonpublic school to advise the nonpublic school of the amount of funds allocated ~~to the nonpublic school~~ by the Department of Education **to the nonpublic school**; to agree on the basic health services **that shall** ~~to~~ be provided and **the** additional medical services **that which** may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to **inform** ~~assure~~ the nonpublic school the County Office of Education shall provide assistance in the event an agreement cannot be reached regarding the health services and additional medical services to be provided to the nonpublic school; to assure the nonpublic school receiving services receives a copy of N.J.S.A. 18A:40-23 to 31 and N.J.A.C. 6A:16-2.5; and to assure **that** a description of the provision of nursing services is reflected in the school district's Nursing Services Plan.



The Board providing health services to a nonpublic school(s) shall ~~annually~~ submit information to the **Executive** County Superintendent on or before October 1 **annually** that includes: a written statement verifying the required annual conference was held with the nonpublic school; a copy of the contract with another agency to provide the services, if applicable; a copy of the Board meeting minutes approving the contract; and a description of the type and number of services that were provided during the previous school year on a ~~form approved by the Commissioner of Education~~ **approved form**. A copy of the information submitted to the **Executive** County Superintendent shall also be provided to the Chief School Administrator of ~~each the~~ nonpublic school(s) **within the school district boundaries**.

N.J.S.A. 18A:40-23 et seq.

N.J.A.C. 6A:16-2.5 et seq.

Adopted: 17 July 2012

**Revised:**



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### R 5306 HEALTH SERVICES TO NONPUBLIC SCHOOLS

- A. A Board of Education having nonpublic schools within the school district boundaries shall provide nursing services to **students pupils** enrolled in ~~a the~~ nonpublic school pursuant to N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5.
- ~~A. Nursing services shall be provided to pupils enrolled in a nonpublic school as follows pursuant to N.J.S.A. 18A:40-23 et seq.:~~
1. **The school district shall provide services to students who are enrolled full-time** ~~Who are full-time based upon the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year;~~
  2. **Services shall be made available** ~~The provision of services shall be only to~~ **students pupils** of a nonpublic school that provided to the Board of Education a report of the type and number of services provided during the previous school year;
  3. The provision of nursing services **shall include** ~~as follows:~~
    - a. Assistance with medical examinations including dental screening;
    - b. Screening of hearing;
    - c. ~~The M~~aintenance of **student pupil** health records and notification of local or county health officials of any **student pupil** who has not been properly immunized; **and**
    - d. **Scoliosis examinations of students between the ages of ten and eighteen.**
  4. ~~Scoliosis examinations of pupils between the ages of ten and eighteen.~~
- B. The Board of Education shall provide for the extension of emergency care provided to public school **students pupils** **and** to **full-time these nonpublic school students pupils** ~~who are enrolled full-time in the nonpublic school~~ who are injured or become ill at school



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- or during participation on a school team or squad pursuant to N.J.A.C. 6A:16-1.4 and 2.1(a)4.
- C. The Board of Education may provide additional services to those required under A. above under the following conditions:
1. ~~Such~~ Additional medical services may ~~only~~ be provided **only** when all basic nursing services required under A. and B. above have been ~~provided~~ or will be provided;
  2. ~~Such~~ Additional medical services may include the necessary equipment, materials, and services for immunizing **from diseases for students** ~~pupils~~ who are enrolled full-time in the nonpublic school ~~from diseases~~ as required by N.J.A.C. 8:57-4; ~~Immunization of Pupils in School~~;
  3. Equipment comparable to that ~~is~~ **used** in the school district may be purchased by the school district to loan without charge to the nonpublic school for the purpose of providing services under **N.J.A.C. 6A:16-2.5** ~~this section~~. However, such equipment shall remain the property of the district Board of Education; and
  4. Costs of supplies comparable to that ~~is~~ **used** in the school district and transportation costs may be charged to the funds allocated for each participating nonpublic school provided ~~that they~~ **the costs** are directly related to ~~the provision~~ of the required basic nursing services and **the permitted** additional medical services ~~which may be provided~~.
- D. **Nursing services** ~~Health services~~ shall be provided by a registered nurse licensed in the State of New Jersey who is an employee of the school district, ~~an employee of~~ a third-party contractor, or an independent contractor.
- E. The **nursing** ~~health~~ services provided to a nonpublic school ~~students~~ ~~pupil~~ shall not include instructional services.
- F. A nonpublic school may decline nursing services required **or permitted** under N.J.A.C. 6A:16-2.5 by submitting ~~notification~~ to the Board of Education **notification** signed by the Chief School Administrator of the nonpublic school pursuant to N.J.S.A. 18A:40-29.
- G. A **student** ~~pupil~~ who is enrolled in a nonpublic school and whose parent(s) ~~or legal guardian(s)~~ objects to the **student** ~~pupil~~ receiving any services provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the services except for a physical or medical examination to determine whether the **student** ~~pupil~~ is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.



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- H. The Board of Education shall consider the provision of health services based upon the following:
1. The funding for services shall be based upon the nonpublic school enrollment on the last school day prior to October 16 of the preceding school year;
  2. The provision of services shall be only to a **student pupil** of a nonpublic school that provided to the Board of Education a report of the type and number of services provided during the previous school year; and
  3. The funds expended by the Board of Education for administrative costs shall be limited to the actual costs or six percent of the funds allocated for each participating nonpublic school, whichever is less.
- I. The Superintendent or designee shall confer annually with the administrator of the nonpublic school for the following purposes:
1. To advise the nonpublic school of the amount of funds allocated to **it** ~~the nonpublic school~~ by the Department of Education or otherwise made available by the school district for the provision of health services for ~~the~~ full-time **students pupils** enrolled in the nonpublic schools;
  2. To agree on the basic health services **that shall** ~~to~~ be provided and **the** additional medical services **that which** may be provided as set forth in N.J.S.A.18A:40-23 et seq.;
  3. **If** ~~To assure that in the event~~ the Superintendent or designee and the nonpublic school administrator cannot reach agreement regarding the health services and additional medical services to be provided, the County Office of Education shall provide assistance;
  4. To assure that each nonpublic school **that which** receives nursing services has a copy of N.J.S.A. 18A:40-23 ~~to~~ **through** 31 and N.J.A.C. 6A:16-2-5; and
  5. To assure **that** a description of the provision of nursing services is reflected in the school district's Nursing Services Plan.
- J. For the purposes of monitoring and recordkeeping, the Board of Education providing health services to nonpublic schools shall **annually** submit ~~the following information~~ to the **Executive** County Superintendent of Education on or before October 1 **annually the**



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**following information** and shall provide a copy to the Chief School Administrator of ~~each the~~ nonpublic schools within school district boundaries:

1. A written statement verifying that the required conference was held with the nonpublic school;
2. A copy of the contract with another agency to provide ~~the~~ services, if applicable, and approved minutes of the Board of Education meeting approving the contract; ~~which that~~ describes the methods by which the health services **will be provided** to nonpublic school ~~students~~ **pupils will be provided** for the ensuing year, including a rationale for the distribution of funds; and
3. A description of the type and number of services that were provided during the previous school year on a ~~form approved by the~~ Commissioner of Education **approved form.**

Adopted: 15 January 2013

Revised:





## 5308 STUDENT PUPIL HEALTH RECORDS

The school district shall maintain mandated **student pupil** health records for each **student pupil** pursuant to N.J.A.C. 6A:16-2.4 and as defined in N.J.A.C. ~~6A:16-2.4(a)1 and 2~~. The district will document **student pupil** health records using a form approved by the Commissioner of Education.

The maintenance and security of **student pupil** health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4(e). **Student Pupil** health records **may be stored electronically or in paper format and** shall be maintained separately from other **student pupil** records in a secure location, ~~located in the school building or complex to which the pupil is assigned, and~~ accessible to authorized personnel while school is in session. The health **history** and immunization record shall be removed from the **student's pupil's** health record and placed in the **student's pupil's** mandated record ~~until such time as~~ **upon** graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.

The transfer of **student pupil** health records when a **student pupil** transfers to or from a school district shall be in accordance with N.J.A.C. ~~6A:16-2.4(d)~~ **6A:16-7.1 et seq.**

Any Board of Education employee with knowledge of, or access to, information that identifies a **student pupil** as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the **student pupil** as an alcohol or drug user; or information provided by a secondary school **student pupil** while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the **student's pupil's** household is dependent **upon** or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4**(b) through (e)** and as required by Federal and State statutes and regulations.

Access to and disclosure of information in a **student's pupil's** health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, ~~incorporated herein by reference, as amended and supplemented,~~ **and** 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.

The school district shall provide access to the **student's pupil's** health record to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student pupil** health



records ~~that are~~ necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4~~5~~ or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing ~~information contained in the pupil's health record to students pupils~~ or adults in connection with an emergency, ~~if such knowledge is necessary~~ **the information contained in the student health record if the release is necessary** to protect the immediate health or safety of ~~a pupil~~ **the student** or other persons pursuant to N.J.A.C. 6A:32-7.5~~4~~.

N.J.A.C. 6A:16-2.4 et seq.; ~~6A:32-7.5 et seq.~~; 6A:32-7.4 et seq.;  
**6A:32-7.5 et seq.**

Adopted: 17 July 2012

Revised:



## R 5308 STUDENT PUPIL HEALTH RECORDS

**Student Pupil** health records shall be maintained for each **student pupil** pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of **student pupil** health records shall be in accordance with N.J.A.C. 6A:32-7.4.

### A. Mandated **Student Pupil** Health Records

1. The following mandated **student pupil** health records shall be maintained:
  - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
  - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, **4.3, and 4.4.**
2. The district will document the findings of **student pupil** health histories, health screenings, and required medical examinations that are relevant to school participation on the **student's pupil's** health record using a form approved by the Commissioner of Education.

### B. Maintenance of **Student Pupil** Health Records

1. The school district shall maintain **student pupil** health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
  - a. **Student health records may be stored electronically or in paper format. When records are stored electronically, proper security and backup procedures shall be administered;**
  - ba. **Student Pupil** health records, **whether stored on paper or electronically,** shall be maintained separately from other **student pupil** records, **until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record in a secure location; and**



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Student Pupil Health Records

- cb. **Student Pupil** health records kept ~~in electronic form~~ shall be both accessible **during the hours in which the school program is in operation** and secure according to N.J.A.C. 6A:32-7.4(d);
- b. ~~Pupil health records shall be located in the school building or complex to which a pupil is assigned;~~
- d. ~~Pupil health records shall be accessible to authorized personnel while school is in session; and~~
- e. ~~The health and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record until such time as graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~

## C. Transferring **Student Pupil** Health Records

~~The school district shall ensure **compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330** the following when transferring **student pupil** health records:.~~

- a. ~~Original mandated pupil health records that school districts are directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~
- b. ~~Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the nonpublic school to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~
- e. ~~Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator or designee of the out-of-State school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~



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**Student Pupil Health Records**

- d. ~~Records that are transferred in duplicate form shall have their original maintained at the location of the sending school district; and~~
- e. ~~The Chief School Administrator or designee shall request all pupil health records in writing from the school district of last attendance within two weeks from the date that the pupil enrolls in the new school district.~~

## D. Restrictions for Sharing **Student Pupil** Health Information

- 1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing ~~that~~ information as required by Federal and State statutes and regulations.
  - a. Information that identifies a **student pupil** as having HIV infection or AIDS shall be shared only with prior written informed consent of the **student pupil** age twelve or greater, or of the **student's pupil's** parent(s) ~~or legal guardian(s)~~ as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the **student pupil**.
  - b. Information obtained by the school's alcohol and other drug program which would identify the **student pupil** as an alcohol or other drug user may be disclosed only for those purposes and under those conditions permitted by 42 CFR Part 2.
  - c. Information provided by a secondary school **student pupil** while participating in a school-based alcohol or other drug counseling program that indicates a parent, guardian, or other person residing in the **student's pupil's** household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

## E. Access to **Student Pupil** Health Records

- 1. Access to and disclosure of information in the **student's pupil's** health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, ~~and incorporated herein by reference, as amended and supplemented,~~ 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7 **et seq.**, Student Records.



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**Student Pupil Health Records**

2. The school district shall provide access to the **student pupil** health records to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student's pupil's** health record ~~that are~~ necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.45 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing ~~information contained in the pupil's health record~~ to **students pupils** or adults in connection with an emergency **the information contained in the student health record**, if ~~such knowledge~~ **the release** is necessary to protect the immediate health or safety of the **student pupil** or other persons pursuant to N.J.A.C. 6A:32-7.4.

Adopted: 15 January 2013

**Revised:**



## 5310 HEALTH SERVICES

The Board of Education shall develop and adopt written policies, procedures, mechanisms, or programs governing the following school functions in accordance with N.J.A.C. 6A:16-1.4(a):

1. ~~Care of any pupil who becomes injured or ill while at school or during participation in school sponsored activities (Policy and Regulation 8441);~~
2. ~~Transportation and supervision of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441);~~
3. ~~Isolation, exclusion, and readmission of any pupil or employee suspected of having a communicable disease as required by N.J.S.A. 18A:40-7 to 12 and 18A:40-16 to 18 (Policy and Regulation 8451);~~
4. ~~Provision of health services including immunization, administration of medication, treatment of asthma, medical examinations, nursing services, and emergency medical situations as required in N.J.A.C. 6A:16-2 (Policies 5305 and 5307 and Policies and Regulations 5310, 5320, 5330, and 8441);~~
5. ~~An annual Nursing Services Plan that details the provision of nursing services based upon pupil need in the school district pursuant to N.J.A.C. 6A:16-2.1(b)(Policy 5307);~~
6. ~~Administration of medication to pupils under the written order of a school physician or medical home pursuant to N.J.A.C. 6A:16-2.3(a)3vii (Policy and Regulation 5330);~~
7. ~~Emergency administration of epinephrine via epipen to a pupil for anaphylaxis pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);~~
8. ~~Provision of medical and nursing services to meet requirements for health history, medical examination, and health screening as an alternative for pupils who do not have a medical home or have a religious objection to the required examinations pursuant to N.J.S.A. 18A:35-4.8 (Policy and Regulation 5306);~~



9. — ~~Provision of nursing services to non public schools located in the school district as required by N.J.S.A. 18A:40-23 through 31 and N.J.A.C. 6A:16-2.5 (Policy & Regulation 5310);~~
10. — ~~Comprehensive substance abuse prevention, intervention, and treatment referral programs pursuant to N.J.S.A. 18A:40A-8 through 18 and N.J.A.C. 6A:16-3 and 4 (Policy & Regulation 5530);~~
11. — ~~Confidentiality related to juvenile justice proceedings pursuant to N.J.S.A. 2A:4A-60 and N.J.A.C. 6A:16-5.4, HIV identifying information pursuant to N.J.S.A. 26:5C-5 et seq., and drug and alcohol use information pursuant to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 through 7.2, and N.J.A.C. 6A:16-3.2 (Policies 8453 and 9323 and Policy and Regulation 5530); and~~
12. — ~~School safety plans as required by N.J.A.C. 6A:16-5.1 (Policies and Regulations 7430, 8420, 8431 and 8468 and Regulations 8420.1 through 8420.6).~~

~~The Board of Education shall develop and adopt policies and procedures that fulfill the rules and regulations of the New Jersey Department of Health and Senior Services, New Jersey Department of Human Services, New Jersey Department of Agriculture, and local boards of health which include the following requirements in accordance with N.J.A.C. 6A:16-1.4(b):~~

1. — ~~Exclusion of any pupil from the school setting for failure to meet requirements for immunization against communicable disease as required in N.J.A.C. 8:57-4, Immunization of Pupils in School (Policy and Regulation 5320);~~
2. — ~~Exclusion of any person from the school setting if the person has uncovered weeping skin lesions as required in N.J.A.C. 8:61-2.1, Attendance at School by Pupils or Adults with HIV Infection (Policy and Regulation 8451 and Policy 8453);~~
3. — ~~Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-2, Participation and Attendance at School by Individuals with HIV Infection, and conforming to Centers for Disease Control and Prevention guidelines that schools implement universal precautions (Policy and Regulation 8451 and Policy 8453);~~
4. — ~~Assurance that any pupil with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS is not excluded from general education, transportation services, extra-curricular activities, athletic activities, assigned to~~





~~home instruction, or classified as eligible for special education for reason of HIV infection pursuant to N.J.A.C. 8:61-2.1 (Policy and Regulation 8451 and Policy 8453);~~

- ~~5. Creation of wellness policies pursuant to 7 CFR Parts 210, 215, 220 and 245 and N.J.A.C. 2:36-1.7, Local School Nutrition Policy (Policy 8505); and~~
- ~~6. Ensuring accessibility of the NJ FamilyCare Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.~~

~~When the school district engages in pupil testing, studies, or surveys the Board procedures and materials shall meet the Federal requirements of 20 U.S.C. § 1232h, and N.J.S.A. 18A:36-34, School Surveys, parent(s) or legal guardian(s) consent required before administration in accordance with N.J.A.C. 6A:16-1.4(c)(Policies 2415.05 and 9560).~~

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and **shall** ensure staff ~~members~~ are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to **students** ~~pupils~~ in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2. (Policy and Regulation 5330);
3. The review of Do Not Resuscitate (DNR) ~~o~~Orders received from the **student's** ~~pupil's~~ parent(s) or legal guardian(s) or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via **Epi-pen auto-injector** ~~epipen~~ pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);**
  - ~~cb.~~ The care of any **student** ~~pupil~~ who becomes injured or ill while at school or ~~during participation~~ **participating** in school-sponsored functions (Policy and Regulation 8441);



- ~~de.~~ The transportation and supervision of any **student pupil** determined to be in need of immediate **medical** care (Policy and Regulation 8441); **and**
- ~~ed.~~ The notification to parents(s) or legal guardian(s) of any **student pupil** determined to be in need of immediate medical care (Policy and Regulation 8441).; **and**
- ~~e.~~ ~~The administration of medication for pupils requiring epinephrine (Policy and Regulation 5330).~~
- 5. The treatment of asthma in the school setting in accordance with **the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);**
- 6. The administration of **student pupil** medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
- 7. **Utilization of Procedures** for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. ~~8:61-1.1(f)~~ **12:100-4.2, Safety and Health Standards for Public Employees**, and in compliance with **29 CFR 1910.1030, Public Employees Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards**; ~~the Centers for Disease Control and Prevention's guidelines which advise that schools implement universal precautions titled Universal Precaution for Prevention of Transmission of HIV and Other Bloodborne Infections (1987, updated 1996), incorporated herein by reference, as amended and supplemented, which is available from the Centers for Disease Control and Prevention, Division of Healthcare Quality Promotion, 1600 Clifton Road, Atlanta, GA 30333 (Policy and Regulation 7420); and~~
- 8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306).;
- 9. **Self-administration of medication by a student for asthma or other potentially life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15;**
- 10. **Development of an individual healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including**



**diabetes, asthma, and life-threatening allergies, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii; and**

- 11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d.**

**The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting.**

The Board of Education shall **comply with** ~~provide~~ the **following required** health services as ~~required~~ **outlined** in N.J.A.C. 6A:16-2.2 as indicated below:

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through ~~4.24~~ 4.16.
2. A Building Principal or designee shall not knowingly admit or retain in the school building any **student pupil** whose parent(s) or ~~legal guardian(s)~~ has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.
3. The school district shall perform tuberculosis tests on **students pupils** using methods required by and when specifically directed to do so by the New Jersey Department of Health ~~and Senior Services~~, based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school district shall immediately report **by telephone to the health officer of the jurisdiction in which the school is located** any communicable diseases ~~that~~ **are** identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed, ~~by telephone to the health officer of the jurisdiction in which the school is located.~~
5. Each school in the district shall have and maintain for the care of **students pupils** at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.
6. Each **student pupil** medical examination shall be conducted at the medical home of the **student pupil**. If a **student pupil** does not have a medical home, the school



district shall provide ~~the this~~ examination at the school physician's office or other comparably equipped facility **pursuant to N.J.S.A. 18A:40-4.**

a. ~~For the purpose of the physical examination required prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician.~~

b. ~~A full report of the examination shall be maintained as part of the pupil's health record.~~

7. The findings of ~~the~~ medical examinations as required under 8. below shall ~~be~~ documented on a form that is approved by the Commissioner of Education and ~~shall~~ include the following components:

a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through ~~4.24~~ 4:16;

b. Medical history, including allergies, past serious illnesses, injuries, ~~and~~ operations, medications, and current health problems;

c. Health screenings including height, weight, hearing, blood pressure, and vision; and

d. Physical examinations.

8. The school district shall ensure that ~~students~~ ~~pupils~~ receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:**

a. Prior to participation on a school-sponsored interscholastic athletic team or **intramural athletic team or** squad for ~~students~~ ~~pupils~~ enrolled in any ~~of the~~ grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;

b. Upon enrollment ~~in into~~ school in accordance with N.J.A.C. 6A:16-2.2(h)2;

c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;



- d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and
  - e. When ~~the pupil~~ **a student** is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.
9. The Board of Education shall make accessible information regarding the **New Jersey FamilyCare Program** ~~for pupils~~ **to students** who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
  10. Information concerning a **student's** ~~pupil's~~ HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
  11. The **Board of Education** ~~school nurse~~ shall ensure that **students** ~~pupils~~ receive health screenings as outlined in **N.J.A.C. 6A:16-2.2(k)**. ~~below in accordance with New Jersey Department of Education Health Service Guidelines:~~
    - a. ~~Screening for height, weight, and blood pressure shall be conducted annually for each pupil in Kindergarten through grade twelve.~~
    - b. ~~Screening for visual acuity shall be conducted biennially for pupils in Kindergarten through grade ten.~~
    - c. ~~Screening for auditory acuity shall be conducted annually for pupils in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.~~
    - d. ~~Screening for scoliosis shall be conducted biennially for pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.~~
    - e. ~~Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.~~
    - f. ~~The school district shall provide for the notification of the parent(s) or legal guardian(s) of any pupil suspected of deviation from the recommended standard.~~



12. The \_\_\_\_\_ **school nurse or designee** shall screen to ensure hearing aids worn by **students pupils** who are deaf and/or hard of hearing are functioning properly. The \_\_\_\_\_ **school nurse or designee** will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist **students pupils** hear are functioning properly.

N.J.S.A. 18A:40-4 et seq.

N.J.A.C. 6A:16-1.34 et seq.; 6A:16-2.2 et seq.

Adopted: 17 July 2012

**Revised:**

DRAFT



## R 5310 HEALTH SERVICES

### A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse – means a person who holds a current **license certification** as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified School Nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate Endorsement**, school nurse or school nurse/non-instructional **endorsement** from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.
3. Medical Examination – means the assessment of an individual’s health status.
4. Medical Home – means a health care provider, **including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12** and ~~the that~~ provider’s practice site chosen by the **student’s pupil’s** parent or legal guardian for the provision of health care.
5. Non-certified Nurse – means a person who holds a current license as a ~~registered~~ professional nurse from the State Board of Nursing and is employed by a district Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.
6. Physical Examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse. The term includes ~~very~~ specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. School Physician – means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

### B. Medical Examinations – General Conditions

Each **student pupil** medical examination shall be conducted at the medical home of the **student pupil**. If a **student pupil** does not have a medical home, the school district shall provide ~~the this~~ examination at the school physician’s office or other comparably



equipped facility **pursuant to N.J.S.A. 18A:40-4**. ~~For the purpose of the physical examination required for pupils prior to participation on a school sponsored interscholastic or intramural athletic team or squad for pupils enrolled in grades six to twelve, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician. A full report of the examination shall be maintained as part of the pupil's health record.~~

The findings of required examinations under C. through G. below shall ~~be documented on a form that is approved by the Commissioner of Education and shall~~ include the following components:

1. Immunizations pursuant to N.J.A.C. 8:57-4.1 through ~~4.24~~ 4.16;
2. Medical history including allergies, past serious illnesses, injuries, ~~and~~ operations, medications, and current health problems;
3. Health screenings including height, weight, hearing, blood pressure, and vision; and
4. Physical examinations.

The ~~district~~ Board of Education shall make accessible information regarding the New Jersey FamilyCare Program for **students** ~~pupils~~ who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

Pursuant to N.J.S.A. 18A:40-4.4, a **student** ~~pupil~~ who presents a statement signed by his/her parent(s) or legal guardian(s) that required examinations interfere with the free exercise of his/her religious beliefs shall be examined only to the extent necessary to determine whether the **student** ~~pupil~~ is ill or infected with a communicable disease or under the influence of alcohol or drugs or is disabled or is fit to participate in any health, safety, or physical education course required by law.

Information concerning a **student's** ~~pupil's~~ HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.

- C. Medical Examinations - Prior ~~t~~o Participation ~~o~~n a School-Sponsored Interscholastic ~~o~~r Intramural Athletic Team ~~o~~r Squad ~~f~~or **Students** ~~Pupils~~ Enrolled ~~i~~n **Any** Grades Six ~~t~~o Twelve

The school district shall ensure that **students** ~~pupils~~ receive medical examinations prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for **students** ~~pupils~~ enrolled in any ~~of the~~ grades six to twelve.





# REGULATION

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1. The examination shall be conducted within 365 days prior to the first practice session.
2. The medical examination shall include a health history questionnaire, completed and signed by the parent(s) or legal guardian(s).
  - a. The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the **student pupil** had or currently has any of the following ~~conditions~~ since their last physical:
    - (1) Injuries;
    - (2) Chronic or ongoing illness;
    - (3) **Need for p**Prescribed medication;
    - (4) Allergies;
    - (5) Head-related conditions;
    - (6) Heart-related conditions;
    - (7) Eye, ear, nose, mouth, or throat conditions;
    - (8) Neuromuscular/orthopedic conditions; or
    - (9) General or exercise-related conditions.
  - b. The medical report shall include a determination concerning the **student's pupil's** participation ~~that from the examining physician, advanced practice nurse or physician's assistant~~ which includes, at a minimum, the following normalities:
    - (1) Measurement of weight, height, and blood pressure;
    - (2) Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, **a rash**, and purpura;



- (3) Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;
  - (4) Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
  - (5) Examination of the nose to assess the presence of deformity which may affect endurance;
  - (6) Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;
  - (7) Examination of chest contour;
  - (8) Auscultation and percussion of the lungs;
  - (9) Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
  - (10) Assessment of the abdomen with attention to the possible presence of **hepatomegaly** ~~heptamegaly~~, splenomegaly, or abnormal masses;
  - (11) Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
  - (12) Examination of the testes to determine the presence and descent of testes, abnormal masses, or configurations, or hernia;
  - (13) Assessment of physiological maturation; and
  - (14) Neurological examination to assess balance and coordination.
- c. The medical report shall indicate ~~if whether~~ a **student pupil** is allowed or disallowed to participate in the required sports categories and ~~shall must~~ be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant.



- d. **An incomplete** A form ~~that is incomplete~~ shall be returned to the **student's pupil's** medical home for completion **unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.**
3. Each **student pupil** whose medical examination was completed more than sixty days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent(s) ~~or legal guardian(s)~~. The health history update shall include the following information:
- Hospitalization/operations;
  - Illnesses;
  - Injuries;
  - Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and
  - Medications.
4. Each school district shall provide **to the parent** written notification signed by the school physician ~~to the parent(s) or legal guardian(s)~~ stating approval of the **student's pupil's** participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the **student's pupil's** participation.
5. A **student pupil** ~~that~~ **who** does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.
- D. Medical Examinations - Upon Enrollment ~~in~~ ~~the~~ School
- The school district shall ensure that **students pupils** receive medical examinations upon enrollment ~~in~~ ~~the~~ school. **The p**Parent(s) ~~or legal guardian(s)~~ shall be required to provide examination documentation of each **student pupil** within thirty days ~~upon~~ **of enrollment in the enrolling into** school.
  - When a **student transfers pupil is transferring** to another school, **the sending** ~~each~~ school district shall ensure **the entry-examination** ~~that pupil~~ documentation ~~of entry examination~~ is forwarded to the **receiving transfer** school district pursuant to N.J.A.C. 6A:16-2.4(d).



# REGULATION

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3. **Students** ~~Pupils~~ transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period ~~in order~~ to obtain entry examination documentation.
  4. The **school district** ~~school nurse~~ shall notify parents(s) or legal guardian(s) **through its website or other means about** ~~of~~ the importance of obtaining subsequent medical examinations of the **student pupil** at least once during each developmental stage; at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve);.
- E. Medical Examinations - When **Students** ~~Pupils~~ Apply for Working Papers
1. ~~The school district shall ensure that a pupil receives medical examinations when applying for working papers.~~ Pursuant to N.J.S.A. 34:2-21.7 and 21.38, the school district **may provide** ~~is responsible~~ for the administration of a medical examinations for a **student pupil** pursuing a certificate of employment.
  2. ~~A statement of physical fitness shall be signed by the school physician unless the parent(s) or legal guardian(s) elects to obtain the examination at the pupil's medical home.~~
  23. The school district shall not be held responsible for the costs ~~incurred by the parent(s) or legal guardian(s) who elects to obtain the~~ **for** examinations at the **student's pupil's** medical home **or other medical provider(s)**.
- F. Medical Examinations - For ~~t~~The Purposes ~~o~~F ~~t~~The Comprehensive Child Study Team Evaluation Pursuant ~~t~~o N.J.A.C. 6A:14-3.4
1. The school district shall ensure that **students** ~~pupils~~ receive medical examinations for the purposes of the **c**omprehensive Child Study Team **e**valuation pursuant to N.J.A.C. 6A:14-3.4.
- G. Medical Examinations - When ~~a~~ **Student** ~~Pupil~~ **i**s Suspected ~~o~~F Being Under ~~t~~The Influence ~~o~~F Alcohol ~~o~~R Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3
1. If a **student pupil** who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the **student's pupil's** vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.



2. No school staff shall interfere with a **student pupil** receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.

## H. Health Screenings

~~The Each district~~ Board of Education shall ensure that **students pupils** receive health screenings **in accordance with N.J.A.C. 6A:16-2.2(k)**.

1. Screening for height, weight, and blood pressure shall be conducted annually for each **student pupil** in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for **students pupils** in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for **students pupils** in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for **students pupils** between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, ~~physical education instructor~~, or other school personnel properly trained.
6. The school district shall provide for the notification of the parent(s) ~~or legal guardian(s)~~ of any **student pupil** suspected of deviation from the recommended standard.

Adopted: 15 January 2013

**Revised:**



## 5339 SCREENING FOR DYSLEXIA

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student who would have been enrolled in Kindergarten, grade one, or grade two during or after the 2014-2015 school year enrolls in the district in Kindergarten through grade six during or after the 2015-2016 school year and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2 et seq., the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.1. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities, or if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, "potential indicators of dyslexia or other reading disabilities" means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.



In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4

Adopted:



## 5600 PUPIL DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.





~~The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.~~

~~Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512—Harassment, Intimidation, and Bullying.~~

~~Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.~~

~~Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.~~

~~Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.~~

~~When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.~~



~~Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.~~

~~Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.~~

~~The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.~~

~~Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.~~

~~The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.~~

~~N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
——— 18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.~~

~~Adopted: 17 July 2012~~



## 5600 STUDENT DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to



N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's

Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.



Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.



The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 17 July 2012

**Revised:**

DRAFT



## R-5600 PUPIL DISCIPLINE/CODE OF CONDUCT

### A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

### B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
  - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
  - b. Create disorder or disruptions on school premises;
  - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
  - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
  - e. Engage in the sexual and/or other harassment of pupils or staff members;
  - f. Violate codes of conduct adopted for organizations of pupils;



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- g. — Possess or use weapons or any implement intended to harm others;
- h. — Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. — Convey information about other pupils or staff members known to be false;
- j. — Act so recklessly as to endanger the safety of others;
- k. — Procure the property of others by threat or intimidation;
- l. — Enter school premises or any specific portion of the premises without permission and without authority;
- m. — Vandalize school property, real or personal;
- n. — Create litter on school property;
- o. — Be truant from school or class;
- p. — Cheat or otherwise engage in academic dishonesty;
- q. — Persistently refuse to complete homework and other assignments;
- r. — Engage in illegal gambling;
- s. — Smoke on school property;
- t. — Falsify an excuse or any school document;
- u. — Set fire to or cause a fire in any way on school premises;
- v. — Possess or explode a firecracker or other explosive device on school premises;
- w. — Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. — Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. — Join a secret society prohibited by law;
- z. — Commit an act of harassment, intimidation, or bullying; or
- aa. — Engage in any other activity expressly prohibited by a school staff member in authority.





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3. — ~~Pupils assigned to a school bus must obey all school rules, and~~
  - a. — ~~Show respect for the driver at all times;~~
  - b. — ~~Enter and leave the bus in an orderly manner;~~
  - c. — ~~Ride only the bus to which they have been assigned;~~
  - d. — ~~Be and remain seated while the bus is in motion;~~
  - e. — ~~Avoid reckless and boisterous activity at all times, including during waits at pickup points;~~
  - f. — ~~Talk in a reasonable tone of voice and avoid loud noises;~~
  - g. — ~~Extend no portion of the body or other object out a bus window;~~
  - h. — ~~Keep aisles clear at all times;~~
  - i. — ~~Refrain from bringing animals or bulky, unmanageable projects onto the school bus;~~
  - j. — ~~Refrain from smoking, eating, and drinking on the bus; and~~
  - k. — ~~Possess, use, or distribute no substance in violation of Policy No. 5530.~~
  
4. — ~~The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.~~



## C. — Disciplinary Measures

~~The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.~~

### 1. — Admonishment

~~A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.~~

### 2. — Temporary Removal from Classroom

~~a. — The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.~~

~~b. — The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.~~

~~c. — The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.~~

### 3. — Deprivation of Privileges

~~The pupil may be deprived of the privilege of:~~

~~a. — Moving freely about the school building;~~

~~b. — Participation in co-curricular or inter/intrasccholastic activities;~~

~~c. — Attendance at a school-related social or sports activity;~~

~~d. — Participation in a graduation ceremony, or~~

~~e. — Transportation by school bus, or~~

~~f. — Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.~~



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## 4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

## 5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

## 6. In school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

## 7. Suspension from School

- a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.



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## 8. — Expulsion

a. — ~~The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.~~

b. — ~~Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.~~

## D. — Remedial Measures

~~The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.~~

### 1. — Restitution and Restoration

a. — ~~The pupil may be required, to:~~

(1) — ~~Make restitution, in kind or cost or labor, for any loss he/she has caused; or~~

(2) — ~~Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.~~

b. — ~~A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.~~

### 2. — Counseling

a. — ~~The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.~~

b. — ~~The counselor will explain:~~

(1) — ~~Why the pupil's conduct is unacceptable to the school and damaging to the pupil,~~

(2) — ~~What the consequences of continued misconduct are likely to be, and~~

(3) — ~~Appropriate alternate behaviors.~~



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~~c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:~~

- ~~(1) The Child Study Team;~~
- ~~(2) Intervention and Referral Team;~~
- ~~(3) A public or private social agency, or~~
- ~~(4) A legal agency.~~

### ~~3. Parent Conferences~~

~~The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.~~

### ~~4. Alternate Educational Program~~

~~The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or the administrative team.~~

## ~~E. Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying~~

### ~~1. Consequences~~

~~Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.~~

~~a. The consequences may include, but are not limited to, the examples listed below:~~

- ~~(1) Admonishment;~~
- ~~(2) Temporary removal from the classroom;~~
- ~~(3) Deprivation of privileges;~~
- ~~(4) Classroom or administrative detention;~~



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(5) — Referral to disciplinarian;

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(6) — In-school suspension during the school week or the weekend;

(7) — After-school programs;

(8) — Out of school suspension (short term or long term);

(9) — Reports to law enforcement or other legal action;

(10) — Expulsion; and

(11) — Participating in school district sponsored programs.

## 2. — Remedial Measures

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

## F. — Chart of Discipline

The Board of Education will approve a Code of Conduct/Chart of Discipline that includes a description of pupil responsibilities with expectations for pupil behavior and a description of school responses to violations of these behavioral expectations that will be graded according to the severity of the defenses, considering the developmental ages of the pupil offenders and the pupils histories of inappropriate behaviors. This Code of Conduct/Chart of Discipline shall be published in Parent/Student Handbooks.

## G. — Disciplinary Procedures

1. — The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.

2. — Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.

3. — The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,



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- a. ~~Orally inform the pupil of the conduct for which he/she is being disciplined; and~~
  - b. ~~Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.~~
4. ~~Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.~~
  5. ~~Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.~~
  6. ~~An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.~~
  7. ~~Violations of the rules regarding pupil conduct on school buses will be handled as follows:~~
    - a. ~~The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.~~
    - b. ~~The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.~~
    - c. ~~The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction.~~
    - d. ~~When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.~~
- H. ~~Pupils with Disabilities~~

~~For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.~~



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Pupil Discipline/Code of Conduct

## I. Pupil Rights

~~Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:~~

- ~~1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;~~
- ~~2. Education that supports pupils' development into productive citizens;~~
- ~~3. Attendance in safe and secure school environments;~~
- ~~4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;~~
- ~~5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;~~
- ~~6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and~~
- ~~7. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.~~





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## J. — Records

1. — Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. — When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
  - a. — The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
  - b. — Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
  - c. — When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
  - d. — The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
  - e. — All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

## K. — Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:



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1. ~~A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;~~
2. ~~Associated school responses to the violations of the pupil behavioral expectations;~~
3. ~~An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:~~
  - a. ~~The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and~~
  - b. ~~The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.~~
4. ~~Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.~~

Adopted: 15 January 2013



## R 5600 STUDENT DISCIPLINE/CODE OF CONDUCT

### A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

### B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

### C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:



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Student Discipline/Code of Conduct

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

## D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:



1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success



## 2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

## 3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

### a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

### b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

### c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the



student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:
  - a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
  - b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
  - c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
  - d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:



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Student Discipline/Code of Conduct

1. Admonishment/Reprimand
  - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
  - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
  - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
  - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
  - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
4. Deprivation of Privileges
  - a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
    - (1) Moving freely about the school building;
    - (2) Participation in co-curricular or inter/intrascholastic activities;
    - (3) Attendance at a school-related social or sports activity;
    - (4) Participation in a graduation ceremony;
    - (5) Transportation to and from school on a school bus; or
    - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.





5. Detention
  - a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
  - b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
  - c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
6. Grade Adjustment
  - a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.
7. In-school Suspension
  - a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
  - b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
8. Suspension from School
  - a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
  - b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
9. Expulsion



- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

## H. Chart of Discipline

1. A Chart of Student Discipline listing school responses to violations of behavioral expectations shall be **reviewed** by the Board and included **on** each school's **website**.
2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

## I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
  - a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for



reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

- b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
- c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

## J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

## K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and



705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

## L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
  - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
  - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

## M. Annual Review



The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
  2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
  3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
  4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
  5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.
- N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be **available on each school's website for** all school staff, students, and parents. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 15 January 2013

**Revised:**



## 8505 SCHOOL NUTRITION

~~The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, fat free or low fat (1%) milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.~~

~~All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy.~~

~~The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:~~

- ~~1. — Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;~~
- ~~2. — All food and beverage items listing sugar, in any form, as the first ingredient; and~~
- ~~3. — All forms of candy.~~

~~Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products was required by January 1, 2006.~~

~~All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:~~

- ~~1. — Based on manufacturers nutritional data or nutrient facts labels:
  - ~~a. — No more than eight grams of total fat per serving, with the exception of nuts and seeds.~~
  - ~~b. — No more than two grams of saturated fat per serving.~~~~



2. ~~\_\_\_\_\_~~ All beverages shall not exceed 12 ounces, with the following exceptions:
  - a. ~~\_\_\_\_\_~~ Water.
  - b. ~~\_\_\_\_\_~~ Milk.

~~Schools shall make potable water available to children at no charge where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables and/or make potable water available for pupils to fill their own cups or water bottles by means of a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.~~

~~Schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve fat free milk, low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk, fat free or low fat buttermilk, or acidified milk or fat free or low fat acidified milk. Schools must offer at least two choices of these milks. Fat free milk may be flavored or unflavored while low fat (1%) milk must be unflavored. All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii).~~

~~In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.~~

~~In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.~~

~~Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.~~

~~This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.~~

~~Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible.~~



# POLICY

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School Nutrition

~~The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.~~

~~The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.~~

~~N.J.A.C. 2:36-1.7(a); 2:36-1.7(b)~~

~~Adopted: 17 July 2012~~

~~Revised: 17 September 2013~~

DRAFT





8505 WELLNESS POLICY/NUTRIENT STANDARDS FOR  
MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
  - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
  - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
  - c. The Principal or designee will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
  - d. Food service staff, in consultation with the Principal or designee, will coordinate obtaining student input on menu planning that will include taste



testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.

- e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
  - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
- a. The Principal will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
  - b. The Principal or designee will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
  - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.
3. Goals for Physical Activity
- a. The following activities will be coordinated in each elementary school in the district:
    - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.



- (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.
  - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
  - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
  - (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.
- b. The following activities will be coordinated in each middle school in the district:
- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
  - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.



- c. The following activities will be coordinated in each high school in the district:
  - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
  - (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
  - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
4. Goals for Other School-Based Activities - The following activities will be coordinated in each school in the district:
  - a. Each school in the district will establish a Wellness Committee comprised of the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member.
  - b. The Principal or designee will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
  - c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's Wellness Committee.
  - d. The Principal will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.



5. Annual School Progress Report
    - a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's Wellness Committee in an Annual School Progress Report provided to the Superintendent of Schools before June 30.
    - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
  6. Annual District Summary Progress Report
    - a. Upon receiving the Annual School Progress Report from each school, the Superintendent or designee will compile an Annual District Summary Progress Report to be presented to the Board of Education at a public meeting before the beginning of the school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.
    - b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.
  7. Additional Wellness Policy Goals
    - a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.
- B. Nutrition Guidelines for All Foods and Beverages
1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the smart snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la



carte, in school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA.

2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for elementary, middle, and secondary schools. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
  3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be submitted to the Principal or designee for approval.
  4. **Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.**
  5. **This policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual students; or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.**
- C. District Coordinator

The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.

- D. Publication/Dissemination

This Policy will be made available to staff members, students, and parents by being posted on the school district and/or school websites.



# POLICY

## RANDOLPH BOARD OF EDUCATION

OPERATIONS  
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Wellness Policy/Nutrient Standards for  
Meals and Other Foods

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 17 July 2012

**Revised:** 17 September 2013; \_\_\_\_\_

DRAFT



## 5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent **or designee** shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.





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Attendance

N.J.S.A. 18A:36-14; 18A:38-25  
N.J.S.A. 34:2-21.1 et seq.  
N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted: 17 July 2012

**Revised:**



## 5200 ATTENDANCE TARDINESS GRADES K-8

The Randolph Township Board of Education recognizes and accepts its legal responsibility to provide a thorough and efficient education for every pupil within the district boundary. The Board cannot successfully fulfill its responsibility to the pupil unless the pupil is present for all regularly scheduled classroom activities. Therefore, it is essential that every parent/guardian and pupil accept responsibility for the pupil's attendance at classes as scheduled.

The laws of the State of New Jersey require regular attendance of all pupils enrolled in the public schools. Regular attendance is essential for success in the continuity of instruction, classroom participation, individual study, and learning experiences. Regular attendance is essential in order to reach the goal of maximum educational benefits for each individual student.

A student must complete four hours of school to be considered present and eligible for extracurricular activities on a given day. All work missed as a result of the absence must be made up through the initiative of the student.

### Non-Cumulative Absences—Excused Absences

It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed below, it will be considered a non-cumulative absence.

1. ~~Approved home or institutional instruction.~~
2. ~~A doctor's, practitioner's or dentist's note. Also acceptable will be a parent/guardian phone call on the date of absence followed up by a written note indicating that the student was absent for illness. Such notes will be accepted in limited quantity and at the discretion of the administration. Written excuses must be presented within five school days after the student returns to school. If not received within five school days, the absence(s) shall be considered cumulative absence(s).~~
3. ~~The student sent home by the school nurse.~~
4. ~~Death in the immediate family.~~
5. ~~Quarantine.~~



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Attendance—Tardiness—Grades K-8

6. ~~Religious holidays prescribed by the State Department of Education.~~
7. ~~Required court appearance.~~
8. ~~A student's participation in school related activities, approved in advance. These shall include, but not be limited to field trips, exchange assemblies, concerts and music classes.~~

### ~~Cumulative Absences—Unexcused Absence~~

~~Any absence not defined as a non-cumulative absence is a cumulative absence. Vacations when school is in session are cumulative absences.~~

### ~~Parent/Guardian Notification~~

~~Parent/Guardian will be regularly notified of cumulative absences for each half year as follows:~~

1. ~~After five days—parent/guardian notified by letter.~~
2. ~~After ten days—parent/guardian notified by letter and a parent conference.~~
3. ~~After fifteen days—parent/guardian notified by letter and a complaint filed with the municipal court after recommendation by the attendance review committee described below.~~
4. ~~In suspension cases, only the first day's penalty shall be counted in the fifteen-day application.~~

### ~~Attendance Review Committee~~

~~After thirty days of unexcused absence per year the student may be retained. The student's attendance record will be reviewed by the Attendance Review Committee. The Attendance Review Committee is comprised of a minimum of three people including the Principal and two or more staff members such as the Vice Principal or administrative assistant, teacher, school nurse, guidance counselor, substance awareness counselor, or member of the child study team.~~

~~Careful evaluation of extenuating or mitigating circumstances shall be made by the attendance review committee, adhering to the following criteria which shall include but not be limited to:~~

1. ~~The student's record or attendance to date.~~



2. The academic performance demonstrated to date.

## Regular Release of Pupils Before the End of the Normal School Day

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

## Late Arrival and Early Dismissal

The Board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Medical disability;
3. Family emergency;
4. Court appearance;
5. Such good cause as may be acceptable to the administration.

Punctuality to school is a fundamental requirement for school success. It promotes responsibility, self confidence and develops a lifelong positive habit. Tardiness to school is a disruption to the educational process of a child and his/her classmates. Essential learning is missed and the progress of a student education experience is hampered. Academics, related services and additional services are negatively impacted when chronic tardiness occurs, affecting grades and lowering a student's self-esteem.



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~~Attendance Tardiness Grades K-8~~

Parent/Guardian will be notified:

- ~~1. Every third time a student is unexcusedly tardy the Principal will send a letter notifying the parent/guardian;~~
- ~~2. Every sixth time a student is unexcusedly tardy the school will record an unexcused absence for that student.~~

~~N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.~~

~~N.J.S.A. 34:2-21.1 et seq.~~

~~N.J.A.C. 6A:16-7.68; 6A:32-8.3~~

Adopted: 17 July 2012

Abolished:

