

2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

The Board of Education ~~shall will~~ provide instructional services to an enrolled ~~student, pupil~~ whether a general education ~~student pupil~~ in Kindergarten through grade twelve or a special education ~~student pupil~~ age three to twenty-one, ~~at the pupil's home or another suitable out-of-school setting~~ when the ~~student pupil~~ is confined to the home or another out-of-school setting due to a temporary or chronic health condition or ~~has~~ a need for treatment ~~that which~~ precludes participation in their usual education setting, **whether general or special education.** ~~These services will be provided when a pupil is determined by the school physician to need confinement at their residence or other suitable out of school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year.~~

A ~~parent's r~~Requests for home instruction shall include a written determination from the ~~student's pupil's~~ physician documenting the projected need for ~~the pupil's~~ confinement **at the student's** ~~to their~~ residence or other treatment setting for **more than** ten consecutive school days or ~~twenty fifteen or more~~ cumulative school days during the school year. The written determination from the ~~student's pupil's~~ physician shall be forwarded to the school physician, who shall **either** verify the need for home instruction **or provide reasons for denial.** The parent(s) ~~or legal guardian(s)~~ shall be notified concerning the school physician's verification or reasons(s) for denial within five school days after receipt of the written determination by the ~~student's pupil's~~ physician.

The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, or through online services, including any needed equipment, or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the ~~student's pupil's~~ confinement, during the first week of the ~~student's pupil's~~ confinement to the home or out-of-school setting.

The home or out-of-school instruction shall meet the minimum standards as required in N.J.A.C. 6A:16-10.1(c). The school district ~~shall will~~ **establish maintain** a written plan for the delivery of instruction and **maintain a record of delivery of instructional services and student progress.** ~~The~~ teacher providing instruction shall be a ~~appropriately~~ certified **teacher** for the subject, grade level, and special needs ~~of the pupil pursuant to N.J.A.C. 6A:9.~~ The teacher ~~shall provide one-on-one instruction in accordance with the requirements of N.J.A.C. 6A:16-10.1(e)3.~~ **The teacher shall provide instruction for the number of days and length**



of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.

For a **student pupil** with disabilities, the home instruction shall be consistent with the **student's pupil's Individualized Education Plan (IEP)** to the extent appropriate, and shall meet the Core Curriculum Content Standards ~~pursuant to N.J.A.C. 6A:8~~. When the provision for home instruction for a **student pupil** with disabilities will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the **student's pupil's** IEP.

For a **student pupil** without **disability disabilities**, the home instruction shall meet the Core Curriculum Content Standards, ~~pursuant to N.J.A.C. 6A:8~~ and the ~~district's~~ requirements **of the Board** for promotion **to the next** ~~at that~~ grade level. When the provision for home instruction for a **student pupil** without **disability disabilities** will exceed sixty calendar days, the school physician ~~shall will~~ refer the **student pupil** to the Child Study Team for evaluation, **pursuant** ~~according to the requirements of N.J.A.C. 6A:14~~.

~~The school district shall be responsible for the costs of providing instruction for pupils as required by N.J.A.C. 6A:16-10.1(b).~~

The Board reserves the right to withhold home instruction when the reason for the **student's pupil's** confinement is such as to expose a teacher to a health hazard or dangerous home situation; **when** a parent(s) or legal guardian(s), or other ~~responsible~~ adult **twenty-one years of age or older, who has been designated by the parent**, is not present during the hours of instruction; or **when** the condition of the **student pupil** is such as to preclude benefit from such instruction.

Students Pupils on home instruction will be accounted for on the attendance register as required by the Department of Education. The name of a **student pupil** on home instruction will not be released at a public Board meeting or placed in a public record.

N.J.S.A. ~~18A:46-10~~ **18A:38-1 through 18A:38-25**
N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1

Adopted: 17 July 2012

Revised:



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The Board of Education ~~shall will~~ provide instructional services to an enrolled ~~student pupil~~ whether a general education ~~student pupil~~ in Kindergarten through grade twelve or special education ~~student pupil~~ age three to twenty-one, ~~at the pupil's home or another suitable out-of-school setting such as a hospital or rehabilitation program~~ when the ~~student pupil~~ is confined to the home or another out-of-school setting due to a temporary or chronic health condition or ~~has~~ a need for treatment ~~that which~~ precludes participation in their usual education setting, whether general education or special education.

A. Request For Home Instruction Due To A Temporary or Chronic Health Condition

1. The parent(s) ~~or legal guardian(s)~~ shall submit a request to the Principal that includes a written determination from the ~~student's pupil's~~ physician documenting the projected need for confinement at the ~~student's pupil's~~ residence or other treatment setting for **more than** ten consecutive school days or ~~twenty fifteen~~ cumulative school days ~~or more~~ during the school year.
2. The Principal shall forward the written determination to the school physician, who shall ~~review the written determination and~~ verify the need for home instruction. The school physician may contact the ~~student's pupil's~~ physician to secure additional information concerning the ~~student's pupil's~~ diagnosis or need for treatment, and shall either verify the need for home instruction or shall provide reasons for denial to the Principal.
3. The Principal shall notify the parent(s) ~~or legal guardian(s)~~ concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the ~~student's pupil's~~ physician.

B. Providing Services

1. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the ~~student's pupil's~~ confinement, during the first week of the ~~student's pupil's~~ confinement to the home or out-of-school setting.
2. The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, **through online services,**



including any needed equipment, or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency pursuant to N.J.A.C. 6A:14 for the following categories of **students pupils**:

- a. A **student pupil** who resides within the area served by this Board of Education and is enrolled in a public school program; or
- b. A **student pupil** who is enrolled in a nonpublic school that is located within the area served by this Board of Education pursuant to N.J.S.A. 18A:46A-1 et seq.

C. **Minimum Standards Requirements For Home or Out-of-School Instruction**

1. The district shall establish a written plan for the delivery of instruction **to continue the student's academic progress** and to maintain a record of delivery of instructional services and **student pupil** progress ~~for each pupil receiving home or out-of-school instruction.~~
2. **The teacher providing instruction shall be a certified teacher.**
3. **The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.**
 - a. ~~For a pupil without disabilities whose projected confinement will exceed thirty consecutive calendar days, the _____ (same staff member identified above) shall coordinate the development of an Individualized Program Plan (IPP) for the pupil within no more than thirty calendar days from the date on which the school district received the school physician's verification that the period of confinement would likely exceed this thirty consecutive calendar day threshold.~~
2. ~~The teacher providing instruction shall be appropriately certified for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.~~
3. ~~The teacher shall provide one-on-one instruction for no fewer than five hours per week on three separate days of the week and, if the pupil is physically able, no fewer than five hours per week of additional guided learning experiences~~



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~~that may include the use of technology to provide audio and visual connections to the pupil's classroom.~~

a. ~~If home instruction is provided to pupils in a small group rather than through one on one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of pupils in the group by five hours. The hours of instruction shall be provided on no fewer than three separate days during the week.~~

4. For a **student pupil** with disabilities, the home instruction shall be consistent with the **student's pupil's** Individualized Education Plan (IEP) to the extent appropriate, and shall meet the Core Curriculum Content Standards ~~pursuant to N.J.A.C. 6A:8, Standards and Assessment.~~ When the provision of home instruction will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the **student's pupil's** IEP.
5. For a **student pupil** without a disability, the home instruction shall meet the Core Curriculum Content Standards ~~pursuant to N.J.A.C. 6A:8, Standards and Assessment,~~ and the ~~district's~~ requirements **of the Board of Education** for promotion **to the next** ~~at that~~ grade level. When the provision of home instruction will exceed sixty calendar days, the school physician shall refer the **student pupil** to the Child Study Team for evaluation **pursuant** ~~according~~ to the requirements N.J.A.C. 6A:14.

Adopted: 15 January 2013

Revised:



2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation of a coordinated system in each school building in which general education ~~students~~ pupils are served, a **coordinated system** for the planning and ~~delivery of~~ **delivering** intervention and referral services that are designed to assist ~~students~~ pupils who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing ~~students'~~ pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and **6A:16-8.2**. **The Board adopts this appropriate multidisciplinary team approach for planning and delivering the services required under N.J.A.C. 6A:16-8.**

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team. The intervention and referral services shall be provided to aid ~~students~~ pupils in the general education program and, pursuant to ~~N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq.~~, may be provided for ~~students~~ pupils who have been determined to be in need of special education programs and services **pursuant to N.J.A.C. 6A:16-8.1(a)**. The intervention and referral services provided for ~~students~~ pupils who have been determined to be in need of special education programs and services shall be coordinated with the ~~student's~~ pupil's Individualized Education Program Team, as appropriate.

The functions of the system of intervention and referral services in each school building **which general education students are served** shall be **pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.:**

1. ~~Identify learning, behavior, and health difficulties of pupils;~~
2. ~~Collect thorough information on the identified learning, behavior, and health difficulties;~~
3. ~~Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties;~~
4. ~~Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;~~



Student Pupil Intervention and Referral Services

5. ~~Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;~~
6. ~~Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;~~
7. ~~Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;~~
8. ~~Coordinate the services of community based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;~~

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.

9. ~~Maintain records of all requests for assistance, intervention and referral services action plans, and related pupil information pursuant to N.J.A.C. 6A:16-8.2(a)9;~~
- 10.

The I&RS Team shall rReview and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; ~~and~~.

11.

At a minimum, **the I&RS Team shall** annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the ~~Building~~ Principal for improving school programs and services, as appropriate.

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the



intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

~~The Board of Education establishes the following guidelines for the involvement of school staff and community members in each building's system of intervention and referral services pursuant to N.J.A.C. 6A:16-8.3.~~

~~Each I&RS Team will be composed of the Principal or a regular teaching staff member appointed by the Principal to act in his/her place; a regular teaching staff member; an educational services staff member; the staff member who referred a pupil in need of assistance or identified an issue requiring remediation; and such other staff members as may be required to assist the pupil or study the issue.~~

~~The I&RS Team will identify pupils in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.~~

~~When a pupil is referred to the I&RS Team, the team may provide support and guidance to the pupil's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the pupil, and coordinate the services of community members and/or community-based social and health provider agencies that may aid in the development and implementation of intervention and referral services action plans.~~

~~Parent(s) or legal guardian(s) shall be notified whenever a pupil is referred to the I&RS Team, except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral services action plans.~~

~~The Principal shall, in consultation with the I&RS Team, report to the Board at the end of the school year on the concerns and issues identified by the team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans.~~

~~N.J.S.A. 18A:46-18.1 et seq.~~

~~N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2; 6A:16-8.3~~

Adopted: 17 July 2012

Revised:



R 2417 PUPIL INTERVENTION AND REFERRAL SERVICES

A. ~~The Superintendent of Schools will establish and implement district-wide procedures for each school building to provide for the delivery of intervention and referral services for pupils who are experiencing difficulties in their classes in meeting the New Jersey Standards, and who have not been determined to be in need of special education programs and services. The Board of Education will provide support, guidance, and professional development to school staff who identify and refer pupils; and to school staff who participate in planning and providing intervention and referral services.~~

Recommended Procedure

B. ~~Each Building Principal will establish an Intervention and Referral Team (IRT). The committee membership will be comprised of the following:~~

1. ~~The Principal shall act as chairperson;~~
2. ~~A member of the Child Study Team (CST);~~
3. ~~The staff member who referred a pupil in need of assistance or identified a school issue for discussion; and~~
4. ~~Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular pupil.~~

C. ~~Pupil Referral~~

1. ~~A pupil not known to have a disability who is experiencing difficulty in the classroom may be referred to the IRT by the classroom teacher or by his/her parent(s) or legal guardian(s). The pupil's parent(s) or legal guardian(s) shall be informed of any such referral.~~
2. ~~When it appears that a referred pupil may have a disability, the IRT shall refer the pupil to the CST for evaluation pursuant to Policy No. 2460 and Regulation No. 2460.7 for a determination of the pupil's eligibility for special education and/or related services.~~



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3. ~~The IRT shall consult with the pupil's regular classroom teacher, parent(s) or legal guardian(s), and any school employee as appropriate to gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.~~
 4. ~~The school nurse shall review the pupil's health records and inform the committee of any condition relevant to the pupil's difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult pupil or the pupil's parent(s) or legal guardian(s).~~
 5. ~~As appropriate, the IRT may consult with community based social and health agencies that provide services to the pupil or the pupil's family.~~
- D. ~~Intervention and Referral Plans~~
1. ~~The IRT shall prepare a written plan for referred pupils who require supportive services, modifications to their regular educational program, or assessment and referral to school or community based social and/or health provider agencies.~~
 2. ~~The Intervention and Referral Plan shall:~~
 - a. ~~Detail any modifications in the pupil's educational program;~~
 - b. ~~List the persons who will implement the plan;~~
 - c. ~~Include any recommendations for assessment and referral to specified school or community based social and/or health provider agencies;~~
 - d. ~~Document parental notification of the pupil's referral and any change in educational placement or the withholding of parental notification because child abuse was suspected or federal rules mandated confidentiality in an alcohol or drug related matter;~~
 - e. ~~The parent(s) or legal guardian(s) shall be actively involved in the development and implementation of any intervention and/or referral plans, and~~
 - f. ~~Identify the committee member to monitor and review the pupil's progress.~~



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3. ~~The implementation and effectiveness of the Intervention and Referral Plan shall be reviewed within eight calendar weeks from the beginning of its implementation. The committee shall consult the referring staff member for his/her assessment of the effectiveness of the plan.~~
 4. ~~If the implementation of the plan is judged to be ineffective, the plan shall be reviewed and amended as necessary. If the review indicates a disability, the pupil shall be referred to the CST.~~
- E. ~~Records and Reports~~
1. ~~All pupil records reviewed in the operation of the IRT are confidential and subject to the protections of Policy No. 8330.~~
 2. ~~A record shall be kept of all referrals to the IRT, all pupil assistance plans, and the disposition of each.~~



R 2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

A. Establishment of Intervention and Referral Services

1. The Superintendent of Schools will establish and implement in **each school building in which general education students are served**, ~~district-wide procedures for each school building in which general education pupils are served for the~~ **a coordinated system for planning and delivery of delivering** intervention and referral services ~~that are~~ designed to assist **students pupils** who are experiencing **learning, behavior, or health** difficulties, and to assist staff who have difficulties in addressing **students' pupils'** learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 **and 6A:16-8.2**.

B. Functions of Intervention and Referral Services

1. ~~The Each-Building~~ Principal **in each school building in which general education students are served** will establish an Intervention and Referral Services (I&RS) Team referred to as the _____ (**name of I&RS team**). The **I&RS Team** _____ (**name of I&RS team**) will be comprised of the following:
 - a1. The Principal or a member of the teaching staff other than **a special education teaching staff member**, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
 - b2. A member of the Child Study Team (CST) **or an educational services staff member**;
 - c3. The staff member who referred **the student a pupil** in need of assistance or identified a school issue for discussion; and
 - d4. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular **student pupil**.



25. The district will provide support, guidance, and professional development to school staff **members** who participate in each **school's building's** system for planning and providing intervention and referral services.
- C. **Student Pupil Referral**
1. A **student pupil** not known to have a disability who is experiencing **learning, behavior, or health difficulties** ~~difficulty in the classroom~~ **shall** ~~may~~ be referred to the **I&RS Team** _____ (**name of I&RS team**). **This referral may be made by any school staff member** ~~the classroom teacher~~ or by **the student's parent** ~~his/her parent(s) or legal guardian(s)~~. The **student's pupil's** ~~parent(s) or legal guardian(s)~~ shall be informed of any such referral.
 - a. The district will provide support, guidance, and professional development to school staff **members on identifying** ~~who identify~~ **student** learning, behavior, and health difficulties.
 2. When it appears that a referred **student pupil** may have a disability, the **I&RS Team** _____ (**name of I&RS team**) shall refer the **student pupil** to the CST for evaluation pursuant to Policy No. 2460 for a determination of the **student's pupil's** eligibility for special education and/or related services.
 3. The **I&RS Team** _____ (**name of I&RS team**) shall consult with the **student's pupil's** regular classroom teacher(s), parent(s) or legal guardian(s), and any school **staff member** employee as appropriate to **identify and collect information on the learning, behavior, and health difficulties of the student** ~~gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.~~
 4. The school nurse **may be requested to** ~~shall~~ review the **student's pupil's** health records and inform the **Principal committee** of any **health** condition relevant to the ~~pupil's~~ **student's** difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult **student pupil** or the **student's pupil's** parent(s) or legal guardian(s).



5. As appropriate, the **I&RS Team** _____ (~~name of I&RS team~~) may consult with community-based social and health agencies that provide services to the **student pupil** or the **student's pupil's** family.
 6. **The I&RS Team shall determine if the student's learning, behavior, and/or health difficulties may be helped with a written action plan.**
- D. Intervention and Referral **Services** Action Plans
1. The **I&RS Team** _____ (~~name of I&RS team~~) shall **develop** ~~prepare~~ **and implement** a written action plan for referred **students pupils** that **provide for appropriate school or community interventions or referrals to school and community resources, based on collected data and desired outcomes for the identified learning, behavior, or health difficulties who** ~~require supportive services, modifications to their regular educational program, or assessment and referral to school or community based social and/or health provider agencies.~~
 2. The intervention and referral services action plan shall:
 - a. Detail any modifications in the **student's pupil's** educational program **which will include, but not be limited to, support and guidance to the student's teacher(s);**
 - b. List the persons who will implement the action plan;;
 - c. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies;;
 - d. Document parental notification of the **student's pupil's** referral and any change in educational placement or the withholding of parental notification because child abuse was suspected or Federal rules mandated confidentiality in an alcohol or drug related matter;;



- e. ~~Involve t~~**Involve t**he student's parent(s) or legal guardian(s) shall be actively ~~involved~~ in the development and implementation of any intervention and referral services action plans **by being offered an opportunity to provide input in the development and implementation of the action plan;** ~~and~~
 - f. Identify the **I&RS Team** ~~committee~~ member(s) who will ~~to~~ **coordinate the access to and delivery of school resources and services for achieving outcomes identified in the intervention and referral services action plan** ~~monitor and review the pupil's progress;~~ **and**
 - g. **Identify the I&RS Team member(s) who will coordinate the services of community-based social and health provider agencies and other community resources for achieving outcomes identified in the intervention and referral services action plan.**
3. The implementation and effectiveness of ~~each~~ the intervention and referral services action plan shall be reviewed **by the I&RS Team** within eight calendar weeks from the beginning of its implementation. The **I&RS Team** ~~committee~~ shall consult the referring school staff member **and any other school staff members** ~~for his/her assessment of~~ **to assess** the effectiveness of the plan.
 - a4. If the ~~implementation of the action plan is determined to be ineffective,~~ **not achieving the identified outcomes,** the plan shall be **modified to achieve the outcomes, as appropriate** ~~reviewed and amended as necessary.~~ If the review indicates **the student may have a disability,** the ~~student pupil~~ shall be referred to the CST.
 4. **The I&RS Team may review any intervention and referral services action plan throughout the school year. However, at a minimum, the I&RS Team shall annually review all intervention and referral services action plans and the actions taken as a result of the school building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.**



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E. ~~Records and~~ **Annual Reports**

- ~~1. Records of all requests for assistance, intervention and referral services action plans, and related pupil information shall be maintained in accordance with Federal and State laws, pursuant to N.J.A.C. 6A:16-8.2(a)9.~~
12. At the end of the school year, the Principal shall, in consultation with the **I&RS Team** _____ (~~name of I&RS team~~), develop a report on the concerns and ~~issues~~ **problems** identified by the ~~through I&RS Team committee discussions and the effectiveness of the services provided in achieving the outcomes identified~~ **documented** in the intervention and referral services action plans. The report shall **also** include:
 - a. A description of the needs and issues identified through referrals to the **I&RS Team committee**;
 - b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year;
 - c. A description of activities planned in response to the needs and issues significant in school planning; and
 - d. **Any other information the Principal or the I&RS Team determine would be beneficial to improving the school's system for planning and delivering intervention and referral services designed to assist students.**
- 2d. The Principal's report shall be **provided** ~~given~~ to the **Superintendent of Schools Board of Education** and kept on file as a public record.

Adopted: 15 January 2013

Revised:



**2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR A GENERAL
EDUCATION STUDENT FOR REASONS OTHER THAN A TEMPORARY OR
CHRONIC HEALTH CONDITION PUPILS**

The **Board of Education** ~~district shall will~~ provide instructional services to **an** enrolled general education **student** ~~pupils~~ at the **student's** ~~pupil's~~ home or other suitable out-of-school setting under the following conditions:

- A. The **student** ~~pupil~~ is mandated by State law and rule for placement in an alternative education program ~~for violations of N.J.A.C. 6A:16-5.5 (firearm offenses) and 6A:16-5.6 (assault with weapons offenses)~~, but placement is not immediately available;
- B. The **student** ~~pupil~~ is placed on short-term or long-term suspension from participation in the general education program ~~pursuant to N.J.A.C. 6A:16-7.2 and 7.3~~; or
- C. A court order requires the **student** ~~pupil~~ receive instructional services in the home or other out-of-school setting.

The **school** district in which **a the student** ~~pupil~~ resides **shall be** is responsible for the costs of providing instruction in the home or out-of-school setting either directly, **or through online services, including any needed equipment**, or through contract with another Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency. The district shall provide services no later than five school days after the **student** ~~pupil~~ has left the general education program.

The services to be provided shall meet the minimum standards as required in N.J.A.C. 6A:16-10.2(d). ~~The district will develop an Individualized Program Plan (IPP) for the delivery of instructional services and pupil progress in accordance with requirements of N.J.A.C. 6A:16-10.2(d)1. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals. The IPP shall incorporate any prior findings and actions recommended through the school building's system of Intervention and Referral Services pursuant to N.J.A.C. 6A:16-8 and recommend placement in an appropriate educational program. The school district shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and revise the IPP no less than every sixty calendar days.~~

The teacher(s) providing ~~the~~ instruction **shall will** be ~~appropriately~~ a certified **teacher** for the



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Temporary or Chronic Health Condition Pupils**

~~subject and grade level of the pupil. The teacher shall provide o~~One-on-one instruction ~~will be provided~~ for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided-learning experiences that may include the use of technology to provide audio and visual connections to the ~~student's pupil's~~ classroom. ~~If home instruction is provided to pupils in a small group rather than through one on one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.~~

~~The Pupils will receive instruction~~ **shall** that meets the Core Curriculum Content Standards in accordance with N.J.A.C. 6A:8 and that meets the school **Board of Education's** district's requirements for promotion and graduation.

If instruction is delivered in the ~~student's pupil's~~ home, a parent or other adult **twenty-one** 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction. ~~Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP or to be present in the home as required may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.~~

~~The Principal shall maintain a summary record, pursuant to N.J.A.C. 6A:16-10.2(g)1, concerning pupils receiving home or out of school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs. The Superintendent shall provide the summary report annually to the County Superintendent pursuant to N.J.A.C. 6A:16-10.2(g).~~

N.J.S.A. 18A:38-1 through 18A:38-25

N.J.A.C. 6A:16-10.2

Adopted: 17 July 2012

Revised:



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Home or Out-of-School Instruction for a General
Education **Student for Reasons Other Than a
Temporary or Chronic Health Condition Pupils**

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R 2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR A GENERAL
EDUCATION STUDENT FOR REASONS OTHER THAN A
TEMPORARY OR CHRONIC HEALTH CONDITION PUPILS

The Board of Education ~~will~~ **shall** provide instructional services to an enrolled general education ~~student pupil~~ **student** at the ~~student's pupil's~~ **student's** home or other suitable out-of-school setting pursuant to N.J.A.C. 6A:16-10.2.

A. Conditions For Providing Instructional Services – N.J.A.C. 6A:16-10.2(a)

1. The ~~student pupil~~ **student** is mandated by State law and rule for placement in an alternative education program, ~~for violations of N.J.A.C. 6A:16-5.5 and 5.6~~ but placement is not immediately available;
2. The ~~student pupil~~ **student** is placed on short-term or long-term suspension from participation in the general education program ~~pursuant to N.J.A.C. 6A:16-7.2 and 7.3~~; or
3. A court order requires the ~~student pupil~~ **student** to receive instructional services in the home or other out-of-school setting.

B. Providing Services

1. The school district shall provide services no later than five school days after the ~~student pupil~~ **student** has left the general education program.
2. The school district in which ~~a student the pupil~~ **a student** resides shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly or through **online services, including any needed equipment, or through** contract with another Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency.



Home or Out-of-School Instruction for a General
Education Student for Reasons Other Than a
Temporary or Chronic Health Condition Pupils

C. Standards For Home or Out-of-School Instruction

- ~~1. The Principal shall coordinate the development of an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of delivery of instructional services and pupil progress.~~
- 1. The district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and student progress.**
- 2. The teacher providing instruction shall be a certified teacher.**
 - ~~a. For a pupil expected to be on home instruction for thirty calendar days or more, the IPP shall be developed within thirty calendar days after placement;~~
 - ~~(1) For a pupil on short term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.2, development of an IPP is not required.~~
 - ~~(2) For a pupil on long term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.3, the IPP shall be developed within thirty days following a determination by the school district.~~
 - ~~b. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals;~~
 - ~~e. The IPP shall incorporate any prior findings and actions recommended through the school building system of Intervention and Referral Services, pursuant to N.J.A.C. 6A:16-8, Intervention and Referral Services;~~



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Home or Out-of-School Instruction for a General
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Temporary or Chronic Health Condition Pupils

- d. ~~The IPP shall recommend placement in an appropriate educational program, including supports for transition back to the general education setting; and~~
- e. ~~The Principal shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and coordinate the revision of the IPP no less than every sixty calendar days.~~
2. ~~The teacher providing instruction shall be appropriately certified for the subject and grade level of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.~~
3. The teacher shall provide one-on-one instruction for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided-learning experiences that may include the use of technology to provide audio and visual connections to the **student's** pupil's classroom.

 - a. ~~If home instruction is provided to pupils in a small group rather than through one on one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.~~
4. The instruction shall meet the Core Curriculum Content Standards ~~in accordance with N.J.A.C. 6A:8 and the Board of Education's district's~~ requirements for promotion and graduation.
5. ~~If instruction is delivered in the pupil's home, a parent(s) or legal guardian(s) or other adult twenty one years of age or older who has been designated by the parent(s) or legal guardian(s) shall be present during all periods of home instruction.~~
6. ~~Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP as required or to be present in the home as required in 5. above may be deemed a violation of compulsory~~



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Home or Out-of-School Instruction for a General
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Temporary or Chronic Health Condition Pupils

~~education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.~~

~~D. Record Keeping~~

- ~~1. The Principal shall maintain a summary record concerning pupils receiving home or out-of-school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs.~~
 - ~~a. The summary record shall provide information concerning the number of pupils categorized by age, grade and gender, the number of weeks on home instruction before placement in the recommended setting, and the reasons for delay.~~

Adopted: 15 January 2013

Revised:



5200.1 ATTENDANCE TARDINESS HIGH SCHOOL

~~The laws of the state of New Jersey require regular attendance of all students enrolled in the public schools.~~ **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, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy

To receive credit for a course, a student must attend class on a regular basis and complete all requirements of the scheduled course. A student will not be granted credit toward graduation in a scheduled course after the absences exceed eighteen (18) days per year in a full year course, nine (9) days per semester in a semester course, ~~and four (4) days per quarter in a quarter course.~~

Students exceeding the allotment of days will be considered excessively absent and may be subject to removal from the course with loss of credit and may be reassigned at the option of the administration. **ALL ABSENCES WILL BE COUNTED.** Absences accrued due to participation in school-sponsored activities that take place during the day are exempt from the attendance policy. Religious holidays recognized by the State of New Jersey will always be ~~excused~~ **exempt** as will all absences related to an Individualized Educational or Health Plan. **Absences documented by medical notes will be exempt from policy.**

Absences include full day absences and absences from individual class(es) that result in ten (10) minutes or more of the period being missed. All work missed must be made up at the initiative of the student, **including PE.** If a student is absent from school, parents are required to notify the attendance office. Written documentation regarding the absence should be brought to the attendance office on the morning that the student returns to school. All absence documentation will be kept in the student's folder to be used in the event of an appeal.

If a parent/guardian does not contact the attendance office, the office will make every effort to contact the parent guardian. If not contacted by the parent/guardian, the office will establish whether or not the student is ~~truant~~ **absent.**

A student may / **may not** remain in a scheduled class even after exceeding the limits noted above. The report card and permanent record card will indicate the grade earned in the course;



however, the report card and permanent record card will also indicate “NO CREDIT BECAUSE OF EXCESSIVE ABSENCES”.

Excused Absences

~~Students may miss school only with a valid excuse and in accordance with all New Jersey Statutes and Administrative Code. Once absences exceed the allotted number, the Attendance Review Committee (ARC) may give consideration to family illness or death, educational opportunities, and a reasonable number of parental notes. Religious holidays recognized by the State of New Jersey Department of Education will always be excused as will all absences related to an Individualized Educational or Health Plan.~~

Notification

Notification will occur **on or about**:

- Full Year Course: 4th absence, 9th absence, **13th absence**, 17th absence
- Semester Course: ~~4th absence~~, 7th absence, ~~9th absence~~
- Quarter Course: ~~3rd absence~~, 4th absence

~~Loss of Credit – Physical Education~~

~~A student may elect to participate in a Physical Education (P/E) make-up recoup days and participation.~~

Appeals for Loss of Credit

Appeals for exceptions to the loss of credit due to excessive absences may be made to the Attendance Review Committee. The Attendance Review Committee is comprised of the Principal/Vice Principal, Counselor, Student Assistance Counselor/Nurse and teachers. To initiate the appeals process, all appeals should be returned to the school within five (5) business days of the absence causing the loss of credit.

The Attendance Review Committee may meet with the student, his/her parents and counselor to consider the merit of an appeal. All supporting material will be considered in the appeal: attendance records, excuse notes, contracts, information from teachers, etc. Data will include documentation, if any, for all days absent, not merely for those in excess of the limit.



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:

- The student's record of attendance to date.
- The academic performance demonstrated to date.
- The student's disciplinary record.
- Verified driver's license test appointments
- Documented college visitations (five (5) days total)
- Court appearances with proper documentation
- Student illness with a doctor's note
- Death in the family
- Parent notes will be accepted not to exceed half of the total number of absences

The committee decision will be communicated to the student at the conclusion of the meeting. The decision may be one of the following:

- Appeal denied
- Appeal granted/credit restored
- Appeal decision deferred pending successful completion of conditions set forth by the committee

Class Cuts

Students who are absent from class without authorization while in attendance that day will be considered cutting their class(es) and will be dealt with in the following manner:

- A. First Class Cut – parents will be contacted by the classroom teacher – The student's counselor will be notified and the Vice Principal will discuss the cut with the student. Consequences will be per the Code of Conduct.



- B. Second Class Cut – parents will be contacted by the Vice Principal: The Vice Principal will inform both the student and the parents that one more cut will result in loss of credit. The student will be assigned consequences ~~at the discretion of the administration~~ **will be per the Code of Conduct**. Parents/guardians will be notified that the student is one cut away from revocation of course credit.
- C. Third Class Cut – the Vice Principal will notify the student’s parents. The student may lose course credit required for graduation and be subject to consequences as per the Code of Conduct.
- D. Additional class cuts will result in an administrative review and possible disciplinary consequences.

~~Quarter Courses~~

- ~~A. First Class Cut – parents will be notified / contacted by the teacher. The student’s counselor will be notified and the Vice Principal will discuss the cut with the student. Consequences as per the Code of Conduct.~~
- ~~B. Second Class Cut – the Vice Principal will notify the student’s parents. The student may lose course credit required for graduation. The student may be assigned to a restricted study for the remainder of the semester.~~

Tardiness to School / Class

- A. Students who are tardy to school must report to the attendance office to sign in and obtain a tardy pass to class. Students who are excessively tardy will be subject to disciplinary action by the administration as follows: Every three (3) tardies to class is counted as equivalent to a cut of that course. Consequences will be imposed as per the Code of Conduct. In the event that a student is tardy to homeroom, every three (3) tardies will be assigned consequences ~~at the discretion of the administration~~ **as per the Code of Conduct**.

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

Revised:



5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness **documented by a medical note**, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is ~~excused~~ **exempt from the attendance policy**. All other incidents of tardiness will ~~be considered unexcused~~ **accumulate**.

A pupil who develops a pattern of tardiness, ~~excused or unexcused~~, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

Adopted: 17 July 2012

Revised:



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Tardiness

R 5240 TARDINESS

Pupils who arrive at school ~~after 7:15 a.m.~~ **ten (10) minutes after the start of school** must report to the attendance office. A late pupil should secure an admit pass and be recorded as present before going to class. Repeated lateness to school for reasons such as oversleeping and missing buses and/or rides will not be considered as excused.

1. ~~First period~~ **Homeroom** teachers will take attendance and mark all tardies from the passes that have been handed to them by late pupils. Passes will be retained as a record of the tardies.
2. Pupils arriving late (tardy) to period one will have to first sign in at the attendance office and obtain a pass to their first class. The pass will have the arrival time written on it.
3. For pupils arriving after the first ~~fifteen~~ **ten (10)** minutes of a period ~~one~~, the tardy will become an ~~emulative~~ absence.
4. ~~Pupils arriving later than period one have to sign in at the attendance office.~~
5. ~~Pupils arriving after the fifteen minute cut off and not signing in at the attendance office and not reporting to class will have an automatic Saturday Detention.~~
- 6 4. Policy for ~~tardy pupils~~ **class tardies**:
 - a. ~~First tardy teacher warning and teacher detention;~~
 - b. ~~Second tardy administrative detention;~~
 - c. ~~Third tardy Saturday detention;~~
 - d. ~~Fourth tardy another Saturday detention plus a senior loss of driving privileges for one week;~~
 - e. ~~Fifth tardy one day suspension; and~~
 - f. ~~Sixth tardy loss of credit.~~

Three (3) tardies to class is equivalent to a cut class. Consequences are determined via the code of conduct.

Adopted: 15 January 2013

Revised:



5530 SUBSTANCE ABUSE

It is the Board of Education's intent to provide a wholesome atmosphere in which pupils may develop and learn. Therefore, the Randolph Township Board of Education prohibits the use, possession and distribution of any controlled dangerous substance by pupils, staff, or others on school property at any time and at any school-related activity.

In this policy substance abuse refers to the use, possession or distribution of the following controlled or dangerous substances:

1. All substances so designated and prohibited by New Jersey statutes; all chemicals which release toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes;
2. All alcoholic beverages;
3. All prescription drugs and controlled, dangerous substances, not prescribed for that person, except those for which permission for use in school has been granted pursuant to Board policy;
4. All non-prescription drugs with the potential for abuse; and
5. All anabolic steroids.

In the absence of the Building Principal, all of the Principal's duties under this policy shall be performed by the Principal's designee.

The following are administrative procedures for:

- A. Referring a pupil who may be under the influence of drugs, alcohol, or certain toxic chemical compounds on the school property, at school sponsored functions off school premises, or on school sponsored transportation.
 1. Any teaching staff member, school nurse, or other educational personnel who believes that a pupil may be using or under the influence of drugs or substances designated in one thru five above shall report the name of the pupil as soon as possible to the school nurse, substance awareness coordinator, and/or the Building Principal or designee.



2. The Principal shall have the pupil report immediately to the school office, or, if at a school-sponsored function, to the person in charge. The Principal will contact the parent(s) and/or legal guardian(s) and request the parent(s) and/or legal guardian(s) to come to school. The Principal will also notify the Superintendent of schools.
 - a. The Principal shall arrange for an immediate examination/assessment of the pupil by a medical doctor/treatment center. If a parent/guardian so chooses he/she can visit a medical doctor/facility of his/her choice within two hours. In the event that anabolic steroid use is suspected, the medical assessment and examination shall be arranged as soon as possible. The parent(s) and/or legal guardian(s) shall be asked to take the pupil to the medical doctor or medical inspector for the examination. In all cases the pupil will be evaluated by a physician.
 - b. If the pupil's medical doctor/treatment center, or school physician/medical inspector is not immediately available, the pupil shall be taken to an emergency facility with comprehensive diagnostic services for examination. The pupil will be accompanied by a member of the school staff (nurse, guidance counselor, substance awareness coordinator, Principal or designee), and a parent(s) and/or legal guardian(s) of the pupil, if available.
 - c. **If a pupil / parent refuses a drug alcohol screen or if a sample is tampered with or diluted, it will be considered a positive result.**
 - d. **A pupil who admits to being under the influence will be subject to the penalty provisions of this policy irrespective of the results.**
 - e. If the parent or guardian cannot be located, the principal shall make the necessary arrangements to have the student examined by;
 - (1) Drug and alcohol treatment center with evaluation/assessment capabilities,
 - (2) Family physician,
 - (3) Medical inspector, or
 - (4) Attending physician at the emergency facility.



- (a) The school security guard, nurse, substance awareness coordinator, guidance counselor, or other school staff member, shall accompany the student to the place of examination.
 - (b) The Building Principal shall notify the parent as promptly as possible of the action taken.
- d. f.** Medical assessment of the pupil shall include level of consciousness and awareness, vital signs, urine testing, **breathalyzer**, pupil size and reaction to light, orientation to time and place, and any other medical attention deemed necessary for the welfare of the pupil.
- e. g.** Results of medical assessment
- (1) If the physician returns a positive written report for anabolic steroids, the pupil will be referred to the substance awareness coordinator or other appropriately certified and trained staff member.
 - (2) Unless the examining physician reports that the examination is positive, the pupil shall be returned within twenty-four hours to the school program. The pupil may stay in school until positive results are reported.
 - (3) If necessary, a referral to an appropriate treatment program will be made. ~~All facilities used by the Randolph Township Schools have the capability of reporting results within twenty-four hours.~~
 - (4) If the drug screen returns a negative result, all costs will be at the district's expense. If the drug screen returns a positive result, costs will be paid by the parent/guardian.
- f. h.** If the written report of the examining physician indicates a positive diagnosis for alcohol; any substance so designated and prohibited by New Jersey statutes; any chemical which releases toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes; any prescription drug and controlled dangerous substance, the pupil shall be returned to his/her home as soon as possible and appropriate data shall be furnished to the Department of Health. The pupil shall not resume attendance at school until he/she submits to the Principal a written report certifying that he/she



is physically and mentally able to return to school. Student's personal physician, medical inspector or the attending physician who examined the student shall prepare the written report, and a copy thereof shall be given to the parent or guardian of the student. The principal shall notify the Superintendent of the report.

- ~~g. i.~~ Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40-A-12 for medical assessment shall be deemed a violation of the compulsory education (N.J.S.A.18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.
3. Where a search of pupil's person or property is necessary; **to include search of a vehicle parked on school grounds or at a school sponsored event or activity**, it will be conducted in conformity with Board Policy.
4. Pupils found to be under the influence of illegal drugs, alcohol, or other toxic chemical compounds:
- a. Will be suspended as follows: ~~(in same academic year)~~
- | | | |
|-----------------------------|----------------------|---|
| 1st offense | up to 5 days | External / Internal Suspension Complete substance evaluation recommended. |
| 2nd offense | up to 10 days | External / Internal Suspension Must have a complete substance evaluation and show evidence of following through with recommendations. Failure to comply will result in further consequences / Superintendent review. After a second offense, administration reserves the right to ask for a random drug test at any point during that school year. |
| 3rd and subsequent offenses | | Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion |

Additional random test will be required within a month's ~~time~~ to prove ~~negative~~ compliance. Any positive result will be considered **another second** offense.



1st offense Complete substance evaluation Recommended

2nd offense Must have a complete substance evaluation and show evidence of following through with recommendations. Failure to comply will result in further consequences / Superintendent review. After a second offense, administration reserves the right to ask for a random drug test at any point during that school year.

b. **During the period of suspension, the student** ~~W~~ will lose privilege to participate in school activities including, but not limited to clubs, sports, field trips, dances, prom.

1st offense Up to 1 month suspension from competition

2nd offense Up to 2 months suspension from competition

3rd offense and subsequent offences Suspension from all activities until Superintendent's review and/or Board of Education hearing to consider expulsion from all activities for the remainder of the pupil's enrollment at Randolph High Schools

~~External suspensions are included in time frame.~~

c. After the examination by a medical professional for the purpose of diagnosing whether the pupil is under the influence of alcohol and/or other drugs, the pupil may be referred for an:

(1) Evaluation by the Child Study Team to determine a pupil's eligibility for special education and/or related services when the pupil has been identified as potentially educationally handicapped;

(2) Assessment by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or



by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention; and/or

- (3) Referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.

- ~~5. The provision of intervention and treatment referral services for pupils who are affected by alcohol or other drug use shall be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.~~
 - ~~6. 5. Every referral of substance abuse is to be reported as part of the district's Annual Report of Violence, Vandalism and Substance Abuse. This includes referrals which are not carried beyond the building level.~~
- B. Pupils suspected of possessing **vapor cigarettes, e cigarettes, alcohol**, illegal drugs, toxic chemical compounds/drug paraphernalia.
1. Any pupil who possesses illegal drugs or toxic compounds in school, on the school grounds, or at school-sponsored functions is in violation of the law. The Principal will immediately call the appropriate law enforcement agency so that the proper investigation may be conducted. If the parent(s) and/or legal guardian(s) are not available, the police will be contacted and the parent(s) and/or legal guardian(s) then will be informed as soon as they are available.
 2. If the Principal suspects **vapor cigarettes, e cigarettes, alcohol**, illegal drugs or toxic chemical components are contained in a pupil's locker or on a pupil's person, the Principal may, in the presence of a teaching staff member, conduct a search of the locker or the person, **or the vehicle parked on school grounds or at school sponsored event or activity.**
 3. Any pupil in possession of illegal substances will be sent for a drug screen and be subject to consequences as listed in #A4 above.
 4. The Principal shall notify the Superintendent of the incident and the action taken. In addition, the Board of Education may take further action based on recommendations from the administration, provided however, that before any



such action the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.

5. Any pupil found to be in possession of illegal drugs, alcohol, or other toxic chemical compounds will be suspended as follows:

- a. 1st offense **up to 10 days** External / Internal Suspension
- 2nd offense External Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion

- b. **During the period of suspension, the student w**ill lose the privilege to participate in school activities, including, but not limited to clubs, sports, field trips, dances, proms.

~~1st offense — Up to 2 months suspension from competition~~

~~2nd offense — Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion from all activities for the remainder of the pupil's enrollment at Randolph High School~~

~~External suspensions are included in time frame.~~

C. Sale or Distribution of Drugs on School Property

1. The parent(s) and/or legal guardian(s) will be apprised that the Principal will inform the local police department of the pupil's activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.
2. When the school Principal or any staff member has reasonable cause to believe that a pupil is selling or distributing drugs on school property, the Principal shall inform the pupil of the basis of the belief. Also, the pupil shall be advised of the school's intention to inform the pupil's parent(s) and/or legal guardian(s) as soon as possible of this suspected activity.



3. The Principal, in the presence of a ~~teaching~~ staff member, may conduct a search of the pupil's locker or of a pupil's person if the Principal suspects illegal drugs, alcohol, or toxic chemical compounds are contained in the locker or on the pupil, **including vehicles on school property or at school sponsored event or activity.**
 4. Any pupil found selling or distributing drugs on school property will be suspended as follows:

All ~~offenses~~ **consequences** ranging from suspension to expulsion ~~and police involvement~~ **are at the discretion of administration.**
- D. Non-pupils on the school grounds under the influence of drugs or certain toxic chemical compounds.
- Any teaching staff member or other employee who believes that a non-Randolph pupil on school property is under the influence of drugs or certain toxic chemical compounds shall report the same to the Principal of the school who in turn shall immediately report the incident to the Randolph Police Department for investigation.
- E. Evaluation services for pupils who are affected by substance abuse.
1. All substance abuse offenses shall require the involvement of a district Substance Awareness Coordinator.
 2. Upon completion of treatment, further assessment can be made by the Intervention and Referral Services (I&RS) Team regarding the extent of the effect of the pupil's substance use or dependency on his/her educational performance and program. Recommendations by the Intervention and Referral Services (I&RS) Team may be made for additional medical and/or educational testing.
- G. F. Treatment services for pupils who are affected by substance abuse.
1. All pupils will be instructed about substance abuse as part of the health curriculum. Pupils who have identified substance abuse problems will be included in sessions conducted by the Substance Awareness Coordinator.
 2. Pupils and/or parent(s) and/or legal guardian(s) will be provided with the names of local or county agencies that will assist them in dealing with substance abuse dependency, as well as names of appropriate rehabilitation programs.



3. Counseling services will be provided to pupils by support personnel such as a substance awareness coordinator, Intervention and Referral Services (I&RS) Team, and guidance counselors.
 4. Liaison will be maintained with the rehabilitation center by school personnel regarding the enrolled pupil. Counseling will be provided to pupils who are discharged or who participate in part-time rehabilitation programs.
 5. Pupils who have been identified as being involved with, in possession of, distribution of, under the influence of controlled dangerous substance, or in possession of drug paraphernalia will be required to participate in a ~~Board approved~~ program designed to ~~improve pupil decision making and substance avoidance~~ **address substance abuse issues**.
 6. Refusal to participate in a ~~district approved~~ substance abuse treatment program will result in referral to the Superintendent **or designee** for appropriate placement.
- G. Annual review of district's substance abuse policy.

The annual review of the district's substance abuse policy will be completed ~~no later than the end of June of the preceding school year~~ **annually**. The final report and recommendations for revision will then be presented to the Policy Committee and the Board of Education for consideration and approval. The following groups and individuals may have input into the annual review process:

1. Administrators, guidance counselors, student assistance counselors, school resource officers, School Physician/Medical Inspector.
 2. Pupil government representatives and the pupil representative seated on the Board of Education.
 3. Appropriate community agencies.
- H. Dissemination procedures for substance abuse policy and procedures.

The Substance Abuse Policy and Procedures shall be distributed on an annual basis to staff, pupils, and parent(s) and/or legal guardian(s) through electronic distribution and on the website.

- I. Violence, vandalism and substance abuse incident report.



1. Each substance abuse incident will be reported immediately by the respective Building Principal to the Superintendent of Schools.
 2. At the end of each school year, the Superintendent of Schools will review and compile all data necessary to properly complete the Violence, Vandalism, and Substance Abuse Incident Report. This report will be reviewed by the Board of Education and then be sent to the county and State authorities.
- J. Legal Compliance
1. The district will comply with all legal requirements such as the Drug Free School Zones Act.
 2. The district will provide for compliance with the confidentiality requirements established in federal regulations found at 42CFR Part 2.
- K. Pupil Curriculum Standards
1. Randolph Township Schools serving Kindergarten through grade ~~six~~ **five** shall incorporate into its curriculum, at each grade level, alcohol and other drug education, including tobacco and anabolic steroids, appropriate for the pupil's age and maturity, in accordance with Department of Education Chemical Health Guidelines. ~~as outlined in the district health curriculum.~~
 2. Randolph Township Schools serving grades ~~seven~~ **six** through twelve shall incorporate into its curriculum, ~~at each grade level, a minimum of ten clock hours per school year of~~ alcohol and other drug education, including tobacco and anabolic steroids. ~~These requirements are outlined in the district health curriculum.~~
- L. Parental Education
- Parent(s) and/or legal guardian(s) are provided with substance awareness education programs throughout the school year.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
N.J.A.C. 6A:16-4.1 et seq.

Adopted: 17 July 2012

Revised:



5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a **student pupil** from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any **student pupil** who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of 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 pupil** guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's **Student Pupil** Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a **student pupil** from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for **one, but not more than a term** of ten consecutive school days ~~or less~~ and "long term suspension" means a suspension for more than ten consecutive school days.

~~Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school sponsored function shall be immediately removed from the school's regular educational program pending a hearing before the Board of Education to remove the pupil in accordance with N.J.S.A. 18A:37-8 and Policy No. 5611.~~

~~Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a pupil, teacher, administrator, Board member, or other school district employee, with a weapon, other than a firearm, on any school property, on a school bus, or at a school sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education in accordance with N.J.S.A. 18A:37-2.2. and Policy 5612.~~

~~Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a~~



~~weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion proceedings before the Board in accordance with N.J.S.A. 18A:37-2.1.a.~~

~~Pursuant to N.J.S.A. 18A:37-2.1.b., whenever a teacher, administrator, Board member, school district employee or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a pupil, the Principal shall file a written report with the Superintendent. The Superintendent, upon receiving such report shall report the alleged assault to the Board at the next regular Board meeting; provided the name of the pupil who allegedly committed the assault; although it may be disclosed to the Board members, shall be kept confidential to the public at the Board meeting. A person failing to file a report of an alleged assault may be liable to disciplinary action.~~

In accordance with the provisions of N.J.S.A. 18A:37-4, a student pupil may be suspended only by the **Building** Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended **student pupil** may be reinstated by the Principal ~~within ten days of the suspension~~, or by the Superintendent **prior to at any time before the second regular meeting** of the Board following the suspension, **unless the Board reinstates the student at the first regular meeting**, or by the Board of Education at the first meeting following the suspension, ~~except that No student pupil~~ suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that **student's pupil's** expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the **student pupil** or continue the suspension.

In each instance of a short-term suspension, the **student pupil** ~~and their parent(s) or legal guardian(s)~~ will be provided oral or written notice of the charges and an informal hearing conducted by the **Building** Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the **student's pupil's** presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the **student pupil** may be immediately removed from the **student's pupil's** educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the **student pupil** pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14-, for each **student pupil** with a disability who is subject to a short-term or long-term suspension.



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In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1 **et seq.**, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a **student pupil** with a disability shall be provided consistent with the **student's pupil's** Individualized Education Program, in accordance with N.J.A.C. 6A:14. ~~At the completion of a short-term suspension, the general education pupil shall be returned to the general education program.~~

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and ~~The records of a pupil disciplined by suspension will be expunged in accordance with Policy and Regulation No. 8330. All record of a suspension will be immediately expunged if the pupil is found innocent of the charges levied. The name of a disciplined student pupil will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student pupil will be designated by code.~~

N.J.S.A. 18A:37-1 **et seq.**; **18A:37-2 et seq.**; **18A:37-4**; **18A:37-5**
N.J.S.A. 18A:54-20g [**vocational districts**]
N.J.A.C. 6A:16-7.2; 6A:16-7.3; **6A:32-7.7**; 6A:14-2.8 **et seq.**
20 U.S.C. 1415

Adopted: 17 July 2012
Revised:



R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

1. In each instance of a short-term suspension, the ~~Building~~ Principal or designee, shall assure the rights of a **student pupil** suspended for **one, but not more than ten or fewer** consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the **student pupil**.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges ~~shall~~ also **shall** be provided.
 - b. **Prior to the suspension, a**An informal hearing ~~prior to the suspension~~ **is during** which the **student pupil** is given the opportunity to present **his or her version of the events regarding his or her** ~~the pupil's side of the story regarding the~~ actions leading to the short-term suspension and **is provided notice of** the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
 - (1) The informal hearing shall be conducted by a **school administrator** ~~the Building Principal~~ or designee;
 - (2) To the extent that a **student's pupil's** presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the **student pupil** may be immediately removed from the **student's pupil's** educational program and the informal hearing shall be held as soon as practical after the suspension;
 - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
 - (4) The informal hearing and the notice given may take place at the same time.
 - c. Oral or written notification to the **student's pupil's** parent(s) ~~or legal guardian(s)~~ of the **student's** removal from the **student's pupil's** educational program prior to the end of the school day on which the ~~Building Principal or designee makes the decision~~ **decides** to suspend



the **student**. ~~The notification pupil, which~~ shall include an explanation of:

- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the ~~pupil~~ code of **student** conduct the **student pupil** is accused of violating;
 - (4) The **student's pupil's** due process rights, pursuant to **N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2 through 7.6**; and
 - (5) The terms and conditions of the suspension.
- d. Appropriate supervision of the **student pupil** while waiting for the **student's pupil's** parent(s) or legal guardian(s) to remove the **student pupil** from school during the school day; and
- e. Academic instruction, either in school or out of school, that addresses the Core Curriculum Content Standards, ~~pursuant to N.J.A.C. 6A:8-3.1, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10.~~
- ~~(1) Services shall be provided within five school days of the suspension.~~
 - ~~(2) Educational services provided to a pupil with a disability shall be provided consistent with the pupil's Individualized Education Program in accordance with N.J.A.C. 6A:14.~~
 - ~~(3) At the completion of a short-term suspension, the district Board of Education shall return the general education pupil to the general education program.~~
- (1) **The student's academic instruction shall be provided within five school days of the suspension.**
 - (2) **At the completion of a short-term suspension, the Board of Education shall return a general education student to the**



general education program for which he or she was suspended.

(3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.

2. The ~~suspending Building~~ Principal **suspending the student** shall immediately report the suspension to the Superintendent, who **shall** ~~is required to~~ report it to **the** Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.
- ~~3. A Board may deny the pupil participation in extracurricular activities, school functions, sports, or graduation exercises as disciplinary sanctions, where such measures are designed to maintain the order and integrity of the school environment.~~
3. **An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.**
4. For a **student** ~~pupil~~ with a disability, the provisions set forth in ~~this section~~ **N.J.A.C. 6A:16-7.2** shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

B. Long-Term Suspensions

1. In each instance of a long-term suspension, the ~~Building~~ Principal or designee shall assure the rights of a **student** ~~pupil~~ suspended for more than ten consecutive school days by providing the following:
 - a. ~~Immediate Notification~~ to the **student** ~~pupil~~ of the charges; prior to the **student's** ~~pupil's~~ removal from school;
 - b. **Prior to the suspension, a** ~~An informal hearing prior to the suspension~~ **in during** which the **student** ~~pupil~~ is given the opportunity to present **his or her version of events** ~~the pupil's side of the story~~ regarding **the his or her** ~~pupil's~~ actions leading to the long-term suspension and **is provided notice of** the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the **student's** ~~pupil's~~ parent(s) ~~or legal guardian(s)~~ of the **student's** ~~pupil's~~ removal from school;



- d. Appropriate supervision of the **student pupil** while waiting for the **student's pupil's** parent(s) or legal guardian(s) to remove the **student pupil** from school during the school day;
- e. Written notification to the parent(s) or legal guardian(s) by the Superintendent or designee within two school days of the initiation of the suspension, stating:
- (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The **student's pupil's** due process rights, pursuant to N.J.A.C. **6A:16-7.1(c)3** and N.J.A.C. **6A:16-7.3** ~~6A:16-7.2 through 7.6~~; and
 - (4) ~~That~~ **F**urther engagement by the **student pupil** in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the **student's pupil's** right to a free public education, in the event that a decision to expel the **student pupil** is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.45.
 - (a) The Board shall request **from the parent and student** written acknowledgement of the notification **provided of** ~~the provisions of B.1.e.(4) above from the parent(s) or legal guardian(s) and the pupil~~ **pursuant to N.J.A.C. 6A:16-7.3(a)5.iv** subsequent to the removal ~~of from~~ the **student from his or her pupil's** educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to ~~B.1.j.~~ below;
- g. **For a A student pupil** with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the **student's** right ~~of the pupil~~ to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)~~78~~;



- i. ~~Either in- or out-of-school~~ Educational services, ~~either in school or out of school~~, that are comparable to those provided in the public schools for ~~students~~ **pupils** of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with ~~the provisions of~~ N.J.A.C. 6A:16-9 or 10.
- (1) The **student's educational** services shall be provided within five school days of the suspension.
 - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended general education **student based on the Core Curriculum Content Standards and the following considerations** ~~pupil~~, ~~at a minimum, based on the following criteria:~~
 - (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of ~~any~~ relevant testing, assessments, or evaluations of the **student** ~~pupil~~;
 - (c) The **student's** ~~pupil's~~ academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, ~~Building~~ Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8, ~~as appropriate.~~
 - (3) Educational services provided to a **student** ~~pupil~~ with a disability shall be provided consistent with ~~the pupil's Individualized Education Program, in accordance with~~ N.J.A.C. 6A:14.
- j. A formal hearing before the Board **that shall, which,** at a minimum, ~~shall:~~



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- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
 - (a) **Before taking final action,** ~~t~~The Board as a whole shall receive and consider either a transcript or detailed report on ~~such~~ **the hearing before taking final action.**
 - (2) Include the opportunity for the **student pupil** to:
 - (a) Confront and cross-examine witnesses, ~~if when~~ there is a question of fact; and
 - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
 - (3) Take place no later than thirty calendar days following the day the **student pupil** is suspended from the general education program; **and**
 - ~~(4) Not be subject to the provisions of the "Open Public Meetings Act," pursuant to N.J.S.A. 10:4-6; and~~
 - ~~(45) Result in a decision by the Board's **decision that,** which at a minimum, shall be based, **at a minimum,** on the preponderance of competent and credible evidence.~~
- k. A written statement to the **student's pupil's** parent(s) ~~or legal guardian(s)~~ **regarding** ~~of~~ the Board's decision within five school days after the close of the hearing. **The statement shall include that includes,** at a minimum:
- (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the **student pupil** and the administration that was brought before the ~~district Board of Education~~ at the hearing;
 - (3) Factual findings relative to each charge and the Board's determination of each charge;



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- (4) Identification of the educational services to be provided to the **student, pupil** pursuant to ~~B.1.i.~~ above;
 - (5) The terms and conditions of the suspension; and
 - (6) The right to appeal **to the Commissioner of Education** the Board's decision regarding the **student's pupil's** general education program, ~~to the Commissioner of Education~~ in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
1. **If at any time it is found that the student did not commit the offense, the student shall be immediately Immediate returned to the program from which he or she was removed general education program if at any time it is found that the general education pupil did not commit the offense; and**
 - ~~m.~~ For a pupil with a disability found not to have committed the offense, the pupil's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14.; and
 - ~~ma.~~ At the completion of a long-term suspension, the Board shall return the general education **student pupil** to the general education program.
 2. Any appeal of the Board's decision regarding the general education **student's pupil's** program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
 3. Suspension of a general education **student pupils** shall not be continued beyond the Board's second regularly **scheduled** meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
 - a. The Board shall determine whether to continue the suspension, pursuant to **B.1.** above, based on the following criteria:
 - (1) The nature and severity of the offense;
 - (2) The Board's removal decision;



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- b. Whether the **student pupil will shall** remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, **N.J.A.C. 6A:16-7.4**, ~~N.J.A.C. 6A:16-7.5~~ and Policy 5620.
 6. The Board shall provide a general education **student pupil** suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or ~~appropriate educational~~ services, based on the criteria set forth under B.1.i.(2) above, until the **student pupil** graduates from high school or reaches the age of twenty, whichever comes first.
 - a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for **students pupils** of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
 7. For a **student pupil** with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the **student's pupil's** educational placement to an interim or alternate educational setting.
 - a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to **a each student pupil** with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the **student's pupil's** educational program or placement shall be made by the **student's pupil's** Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to **students pupils** with disabilities.

Adopted: 15 January 2013

Revised:



PUPILS

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Removal of ~~Students Pupils From the General
Education Program for Weapons/Firearms~~

Offenses

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**5611 REMOVAL OF STUDENTS PUPILS FROM THE GENERAL
EDUCATION PROGRAM FOR WEAPONS/FIREARMS
OFFENSES**

The Board of Education is committed to providing a safe **and secure** school environment to all **students pupils** attending the public schools. To provide this ~~safe learning~~ environment, the Board of Education will implement policies and procedures regarding **student pupil** offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, **pursuant according** to ~~the requirements of,~~ The Zero Tolerance For Guns Act, ~~pursuant to~~ N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

Policy and Regulation 5611 shall apply to a student who is ~~Any pupil~~ convicted or adjudicated delinquent for possession of a firearm **on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds,** ~~or committing a crime while in possession of a firearm or found knowingly in possession of a firearm on school grounds. any school property, on a school bus, or at a school-sponsored function~~ **A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses** shall be immediately removed from the school's ~~general regular~~ educational program for a period of not less than one calendar year and placed in an alternative education school ~~or program~~ **according to the requirements of N.J.A.C. 6A:16-9** ~~pending a hearing before the Board of Education to remove the pupil.~~ **A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.**

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these firearm offenses, the student shall be immediately returned to the program from which he or she was removed.

~~Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education~~



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Removal of **Students Pupils From the General
Education Program for Weapons/Firearms
Offenses**

~~program and placed in an alternative education school or program, pending a hearing before the Board of Education.~~

The Superintendent **shall make the final determination on** ~~determines~~ whether the **general education student removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy** ~~pupil~~ is prepared to return to the ~~regular~~ **general education program or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i)** ~~whether the pupil remains in the alternative education program or other educational placement. The Superintendent's decision must be made in accordance with school district policy and New Jersey Administrative Code. If the pupil is disabled, the pupil's placement is determined by the Child Study Team and the pupil's parent(s) or legal guardian(s) in accordance with N.J.A.C. 6A:14 et seq., Special Education.~~

If a **student, other than a student with a disability,** ~~pupil~~ is removed from the **general regular** education program **pursuant to N.J.A.C. 6A:16-5.5 and this Policy**, and a placement in an ~~approved~~ alternative education program is not available, ~~or if the Superintendent determines that it is not in the best interest of the pupil and the school to modify the conditions for the removal and placement of the pupil, the school district~~ **the general education student shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available** ~~will provide home or out of school instruction in accordance with Policy 2481.~~

~~Pupils with disabilities who exhibit dangerous or violent behavior, may be removed immediately from the school setting and be disciplined in accordance with Policy No. 2460 and Regulation No. 2460.7.~~

~~The Board of Education will adopt policies and procedures to ensure cooperation between school staff and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.1.~~

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.



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Removal of ~~Students Pupils From the General~~
~~Education Program for Weapons/Firearms~~
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N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5 et seq.; 6A:16-6.1 et seq.;
6A:16-7.1 et seq.; 6A:16-8.1 et seq.; 6A:16-9.1 et seq.; **6A:16-10.2**

Adopted: 17 July 2012

Revised:

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Removal of Pupils From the General Education
Program for Weapons/Firearms Offenses

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R-5611 REMOVAL OF PUPILS FROM THE GENERAL EDUCATION PROGRAM FOR WEAPONS/FIREARMS OFFENSES

A. ~~Definitions for the Purposes of This Regulation are:~~

1. ~~Removal — The exclusion of a pupil from the regular education program in the school in which the pupil was assigned and the assignment of the pupil to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.~~
2. ~~Suspension — A temporary exclusion from school, following due process procedures.~~
3. ~~Expulsion — A permanent exclusion from school which denies a pupil the free, thorough and efficient public education provided by the public school district in which the pupil resides, based on specific conditions and following due process procedures, including a hearing conducted by the Board of Education.~~

B. ~~Procedures — Removal of Pupils From General Education For Firearm Offenses and Assaults with Weapons Offenses~~

1. ~~Any pupil convicted or found to be delinquent for the following offenses shall be immediately removed from the school's general educational program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil:~~
 - a. ~~Convicted or adjudicated delinquent for possession of a firearm on any school property, on a school bus, or at any school sponsored function; and~~
 - b. ~~Convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school property, on a school bus, or at any school sponsored function; and~~
 - c. ~~Knowingly in possession of a firearm on any school property, on a school bus, or at a school sponsored function.~~



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Removal of Pupils From the General Education Program for Weapons/Firearms Offenses

2. ~~Any pupil who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, upon a pupil, teacher, administrator, Board member, or other school district employee, with a weapon, which includes, but is not limited to those items enumerated in N.J.S.A. 2C:39-1(r), except a firearm, as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, on any school property, on a school bus, or at a school sponsored function must be immediately removed from the school's general education program for a period not exceeding one calendar year.~~
3. ~~The Principal or designee will remove the pupil and immediately report the removal to the Superintendent of Schools and the local law enforcement agency. The Principal or designee will isolate the pupil and place the pupil under the supervision of school staff until such time as the parent(s) or legal guardian(s) or law enforcement officials take custody of the pupil.~~
4. ~~The Principal will notify the pupil's parent(s) or legal guardian(s) of the removal action; the law enforcement notification; the change in custody, if it occurs; and the pupil's due process rights.~~
5. ~~Any pupil that is removed under this Regulation will be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-8 et seq. If placement in an approved alternative education program is not available, the pupil must be provided home instruction or other out-of-school instruction, according to N.J.A.C. 6A:16-9 et seq. and Policy 2481 until placement is available.~~
6. ~~The school district may consider other alternative education programs, such as an Individualized Program Plan (IPP) developed in accordance with the graduation requirement standards set forth in N.J.A.C. 6:8-7.1(d)ii.~~

Program for Weapons/Firearms Offenses

7. ~~Any pupil removed for a weapons offense is entitled to a hearing before the Board of Education to determine if the pupil is guilty of the offense.~~
 - a. ~~The hearing shall take place no longer than thirty calendar days following the day the pupil is removed from the general education program. The hearing is not subject to the provisions of the Open Public Meetings Act, P.L. 1975, c.231 (C. 10:4-6 et seq.).~~



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Removal of Pupils From the General Education

- b. ~~The decision of the Board of Education must be made within five calendar days after the close of the hearing. Any appeal to the Commissioner of Education must be made within ninety calendar days of the Board's decision.~~
- c. ~~If the Board finds the pupil is not guilty of the offense(s), the pupil must be immediately returned to the general education program.~~
- d. ~~The Superintendent of Schools may modify the removal of the pupil on a case-by-case basis for firearm offenses as defined in B.1. above.~~

C. ~~Violations Return of Pupils to General Education Program~~

- 1. ~~The Superintendent will determine whether the pupil is prepared to return to the regular education program or whether the pupil will remain in the alternative education program or receive home or other out of school instruction. This decision will be based on the nature and severity of the offense; the Board's removal decision; the results of any relevant testing, assessments or evaluation of the pupil; and the recommendation of the Principal or director of the alternate education program in which the pupil has been placed.~~
- 2. ~~The Superintendent's decision must be made in accordance with school district policy and New Jersey Administrative Code.~~
- 3. ~~If the pupil is disabled, the pupil's placement is determined by the Child Study Team and the pupil's parent(s) or legal guardian(s) in accordance with N.J.A.C. 6A:14-1.1 et seq., Special Education.~~

D. ~~Expulsion~~

~~In accordance with N.J.A.C. 6A:16-5.5(b)1. and 6A:16-5.6(b)1. the Board of Education is not prohibited from removing a pupil with a disability or the expulsion of a general education pupil.~~

E. ~~Superintendent's Authorization for Firearm/Weapon~~

~~The Superintendent may grant written authorization to written requests from pupils to lawfully possess a firearm or other weapon while participating in a school-sponsored function. The Superintendent will not grant such permission to any pupil who has been convicted or is an adjudicated delinquent for possession of a firearm or weapon or for a crime involving the use of a firearm.~~



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Removal of Pupils From the General Education
Program for Weapons/Firearms Offenses

F. ~~Alternative Education Settings~~

~~If a pupil is removed from the regular education program and a placement in an approved alternative education program is not available, or if the Superintendent determines that it is not in the best interest of the pupil and the school to modify the conditions for the removal and placement of the pupil, the educational program will be provided in accordance with Policy 2481.~~

G. ~~Special Education~~

~~Pupils with disabilities shall be disciplined in accordance with Policy No. 2460 and Regulation No. 2460.6.~~

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R 5611 REMOVAL OF STUDENTS FOR FIREARMS OFFENSES

A. Definitions

“Removal” means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.

“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.

“Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

B. Removal of Students for Firearm Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.5, any student, other than a student with a disability, committing the following offenses shall be



immediately removed from the school's general education program for a period of not less than one calendar year:

- a. Convicted or adjudicated delinquent for possession of a firearm on school grounds;
 - b. Convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; and
 - c. Found knowingly in possession of a firearm on school grounds.
2. The Superintendent may modify, on a case-by-case basis, the removal of a general education student.
 - a. The Superintendent shall develop and maintain a written record of case-by-case modifications of the removal requirement of N.J.A.C. 6A:16-5.5(b), which shall be made available to the Commissioner of Education upon request.
 3. Nothing in N.J.A.C. 6A:16-5.5 or this Policy and Regulation shall be construed to prohibit the expulsion of a general education student.
 4. The Board shall immediately remove students with disabilities for offenses involving firearms in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.
- C. Procedures - Removal of Students for Firearm Offenses
1. The Principal shall:
 - a. Remove a student as set forth in B. above;
 - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;
 - c. Immediately report to the Superintendent the removal of the student;
 - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and



- e. Notify the student's parent of the following information:
 - (1) The removal action;
 - (2) The law enforcement notification;
 - (3) The change of custody, if it occurs; and
 - (4) A general education student's due process rights, as set forth in N.J.A.C. 6A:16-7.2 through 7.6, or the due process rights of a student with a disability, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
 2. A student, other than a student with a disability, removed from the general education program pursuant N.J.A.C. 6A:16-5.5 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9.
 - a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
 3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
 4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to a hearing before the Board of Education in accordance with N.J.A.C. 6A:16-7.3 through 7.5.
 5. If it is found that the removed student did not commit the offenses in B. above, the student shall be immediately returned to the program from which he or she was removed.
- D. Return to General Education Program
1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program, or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-9, or receive home or other out-of-school instruction, pursuant to N.J.A.C. 6A:16-10, based on the following criteria:



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Removal of Students for Firearms Offenses

- a. The nature and severity of the offense;
- b. The Board's removal decision;
- c. The results of relevant testing, assessment, or evaluation of the student;
and
- d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

E. Exception

1. The provisions of N.J.A.C. 6A:16-5.5 shall not apply to a firearm that is lawfully stored in a locked vehicle on school grounds, or when it is for activities approved and authorized by the Board of Education, as long as the Board adopts appropriate safeguards to ensure student safety.
 - a. All students shall obtain written authorization from the Superintendent to possess a firearm stored inside a locked vehicle on school grounds or used for participation in a school-sponsored function.
 - (1) The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or for a crime involving the use of a firearm.

Adopted: 15 January 2013

Revised:



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Assaults by Pupils on **District Board of Education**

Members or Employees

Jun 14

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5612 ASSAULTS BY PUPILS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES

Any **student pupil** who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a **teacher, administrator, other school district employee, or** Board member ~~or any district employee~~ **acting** in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, **shall be immediately removed from school pursuant to** ~~according to the requirements of N.J.S.A. 18A:37-2.1, and N.J.A.C. 6A:16-5.7.~~ **will be immediately suspended from school consistent with due process procedures, pending suspension or expulsion hearings before the Board.**

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

~~This section shall be construed in a manner consistent with 20 U.S.C. §1400 et seq. and N.J.A.C. 6A:14 2.8. Nothing in this Policy will be construed as prohibiting the removal of a pupil with a disability or the expulsion of a general education pupil.~~

The Principal or designee ~~shall will~~ remove, isolate, and place the **student pupil** under the supervision of school staff until such time as the **student's** parent(s) or legal guardian(s) or appropriate agency takes custody of the **student pupil**. The Principal or designee will immediately report ~~the removal of the pupil~~ to the Superintendent **the removal of the student** and notify the **student's pupil's** parent(s) or legal guardian(s) of the removal action and the **student's pupil's** due process rights. **The Principal or designee will notify the appropriate**



law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.

~~The Board will provide a hearing no later than thirty days following the day on which the pupil is suspended. The decision of the Board will be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision.~~

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2; 6A:16-7.3; 6A:16-7.4; 6A:16-7.5

Adopted: 17 July 2012

Revised:



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Assaults on District Board of Education

Members or Employees

Jun 14

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R 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION
MEMBERS OR EMPLOYEES

A. Definitions

“Removal” means the exclusion of a student from the regular education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.

“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.

“Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

B. Removal of Students for Assault on Board Members and Employees



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Assaults on District Board of Education
Members or Employees

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.7, any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school Board employee,
 2. or Board of Education member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, pursuant to N.J.S.A. 18A:37-2.1 shall be immediately removed from school.
 3. A student, other than a student with a disability, who commits an assault pursuant to B.1. above, shall be immediately removed from school consistent with due process procedures, pending a hearing, pursuant to N.J.A.C. 6A:16-7.2 through 7.5.
 - a. Nothing in N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student.
 4. A student with a disability who commits an assault pursuant to B.1. above shall be removed in accordance with N.J.A.C. 6A:14.
- C. Procedures – Removal of Students for Assault on Board Members and Employees
1. The Principal or designee shall:
 - a. Remove a student as set forth in B. above;
 - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or an appropriate agency takes custody of the student;
 - c. Immediately report to the Superintendent the removal of the student;
 - d. Notify the student's parent of the removal action and the student's due process rights; and
 - e. Notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.



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Assaults on District Board of Education

Members or Employees

2. The Board of Education shall provide due process proceedings for all students in accordance with N.J.A.C. 6A:16-7.2, 7.3, 7.4, and 7.5 and for a student with a disability in accordance with N.J.A.C. 6A:14-2.7 and 2.8.

Adopted:

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PUPILS

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Removal of Students for Assaults with Weapons

Offenses

Jun 14

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5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.

The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).



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Removal of Students for Assaults with Weapons
Offenses

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of students pursuant to N.J.A.C. 6A:16-5.6 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6; 6A:16-6.1 et seq.; 6A:16-7.1 et seq.;
6A:16-8.1 et seq.; 6A:16-9.1 et seq.; 6A:16-10.2

Adopted



R 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

A. Definitions

“Removal” means the exclusion of a student from the general education program in the school in which the student was assigned and assigning the student to an alternative education school or program for at least one calendar year, following a proper hearing conducted by the Board of Education.

“Suspension” means a temporary exclusion from school, following due process procedures as outlined in State law and administrative code.

“Expulsion” means a permanent exclusion from school which denies a student the free, thorough, and efficient public education provided by the public school district in which the student resides, based on specific conditions and following required due process procedures as outlined in State law and administrative code, including a hearing conducted by the Board of Education.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

B. Removal of Students for Assaults with Weapons Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.6, any student, other than a student with a disability, who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items



enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5 shall be immediately removed from the school's general education program for a period not exceeding one calendar year.

2. The Superintendent may modify on a case-by-case basis the removal of a general education student.
 3. Nothing in N.J.A.C. 6A:16-5.6 shall be construed to prohibit the expulsion of a general education student.
 4. The Board shall immediately remove students with disabilities for assaults with weapons offenses in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.
- C. Procedures – Removal of Students for Assaults with Weapons Offenses
1. The Principal or designee shall:
 - a. Remove a student as set forth in B. above;
 - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;
 - c. Immediately report to the Superintendent the removal of the student;
 - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and
 - e. Notify the student's parent of the following information:
 - (1) The removal action;
 - (2) The law enforcement notification;
 - (3) The change of custody, if it occurs; and



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Removal of Students for Assaults with Weapons
Offenses

- d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

E. Exception

1. The provisions of N.J.A.C. 6A:16-5.6 shall not apply to a student who has obtained the Superintendent's written authorization to lawfully possess a firearm or other weapon while participating in a school-sponsored function.
 - a. The Superintendent shall not provide authorization to a student who has been convicted or adjudicated delinquent for possession of a firearm or weapon or for a crime involving the use of a firearm.

Adopted:

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5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a **student pupil**. ~~For the purposes of this policy, “expulsion” means the Board discontinuing the educational services or discontinuing payment of educational services for a general regular education pupil from school pursuant to N.J.S.A. 18A:37-2.~~

The Board may expel a general education **student from school, pursuant to N.J.S.A. 18A:37-2**, ~~pupil~~ only after the Board has provided the procedural due process rights set forth in N.J.A.C. ~~6A:16-7.3~~ **6A:16-7.1(c) 3** and ~~7.4~~ **7.3**, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and only after the Board has provided an appropriate educational program or ~~appropriate educational services~~, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program **or service** shall be consistent with the provisions of N.J.A.C. 6A:16-9.21 **et seq.**, Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students, and N.J.A.C. 6A:14-2 **et seq.**, Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.31 **et seq.**, Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for **students pupils** of similar grades and attainments, pursuant to ~~the provisions of~~ N.J.S.A. 18A:38-25.

~~An~~ **Any** appeal of the Board’s decision regarding the cessation of the **student’s pupil’s** general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or ~~appropriate educational services~~ **in accordance with N.J.A.C. 6A:16-7.4(a)2** until a final determination has been made on the appeal of the Board’s action to expel a **student pupil**.

~~The Board shall comply with the mandated pupil removal from general education pursuant to N.J.A.C. 6A:16-7.4. The Board shall follow N.J.A.C. 6A:16-5.5 for pupil removal for firearm offenses, N.J.A.C. 6A:16-5.6 for pupil removal for assaults with weapons offenses, and N.J.A.C. 6A:16-5.7 for pupil removal for assaults on district Board of Education members and employees.~~

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a **student pupil** with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 **et seq.**



N.J.S.A. 18A:37-2
N.J.A.C. 6A:16-7.4; ~~6A:16-7.5~~ **6A:14 et seq.**

Adopted: 17 July 2012
Revised:

DRAFT



8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. **18A:36-24 and 18A:36-25**. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. **18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1**, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may, ~~prior to notifying designated child welfare authorities~~, inform the ~~Building~~ Principal or **other designated school official(s) designee** **prior to notifying designated child welfare authorities** if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the ~~Building~~ Principal or **other designated school official(s) designee** of the notification, if such had not occurred prior to the notification. Notice to the ~~Building~~ Principal or **other designated school official(s) designee** need not be given when the person believes that such notice would likely endanger the reporter or **student pupil** involved or when the person believes that such disclosure would likely result in retaliation against the **student pupil** or in discrimination against the reporter with respect to his or her employment.

The ~~Building~~ Principal or **other designated school official(s) designee** upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities ~~of incidents of potentially missing, abused, or neglected child situations~~. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in



accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The Superintendent will serve as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The Superintendent **or designee** will serve as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent **or designee** shall provide training to school district employees, volunteers, ~~and~~/or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, ~~and~~/or interns **working in the district** shall receive the required information and training as part of their orientation.

The Board of Education and administration assure all school personnel there ~~will~~ **shall** be no **reprisal or** retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

Any employee, volunteer, or intern with reasonable cause to suspect or believe a student has attempted or contemplated suicide shall report such information to the Department of Children and Families, Division of Child Protection and Permanency, in a form and manner prescribed by the Division of Child Protection and Permanency pursuant to N.J.S.A. 30:9A-24.a.

N.J.S.A. 18A:36-24; **18A:36-25 et seq.**

N.J.A.C. 6A:16-11.1

Adopted: 12 July 2012

Revised:



R 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

A. Definitions

1. An “abused child” as defined in N.J.S.A. 9:6-8.9, is a child under the age of eighteen years whose parent, ~~(s) or legal~~ guardian(s), or other person having his/her custody **and** ~~of~~ control:
 - a. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
 - b. Creates or allows to be created a substantial or ongoing risk of physical injury to ~~such the~~ child by other than accidental means which would be likely to cause death or serious protracted disfigurement, or protracted loss or impairment of the function of any bodily organ;
 - c. Commits or allows to be committed an act of sexual abuse against the child;
 - d. Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his/her parent,~~(s) or legal~~ guardian(s), or ~~such~~ other person having his/her custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical, or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child the proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child’s behavior is harmful to himself/herself, others or property, or by any other act of similarly serious nature requiring the aid of the court;
 - e. Or a child who has been willfully abandoned by his/her parent~~(s)~~, ~~or~~ legal guardian(s), or ~~such~~ other person having his/her custody and control-; **or**



- f. Or a child who is in an institution as defined under N.J.S.A. 9:6-8.21 and **(1)** has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being, or **(2)** has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

A child shall not be considered abused under ~~this section~~ **N.J.S.A. 9:6-8.9** if the acts or omissions described therein occur in a day school as defined in N.J.S.A. 9:6-8.21.

2. An "Intern" means a post-secondary **student pupil** or graduate **student** in a professional field gaining supervised practical experience.

B. Indications of Child Abuse and/or Neglect

1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
 - a. There is evidence of physical injury to a **student pupil** not likely to have been caused by an accident, regardless of the **student's pupil's** explanation of the injury;
 - b. A **student pupil** complains of having been injured or having been sexually molested, with or without external signs of physical injury;
 - c. A **student pupil** appears to be malnourished;
 - d. A **student's pupil's** general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;
 - e. A **student pupil** complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
 - f. A **student pupil** is excessively apprehensive, fearful, withdrawn, or aggressive;
 - g. A **student pupil** is afraid to go home after school or arrives to school unreasonably early;



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- h. A parent or the caretaker of a child admits having abused the child;
 - i. The removal from school by the parent(s), ~~or legal guardian(s)~~, or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
 - j. School district personnel have any other **reason** ~~reasonable cause~~ to believe that a child has been subject to child abuse and/or neglect, **to include but not be limited to, physical abuse, sexual abuse, neglect, educational abuse, and educational neglect** ~~or acts of child abuse and/or neglect.~~
- C. Notification Requirements for School District Employees, Volunteers or Interns
- 1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, ~~and/or~~ neglected children.
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may, ~~prior to notifying designated child welfare authorities,~~ inform the **Building** Principal or **other designated school official(s) designee** prior to notifying designated child welfare authorities if the action will not delay immediate notification.
 - b. The person notifying designated child welfare authorities shall inform the **Building** Principal or **other designated school official(s) designee** of the notification, if such had not occurred prior to the notification.
 - (1) Notice to the **Building** Principal or **other designated school official(s) designee** need not be given when the person believes ~~that such~~ **the** notice would likely endanger the reporter or **student pupil** involved or when the person believes ~~the that such~~ disclosure would likely result in retaliation against the **student pupil** or in discrimination against the reporter with respect to his or her employment.
 - 2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.



D. School District's Notification to Law Enforcement

1. The ~~Building~~ Principal or **other designated school official(s) designee** upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.
 - a. ~~Any school district or building level administrative staff member, in addition to the Building Principal, is authorized by the Board to report and notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.~~
 - a. **Notification procedures to child welfare authorities and law enforcement authorities regarding alleged incidents of missing, abused, or neglected children shall be consistent with the Memorandum of Agreement between education and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.2(b)13.**
 - b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
 - (1) **The notification to appropriate law enforcement authorities on behalf of a student attending a receiving school shall be made to the law enforcement authorities identified in the receiving school's Memorandum of Agreement as required by N.J.A.C. 6A:16-6.2(b)13.**
2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

E. School District Cooperation with Designated Law Enforcement Authorities

1. The school district will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children.



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- a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the **student pupil** in the presence of the ~~Building~~ Principal or **other designated school official(s) designee**.
 - (1) If the **student pupil** is intimidated by the presence of the school representative, the **student pupil** shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the **student pupil** during the interview.
- b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee, volunteer, or intern working in the school district who may have information relevant to the investigation.
- c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the **student pupil** who is the subject of the investigation that are deemed to be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and ~~N.J.A.C. 6A:32-7~~ and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.
- d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40, and N.J.A.C. 6A:32-7.
 - (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.



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- e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the **student pupil** to child welfare authorities while school is in session when it is necessary to protect the **student pupil** or take the **student pupil** to a service provider.
 - (1) Such removal shall take place only after the ~~Building~~ Principal, or **other designated school official(s) designee**, has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare authority has already removed, or has appropriate authority to remove, the **student pupil** from his or her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.
 - f. The district will cooperate in the transfer of a **student pupil** who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.
- F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect
- 1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights.
 - 2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect **pursuant to N.J.A.C. 6A:16-11.1(a)2** shall occur only if there is reason to believe that the life or health of the alleged victim or other **student pupil** is in **jeopardy imminent danger** due to continued contact between the employee, volunteer, or intern and the **student pupil**.
 - 3. All references to a notification to the designated child welfare authorities of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Adopted: 15 January 2013

Revised:



2431.1 CO/EXTRA CURRICULAR RULES

Purpose

Representing Randolph High School as a participant in the school's Co/Extra-Curricular programs is an honor and privilege and the responsibilities of pupils involved in these programs are different from other pupils. Therefore, the unlawful possession or unlawful use of any controlled substance, which includes steroids, alcohol or tobacco in any form by a pupil of Randolph High School who is a member of any Co/Extra-Curricular activity or team during the season(s) of that activity or team is prohibited and shall result in the penalties set forth in this policy.

Scope

This policy applies to all sports teams as well as to such activities as band, student council, debate (forensics), dramatic production, senior leaders and any other group which either competes on behalf of or in any way represents Randolph High School. It applies to the entire time such a group is "in season" whether that season is a conventional one (e.g. established for athletes by the NJSIAA) or a broader one (student council) for the academic year. This policy does not apply outside of the school year except for the period of time before school is in session (in August) when athletes are permitted to practice for fall sports by the NJSIAA and when organizations such as the marching band practice for fall activities. This policy does not apply to religious observances.

Investigation

All reports of alleged violations of this policy are to be made to the Randolph High School Principal.

Upon receiving such an allegation, the Principal will notify the pupil(s) and the pupil(s) parent(s)/guardian(s), then will convene a committee (the review committee) of his/herself, the student assistance counselor, one coach or one club advisor and one other teacher for the purpose of reviewing the allegation and advising the Principal on its validity.

The final decision on the validity of the allegation shall rest with the high school Principal subject to ultimate review by the Superintendent and Board of Education.



The committee will conduct an independent investigation and will consider all evidence to reach a course of advice. Upon completing its review, the committee will make a recommendation for action to the high school Principal. Upon reaching a decision, the Principal will notify the pupil(s) involved and his/her parents immediately.

Reports of alleged violations of the Co/Extra-Curricular Rules policy must be made within thirty days of the violation.

Consequences of Policy Violation

The following consequences are cumulative over the pupil's high school career:

For the first violation of this policy, a pupil will be prohibited from representing Randolph High School for a period of time to be determined by the high school Principal upon the advice of the review committee. The recommended penalty for the first offense: one week suspension from the athletic/co/extra-curricular activities. In addition, the pupil will be required to report to the pupil assistance counselor for at least two sessions to be scheduled at the counselor's convenience.

During the time of the pupil's removal from representing the high school, the pupil will be required to continue meeting/practicing with his/her team or organization. Failure to do so will result in the immediate removal of the pupil from the team or organization.

For a second violation of this policy, a pupil will be prohibited from representing Randolph High School for a longer period of time - again to be determined by the high school Principal upon the advice of the review committee. The recommended penalty for the second offense: two weeks suspension from the athletic/co/extra-curricular activities. In addition, the pupil will be required to meet with the pupil assistance counselor weekly for a period of at least six weeks.

During the time of the pupil's removal from representing the high school, the pupil will be required to continue meeting/practicing with his/her team or organization. Failure to do so will result in the immediate removal of the pupil from the team or organization.

For a third violation of this policy, a pupil will be immediately removed from the team or organization in question and will be prohibited from participating in any other "representative" group from Randolph High School for the remainder of that school year. The pupil will also be required to meet with his/her parents and the pupil assistance counselor for the purpose of developing a plan for treating the identified substance abuse issue. This plan must be approved by the high school Principal and is to be closely monitored by the pupil assistance counselor.



All decisions are subject to the approval of the Principal.

If violations of the policy occur so close to the end of a "season" as to prevent the implementation of the consequences outlined above, the pupil will be required to serve those consequences at the beginning of the next season of his/her membership in the organization. The counseling provision will, however, continue to be in effect regardless of the official end of a season.

Appeal

The student athlete and/or parents have the right to appeal any suspensions imposed under the Co/Extra-Curricular Rules. All appeals shall be made to the Superintendent of Schools. Subsequent appeals shall be made to the Randolph Board of Education.

All decisions on appeals shall be made within five school days. Until the appeal process is completed, a pupil's athletic suspension will be in effect. The Board of Education will reevaluate this policy after a year of implementation.

Distribution

The content of this policy will be communicated to parents, coaches, teachers, and pupils by the Superintendent annually. All pupils participating in organizations which represent Randolph High School will be made aware of this policy by a coach or advisor prior to enrollment in any such organization. Each pupil so enrolled will also be required to provide his/her written consent to the provisions of the policy. Such consent will also be required of each such pupil's parents prior to the pupil's enrollment.

My signature below signifies that I have read and understand the Randolph High School Co/Extra-Curricular Rules of this policy.

Parent's Signature(s) _____ Date _____

Athlete's Signature _____ Date _____

Adopted: 17 July 2012, ABOLISHED 9-16-14



2431.2 ATHLETIC TRAINING RULES

Purpose

Participation in the Randolph School District's sports program is an honor and a privilege, and the responsibilities of student athletes are different from those of other pupils. Therefore, all pupils who participate in athletics are required to adhere to athletic training rules imposed by the school district. Adherence to the training rules helps ensure that all student athletes are in top physical condition and minimizes the potential for injury to themselves and others. Therefore, the possession or use of any controlled substance, including, steroids, alcohol or tobacco products by a student athlete at any time, during the season, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth in this policy.

The Randolph School District expects its student athletes to have such attributes as dedication, self-sacrifice, and the sincere desire to be the best athletes possible. These athletes should have great pride in their school, the athletic program, and above all, in themselves. They should have a thorough understanding of the rules, regulations, requirements, and standards that guide our athletic program.

It is the intent of this policy to protect our student athletes and to deter conduct that impairs their ability to compete effectively in athletics. By making responsible choices, it is up to each team member to remain a student athlete.

Athletic Training Rules

1. A team member is prohibited from the use and/or possession of alcoholic beverages or controlled or dangerous substances, including steroids as defined by New Jersey State law.
2. A team member is prohibited from the use and/or possession of any tobacco product (including spit tobacco).
3. This policy applies only to the official NJSIAA. "In-Season" parameters for Fall, Winter and Spring sports.

Investigation

All reports of alleged violations of the Athletic Training Rules Policy are to be made to the Randolph High School Principal.



The Principal will contact the student athlete and his/her parents upon confirmation of a valid violation report and notify them of the reasons for the investigation and the possibility of removal from a sports team. The Principal will investigate the allegations and determine the course of action. The Principal will consider all objective evidence to reach a determination. The parents and the student athlete will be notified of the decision immediately.

Reports of alleged violations of the Athletic Training Rules Policy must be reported within thirty days of the alleged violation.

Penalties for Violation of the Rules

If an athlete violates the Athletic Training Rules Policy during a sports season in which he/she is participating, the athlete will be suspended from that team for the remainder of that season.

Any athlete found in violation of the Athletic Training Rules Policy will be referred to the student assistance program and a drug/alcohol evaluation maybe required.

If the violation occurs on school grounds or school-sponsored transportation or at a school-sponsored event, Policy 5530 Substance Abuse will also apply.

Prior to being investigated or apprehended for an offense involving the use of controlled substances, including steroids, alcohol or tobacco products; an athlete may voluntarily request assistance from school officials. In this event, there will be no disciplinary consequences imposed upon the pupil provided that the athlete meets with the school substance abuse counselor and follows his/her recommendation and there are no subsequent violations of the Athletic Training Rules Policy.

Appeal

The student athlete and/or parents have the right to appeal any suspensions imposed under the Athletic Training Rules Policy. All appeals shall be made to the Superintendent of Schools. Subsequent appeals shall be made to the Randolph Board of Education.

All decisions on appeals shall be made in a timely manner. Until the appeal process is completed, a student's athletic suspension will be.



Acknowledgement

At the start of each season, a copy of the Athletic Training Rules Policy will be provided and explained to each team member by the coach to guide and inform the athlete of his/her responsibilities, rights and privileges. An acknowledgement of the policy shall be signed by athletes and parents at the beginning of each sport season. The acknowledgement shall state as follows:

My signature below signifies that I have read and understand the Randolph High School Athletic Training Rules Policy.

Parents Signatures _____ Date _____

Athletes Signature _____ Date _____

Adopted: 17 July 2012, ABOLISHED



R 2430 CO-CURRICULAR ACTIVITIES

A. Definition

“Co-curricular activities” means activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board of Education; “co-curricular activities” also includes the pupil clubs, associations, and organizations that conduct those activities. “Co-curricular activities” does not include athletic competitions or practices or athletic teams or organizations.

B. Recognition

1. All co-curricular activities must be approved by the Board. An organization of pupils or an activity conducted by and for pupils becomes a co-curricular activity only when it has been duly approved by the Board.
2. The Board will approve annually and maintain a list of approved co-curricular activities, which will be distributed to Principals. The list will include:
 - a. Those co-curricular activities that have been in operation and have been found to address satisfactorily a continuing need,
 - b. Newly approved co-curricular activities,
 - c. A brief description of each approved activity,
 - d. The name of the advisor of each activity, and
 - e. The name of the custodian of the activity’s fund.
3. A new co-curricular activity may be initiated in accordance with the following procedures:
 - a. A written proposal for the new activity must be submitted to the Principal. The proposal will include;
 - (1) The name and purpose of the proposed activity and the date of the request,
 - (2) The name of a faculty member who has agreed to be its advisor,



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Co-Curricular Activities

- (3) A plan for the use of school facilities, including the facility required, the times and frequency of use, and the portion of the school year the facility will be used,
 - (4) The need, if any, for support personnel or services,
 - (5) A description of the activities that participating pupils will conduct,
 - (6) An estimation of the costs, if any, that the activity will incur,
 - (7) A statement as to whether or not the proposed activity will involve fund raising and, if fund raising will be involved, the use that will be made of those funds,
 - (8) The manner in which pupil leaders will be chosen and organizational decisions will be made,
 - (9) The number of pupils who intend to participate in the activity, and
 - (10) Qualifications for participation, if any, and, if pupils must qualify on a basis other than interest and availability, the rationale for that qualification.
- b. A duly submitted proposal for a new co-curricular activity will be approved if:
- (1) Its objectives are in harmony with the educational goals adopted by the Board;
 - (2) It is designed to meet assessed pupil needs and interests;
 - (3) At least ten pupils have expressed an intention to participate in the activity;
 - (4) Participation is open to all interested pupils available for participation or, if participation is limited, any qualifications for participation are reasonably justified by the purpose of the activity;
 - (5) The proposed use of school facilities does not interfere with the instructional program or the conduct of established co-curricular activities; and
 - (6) The proposed activity will be properly supervised.



C. Pupil Participation

1. The program of co-curricular activities should be sufficiently varied to meet the wide range of pupils' vocational, recreational, social, and cultural needs and interests.
2. All pupils will be provided with information on co-curricular activities at the start of the school year and will be invited to participate in one or more activities.
3. Eligibility standards are set forth in Policy No. 2430.
4. When a pupil becomes ineligible for participation in co-curricular activities by reason of poor attendance or poor academic performance, his/her teacher will so inform the advisors of the co-curricular activities in which the pupil participates. The advisor will suspend the pupil's participation, except as exempted by Policy No. 2430.
5. A pupil who has been suspended from participation in co-curricular activities for reason of poor attendance will be offered an opportunity to work out a plan for improved attendance with the advisor. If the pupil adheres to the plan and demonstrates his/her improved attendance within a period of not less than one month, the pupil may be reinstated to participation in co-curricular activities.
6. A pupil who has been suspended from participation in co-curricular activities for reason of poor academic performance will be offered an opportunity to establish with the advisor performance goals in the subject(s) in which he/she is performing below expectation. The performance goals should include concrete objectives and timelines for improvement. When the pupil meets the agreed upon performance goals, he/she may be reinstated to participation in co-curricular activities.

D. Supervision

1. Each co-curricular activity must be supervised by at least one staff member appointed by the Board as advisor.
2. Each co-curricular advisor shall:
 - a. Meet regularly and promptly with participating pupils at the assigned time, outside of the regular instructional day and place of the activity and ensure an orderly environment appropriate to the purpose of the activity;



- b. Instruct participating pupils in the purpose and conduct of the activity and explain any rules and/or standards to be observed in the conduct of the activity;
 - c. Encourage participating pupils to take appropriate responsibility for the conduct and leadership of the activity;
 - d. Prepare and submit to the Principal a calendar of activities within 1 month of the start of the activities for the school year;
 - e. Prepare and maintain a membership list of participating pupils, keep an attendance record, and submit the membership list to the Principal;
 - f. Ascertain that each participating pupil is involved in the activity to the extent commensurate with his/her interests and abilities;
 - g. Report periodically or as required to the Principal on the conduct and/or achievements of the activity;
 - h. Take all reasonable and necessary steps to safeguard the health and safety of participating pupils, including the prohibition of hazing and similar initiation rites;
 - i. Ensure the proper accounting and deposit of any funds raised or collected by the activity, in accordance with Policy No. 6660; and
 - j. Cooperate with the Principal in a year-end evaluation of the activity.
5. The advisor responsible for an activity scheduled for an evening or a weekend (such as a performance or social event) should consult Regulation No. 5850 and No. 9161 and should:
- a. Request permission for the activity from the Principal and for the use of the facility from the Principal;
 - b. Provide publicity and advertising information to the Principal at least ten working days in advance of the event;
 - c. Order any necessary tickets and/or program, correct proofs, and print;



- d. Provide for any music required by hiring musicians and/or collecting records and tapes;
 - e. Arrange with the Principal for the provision of any additional security and/or traffic services, in accordance with Regulation No. 9320;
 - f. Arrange for any required audio or lighting equipment and supplies;
 - g. Provide for the checking of participants' and spectators' outerwear;
 - h. Provide for any food services that will be required;
 - i. Arrange for ushers and chaperones;
 - j. Provide for the prompt deposit of any moneys collected; and
 - k. After the event, report to the Principal;
 - (1) The number of tickets sold,
 - (2) The number of persons who attended the event,
 - (3) The amount of money collected and deposited, and
 - (4) An evaluation of the event, including an account of any unusual incidents.
6. Staff members other than the activity advisor should attend activities as follows:
- a. An administrator should be assigned to attend each evening and each weekend co-curricular activity;
 - b. Teachers are encouraged to support and attend a function that has been planned and prepared by a significant proportion of the pupils assigned to them;
 - c. All faculty members are encouraged to support and attend special co-curricular events that involve a significant degree of pupil planning and preparation such as plays, concerts, and dances.



E. Evaluation

1. An evaluation of each co-curricular activity will be conducted by the Principal and the advisor at the end of the school year or the conclusion of the activity.
2. The evaluation will measure the activity against its stated objectives to determine if the objectives were met. Criteria may include:
 - a. Membership and attendance records;
 - b. Regularity of meetings;
 - c. The planning and execution of special events;
 - d. Evidence of pupil leadership and assumption of responsibility; and
 - e. Such other indicia of pupils' growth and development as the evaluators may choose.
3. The evaluation will include recommendations for the improvement of the activity or, if so indicated, for the cancellation of the activity.
4. The Principal will conduct an annual evaluation of the overall program of co-curricular activities. That evaluation should consider whether the program has resulted in:
 - a. Improvement in school attendance;
 - b. Improvement in academic performance;
 - c. Increased participation in school activities; and
 - d. Improvement in school morale and pupil behaviors.

F. Records

1. A pupil's participation in co-curricular activities shall be recorded in his/her record, will be preserved for the duration of the pupil's enrollment in the school, and may be released only in accordance with Policy No. 8330.



2. Records of the conduct of co-curricular activities will be maintained by the Principal and will include, as appropriate to the activity:
 - a. The period in which the activity occurred;
 - b. The numbers of participating pupils in each school year and/or present at each co-curricular event;
 - c. The name of the activity advisor;
 - d. The printed product of the activity, such as copies of the school newspaper or literary collection;
 - e. The financial records of the activity.

Adopted: 15 January 2013, ABOLISHED

