

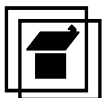
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Eligibility of Resident/Nonresident Pupils

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5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

The Randolph Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The District shall admit pupils eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 et seq.

The District shall also admit any pupil that is kept in the home of a person other than the pupil's parent or guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A pupil is only eligible to attend school in the district pursuant to this provision if the pupil's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and the pupil is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the pupil must file, if so required by the district, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the pupil relative to school requirements; and provides a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(b) if the pupil is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent or guardian's return from active military duty.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(d) if the pupil's parent or guardian temporarily resides within the district and elects to have the pupil attend school in the district of temporary residence, notwithstanding the existence of a domicile



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elsewhere. Where required by the district, the parent or guardian shall demonstrate that such temporary residence is not solely for purposes of a pupil attending school within the district of temporary residence. Where one of a pupil's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A pupil is eligible to attend school in the district free of charge:

1. If the pupil's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the pupil is placed in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e)) or by a society, agency, or institution pursuant to N.J.S.A. 18A:38-2;
3. If the pupil had previously resided in the district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the pupil out of the district, pursuant to N.J.S.A. 18A:38-3(b). The district shall not be obligated for transportation costs; and
4. If the pupil resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

In accordance with N.J.A.C. 6A:22-3.3 (a), the physical condition of an applicant's housing, an applicant's compliance with local housing ordinances, or terms of lease shall not affect eligibility to attend school.

A pupil's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The district shall accept forms of documentation from persons attempting to demonstrate a pupil's eligibility for enrollment in the district in accordance with N.J.A.C. 6A:22-3.4 et seq. The district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.



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Eligibility of Resident/Nonresident Pupils

The district shall not require or request any information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. However, these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district. However, the district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

Initial Assessment and Enrollment

Registration, initial determinations of eligibility, and enrollment will be in accordance with N.J.A.C. 6A:22-4.1 et seq. The district shall use registration forms provided by the Commissioner of Education or locally developed forms that are consistent with the forms provided by the Commissioner. A district level school administrator designated by the Superintendent will be available and clearly identified to applicants, to assist persons who are experiencing difficulties with the registration/enrollment process.

Initial determinations of eligibility shall be made upon presentation of an application for enrollment and enrollment shall take place immediately in all cases except those of clear, uncontested denials. Where an applicant has provided incomplete, unclear or questionable information, enrollment shall take place immediately, but the applicant will be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 et seq.

Where an applicant appears ineligible based on the information provided in the initial application, a preliminary written notice of ineligibility shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and intent to appeal to the Commissioner. A pupil enrolled pursuant to this provision shall be notified that he or she will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws. In this case, the parent(s) or guardian(s) shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement that the pupil will be attending school in another district, attending a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the event this written statement is not provided, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department



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of Children and Families to report a potential instance of “neglect” pursuant to N.J.S.A. 9:6-1, with the pupil’s name, the name(s) of the parent/guardian/resident, the pupil’s address to the extent known, and shall indicate that admission to the district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil’s identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.1 et seq.

Enrollment in the district, attendance at school, or educational services where attendance in the regular education program appears inappropriate, shall not be denied based upon absence of a pupil’s prior educational record. However, the applicant shall be advised that the initial educational placement of the pupil may be subject to revision upon receipt of records or further assessment of the pupil by the district.

Notice of Ineligibility

If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the application initially submitted is found to be deficient upon subsequent review or investigation, notice shall immediately be provided to the applicant consistent with sample form(s) to be provided by the Commissioner. Notices shall be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside. The Notice of Ineligibility shall be provided and shall include information as required in accordance with N.J.A.C. 6A:22-4.2 et seq.

Removal of Currently Enrolled Pupils

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this policy shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.



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When a pupil, enrolled and attending school in the district based on an initial determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the pupil in accordance with N.J.A.C. 6A:22-4.3(b). No pupil shall be removed from school unless the parent, guardian, adult pupil or resident keeping an "affidavit pupil" (as defined in N.J.A.C. 6A:22-1.2) as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for the hearing, the Board shall make a prompt determination of the pupil's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. The hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No pupil may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

The district's determination that a pupil is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit pupil" eligibility determinations must be filed by the resident keeping the pupil.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



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Eligibility of Resident/Nonresident Pupils

Nonresident Pupils

The admission of a nonresident child to school must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The decision to admit a student under this provision shall apply only to the school year in which the decision is made and shall not represent or imply a commitment to admit the child in the next or subsequent school years. The Board shall vote each year on the admission of each non-resident student pursuant to this provision.

Children Who Anticipate Moving to or from the District

A child whose parents/guardians are moving into Randolph may be accepted as a tuition student on a temporary basis. The child is not a Randolph resident until the parents/guardians move into Randolph.

The following guidelines apply to students whose residency is pending:

1. A parent/guardian who is in the process of moving into Randolph Township must certify in writing that the family will occupy a home within two months of the date of such certification.
2. The parent/guardian will leave a two month tuition deposit at the prevailing rate for each child with the Board Secretary. The tuition deposit must be a certified check or bank check. The Board Secretary will authorize enrollment of the student upon receipt of the tuition deposit.
3. The Board Secretary will not cash the two month tuition deposit if occupancy is accomplished within two months of the date of certification.
4. If at the end of the two month period occupancy has not occurred, the parent/guardian may appeal to the Superintendent for a maximum of a one month extension. If the Superintendent grants the extension, one additional month tuition deposit must be submitted for each child in attendance in a Randolph School.



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5. If an extension is granted and the date of occupancy occurs after three months from the date of certification, the deposit will be kept by the school district for the three month period of time. For each month thereafter, the parent will be charged tuition at the prevailing rate. The student will be considered a tuition student until residency occurs.
6. If an extension is not granted by the Superintendent and the date of occupancy occurs after two months of the date of certification, the deposit will be kept by the school district. For each month thereafter, the parent will be charged tuition at the prevailing rate. The student will be considered a tuition student until residency occurs.
7. Upon moving into Randolph, a certificate of legal residence will be completed for each child. The parent/guardian must verify residency through a deed, lease or current tax bill. The Board Secretary will forward the original certification of legal residence and a copy of the deed, lease or current tax bill to the school to be placed in the student's permanent record folder. A copy will be retained in the Board file.

Children of Randolph residents who are moving to another residence in Randolph and are temporarily displaced outside the township may continue enrollment based on the following guidelines:

1. The parent/guardian who is in the process of relocating within Randolph Township must certify in writing that the family will occupy their home within two months of such certification.
2. The parent/guardian will leave a two month tuition deposit at the prevailing rate for each child with the Board Secretary. The tuition deposit must be a certified check or bank check. The Board Secretary will authorize continued enrollment of the student upon receipt of the tuition deposit.
3. The Board Secretary will not cash the two month tuition deposit if occupancy is accomplished within two months of the date of certification.
4. At the end of the two month period, the Superintendent will extend the initial two month period for up to two additional months upon receipt of a two additional months tuition deposit.



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5. If the date of occupancy occurs after four months from the date of certification, the deposit will be kept by the school district. For each month thereafter, the parent/guardian will be charged tuition at the prevailing rate. The student will be considered a tuition student until residency occurs.
6. Upon moving back into Randolph, a certificate of legal residence will be completed for each child. The parent/guardian must verify residency through a deed, lease or current tax bill. The Board Secretary will forward the original certification of legal residence and a copy of the deed or lease to the school to be placed in the student's permanent record folder. A copy will be retained in the Board file.

Education in the Randolph Schools without the payment of tuition will be granted to those students who attend Randolph High School as residents for their entire junior year and who move from this district after the opening date of school in the senior year, but who are desirous of completing the year in Randolph Schools. All other students who move from this district may attend school one calendar month without payment of tuition.

Under no circumstances will the Board be responsible for transportation of nonresident students.

Children of District Employees

Children of Board employees who do not reside in this school district may be admitted to school, subject to this policy 5111, in this district with payment of tuition, provided that the educational program of such children can be accommodated within district facilities, subject to available space and staff. This decision shall rest in the sole discretion of the Board. The decision to admit a student under this provision shall apply only to the school year in which the decision is made and shall not represent or imply a commitment to admit the child in the next or subsequent school years. The Board shall vote each year on the admission of each non-resident student pursuant to this provision. The cost of education to be reimbursed to the Board may be calculated by dividing the sum of all public expenditures of the school or district by the number of pupils or by using the rate certified by the Board.

Foreign Exchange Pupils (J-1 Visas)

Foreign exchange pupils who hold J-1 visas and who are domiciled within a Randolph Township residence may be admitted to school in this district without the payment of tuition provided the resident with whom they are domiciled will execute an affidavit stating:



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Eligibility of Resident/Nonresident Pupils

1. He/She does not receive remuneration for the care of the pupil; and
2. The resident will assume all personal obligations for the pupil.

Foreign Pupils (F-2 visas - dependents of F-1 pupils)

To receive an F-2 visa from the United States Department of State, a pupil must be a dependent of F-1 status visa holders.

Foreign pupils who hold F-2 visas and who are domiciled within a Randolph Township residence may be admitted to school in this district without the payment of tuition provided the resident with whom they are domiciled will execute an affidavit stating:

1. He/She does not receive remuneration for the care of the pupil; and
2. The resident will assume all personal obligations for the pupil

Foreign Pupils (F-1 visas)

Foreign exchange pupils who hold F-1 visas may not be admitted to an elementary school (K-8) and/or an adult education program in this district.

Foreign exchange pupils who hold F-1 visas may be permitted to attend a Randolph High School (Grades 9-12) to a maximum of twelve months, provided the pupil reimburses the school district for the full, unsubsidized per pupil cost of education as certified annually by the New Jersey Department of Education, for the intended period of study.

F-1 visa foreign pupils, who were in a public school before November 30, 1996 and obtained F-1 status before November 30, 1996 may continue in the public school. However if these pupils travel outside the United States, they will need to conform to the requirements above (twelve month maximum and reimbursement for cost) to be readmitted.

The cost of education to be reimbursed to the Board may be calculated by dividing the sum of all public expenditures of the school or district by the number of pupils or by using the rate certified by the Board.



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Other Nonresident Children

A parent or legal guardian of a nonresident student who may wish to have his/her child attend the Randolph Schools shall file a written request annually for review by the Superintendent. Depending on the availability of space and with Board approval, a student may be granted permission to attend the Randolph Schools upon payment of the annual tuition fee. The cost of education to be reimbursed to the Board may be calculated by dividing the sum of all public expenditures of the school or district by the number of pupils or by using the rate certified by the Board.

The parent or guardian of a nonresident tuition student shall be responsible for transporting his/her child to and from home to the assigned school.

The number of nonresident tuition students by school and grade will be monitored by the Superintendent.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: 28 February 2007

Revised: 14 April 2008; 16 November 2010



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Entrance Age

5112 ENTRANCE AGE

The Board of Education will admit to this district children otherwise eligible by law or Board policy that have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birth date of any child for whom admission to this district is sought.

Kindergarten

A child is eligible for entrance into kindergarten that will have attained the age of five years on or before October 1st of the year in which entrance is sought. No child will be admitted to kindergarten who has not met the age requirement set by this policy.

A child is eligible for entrance into first grade that will have attained the age of six years on or before October 1st of the year in which entrance is sought. A waiver of this age requirement may be granted by the Superintendent for a child who: (1) completed a private kindergarten program taught by a teacher certified by a state to teach kindergarten and who recommends the child for advancement to the first grade and (2) has been recommended by appropriate Randolph staff for enrollment after assessment to determine readiness for first grade.

Entrance Requirements to Grade One

Children transferring into first grade in the Randolph Township schools after the school year has begun must meet the age requirement. A child who has been in first grade and who does not meet the age requirement will be evaluated by Randolph Township faculty for grade placement.

The parent(s) or guardian(s) of every entering student must provide proof of a medical examination prior to the student's enrollment in the school district. The examination shall be conducted at the medical home of the student, unless the student does not have a medical home, in which case the district shall provide the examination at the school physician's office or other appropriately equipped facility. The student's medical home may be: a physician licensed to practice medicine or osteopathy, a certified registered nurse practitioner/clinical nurse specialist or licensed physician's assistant in any jurisdiction of the United States. A full report of the examination documented on the approved district form, dated and signed by the medical provider must be presented to the school. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program.



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Entrance Age

Children who have never attended any public or private school and meet the age requirements must be admitted to Randolph Schools on or before October 1st following the opening of school for the fall term and at no other time, except by a majority vote of all the members of the Board of Education.

Transfers into grades two through twelve.

The parent(s) or guardians(s) of unemancipated students and emancipated students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunization and proof of identity such as birth certificate, social security cards, etc.

Within fourteen (14) days of enrollment, the Superintendent or designee shall request the student's school record from the school from which the child has transferred.

N.J.S.A. 18A:36-19; 18A:38-5; 18A:38-6; 18A:44-1;
18A:44-2; 18A:46-6; 18A:46-6.1
N.J.A.C. 6A:14-3.3

Adopted: 14 April 2008



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Children Displaced by Domestic Violence

5114 CHILDREN DISPLACED BY DOMESTIC VIOLENCE

The Board of Education will cooperate with the County Office of Education, as appropriate and feasible, in the education of children temporarily displaced by domestic violence. Any pupil attending the schools of this district, whether regularly enrolled in this or another district, who has been admitted to a shelter for victims of domestic violence will be permitted and encouraged to continue an appropriate educational program with minimal disruption.

The Board will cooperate with other educational institutions in the sharing of pertinent pupil records and in the establishment of sending-receiving relationships on behalf of displaced children. The confidentiality of all matters concerning displaced children will be strictly observed, and no information regarding the present residence of the child will be released.

N.J.S.A. 18A:38-1 et seq.

Adopted:



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Education of Homeless Children

5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with State laws and New Jersey Administrative Code. The Board of Education adopts this policy to be in compliance with law and Code to ensure the enrollment of homeless children in school and to respond to appeals made by parent(s) or legal guardian(s) or other parties related to their enrollment.

The district will determine a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles excluding mobile homes; tents or other temporary shelters; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends with whom the homeless child is temporarily residing out of necessity because the family lacks a regular or permanent residence of its own.

The district of residence for a homeless child is responsible for the education of the child and will assume all responsibilities as required in N.J.A.C. 6A:17-2.4 et seq. The district of residence is the district in which the parent(s) or legal guardian(s) last resided prior to becoming homeless. The district liaison for the education of homeless children is the Director of Pupil Personnel Services. The liaison will facilitate communication and cooperation between the district of residence and the district where the homeless child is temporarily residing and will develop procedures to ensure that a homeless child temporarily residing in the district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.6.

When a homeless child is living temporarily in the school district, the district liaison, upon receiving notification from the parent(s) or legal guardian(s), the Department of Human Services, a shelter director, an involved agency, or a case manager, will notify the liaison of the district of residence within twenty-four hours of the notification. Upon notification of the need for enrollment of a homeless child, the liaison in the district of residence will coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.6(b).

The Superintendent or designee of the district of residence shall decide the district of enrollment of the homeless child in accordance with N.J.A.C. 17-2.6 et seq.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent(s) or legal guardian(s) retains all rights under N.J.A.C. 6A:17-2.1 et seq.



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Education of Homeless Children

If a dispute occurs regarding the determination of homelessness, the Superintendent of the involved district(s) or the parent(s) or legal guardian(s) of the child must immediately notify the County Superintendent of Schools, who will decide the status of the child within two working days. If a dispute remains between the parent(s) or legal guardian(s) and/or the districts following the County Superintendent's determination, the parent(s) or legal guardian(s) or the involved Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3 et seq.

If the district is designated as the district of residence and disputes such designation, or where no designation can be agreed upon by districts, the Superintendents of the involved districts shall immediately notify the County Superintendent of Schools who will make a determination within two working days. The district may appeal the County Superintendent's determination to the Department of Education pursuant to N.J.A.C. 6A:23-5.2(d), (e), and (f).

If a dispute occurs regarding the determination of the district of enrollment made by the district of residence, the Superintendent of the district of residence shall immediately notify the County Superintendent of Schools. The County Superintendent will determine within two working days where the child shall be enrolled based on the child's best interest pursuant to N.J.A.C. 6A:17-2.6(b). If the County Superintendent's decision is disputed, the Department of Education shall provide for mediation in accordance with N.J.A.C. 6A:17-2.8(c)1.

A dispute or appeal will not delay the homeless child's immediate entrance into school. The homeless child will be enrolled in the district designated by the County Superintendent pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with educational disabilities will be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.9 et seq. The district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 for as long as the parent(s) or legal guardian(s) remains homeless and the child is enrolled in another school district. If a district of residence cannot be determined for a homeless child or if a district of residence is outside of the State, the State will assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12(d). The State will pay the tuition, in accordance with N.J.A.C. 6A:17-2.9(c)1., to the school district in which the child is currently enrolled for as long as the child and his or her parent(s) or legal guardian(s) remain homeless.

N.J.A.C. 6A:17-2.1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Assignment of Pupils

5120 ASSIGNMENT OF PUPILS

The Board of Education directs the assignment of pupils to the schools, programs, and classes of this district consistent with the best interests of pupils and the best uses of the resources of this district.

Pupils shall generally attend the school located in the attendance area of their residence. The Superintendent may assign a pupil to a school other than that designated by the attendance area when such an exception is justified by circumstances and is in the best interests of the pupil. Every effort will be made to continue a pupil in the same elementary school.

The Superintendent shall assign an incoming transfer pupil to the school that will afford the pupil the most appropriate educational opportunity. The Building Principal may assign pupils in his/her school to grades, classes, and groups on the basis of the needs of the pupil as well as the sound administration of the school.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Withdrawal From School
M

5130 WITHDRAWAL FROM SCHOOL

The Board of Education believes that the educational goals of this district are best implemented by a pupil's exposure to the entire educational program and that every pupil enrolled in this district should be encouraged to complete the program of instruction appropriate to his/her needs. No pupil below the age of sixteen will be permitted to withdraw from school.

The Superintendent shall alert teaching staff members to identify those pupils who may consider eighth grade graduation the termination of their education. Any pupil who indicates that he/she may drop out of school before entry to the ninth grade should be reported to the Building Principal and be provided with counseling.

The Board directs that efforts be made to determine the underlying reason for a pupil's decision to withdraw from school before the completion of the instructional program. A potential dropout pupil will be offered counseling and an opportunity to plan an instructional program appropriate to his/her career goals. No pupil under the age of eighteen will be permitted to withdraw without the written consent of the pupil's parent(s) or legal guardian(s).

Counseling services and information regarding high school equivalency programs will be made available to any pupil sixteen years of age or older who decides to withdraw from school before completion of the requirements for a diploma. A pupil who has withdrawn from school may apply for readmission at any time prior to his/her twentieth birthday, provided application for readmission is made at the beginning of a school term.

Adopted: 19 September 2008
Revised: 14 April 2008



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Attendance – Tardiness - Grades K-8
M

5200 ATTENDANCE – TARDINESS - GRADES K-8

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

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

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

Non-Cumulative Absences - Excused Absences

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

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



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RANDOLPH BOARD OF EDUCATION

PUPILS

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Attendance – Tardiness - Grades K-8

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

Cumulative Absences - Unexcused Absence

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

Parent/Guardian Notification

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

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

Attendance Review Committee

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

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

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



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RANDOLPH BOARD OF EDUCATION

PUPILS

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Attendance – Tardiness - Grades K-8

2. The academic performance demonstrated to date.

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

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

Late Arrival and Early Dismissal

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

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

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

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



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RANDOLPH BOARD OF EDUCATION

PUPILS
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Attendance – Tardiness – Grades K-8

Parent/Guardian will be notified:

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

Adopted: 18 January 2006



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RANDOLPH BOARD OF EDUCATION

PUPILS

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Attendance – Tardiness – High School

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.

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 as will all absences related to an Individualized Educational or Health Plan.

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. 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.

A student may 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.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Attendance – Tardiness – High School

Notification

Notification will occur:

- Full Year Course: 4th absence, 9th 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.



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PUPILS

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Attendance – Tardiness – High School

- 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. 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.



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Attendance – Tardiness – High School

- 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

- 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.

Adopted: 20 February 2008
Revised: 14 April 2008; 11 March 2009



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5230/page 1 of 1
Late Arrival and Early Dismissal

5230 LATE ARRIVAL AND EARLY DISMISSAL

The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day. It is expected that pupils will remain for the entire school day.

The Principal may excuse for cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances. Chronic tardies and/or early dismissal may result in the pupil making up the time at the discretion of the Building Principal or designee.

No pupil will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each pupil. If one parent has been assigned custody of the pupil by court order or separation agreement and wishes to limit the noncustodial parent's access to the pupil, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a pupil may be released into the care of either parent.

A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Tardiness

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, 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. All other incidents of tardiness will be considered unexcused.

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:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Excusal from Class or Program

5250 EXCUSAL FROM CLASS OR PROGRAM

The Board of Education directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent(s) or legal guardian(s) of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Building Principal.

An excused pupil shall be assigned to an alternate program of independent study on a substitute topic within the health education, family life education, or sex education program. The parent's or legal guardian's right of excusal applies to any alternate program as well.

No excused pupil will be penalized by loss of credit as a result of his/her excusal, but a pupil will be held accountable for successful completion of any alternate program assigned.

N.J.S.A. 18A:35-4.7

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Use of Defibrillator(s)

5300 USE OF DEFIBRILLATOR(S)

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). An AED is only to be attached to a victim who is unconscious and without signs of life. The AED will analyze the victim's heart rhythm and advise the operator if a shock is needed. If a shock is advised, the AED will charge to the appropriate energy level and advise the operator to deliver a shock. Anyone person who provides emergency care service, through the use of a heart defibrillator, shall be immune from civil liability, providing the district has a prescribing licensed physician and the person has been trained in cardio-pulmonary resuscitation and the use of a defibrillator. (N.J.S.A. 2A:62A-27).

School Physician's Responsibilities:

The School Physician is responsible for:

1. Authorizing the use and implementation of AED units within the school district.
2. Participating in AED/CPR training to keep certification active.

Supervisor of Health Services Responsibilities:

The Supervisor of Health Services is responsible for:

1. Coordinating CPR/AED training each year for employees of the school district.
2. Communicating with maintenance to determine locations for AED storage cabinets and units within the schools and at central office.
3. Communicating with the school nurses to arrange CPR/AED training for district wide staff.
4. Suggesting revisions of the policies and procedures as needed.
5. Keeping a record of all trained personnel in the school district.
6. Monitoring the effectiveness of the program.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5300/page 2 of 6
Use of Defibrillator(s)

School Nurse Responsibilities:

The School Nurse is the School Safety Officer for the AED Program.

The School Nurse is responsible for:

1. Selecting the members of the Medical Emergency Response Team (MERT). The MERT will include the school nurse, Building Principal, and Assistant Principal(s).
2. Coordinating the training of the team members with the Supervisor of Health Services.
3. Notifying the local EMS providers about the existence of the AED program at the school and the location of the AED(s).
4. Contacting and activating the designated Medical Emergency Response Team (MERT) members and deploying them to the location of the emergency. This includes:
 - a. Assigning a team member(s) to respond directly to the location of the emergency.
 - b. Assigning a team member(s) to retrieve the AED and respond to the location of the medical emergency.
 - c. Assigning team member(s) to meet the responding EMS personnel and direct them to the location of the medical emergency.
5. Coordinating equipment and accessory maintenance.
6. Monitoring the effectiveness of the system.
7. Participating in AED/CPR training to keep certification active.

Building Principals' Responsibilities

The Building Principal is responsible for:

1. Participating in AED/CPR training to keep certification active.



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RANDOLPH BOARD OF EDUCATION

PUPILS
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Use of Defibrillator(s)

2. Communicating with the school nurse and faculty regarding the location, use, and training of the AED unit.
3. When the school nurse isn't readily available, the principal will assume the school nurse's role as the School Safety Officer for the AED Program.

Authorized AED Users :

The AED Users are responsible for:

1. Receiving approval from the School Nurse to be an approved member of the MERT.
2. Successfully completing all the required training to be a MERT member including successfully completing an approved CPR and AED training program and possess a current successful course completion card.

Medical Emergency Response Team (MERT) Responsibilities

Members of the MERT are responsible for:

1. Activating the internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
2. Understanding and complying with all the requirements of this policy.
3. Follow all policies and procedures of the MERT.
4. A predetermined member of the MERT is responsible for responding directly to the location of the emergency and, if necessary, performing CPR until the AED arrives.
5. A predetermined member of the MERT is responsible for bringing to the location of the emergency the AED, and any other first aid supplies according to the members training and experience.
6. A predetermined member of the MERT is responsible for meeting the responding EMS personnel and directing them to the scene of the medical emergency.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Use of Defibrillator(s)

School Receptionist Responsibilities

The School Receptionist is responsible for:

1. Receiving emergency medical calls from internal locations.
2. Understanding the extent of the illness or injury.
3. Contacting the local community EMS provider (911) for medical assistance.
4. Notifying the School Safety Officer (Nurse) of the emergency.

Equipment

The AED and microkit (first aid emergency care kit) will be brought to all medical emergencies. Each AED will have a set of defibrillation electrodes and one spare set of electrodes within the AED case. The AED microkit, which is included with the AED package, contains two pairs of gloves, one razor, one pair of clothing shears, 2 antimicrobial wipes, one absorbent towel, one eye splash guard, one biohazard bag and one facemask barrier devise (CPR micromask).

The Safety Officer shall be responsible for ensuring that the defibrillation electrodes and the AED battery are within the expiration date listed on the equipment.

Location of the AEDs:

The locations of the AED units are as follows:

- Randolph High School (3) - Main Office, The Commons, Athletic Trainer.
- Fernbrook Elementary School - Hallway in between main office and the nurse's office.
- Shongum Elementary School - Hallway in between main office and nurse's office.
- Randolph Middle School (2) - Outside main gymnasium, outside rear gymnasium.
- Center Grove Elementary School - Outside of gymnasium.



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RANDOLPH BOARD OF EDUCATION

PUPILS
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Use of Defibrillator(s)

- Ironia Elementary School - Hallway in between main office and nurse's office.
- Central Office - Hallway outside of kitchen area.
- West Morris YMCA/Randolph Board of Education Pre-K Program (location to be determined).

Equipment Maintenance:

All equipment and accessories necessary for the support of the MERT shall be maintained in a state of readiness. The School Nurse shall be responsible for having regular equipment maintenance performed. All equipment maintenance shall be performed as outlined in the operating instructions.

Monthly System Check:

Once each calendar month, the School Nurse or his/her designee shall conduct and document a system check. These records shall be retained on file. The monthly system check shall include no less than the following elements:

1. Policy and Procedure are up-to-date.
2. Receptionist has a list of available units.
3. Emergency kits are stocked to par level.
4. AED units are at their assigned locations.
5. AED electrodes will not expire within the next two months.
6. AED battery will not expire within the next two months.
7. AED Active Status Indicator Light is blinking "GREEN".

Annual System Assessment

Once each calendar year, the School Nurse or his/her designee shall conduct and document system readiness review. This review shall include no less than the following elements:

1. Training records for faculty and staff for AED/CPR certification are current.



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RANDOLPH BOARD OF EDUCATION

PUPILS
5300/page 6 of 6
Use of Defibrillator(s)

2. Equipment and operational and maintenance records are up to date.
3. Physician Medical Authorization records are on file.

Action Plan Checklist

- First responder alerts main office of emergency situation via inter-com system, phone, two-way radio, or whatever means necessary.
- Main office will notify the School Safety Officer (school nurse) of the emergency (inter-com system phone, two-way radio). EMS will then be activated and the MERT will deploy to the location of the emergency.
- The School Safety Officer will be responsible for transporting the AED unit or assigning a team member to receive the AED and respond to the location of the emergency.
- In the event of the school nurse being out of the building, the principal, followed by the Assistant Principal(s), will assume the School Safety Officer responsibilities.
- A predetermined member of the MERT (Assistant Principal) is responsible for meeting the responding EMS personnel and directing them to the scene of the medical emergency.
- Members of the MERT will assist as needed with the treatment and care of the individual until EMS arrives.
- Parent(s)/Guardian(s) will then be contacted.
- Appropriate documentation forms will be completed following each incident.
- School Physician will be notified of incident.

N.J.S.A. 18A:11-1
N.J.S.A. 18A:20-1
N.J.S.A. 18A:40-4
N.J.S.A. 2A:62A-27
N.J.S.A. 6A:16

Adopted: 21 September 2004



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5305/page 1 of 5
Health Services Personnel

5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board will appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology supported and medically fragile children, including those covered by 20 U.S.C. § § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Consultation to the Board of Education, school district administrators, and staff as needed;
4. Physical examinations conducted in the school physician's office or other comparably equipped facility for pupils who do not have a medical home or whose parent(s) or legal guardian(s) has identified the school as the medical home for the purpose of a sports physical examination;
5. Provision of written notification to the parent(s) or legal guardian(s) stating approval or disapproval of the pupil's participation in athletics based upon the medical report;
6. Direction for professional duties of other medical staff;
7. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
8. Establishment of standards of care for emergency situations and medically-related care involving pupils and school staff;



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RANDOLPH BOARD OF EDUCATION

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Health Services Personnel

9. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of pupils and staff and assistance with the delivery of school health services;
10. Review, as needed, of reports and orders from a pupil's medical home regarding pupil health concerns;
11. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
12. Review, approval, or detail of reasons for denial of a pupil's physician's determination of anticipated confinement and resulting need for home instruction; and
13. Consultation with the school district certified school nurse(s) to obtain input for the development of the school Nursing Services Plan pursuant to N.J.A.C. 6A:16-2.1.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess an educational certificate for school nurse or school nurse/non-instructional pursuant to N.J.S.A. 18A:40-3.2 and N.J.A.C. 6A:9-13.3 and 13.4. The certified school nurse shall possess a current license as a registered nurse from the State Board of Nursing and valid, current Providers Cardiopulmonary Resuscitation/Automated External Defibrillator (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health and Senior Services to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;



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2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for pupils suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4;
3. Maintaining pupil health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal those pupils who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing pupil immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of pupils who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7 and 8;
7. Directing and supervising the emergency administration of epinephrine and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9-13.3;
11. Reviewing and summarizing available health and medical information regarding the pupil and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for pupils' medical needs and instructing staff as appropriate;



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13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any pupil who requires them;
14. Implementing and assisting in the development of healthcare procedures for pupils in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9-13.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse as outlined in N.J.S.A. 18A:40-3.3. The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.

A non-certified nurse shall possess a current license as a registered nurse from the State Board of Nursing and a valid, current Providers Cardiopulmonary Resuscitation/AED certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health and Senior Services to comply with American Heart Association CPR guidelines.

A non-certified nurse is limited to providing the following services:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings pursuant to N.J.A.C. 6A:16-2.2 which includes height, weight, blood pressure, hearing, vision, and scoliosis;
3. Maintaining pupil health records pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;



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4. Recommending to the school Principal those pupils who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the pupil's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Recommending to the school Principal exclusion of pupils who show evidence of communicable disease pursuant to N.J.S.A. 18A:40-7 and 8;
6. Implementing school district healthcare procedures for pupils in the event of an emergency;
7. Instructing teachers on communicable disease and other health concerns pursuant to N.J.S.A. 18A:40-3; and
8. Providing other nursing services consistent with the nurse's current license approved by the State Board of Nursing.

N.J.A.C. 6A:16-2.3 et seq.

Adopted:



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Health Services To Nonpublic Schools

M

5306 HEALTH SERVICES TO NONPUBLIC SCHOOLS

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

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

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

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

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



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Health Services To Nonpublic Schools

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

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

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

Adopted:



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Nursing Services Plan
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5307 NURSING SERVICES PLAN

The Board of Education shall annually adopt the school district's Nursing Services Plan at a regular meeting and submit it to the County Superintendent of Education for review and approval.

The Superintendent, or designee, shall develop the Nursing Services Plan in consultation with the school physician and certified school nurse.

The Nursing Services Plan shall include a description of the basic nursing services to be provided to all pupils and a summary of the specific medical needs of individual pupils, if any, and the nursing services required to address those needs. The Nursing Services Plan shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to pupils in all of its school buildings as outlined in N.J.A.C. 6A:16-2.3(b) through (d), and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

The Board, in its determination of the number of certified school nurses and non-certified nurses needed to perform all of the required services as outlined in N.J.A.C. 6A:16 et seq. shall consider: the geographic size including the number and location of school buildings; the general and special education enrollment; the number of children with medical involvement and extent of nursing services required; the requirement that non-certified nurses be assigned to the same school building or school complex as the supervising certified school nurse to ensure that the certified school nurse can provide required supervision pursuant to N.J.A.C. 6A:16-2.3(b) and (d) and N.J.S.A. 18A:40-3.3; and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

N.J.A.C. 6A:16-2.1(b)

Adopted:



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Pupil Health Records
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5308 PUPIL HEALTH RECORDS

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

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

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

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

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

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



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Pupil Health Records

Nothing in N.J.A.C. 6A:16-2.5 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing information contained in the pupil's health record to pupils or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of a pupil or other persons pursuant to N.J.A.C. 6A:32-7.4.

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

Adopted:



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Health Services
M

5310 HEALTH SERVICES

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

1. Care of any pupil who becomes injured or ill while at school or during participation in school sponsored activities (Policy and Regulation 8441);
2. Transportation and supervision of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441);
3. Isolation, exclusion, and readmission of any pupil or employee suspected of having a communicable disease as required by N.J.S.A. 18A:40-7 to 12 and 18A:40-16 to 18 (Policy and Regulation 8451);
4. Provision of health services including immunization, administration of medication, treatment of asthma, medical examinations, nursing services, and emergency medical situations as required in N.J.A.C. 6A:16-2 (Policies 5305 and 5307 and Policies and Regulations 5310, 5320, 5330, and 8441);
5. An annual Nursing Services Plan that details the provision of nursing services based upon pupil need in the school district pursuant to N.J.A.C. 6A:16-2.1(b)(Policy 5307);
6. Administration of medication to pupils under the written order of a school physician or medical home pursuant to N.J.A.C. 6A:16-2.3(a)3vii (Policy and Regulation 5330);
7. Emergency administration of epinephrine via epipen to a pupil for anaphylaxis pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
8. Provision of medical and nursing services to meet requirements for health history, medical examination, and health screening as an alternative for pupils who do not have a medical home or have a religious objection to the required examinations pursuant to N.J.S.A. 18A:35-4.8 (Policy and Regulation 5306);
9. Provision of nursing services to non-public schools located in the school district as required by N.J.S.A. 18A:40-23 through 31 and N.J.A.C. 6A:16-2.5 (Policy & Regulation 5310);



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

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

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



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

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

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

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to pupils in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2 (Policy and Regulation 5330).
3. The review of Do Not Resuscitate (DNR) Orders received from the pupil's parent(s) or legal guardian(s) or medical home (Policy 5332);
4. The provision of health services in emergency situations including:
 - a. The emergency administration of epinephrine via epipen pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The care of any pupil who becomes injured or ill while at school or during participation in school-sponsored functions (Policy and Regulation 8441);
 - c. The transportation and supervision of any pupil determined to be in need of immediate care (Policy and Regulation 8441);
 - d. The notification to parent(s) or legal guardian(s) of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441); and
 - e. The administration of medication for pupils requiring epinephrine (Policy and Regulation 5330).



POLICY

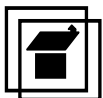
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Health Services

5. The treatment of asthma in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)5 (Policy 5335).
6. The administration of pupil medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-1.1(f) and in compliance with the Centers for Disease Control and Prevention's guidelines which advise that schools implement universal precautions titled Universal Precaution for Prevention of Transmission of HIV and Other Bloodborne Infections (1987, updated 1996), incorporated herein by reference, as amended and supplemented, which is available from the Centers for Disease Control and Prevention, Division of Healthcare Quality Promotion, 1600 Clifton Road, Atlanta, GA 30333 (Policy and Regulation 7420); and
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306).

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

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16.
2. A Building Principal or designee shall not knowingly admit or retain in the school building any pupil whose parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.
3. The school district shall perform tuberculosis tests on pupils using methods required by and when specifically directed to do so by the New Jersey Department of Health and Senior Services, based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school district shall immediately report any communicable diseases that are identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed, by telephone to the health officer of the jurisdiction in which the school is located.



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5. Each school in the district shall have and maintain for the care of pupils at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.
6. Each pupil medical examination shall be conducted at the medical home of the pupil. If a pupil does not have a medical home, the school district shall provide this examination at the school physician's office or other comparably equipped facility.
 - a. For the purpose of the physical examination required prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician.
 - b. A full report of the examination shall be maintained as part of the pupil's health record.
7. The findings of medical examinations as required under 8. below shall be documented on a form that is approved by the Commissioner of Education and shall include the following components:
 - a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.16;
 - b. Medical history including allergies, past serious illnesses, injuries and operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.
8. The school district shall ensure that pupils receive medical examinations:
 - a. Prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;
 - b. Upon enrollment into school in accordance with N.J.A.C. 6A:16-2.2(h)2;



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- c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;
 - d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and
 - e. When the pupil is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.
9. The Board of Education shall make accessible information regarding the NJ FamilyCare Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
 10. Information concerning a pupil's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
 11. The school nurse shall ensure that pupils receive health screenings as outlined below in accordance with New Jersey Department of Education Health Service Guidelines:
 - a. Screening for height, weight, and blood pressure shall be conducted annually for each pupil in Kindergarten through grade twelve.
 - b. Screening for visual acuity shall be conducted biennially for pupils in Kindergarten through grade ten.
 - c. Screening for auditory acuity shall be conducted annually for pupils in Kindergarten through grade three and in grade seven and eleven pursuant to N.J.S.A. 18A:40-4.
 - d. Screening for scoliosis shall be conducted biennially for pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
 - e. Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.
 - f. The school district shall provide for the notification of the parent(s) or legal guardian(s) of any pupil suspected of deviation from the recommended standard.



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

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

N.J.A.C. 6A:16-1.4 et seq.; 6A:16-2.2 et seq.

Adopted:



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Immunization

5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of pupils against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health and Senior Services.

A pupil shall not knowingly be admitted or retained in school if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 8:57-4.1 et seq.

Adopted: 14 April 2008



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Administration of Medication
M

5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a pupil for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.

The parent(s) or legal guardian(s) of the pupil must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.



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Administration of Medication

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8
N.J.S.A. 45:11-23
N.J.A.C. 6A:16-2.3(b)

Adopted: 21 September 2005
Revised: 17 August 2010



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Management of Life-Threatening Allergies in Schools

M

5331 MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each pupil at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of parent(s) or legal guardian(s), staff, and pupils to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the Principal or designee, the school physician, and the Superintendent of Schools. The Superintendent shall inform the Board of Education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a pupil to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.



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Management of Life-Threatening Allergies in Schools

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

When a parent(s) or legal guardian(s) informs the Building Principal and the school nurse the pupil may have an anaphylactic reaction to a substance other than food, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent(s) or legal guardian(s) and the pupil to avoid the pupil's exposure to these substances if present on school grounds.

School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse or designee will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy and Regulation 5331 will be disseminated and communicated to all parent(s) or legal guardian(s) of pupils in the school in the beginning of each school year and when a pupil enters the school after the beginning of the school year.

N.J.S.A. 18A:40-12.3 through 18A:40-12.6

New Jersey Department of Education - Guidelines for the Management of Life-Threatening Food Allergies in Schools – September 2008

Adopted: 14 April 2008
Revised: 17 August 2010



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PUPILS

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Do Not Resuscitate Orders

M

5332 DO NOT RESUSCITATE ORDERS

Federal and State legislation entitles every pupil to a free, appropriate public education in the least restrictive environment. Due to the high risk of medically fragile pupils and pupils with chronic illnesses, who in the past would not have survived to be able to attend school, families, professionals, and school personnel are challenged with new issues in caring for these pupils in the school setting. Some families may wish not to pursue life-saving medical protocols for their child due to the lack of benefit to the pupil's condition or quality of life that is likely to result from following these protocols. In accordance with N.J.A.C. 6A:16-2.1(a)3, all Do Not Resuscitate (DNR) orders received for a pupil will be thoroughly and carefully reviewed.

"Do Not Resuscitate order" or "DNR order" means a written directive signed by the parent or legal guardian of a pupil who, after consultation with the pupil's pediatrician and other advisors, declines emergency administration of cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) to the pupil. "Written order" means a directive and protocol written by the pupil's medical home to address a healthcare need or provide a medical service for a specific pupil. "Medical home" means a health care provider and that provider's practice site chosen by the pupil's parent or legal guardian for the provision of health care.

A family desiring to pursue a DNR order must submit a written order, which should be developed after a meeting with the parent(s) or legal guardian(s), the pupil, if appropriate, the school physician, the school nurse, the pupil's family healthcare provider, and the local emergency medical services provider. The written order shall include specific written emergency orders and shall specifically meet the goals for the pupil. Community emergency medical services protocols must be clearly defined in the written order.

The school nurse is responsible for providing an appropriate response to DNR orders. The school nurse will coordinate the school district's review of the written order with the Building Principal or designee, the school physician, and the Superintendent of Schools or designee. The Superintendent of Schools or designee will review the written order with the Board of Education and the school Board Attorney. The school physician shall be responsible for instructing school staff in DNR orders.

The existence of a DNR written order and plan shall be referenced on the pupil's health form that is approved for use by the Commissioner of Education. A copy of the DNR written order shall be placed with the pupil's individualized health record and a copy should be kept with the local emergency medical services provider. The DNR written order shall be reviewed whenever a change occurs in the pupil's condition and at least once every six months.

N.J.A.C. 6A:16-1.3; 6A:16-2.1(a)3

New Jersey Department of Education – School Health Services Guidelines, July 2001

Adopted:



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Treatment of Asthma
M

5335 TREATMENT OF ASTHMA

The Board of Education recognizes the primary goal for children with asthma is to allow the child to live as normal a life as possible. The child should be able to participate in normal childhood activities, experience exercise tolerance similar to peers, and attend school to grow intellectually and develop socially. In accordance with N.J.A.C. 6A:16-2.1(a)5, the Board adopts this Policy that includes procedures for the treatment of asthma in the school setting.

Every school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. Each school nurse in the district shall receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology pursuant to N.J.S.A. 18A:40-12.8(a). The school nurse, upon receiving this training, is authorized to administer asthma medication through the use of a nebulizer pursuant to N.J.S.A. 18A:40-12.8(a).

Each pupil authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 and Policy 5330 or a nebulizer shall have an Asthma Action Plan (AAP) prepared by the pupil's medical home and submitted to the certified school nurse. The AAP shall identify, at a minimum, asthma triggers and information to be included in the individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) for meeting the medical needs of the pupil while attending school or a school-sponsored function.

N.J.S.A. 18A:40-12.3; 18A:40-12.7
N.J.A.C. 6A:16-2.1(a)5

Adopted:



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Diabetes Management
M

5338 DIABETES MANAGEMENT

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, pupils must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event there is a change in the health status of the pupil.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff members are trained in the care of pupils with diabetes, including staff members working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a pupil with diabetes who is experiencing severe hypoglycemia.

The school nurse shall designate, in consultation with the Superintendent of Schools or designee, additional employees of the school district who volunteer to administer glucagon to a pupil with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon the written request of the parent or legal guardian and as provided in a pupil's individualized health care plan, the pupil will be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the pupil has been evaluated and determined to be capable of doing so as reflected in the pupil's individualized health care plan.



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Diabetes Management

The Principal or school nurse shall, for each pupil with diabetes whom a school bus driver transports, provide the driver with a notice of the pupil's condition, how to treat hypoglycemia, who to contact in an emergency, and parent(s) or legal guardian(s) contact information. Designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in pupils with diabetes.

A pupil's school choice, if there is a choice option, shall not be restricted due to the fact the pupil has diabetes.

N.J.S.A. 18A:40-12.11 through 18A:40-12.21

Adopted: 19 October 2010



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Pupil Suicide Prevention

5350 PUPIL SUICIDE PREVENTION

The Board directs all school personnel to be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal pupil shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the pupil, the Child Study Team may contact the New Jersey Division of Youth and Family Services to request that agency's intervention on the pupil's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9-15.1 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.

The Superintendent or designee shall prepare and disseminate regulations for the guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. 6A:9-15.1 et seq.

Adopted: 11 March 2009
Revised:



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PUPILS

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Pupil Violence Prevention and Response

5351 PUPIL VIOLENCE PREVENTION AND RESPONSE

The Randolph Township Board of Education recognizes that school district personnel must take seriously all suggestions, demonstrations, or communications of life-threatening violence. When confronted with an actual situation in which violent and life-threatening behavior or ideation is present, commitment to pupil confidentiality is superseded by the imperative for initiating effective intervention.

It shall be the responsibility of the Superintendent to insure implementation of an awareness and prevention program and a violence response plan. District programs on the recognition, prevention and management of life-threatening violent behavior and ideation will be conducted as appropriate for staff, pupils and parent(s) or legal guardian(s).

In order to prevent violence, the district has developed a Violence Response Plan to manage the referral process, evaluation of the pupil(s) involved and crisis follow-up. The Violence Response Plan involves support for pupils, parent(s) or legal guardian(s) and staff provided by district and community resources. Failure of a parent(s) or legal guardian(s) or adult pupil to cooperate fully with the guidelines set forth in this policy and the Violence Response Plan may result in a hearing before the Board of Education and the pupil's expulsion from school.

All suggestions, demonstrations, or communications of life-threatening violence are subject to the following response:

1. Life-threatening violent behavior or ideation must be reported to the Building Principal immediately.
2. The Building Principal shall determine if it is necessary to implement the referral process and evaluation/action procedures within the established Violence Response Plan.
3. The Building Principal shall notify the Superintendent of the situation and the level of evaluation/action deemed necessary as soon as possible. Under no circumstances is the notification to exceed twenty four hours.

In no case should any staff member take it upon him/herself to counsel a pupil outside of this policy and the established Violence Response Plan.

Within twenty school days of the adoption of this policy, and annually at the beginning of the school year, the Building Principal shall hold an in-service meeting with all staff to review this Violence Prevention Policy and Response Plan.



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Pupil Violence Prevention and Response

Situations in which violent and life-threatening behavior or ideation is present require the immediate implementation of established procedures for referral, evaluation and follow-up as outlined below. Procedures within this Plan are subject to appropriate State and federal laws including the Individuals with Disabilities in Educations Act.

A. Referral Process

1. Any staff member, pupil or parent(s) or legal guardian(s) who has reason to believe that a pupil has violent or life-threatening intentions shall notify the Principal immediately.
2. The Principal or designee and the school psychologist or school social worker shall conduct an interview of the pupil to determine if further evaluation/action is needed.

B. Evaluation/Action

1. If, following the interview of the pupil and consultation with the school psychologist or social worker, the Principal determines that further evaluation is not warranted, the Principal shall:
 - a. Reserve the right to discipline the pupil as appropriate.
 - b. Take any other reasonable actions warranted under the circumstances.
2. If, following the interview of the pupil and consultation with the school psychologist or social worker, the Principal determines that further evaluation and intervention is warranted, the Principal shall:
 - a. Consult with pupil's guidance counselor or Vice Principal.
 - b. Keep the pupil under continuous adult supervision by school district personnel as designated.
 - c. Notify the local police immediately of the incident and cooperate with their investigation.
 - d. Contact the parent(s) or legal guardian(s) to pick up the pupil immediately and take the pupil to an appropriate medical facility or adolescent crisis unit for an evaluation at the parent(s) or legal guardian(s) expense.



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Pupil Violence Prevention and Response

- e. Notify the potential victim and his/her parent(s) or legal guardian(s) if the potential victim is a minor.
- f. Notify the Director of Special Services, Director of Pupil Personnel Services, and the Crisis Response Team.
- g. Have the parent(s) or legal guardian(s) (or in the case of an adult pupil), have the pupil sign a two way release of information to allow district staff to speak to the pupil's treating mental health care provider.
- h. Have the pupil seen by a Board selected psychiatrist at Board expense within ten school days.
- i. Take any other reasonable actions warranted under the circumstances.
- j. Provide an option for home instruction if appropriate.

C. Follow-up

1. At the conclusion of the evaluation process, the appropriate school personnel, the pupil's treating mental health care provider and the district's designated psychiatrist or psychologist will confer concerning the appropriateness of the pupil's return to school. They shall make a recommendation in that regard to the Superintendent. The Superintendent shall then determine whether the pupil may return to school and shall report the outcome to the Board of Education. If the Superintendent determines not to allow the pupil to return to school, the pupil or the pupil's parent(s) or legal guardian(s) may appeal that decision to the Board. In the event of an appeal, the Board of Education will make the final determination regarding the pupil's return to school following a hearing before the Board.
2. When the pupil returns to school, the pupil's guidance counselor shall monitor the pupil's adjustment to school through meetings with the pupil and consultations with the classroom teachers. The guidance counselor shall report as needed to the Principal.
3. District and State documentation shall be done by appropriate administration. Copies of district reports shall be kept in the school nurse's secured medical file, as well as in the pupil's file. When a pupil moves from elementary to middle school and from middle school to high school, his/her report(s) shall be hand delivered to the nurse of the receiving school.



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Pupil Violence Prevention and Response

D. Response Team

In actual situations of violence or life-threatening behavior, the district's Crisis Response Team will be activated by the Director of Special Services and the Director of Pupil Personnel Services as appropriate.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Promotion and Retention
M

5410 PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupil promotion shall be related to the New Jersey Core Curriculum Content Standards and district goals and objectives and to the accomplishments of pupils. A pupil in the K – 8 grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade. The Superintendent will adopt an administrative regulation for implementing this policy.

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision in accordance with policy 5130.

N.J.S.A. 18A:35-4.9

Adopted: 29 August 2007
Revised: 14 April 2008



POLICY

RANDOLPH BOARD OF EDUCATION

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Eighth Grade Graduation

5412 EIGHTH GRADE GRADUATION

The commencement ceremony for eighth grade pupils is held in the middle school gymnasium at the close of the school year. The purpose is to have a culminating activity which recognizes the academic achievement of all graduates during their middle school years. Additionally, selected pupils who are worthy of special distinction are recognized and awarded plaques, medals and certificates.

Citizenship Award Criteria

1. School service contributions are made frequently.
2. Good character is consistently evident.
3. School interest is demonstrated.
4. Special activity participation and support is evident.
5. Good scholarship is evident from grades and achievement.
6. Rapport with teachers and fellow pupils is readily observable.
7. Evidence of good habits and attitudes is consistently observed.
8. Evident self-respect, self discipline, and individual responsibility are displayed.
9. Respect for the rights, privileges, and feelings of others is consistently evident.
10. Good school and community standing is evident.

Academic Award Criteria

Pupils should exemplify unusually fine work in a specified area of study. This should be evident to the extent that the:

1. Pupil has a thorough grasp of the subject area.
2. Pupil makes definite contributions to the work of the class.



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RANDOLPH BOARD OF EDUCATION

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Eighth Grade Graduation

3. Pupil does more work and of an overall better quality than is minimally required.
4. Pupil presents to the class original and creative work dealing with some phase of the subject if the opportunity is made available.
5. Pupil shows superior evidence of analytical thinking.
6. Pupil is well-versed on the materials and content of the course as regards basic fundamentals and details.

N.J.S.A. 18A:35-4.9; 18A:36-14; 18A:36-15;
18A:36-18; 18A:38-25 et seq.
N.J.A.C. 6:3-4A.1; 6A:8-4.4 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Reporting Pupil Progress
M

5420 REPORTING PUPIL PROGRESS

The Board of Education believes that the cooperation between school and home in the interests of children is fostered by the systematic communication of pupils' educational welfare to parent(s) or legal guardian(s). The Board directs the establishment of a program of reporting pupil progress to parent(s) or legal guardian(s) by both written reports and by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities.

The Superintendent shall develop, in consultation with appropriate teaching staff members, procedures for reporting pupil progress to parent(s) or legal guardian(s) that utilize various methods of reporting appropriate to grade level and curriculum content; ensure that the pupil and parent(s) or legal guardian(s) receive ample warning of a possible failing grade or any grade that would adversely affect the pupil's educational status; enable the scheduling of parent-teacher conferences at such times as will ensure the greatest degree of participation by parent(s) or legal guardian(s); and require the issuance of report cards at intervals of not less than four times per year.

Reports of individual achievement on state assessment tests shall be promptly made available to the pupil or the pupil's parent(s) or legal guardian(s).

N.J.A.C. 6:3-4A.1

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Class Rank

5430 CLASS RANK

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates, both to inform pupils of their relative academic placement among their peers and to provide pupils, prospective employers, and institutions of higher learning with a predictive device so that each pupil is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by grade point average, for pupils in grades nine through twelve for purposes of calculating only the valedictorian and salutatorian of the graduating class.

All pupils shall be ranked together.

Class rank will be calculated by the final grade in all subjects, except those subjects for which no credit is awarded, and will not include failing grades. Weighted credit will be calculated for grades earned in an honors course, a course of independent study, and AP course. The class ranking of a pupil who has transferred to this district will include the grades earned in the regular program of the prior school. Grades earned in private summer school programs will not be included in the calculation of class rank.

Any two or more pupils whose computed grade point averages are identical will be given the same rank. The rank of the pupil who immediately follows a tied position will be determined by the total number of all preceding pupils not by the rank of the immediately preceding pupil.

A pupil's grade point average and rank in class will be entered on the pupil's record and will be subject to Board Policy No. 8330 on the release of pupil records.

Adopted:



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PUPILS
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"Good Pupil" Status

5431 "GOOD PUPIL" STATUS

The Board of Education authorizes the release, on the request of a pupil or a pupil's parent(s) or legal guardian(s), of such information regarding a pupil's grades as may be required to secure a "good pupil" discount on the cost of automobile liability insurance.

Where the insurer has established no standard for determining the achievement level on which the discount is contingent, the Board directs that a pupil has acquired a "good pupil" status if his/her grade average is equal to or higher than the grade average of the pupil's class during the immediately preceding semester.

N.J.S.A. 18A:36-19

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Awards

5440 AWARDS

Statement of Expenditures

Although awards are symbolic of the recognition conferred upon a student by the school, tangible items or objects are purchased for presentation. In keeping with the philosophy of the awards concept, students will receive items which have symbolic rather than intrinsic monetary value. Expenses for awards for school sponsored activities and programs shall be budgeted and approved by the administration. Expenditures shall also be consistent and equitable from school to school and for comparable activities. Administrative personnel will determine which activities are comparable and merit equivalent awards.

School Awards vs. Outside Organization

Sponsors of school activities wishing to incorporate awards into the budget and school program shall prepare a list of the awards clearly indicating criteria and expense. Administrative approval of all school awards shall be mandatory.

Any award or recognition conferred on a district student at any district or school function by any non-district person or entity must be reviewed by appropriate school personnel. Following such review, the recommendation of the school personnel shall be forwarded to the Superintendent for approval. No award of a scholarship by any non-district person or entity shall be made at any district or school function until such time as the district is satisfied that sufficient funds exist and have been segregated for the award.

Award Categories - Elementary Schools

Awards at the elementary level can be divided into four categories: academic, participation, service and the Principal's award. These categories serve to group activities which are generally comparable and tend to separate those which reflect varying requirements of talent or effort. Awards are granted at the completion of elementary school. The elementary years are considered one unit, with awards presented at the culminating year.

A. Academic

1. President's Award for Educational Excellence
2. President's Award for Educational Achievement
3. Science
4. Social Studies



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Awards

National awards granted to all pupils who meet the specified requirements.

- B. Participation Awards - on recommendation of the advisor to the Principal.
 - 1. Music Awards
 - 2. Art Awards
- C. Service Awards – To maintain district-wide consistency these service awards will be mutually determined by all elementary Principals.
- D. Perfect Attendance Award
- E. Presidential Physical Fitness Award
 - 1. Award Categories - Middle School and High School

Awards can be reasonable divided into categories which represent the three general classifications of school-sponsored activities; academic, co-curricular and athletic. These categories serve to group activities which are generally comparable and tend to separate those which reflect varying requirements of talent or effort, and are, therefore, not properly compared to one another. The specific awards within each category shall be comparable in the recognition of comparable efforts.

Awards are granted at the completion of middle school and high school. In the middle school, the grades are considered one total unit with awards reserved for the culmination of grade eight. The same philosophy applies in the high school; the four years are considered a unit, with subject awards in the senior year for a cumulative record.

A commencement ceremony is held for all eighth grade pupils at the close of the school year. The purpose is to have a culminating activity which recognizes the academic achievement of all graduates during their middle school years. Additionally, selected pupils who are worthy of special distinction are recognized and awarded plaques, medals, and certificates.



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F. Academic

1. Awarded in areas taught as part of the school curriculum for unusually fine achievement in specific areas of study.
2. Number of awards
 - a. Middle School level – four per subject with the exception of two in physical education.
 - b. High School level - one per category as determined by the subject area departments.
3. Ten year plaque shall be kept in each school listing academic award winners.
4. President’s Education Awards Program - Middle School - (National award granted to all pupils who meet the specified academic requirements – distributed to eight grade pupils in their homerooms.

G. Co-curricular Activities

1. Middle School level
 - a. Citizenship Awards.
 - b. Special Club and Service Awards - on recommendation of advisor to Principal.
2. High School level
 - a. Club Awards - on recommendation of the advisor
 - i. Leadership Awards
 - ii. Service Awards
 - iii. Distinguished Service Awards
 - iv. Outstanding Achievement Awards



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- b. Music Awards
 - c. Intramural Athletics
 - d. Cheerleaders
- H. Interscholastic Athletics - for all pupils who participate on Varsity, Junior Varsity and Freshmen teams in the high school.
- 1. Freshmen
 - a. Double felt patch - insert for specific sport
 - 2. Junior Varsity
 - a. One letter
 - b. Gold bar for additional year or years of participation
 - c. Insert for second sport
 - 3. Varsity
 - a. One letter in four years
 - b. Gold bar for additional year or years of participation
 - c. Insert for second sport
 - d. Certificate for Varsity status in addition



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I. Board of Education Awards

The Board of Education may from time to time honor an individual pupil or a group of pupils by the presentation of a trophy or plaque. The award will be given to any individual or group achieving special recognition on an interscholastic or academic level as deemed appropriate by the Board.

N.J.S.A. 18A:11-3

Adopted: 19 July 2006
Revised: 14 April 2008; 18 February 2009



POLICY

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High School Graduation
M

5460 HIGH SCHOOL GRADUATION

The Board of Education recognizes the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the pupil has met all State and local requirements for high school graduation. The Board annually certifies to the Executive County Superintendent that each pupil who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements

A graduating pupil must have earned the required number of credits as detailed:

Class 2012 – 120 credits,
Class 2013 – 125 credits,
Class 2014 – 130 credits,
Class 2015 – 135 credits,

Class 2016 and all subsequent classes to receive 140 credits, in courses designed to meet all of the New Jersey Core Curriculum Content Standards & Common Core Standards including, but not limited to, the following credits:

1. Twenty (20) credits in language arts literacy aligned to grade nine (9) through twelve (12) standards, effective with the 2009-2010 grade nine class;
2. Fifteen (15) credits in mathematics, including Algebra I or the content equivalent as defined in N.J.A.C. 6A:8-1.3, including geometry or the content equivalent effective with the 2010-2011 grade nine (9) class, and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares pupils for college and 21st century careers effective with the 2012-2013 grade nine (9) class;
3. Fifteen (15) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2: five (5) credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
4. Fifteen (15) credits in science, including at least five (5) credits in laboratory biology/life science or the content equivalent effective with the 2008--2009 grade nine (9) class, including one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics, effective with the 2010-2011 grade nine (9) class, and including one (1) additional laboratory/inquiry-based science course effective with 2012-2013 grade nine (9) class;



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5. Five (5) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty (150) minutes per week, as required by N.J. S.A. 18A:35-5, 7 and 8;
6. Five (5) credits in visual and performing arts;
7. Five (5) credits in world languages or pupil demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. Two and one-half (2 1/2) credits in financial, economic, business, and entrepreneurial literacy, effective with 2010-2011 grade nine (9) class;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. Five (5) credits in 21st century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to meet graduation requirements.

Credit means the award for the equivalent of a class period of instruction which meets for a minimum of forty (40) minutes, one (1) time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable pupils to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized pupil learning opportunities that meet or exceed the Core Curriculum Content Standards & Common Core Standards.
 - a. Individualized pupil learning opportunities in all Core Curriculum Content Standards & Common Core Standards areas include, but are not limited, to the following:
 - (1) Independent study;
 - (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;



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- (4) Study abroad programs;
 - (5) Pupil exchange programs;
 - (6) Service learning experiences;
 - (7) Structured learning experiences such as Option 2.
- b. Individualized pupil learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards & Common Core Standards shall:
- (1) Be based on pupil interest and career goals as reflected in the Personalized Pupil Learning Plans as they are phased in according to the schedule of implementation set forth at N.J.A.C. 6A:8-3.2(a)1;
 - (2) Include demonstration of pupil competency;
 - (3) Be certified for completion based on the district process adopted according to number two (2) below of this section; and
 - (4) Be on file in the school district and subject to review by the Commissioner or his/her designee.
- c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards & Common Core Standards shall be permitted and shall be approved in the same manner as other approved courses.
2. The district shall utilize established Option 2 procedures for granting of credits through successful completion of assessments that verify pupil achievement in meeting or exceeding the Core Curriculum Content Standards & Common Core Standards at the high school level, including those occurring by means of the individualized pupil learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a pupil's high school enrollment; no such locally administered assessments shall preclude or exempt pupil participation in applicable Statewide assessments at grades three (3) through twelve (12).



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- a. The district shall utilize assessments that are aligned with or exceed the Core Curriculum Content Standards, Common Core Standards and may include locally designed assessments.
- b. The district shall utilize assessment options to determine if pupils have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.

The district shall establish a process to approve post-secondary learning opportunities.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in policy no. 5200.1.
2. Any statutorily mandated requirements for earning a high school diploma;
3. Demonstrated proficiency in all sections of the High School Proficiency Assessment (HSPA), Competency Assessments, or Alternative High School Assessment process applicable to the class graduating in the year they meet all other graduation requirements, based on a schedule prescribed by the Commissioner in accordance with N.J.A.C. 6A:8-4.1(b) through (d).

C. High School Proficiency Assessment (HSPA) or Alternative High School Assessment (AHSA)

1. The district shall provide pupils who have not demonstrated proficiency on one (1) or more sections of the HSPA following the 11th grade, or applicable Competency Assessments, with the opportunity to demonstrate such competence through both repeated administrations of the HSPA and the AHSA process conducted in accordance with rules of the State Board of Education.



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- a. The district shall submit the results of the AHSA process to the Executive County Superintendent of Schools by March 31 of each year, or as otherwise determined by the Commissioner of Education, for approval for graduation in June of the same year. Such results shall include information, as prescribed by the Commissioner, pertaining to pupils successfully completing the AHSA process, and to those who fail to complete the AHSA process successfully.
- b. The Executive County Superintendent, as the Commissioner's designee, shall review the results of each pupil's AHSA and recommend to the Commissioner either approval or disapproval for graduation.
- c. All English Language Learners (ELLS) shall satisfy the school district's requirements for high school graduation, except that any ELLS may demonstrate that they have attained State minimum levels of proficiency through:
 - (1) Passage of the AHSA process in their native language, when available, and passage of an English fluency assessment approved by the Department of Education; or
 - (2) Passage of the AHSA process in English with appropriate accommodations.
- d. Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the HSPA.

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Pupils are expected to be present in every scheduled class except as their attendance is excused in accordance with Board policy 5200.1.

E. Pupils with Disabilities

1. The district, through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, may, for individual pupils with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma.



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2. The district shall specifically address any alternate requirements for graduation in a pupil's IEP, in accordance with N.J.A.C. 6A:14-4.11.
 3. The district shall develop and implement procedures for assessing whether a pupil has met any alternate requirements for graduation individually determined in an IEP.
 4. If a pupil with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the pupil shall have the choice of receiving a diploma of the school attended or a diploma of the school district of residence.
 - a. If the school the pupil is attending declines to issue a diploma to the pupil, the Board of Education of the district of residence shall issue the pupil a diploma if the pupil has satisfied all State and local graduation requirements, as specified in the pupil's IEP.
 5. Pupils with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
 6. A pupil with a disability whose individualized education program prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the pupil has attended four (4) years of high school.
 7. When a pupil with a disability graduates or exceeds the age of eligibility, the pupil shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the pupil's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting his or her postsecondary goals.
- F. High School Diploma
1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local requirements.



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2. The Board of Education shall not issue a high school diploma to any pupil not meeting the criteria specified in State and local requirements.
 - a. The district shall provide pupils exiting grade twelve (12) without a diploma the opportunity for continued high school enrollment to age twenty (20), or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual until the age of twenty (20) who has otherwise met all State and local graduation requirements, but has failed to pass the HSPA or applicable Competency Assessments to return to school at scheduled times for the purpose of taking the necessary test. Upon certification of passing the test applicable to the pupil's class in accordance with N.J.A.C. 6A:8-5.1(a) 8, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled pupil formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board policy 5465 – Early Graduation (M).

G. Notification

Each pupil who enters or transfers into the high school and the pupil's parent(s) or legal guardian(s) shall be provided with a copy of the school district's requirements for a State-endorsed diploma, and those programs available to assist pupils in attaining the State endorsed diploma.

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually at a public meeting not later than September 30, to the Board of Education and the Commissioner:

1. The total number of pupils graduated;
2. The number of pupils receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEPs;



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3. The total number of pupils denied graduation from the 12th grade class solely because of failure to pass the HSPA or AHSA, based on the provisions of N.J.A.C. 6A:8-5.1(a) 3.
- I. The Superintendent shall provide the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) to the Executive County Superintendent and update this filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1; 18A:35-4.9; 18A:35-7; 18A:36-17
N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Adopted: 15 December 2009
Revised: 20 September 2011



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Early Graduation
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5465 EARLY GRADUATION

The Board of Education may grant a State-endorsed high school diploma to a pupil who has not completed the twelfth grade. Each request for early graduation will be considered individually by the Board, and will be guided by the recommendation of the Superintendent and the high school Principal and will be in accordance with the provisions of N.J.A.C. 6A:8-5.1 et seq. and 6A:8-5.2 et seq.

A pupil will be permitted early graduation from high school if he/she has satisfied the number of course credits for graduation established by Board Policy No. 5460, and demonstration of proficiencies in all sections of the HSPA or SRA process applicable to the class graduating in the year all other graduation requirements are met; and a satisfactory attendance record as defined by Policy and Regulation No. 5200.

In accordance with N.J.A.C. 6A:8-5.2(d), starting in the 2002-2003 academic year, the Board will award a State-endorsed high school diploma to any individual who: has performed at a proficient or advanced proficient level of achievement in all sections of the HSPA; has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and has, if a pupil is currently enrolled in a public school, formally requested such early award of a State-endorsed high school diploma.

A pupil permitted to graduate before the end of the twelfth grade will be issued a state-endorsed diploma certifying that he/she has met all state and local requirements for early graduation. The diploma will bear the date of its issuance. The pupil may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school district on application to and approval of the high school Principal.

N.J.S.A. 18A:7C-1 et seq.
N.J.A.C. 6A:8-5.1 et seq.; 6A:8-5.2 et seq.

Adopted:



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Graduation and Yearbook Fees
M

5466 GRADUATION AND YEARBOOK FEES

The Board of Education recognizes that the cost of graduation ceremonies, if any, directly paid by graduating pupils and the cost of a yearbook directly paid by the graduating pupil may create a financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.

The Board of Education will not exclude from the graduation ceremony any pupil who is unable to pay the fees required of the graduating pupil to participate in the graduation ceremony because of financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.

Furthermore, the Board will pay the cost for a graduating pupil to purchase a yearbook if the graduating pupil is unable to pay the fees required of the graduating pupil to participate in the graduation ceremony because of financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.

In determining financial hardship, the criteria will be the same as the Statewide eligibility standards established by the State Board of Education for free and reduced price meals under the State School Lunch Program.

N.J.S.A. 18A:7C-5.1

Adopted:



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Expectations for Pupil Conduct
M

5500 EXPECTATIONS FOR PUPIL CONDUCT

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the schools and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Superintendent shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, pupils, develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members.

N.J.S.A. 18A:11-1

Adopted:



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Dress and Grooming

5511 DRESS AND GROOMING

The Board seeks parental cooperation in helping the school attain its objective of fostering pride and good taste in clothes and grooming by exercising such positive parental guidance and authority as may be deemed appropriate to you. The Board will, at all times, continue to exercise its prerogative to inform parent(s) and/or legal guardian(s) of individual children of our concern or question as regards either the suitability or permissibility of certain attire. The Board feels confident that, together, we can engender a positive attitude toward dress and grooming in the youth of our community. For the specific guidance of parent(s) and/or legal guardian(s) and staff, the Board provided the following guidelines based on past decisions.

1. In the matter of hair style, the Board recognizes that pupils have the right to exercise judgment so long as they do not:
 - a. Present a danger to their health and safety, or the health and safety of the staff and student body; and
 - b. Cause an interference with school work and create a classroom disorder.
2. With regard to pupil dress, the Board specifies the following policy:
 - a. Pupils may not wear clothing deemed to be a safety hazard while participating in activities so regulated;
 - b. Dress which restricts the pupil from doing his/her best work is discouraged;
 - c. Styles that create or may create a classroom disturbance are not permitted;
 - d. Articles of clothing which cause excessive wear or damage to school property are not permitted; and
 - e. Wearing apparel which may be a health hazard to the pupil is not permitted while in school, without doctor's permission.

Nothing in this policy shall be interpreted to limit the responsibility of teachers to enforce regulations concerning control of hair or clothing in the interest of safety or full participation in any specific teaching situation.



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Dress and Grooming

A. Elementary School

We all agree that an academic environment is best supported by apparel that is not distracting, and not inappropriate. High expectations of achievement and behavior are an integral part of the Center Grove Elementary culture. An extension of these high expectations to good grooming and appropriate dress enhances and improves pupil responsibility and self-esteem.

The Randolph Township Dress Code Policy requires that clothes should not cause a disruption to the teaching/learning environment.

1. Specific items of apparel that are inappropriate include:

- a. Halter-tops, belly shirts, thin (spaghetti straps), and bare midriffs;
- b. Any clothing or personal items that depict violence, profanity or offensive illustrations;
- c. Shorts, skirts and dresses that do not reach the individual's fingertips when his/her arm is at their side; and
- d. Sleepwear.

Hooded sweatshirts; may be worn to school, but at no time during the school day may the hood be worn up. All headgear, including hats, will be stored in the classroom during the school day. Baseball caps cannot be worn in school.

A dress code is only as effective as the personnel enforcing it. The entire staff, not just teachers, needs to be responsible for reporting to the office infractions of our dress code. The key to effectiveness is intervention. The final decision rests with the building administration.

B. Middle School

The guidelines for the school dress code were developed after careful consideration. The philosophy behind them has always been that a strong relationship exists between the clothing a child wears and his/her general attitude and behavior in school. We feel strongly that the casual nature of certain attire could generate an indifferent attitude toward the pupil's real purpose of being in school. It will remain our policy to discourage and limit outlandish or questionable attire which negatively impacts the educational process. Examples of inappropriate dress include, but are not limited to, the following:



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Dress and Grooming

1. Clothing items that display graphics or slogans that are deemed suggestive, offensive, or include drug-related or alcohol-related messages are not acceptable;
2. Halter tops and low-cut tops are not acceptable for school, nor are bare midriff tops or see-through mesh shirts;
3. Undergarments should not be visible when dressed appropriately;
4. Skirts and shorts should be of an appropriate length. Baseball hats, other types of headwear, and sunglasses are not permitted in the building; and
5. For safety reasons, appropriate footwear should be worn.

We, therefore, ask for your continued cooperation in helping the school to attain its objective of fostering pride and good taste in clothes and grooming. At all times, we will continue to exercise prerogative to inform parent(s) and/or legal guardian(s) of individual pupils as regards either the suitability or permissibility of certain attire. Final decisions regarding dress and grooming rest with the building administration.

C. High School

The school's objective is to foster pride and good taste in cloths and grooming for all members of the school community. The school recognizes that pupils have a right to exercise judgment so long as choices do not cause an interference with schoolwork and/or create a classroom disorder, and/or present a danger to health and safety or the health and safety of the staff and student body. In keeping with this objective, any accessory that may cause injury is unacceptable, such as studded accessories and chains. Footwear must be worn at all times.

The school discourages outfits that are too revealing of the anatomy and those that do not cover undergarments when pupils are standing or sitting. Bare midriffs, tube tops; backless garments, one shoulder tops, tops with spaghetti straps, mesh and/or see through tops, and skirts and shorts that are exceedingly short are not acceptable. Garments designed to be worn as sleepwear or underwear may not be worn as outerwear, such as pajamas, boxer shorts, and men's sleeveless tank tops. Hooded garments may be worn as long as the hood remains down and does not cover the head. Garments, which display inappropriate language, sayings, logos or profanity, are also unacceptable. Any garment promoting alcohol, tobacco or drugs is strictly forbidden. Teachers have the prerogative to require pupils to remove coats, hats and other headdress during instructional time.



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Dress and Grooming

If pupils appear to be in violation of this policy in addition to parent(s) and/or legal guardian(s) notification the following consequences will be applied:

- First Offense - A school-approved tee shirt will be lent to the pupil to be worn for the remainder of the day.
- Second Offense - An after school detention will be assigned.
- Third Offense - A Saturday detention will be assigned.
- Fourth Offense - Pupil will be suspended, a parent(s) and/or legal guardian(s) conference will be necessary before reentry.

Final decisions regarding dress and grooming rest with the building administration.

N.J.S.A. 18A:11-1, 18A:11-7, 18A:11-8, 18A:11-9

Adopted:



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Harassment, Intimidation, and Bullying
M

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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Harassment, Intimidation, and Bullying

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or



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5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;



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3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.



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D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school district.



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Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.



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Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;



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14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or



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3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.



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The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.



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2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;



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- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.



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The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.



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A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.



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For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal, in conjunction with the Anti-Bullying Specialist, and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.



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J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures for pupils who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils that engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.



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1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
 2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
 3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
- L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.



POLICY

RANDOLPH BOARD OF EDUCATION

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Harassment, Intimidation, and Bullying

The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

M. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.



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Harassment, Intimidation, and Bullying

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district’s Harassment, Intimidation, and Bullying Policy with pupils.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools’ Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



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Harassment, Intimidation, and Bullying

O. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.



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Harassment, Intimidation, and Bullying

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011

Adopted: 16 August 2011



POLICY

RANDOLPH BOARD OF EDUCATION

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Care of School Property
M

5513 CARE OF SCHOOL PROPERTY

The Board of Education believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

N.J.S.A. 18A:34-2; 18A:37-3
N.J.A.C. 6A:23-6.6

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Pupil Use of Vehicles

5514 PUPIL USE OF VEHICLES

The Board of Education regards the operation by pupils of any vehicle for transportation to and from school as a matter subject to Board authority because pupil safety is of paramount concern to the Board.

1. The Board will permit the use of motor vehicles by pupils in grade twelve only in accordance with district rules provided that such pupils present written parental approval, have been granted permission by the Building Principal to operate a motor vehicle on school grounds, possess a New Jersey driver's license, and have successfully completed a course in driver education. The high school may have a lottery system if there are not enough parking spaces to accommodate the twelfth grade class.
2. The Board prohibits the operation of bicycles, scooters, and skateboards, by pupils for travel to and from school.

The Superintendent shall develop and disseminate regulations for the operation and parking of vehicles on school grounds. Permission to operate a vehicle on school grounds may be revoked for a pupil's failure to observe rules.

The Board will not be responsible for any vehicle that is lost, stolen, or damaged.

N.J.S.A. 39:4-10 et seq.; 39:4-10.5

Adopted:



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Pupil Parking

5515 PUPIL PARKING

Only students with Randolph Township School District parking permits may use school parking facilities. The administration shall establish rules and regulations governing the issuance of Randolph Township School District parking permits and student use of school parking facilities. Parking permit applications must include written proof that at least one of the student's parents or guardians has attended a Board-approved safe driving program within four (4) calendar years prior to the date of the application. The administration will assess a reasonable fee for parking permits.

Adopted: 15 February 2006
Revised: 16 April 2007; 14 April 2008



POLICY

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PUPILS

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Use of Electronic Communication and Recording
Devices (ECRD)

M

5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)

The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of pupils and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, pupil assessment instruments, and/or pupil assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other pupils. Therefore, the Board of Education adopts this Policy regarding pupil use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

A pupil is not permitted to have turned on or use an ECRD on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. A pupil's personal ECRD may only be used on school grounds in an emergency situation or with the permission of a school staff member supervising the pupil in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a pupil using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other pupils or staff members are present shall require the permission for such recording from any other pupil and their parents or guardians and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, and athletic events and drama production filming. A pupil authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from pupil access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a pupil from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.



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RANDOLPH BOARD OF EDUCATION

PUPILS

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Use of Electronic Communication and Recording
Devices (ECRD)

For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the pupil will be subject to appropriate disciplinary action.

A pupil who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the pupil is required to respond to an emergency and the pupil provides a statement to the Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the pupil at all times and that the pupil is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a pupil brings or possesses a remotely activated paging device in violation of N.J.A.C. 6A:16-5.8 and this Policy.

N.J.S.A. 2C:33-19

N.J.A.C. 6A:16-5.8

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Pupil Identification Cards

5517 PUPIL IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all pupils, staff, parents and community members in school buildings. In recognizing this important responsibility, the Board requires all pupils to carry school district issued identification cards at all times while in school. A pupil must present the card to any school staff member upon request. Pupils who fail to have the card in their possession or to produce it when asked to do so may be disciplined.

The school district issued Identification Card will be issued to all pupils in middle schools, and high schools, and may be presented for:

1. Identification at school district activities on school district property other than the school attended by the pupil;
2. Identification for library media services to include library book, periodical and other resource check-out;
3. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;
4. Identification for admission to certain school-related and school district sponsored functions; and
5. Other purposes and activities as determined by the Building Principal.

Pupils will be issued one card every year. A replacement fee will be charged, at the cost equal to the reproduction cost, for all lost identification cards.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Dating Violence at School
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5519 DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.



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Dating Violence at School

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.



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Dating Violence at School

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37
New Jersey Department of Education Model Policy and Guidance for Incidents Involving Dating Violence – September 2011

Adopted:



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RANDOLPH BOARD OF EDUCATION

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Disorder and Demonstration

5520 DISORDER AND DEMONSTRATION

The Board of Education is responsible for providing a thorough and efficient system of education for pupils in this district and is authorized to preserve order so that the system may function properly. Pupils will not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

The Board will not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the rights of others. The Board specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain.

Disorderly pupils will be disciplined in accordance with law and Board Policy No. 5600; staff members who assist pupils in disorderly conduct may be subject to disciplinary measures.

The Board directs all staff members to attempt to resolve pupil conflict and dissent by reason and arbitration. Pupils who express dissent should be made aware of the lawful procedures available to them for the resolution of their grievances.

The Superintendent shall establish procedures for the prompt resolution of any disorder that occurs on school premises. The Building Principal shall be responsible for the identification and resolution of disorders in any school building and may summon law enforcement officers as necessary.

N.J.S.A. 2C:12-3; 2C:33-1; 2C:33-2; 2C:33-8
N.J.S.A. 18A:6-1; 18A:37-1; 18A:37-2

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Substance Abuse
M

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 the Building Principal or designee.



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RANDOLPH BOARD OF EDUCATION

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Substance Abuse

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 for a conference concerning the matter. 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 selected by the parent(s) and/or legal guardian(s), or if such medical doctor/treatment center is not immediately available, by the school physician/medical inspector, if he/she is available. 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 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.



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RANDOLPH BOARD OF EDUCATION

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Substance Abuse

- (b) The Building Principal shall notify the parent as promptly as possible of the action taken.
- d. Medical assessment of the pupil shall include level of consciousness and awareness, vital signs, urine testing, 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. 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.
- f. 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. 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.



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Substance Abuse

3. Where a search of pupil's person or property is necessary, 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	5 days	Alternative Educational Placement/External Suspension
2nd offense	10 days	Alternative Educational Placement/External Suspension
3rd and subsequent offenses		Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion

After every offense, all pupils found to be positive must have an evaluation by a licensed medical facility or professional and follow the recommendation of said agency before re-entering school.

- b. Will lose privilege to participate in school activities including, but not limited to clubs, sports, field trips, dances, prom.

1st offense	1 month suspension
2nd offense	2 months suspension
3rd offense and subsequent offenses	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.

Note: See Athletic Training Rules Policy for athletes.



POLICY

RANDOLPH BOARD OF EDUCATION

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Substance Abuse

- 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. 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 illegal drugs or toxic chemical compounds.
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 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.



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3. 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.
4. Any pupil found to be in possession of illegal drugs, alcohol, or other toxic chemical compounds will be suspended as follows:
 - a. 1st offense – 5 days Alternative Educational Placement/
External Suspension;
 - 2nd offense – 10 days Alternative Educational Placement/
External Suspension;
 - 3rd and subsequent offenses – External Suspension until Superintendent’s
review and/or Board of Education hearing to
consider expulsion.

After every offense all pupils found to be positive must have an evaluation by a licensed medical facility or professional and follow the recommendation of said agency before re-entering school.

- b. Will lose the privilege to participate in school activities, including, but not limited to clubs, sports, field trips, dances, proms.
 - 1st offense 1 month suspension
 - 2nd offense 2 months suspension
 - 3rd offense
and/or subsequent
offenses 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.

Note: see Athletic Training Rules Policy for athletes.



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C. Possession of Drug Paraphernalia

1. Any pupil who possesses drug-related paraphernalia in school, on the school grounds or at school-sponsored functions is in violation of school policy. The Principal will notify the parent(s) and/or legal guardian(s) of the violation immediately.
2. Any pupil found to be in possession of drug related paraphernalia may be suspended based on the type of paraphernalia and quantity involved.
3. 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.

D. Sale or Distribution of Drugs on School Property

1. 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.
2. 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.
3. 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.
4. Any pupil found selling or distributing drugs on school property will be suspended as follows:

All offenses ranging from one day suspension to expulsion and police involvement.



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- E. 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.

- F. 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 Pupil Assistance Committee regarding the extent of the effect of the pupil's substance use or dependency on his/her educational performance and program. Recommendations by the Pupil Assistance Committee may be made for additional medical and/or educational testing.

- G. 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, Pupil Assistance Committee, 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.



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6. Refusal to participate in a district - approved substance abuse treatment program will result in referral to the Superintendent for appropriate placement.

H. 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. 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.

I. 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 printed materials and on the website. The policy will be mailed to the Middle School and High School pupils prior to the beginning of school in September.

J. 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.

K. Legal Compliance

1. The district will comply with all legal requirements such as the Drug Free School Zones Act.



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2. The district will provide for compliance with the confidentiality requirements established in federal regulations found at 42CFR Part 2.

L. Pupil Curriculum Standards

1. Randolph Township Schools serving Kindergarten through grade six 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 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.

M. 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: 16 March 2005
Revised: 17 August 2005; 19 July 2006; 14 April 2008



POLICY

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Pupil Smoking
M

5533 PUPIL SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong deleterious consequences.

For purposes of this policy, "smoking" means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked and the use of smokeless tobacco and snuff.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

The Board prohibits smoking by pupils at any time on any school grounds as defined above, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

A sign indicating smoking is prohibited on school grounds as defined above will be posted at each public entrance in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall, by example and persuasion, make every reasonable effort to discourage pupils from developing the habit of smoking.



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Pupil Smoking

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 18A:40A-1
N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-1.3

Adopted: 21 September 2010



POLICY

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Disaffected Pupils
M

5550 DISAFFECTED PUPILS

The Board of Education believes that the educational needs of all pupils should be served. The Board will make every reasonable effort to identify and serve disaffected pupils whose learning is impeded by environmental circumstances, the pupil's attitude, or an inappropriate instructional program.

For the purposes of this policy, "disaffected pupil" means the pupil who has instructional needs that are not being met by the regular instructional program and who is performing well below his/her social or academic capacity.

Disaffected pupils may include pupils unable to function properly within a traditional school program; pupils of average or above average intelligence and ability who achieve below their potential; pupils unable to establish occupational or future goals; pupils with a pattern of behavior problems, including problems with attendance and tardiness; pupils who lack motivation, direction, and decision making ability; pupils who possess a poor self-image; pupils suffering stressful family settings; pupils hostile toward adults and authority figures; pupils in difficulty with community and law enforcement agencies; and pupils lacking interest in school and avoiding involvement in school activities.

Teaching staff members shall be alert to pupils experiencing difficulty in their classes. Any such pupil who does not appear to be disabled may be referred to the Intervention Referral Team (IRT).

A disaffected pupil who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policy No. 2460 and Regulation Nos. 2460.3 and 2460.7.

N.J.A.C. 6:26-1.1 et seq.
N.J.A.C. 6A:14-1.1 et seq.

Adopted: 19 November 2008



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Disruptive Pupils
M

5560 DISRUPTIVE PUPILS

The Board of Education believes that the pupils of this district are entitled to an education free from undue disruption. Pupils who willfully disrupt the educational program shall be subject to the discipline procedures of this district. Every reasonable effort shall be made to determine and remediate the cause or causes of a chronically disruptive pupil's unacceptable conduct.

For the purposes of this policy, "disruptive pupil" means the pupil who has difficulty establishing good relationships with peers and adult authority figures and who exhibits a pattern of conduct which is in defiance of school rules or regulations and which hinders academic success for other pupils as well as for himself or herself.

Disruptive pupils may be disciplined in accordance with Policy No. 5600.

A disruptive pupil who does not appear to be disabled may be referred to the Intervention Referral Team (IRT) in accordance with Policy No. 2417.

A disruptive pupil who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policy and Regulation Nos. 2460 et seq.

The Superintendent shall report regularly to the Board the incidence of acts of violence and vandalism in the school district and shall prepare a remedial plan whenever the report shows a significant increase in the number of such acts.

N.J.S.A. 18A:17-46 et seq.; 18A:37-1 et seq.
N.J.A.C. 6A:14-1.1 et seq.

Adopted:



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Use of Physical Restraint

5561 USE OF PHYSICAL RESTRAINT

The Board of Education strives to provide a safe, caring atmosphere that supports all learners in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain a pupil. An emergency is defined as a situation in which the pupil's behavior poses a threat of imminent, serious physical harm to the pupil or others or imminent, serious property destruction.

In accordance with N.J.S.A. 18A:6-1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution. However, any such person may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, for the purpose of self-defense; and for the protection of persons or property. Any such acts, as above, shall not be construed to constitute corporal punishment within the meaning and intent of N.J.S.A. 18A:6-1.

“Physical restraint” means holding a pupil or otherwise restricting his/her movements. Physical restraint shall include the use of specific, planned techniques and shall only be used with reasonable limitations by school staff members who shall receive training in the use of physical restraint. Classroom and security interventions should be implemented, when possible, prior to the use of any physical restraint. The use of physical restraint shall be limited to only those circumstances and situations where other interventions are not possible or have been unsuccessful.

A pupil shall be released from physical restraint immediately upon a determination by the school staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction. The Principal or designee will notify the parent/legal guardian in the event an emergency existed and physical restraint was used on their child. The pupil shall be examined by the school nurse after any physical restraint.

N.J.S.A. 18A:6-1

Adopted:



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Sportsmanship

5570 SPORTSMANSHIP

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat. In exhibiting sportsmanship all participants shall:

1. Understand and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Treat opponents in an empathetic manner; and
5. Congratulate opponents in victory or defeat.

Failure to exhibit good sportsmanship shall include, but not be limited to the following conduct:

1. Any person who strikes or physically abuses an official, coach, player or spectator;
2. Any person who intentionally incites participants or spectators to abusive action;
3. Any person who uses obscene gestures or unduly provocative language or action towards officials, coaches, opponents or spectators;
4. Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;
5. Any person who engages in conduct which exhibits bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and
6. Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.
7. Other conduct judged by the Athletic Director or Building Principal to be unsportsmanlike in character.



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Sportsmanship

8. Any violation of the rules of the New Jersey State Interscholastic Athletic Association.

Failure to exhibit good sportsmanship may result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.

NJSIAA Guidelines

Adopted:



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Pupil Discipline/Code of Conduct
M

5600 PUPIL DISCIPLINE/CODE OF CONDUCT

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

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

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

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

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

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



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Pupil Discipline/Code of Conduct

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

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

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

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

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

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



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Pupil Discipline/Code of Conduct

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

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

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

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

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

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

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted:



POLICY

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Suspension

5610 SUSPENSION

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

Any 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 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 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 pupil from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for 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.



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Suspension

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.

A 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 pupil may be reinstated by the Principal within ten days of the suspension, or by the Superintendent at any time before the second meeting of the Board following the suspension, or by the Board of Education at the first meeting following the suspension, except that no 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 pupil's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the pupil or continue the suspension.

In each instance of a short-term suspension, the 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 pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the pupil may be immediately removed from the 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 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 pupil with a disability who is subject to a short-term or long-term suspension.



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Suspension

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, 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 pupil with a disability shall be provided consistent with the 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.

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 pupil will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such pupil will be designated by code.

N.J.S.A. 18A:37-1 et seq.
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:14-2.8 et seq.
20 U.S.C. 1415

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS

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

M

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

The Board of Education is committed to providing a safe school environment to all pupils attending the public schools. To provide this safe learning environment, the Board of Education will implement policies and procedures regarding pupil offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, 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.

Any pupil convicted or adjudicated delinquent for possession of a firearm or committing a crime while in possession of 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 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.

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

The Superintendent determines whether the pupil is prepared to return to the regular education program or 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 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 school district 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.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS

5611/page 2 of 2

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

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.

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

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5 et seq. through
6A:16-9 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS

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Assault by Pupils on Board Member or Employees

M

5612 ASSAULT BY PUPILS ON BOARD MEMBERS OR EMPLOYEES

Any 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 Board member or any district employee 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, according to the requirements of N.J.S.A. 18A:37-2.1, will be immediately suspended from school consistent with due process procedures, pending suspension or expulsion hearings before the Board. Incidents of harassing conduct toward staff; inappropriate e-mail and telephone calls to staff, threatening letters, and other forms of inappropriate contact pupil to staff shall not be tolerated by the district.

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

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.

N.J.A.C. 6A:16-5.7

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5615/page 1 of 2
Suspected Gang Activity

5615 SUSPECTED GANG ACTIVITY

Pupils that initiate, advocate, or promote activities, openly or otherwise, and/or threaten the safety or well-being of others disrupt the school environment and are harmful to the educational process in this school district. Any physical or verbal harassing, intimidating, or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where pupils are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believe any physical or verbal harassing, intimidating, or bullying conduct was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those pupils representing a criminal street gang (hereinafter referred to as a “gang”) as defined in N.J.S.A. 2C:44-3.h. If it is determined unacceptable conduct was committed by pupils representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent(s) or legal guardian(s) of the victim and the offender. The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

To further ensure the safety and well-being of all pupils in the district and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A pupil identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

School staff members shall be provided in-service training on gangs and gang related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.

Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district’s administrative staff members will encourage local law enforcement to share gang related information with school officials.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5615/page 2 of 2
Suspected Gang Activity

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding pupil discipline and/or the school district's pupil discipline code. This Policy shall be made available to school staff, pupils, and parent(s) or legal guardian(s).

N.J.S.A. 18A:11-9

N.J.S.A. 2C:44-3.h.

New Jersey State Police Street Gang Bureau – Know the Signs: A Guide to Gang Identification

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5620/page 1 of 1
Expulsion

5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a 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 pupil only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.3 and 7.4 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 shall be consistent with the provisions of N.J.A.C. 6A:16-9.2, Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Pupils, and N.J.A.C. 6A:14-2, Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.3, 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 pupils of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

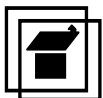
Any appeal of the Board’s decision regarding the cessation of the pupil's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or appropriate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

An expulsion of a pupil with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14.

N.J.S.A. 18A:37-2
N.J.A.C. 6A:16-7.4; 6A:16-7.5

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5700/page 1 of 1
Pupil Rights

5700 PUPIL RIGHTS

The Board of Education recognizes that pupils possess both the right to a free public education and the rights of citizenship. In granting pupils the educational opportunities to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to pupils' ages and maturity. At the same time, the Board will respect the right of each pupil to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts.

Attendant on the rights guaranteed to each pupil are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policies and regulations of this district.

As pupils differ in age and maturity, so they differ in the ability to assume both the rights and the concomitant responsibilities of citizenship. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the pupil and the pupil's need for continuing guidance and control.

A pupil who has reached the age of majority and is emancipated possesses the full rights of an adult and may issue authorizations previously delegated to his/her parent(s) or legal guardian(s). The adult pupil is fully responsible for his/her educational performance, attendance, compliance with district regulations, and care of school property. The parent(s) or legal guardian(s) of each adult pupil will be informed of the rights of the pupil and will continue to be informed of the pupil's progress in school.

N.J.S.A. 9:17B-1
N.J.S.A. 18A:36-20

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5701/page 1 of 2
Plagiarism

5701 PLAGIARISM

Definition

Plagiarism is knowingly to present, as one's own the idea(s), work(s), or product(s) of another without accurately citing the source.

Purpose

The administration and staff at Randolph High School believe that it is important to instill ethical practices in their pupils. One way to stress the principles of appropriate conduct is by attempting to curb plagiarism.

Process

Plagiarism will be discouraged through instruction on what constitutes plagiarism, reinforcement teaching each year, remediation for those who commit an act of plagiarism and enforced penalties. To achieve its goal of eliminating plagiarized assignments, the Plagiarism Committee will publish and disseminate the definition and penalties for plagiarism to the administration, teaching staff, pupils and parent(s) and/or legal guardian(s) in the Randolph community.

- Parent(s) and/or legal guardian(s) will be notified via the Web site, PTSA Newsletter, a letter home, and meetings (Back to School Night and Freshmen Parents' Orientation).
- Pupils will be alerted through the Agenda Book, public announcements and their English classes. English teachers will have the pupils sign the Confirmation of Instruction stipulating their understanding of what plagiarism is and the consequences for committing plagiarism. The library staff will commit this list to a faculty folder for reference.
- A Plagiarism Review Committee consisting of a school administrator, department supervisor and faculty member will be convened by the Principal of the school to hear the appeal and decide whether plagiarism has been committed. (The teacher for whom the paper was written cannot be appointed to the committee.) A request for an appeal for first offense must be made to the Building Principal within six days of the accusation of plagiarism. Once an appeal is filed, all penalties are to be suspended until the outcome of the appeals process. The Plagiarism Review Committee will render a written decision within five school days.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5701/page 2 of 2
Plagiarism

- All subsequent offenses will automatically go before the Plagiarism Review Committee. The Plagiarism Review Committee will render a written decision within five school days.

Penalties

These penalties are cumulative over four years and include all classes in all disciplines. Record keeping will be the responsibility of the Vice Principals who maintain the pupils' disciplinary folders for four years.

First Offense

- One Saturday detention
- Teacher calls parent(s) and/or legal guardian(s), submits blue card, administers mandatory remediation
- "0" grade on assignment

Second offense (in any class)

- Two Saturday detentions
- Teacher submits blue card: Administrator has parent(s) and/or legal guardian(s)/pupil conference
- After averaging "0" grade on assignment, marking period grade lowered one letter grade
- Mandatory appearance before the Plagiarism Review Committee.
- Determination of co-curricular consequence by Committee.

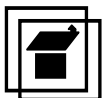
Third and succeeding offenses (in any class)

- Teacher submits blue card
- Administrator has parent(s) and/or legal guardian(s)/pupil conference
- "F" grade and loss of credit in class for semester
- Mandatory appearance before the Plagiarism Review Committee.
- Determination of co-curricular consequence by Committee.

Accommodations will be made for those pupils who cannot attend Saturday detention because of religious reasons.

Adopted: 13 January 2004

Revised: 16 March 2005



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5710/page 1 of 1
Pupil Grievance

5710 PUPIL GRIEVANCE

The Board of Education believes that pupils are citizens who possess the right to request redress of grievances and that pupils should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board will establish and observe procedures by which the grievances of pupils will be heard.

For the purposes of this policy, a pupil grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees.

A pupil grievance will be heard in the following manner:

1. A pupil should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;
2. A grievance not resolved at the first step must be reduced to a written statement in which the pupil sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;
3. The written grievance may be submitted to the Building Principal, the Superintendent, and the Board of Education, in that order and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response;
4. At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;
5. A pupil grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than ten calendar days after the hearing. The pupil will be informed of the right to appeal a decision of the Board to the Commissioner of Education.

The Superintendent shall direct all staff members to respect the right of pupils to seek redress of grievances by lawful procedures without fear of reprisal.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS

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Distribution of Flyers/Electric Advertising

5721 DISTRIBUTION OF FLYERS/ELECTRIC ADVERTISING

No flyers/electronic advertising may be distributed that have not been submitted to the Principal/Superintendent for review in advance of their distribution.

The Board of Education requires that the distribution of flyers be in accordance with regulation no. R5721 – Distribution of Flyers.

N.J.S.A. 2C:34-3

N.J.S.A. 18A:42-4

Adopted: 18 August 2009

Revised: 13 July 2010



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5750/page 1 of 2
Equal Educational Opportunity
M

5750 EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all pupils enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board shall assure that all pupils are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among pupils, and enable pupils to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and Genocide.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5750/page 2 of 2
Equal Educational Opportunity

Affirmative action shall be taken to ensure that pupils are protected from the effects of discrimination, in accordance with Policy No. 2260. Pupils who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation No. 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all pupils. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a pupil or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

42 U.S.C.A. 12101
N.J.S.A. 10:5-1
N.J.S.A. 18A:4A-1, et seq.; 18A:6-5 et seq.; 18A:36-20
N.J.A.C. 6A:7-1.1 et seq.; 6A:14-1.2

Adopted: 17 January 2000
Revised: 16 April 2007; 24 July 2007; 14 April 2008
Revised:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Sexual Harassment
M

5751 SEXUAL HARASSMENT

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Sexual Harassment

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Pupils by School Employees, Other Pupils, or Third Parties (1997)

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5752/page 1 of 1
Marital Status and Pregnancy
M

5752 MARITAL STATUS AND PREGNANCY

The Board of Education will not discriminate among pupils on the basis of their marital status or parenthood. No pupil, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular, or athletic program or activity on the basis of his/her marital status or parenthood.

A pregnant pupil shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the pupil so requests or a physician certifies that her exclusion is necessary for the pupil's physical, mental, or emotional well-being. An excluded pregnant pupil will be provided with adequate and timely opportunity for instruction to continue or make up her schoolwork without prejudice or penalty. Pregnant pupils will be provided a special instructional program in accordance with Policy No. 2416.

N.J.A.C. 6A:7-1.7(a)6

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS

5755/page 1 of 2

Equity in Educational Programs and Services

M

5755 EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES

Equity In Pupil Access

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

The school district administration will ensure: that all pupils will have equal and barrier-free access to all school and classroom facilities, that minority and female pupils are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male pupils are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all pupils and that all limited English-proficient pupils and pupils with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all pupils to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

The Board of Education will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school district administration will assign pupils to ensure that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

Pupils will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability within schools, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority pupils and pupils with disabilities will be utilized. Pregnant pupils will be permitted to remain in the regular school program and activities and if not permitted to attend school by her doctor, the pupil will be provided equivalent instruction.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS

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Equity in Educational Programs and Services

Equity in Guidance Programs and Services

The school district will ensure the guidance program provides access to adequate and appropriate counseling services for minority pupils, limited English-proficient pupils, non-college bound pupils, and pupils with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all pupils.

Equity in Physical Education Training

All school district physical education programs will be co-educational, with the exception of wrestling practice and a minimum of 75% of the electives are chosen by at least 30% of enrolled male and female pupils, when the physical education programs are elective.

Equity in Athletic Programs

The school district's athletic program will provide equitable opportunities for female and male pupils to participate in athletics and equitable support for cheerleading programs and comparable facilities for male and female teams. The athletic program will have relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.

Appeal Procedure

Any pupil or their parent(s) or legal guardian(s) may appeal school practices involving equity through the procedure established in Regulation No. 5750.

N.J.A.C. 6:4-1 et seq.
Title IX of the Education Amendments of 1972
Athletic Guidelines 1986

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5770/page 1 of 2
Pupil Right of Privacy

5770 PUPIL RIGHT OF PRIVACY

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

The Superintendent shall be notified of the proposed search of a pupil's person or intimate personal belongings.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Pupil Right of Privacy

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

N.J.S.A. 18A:36-19.2, 18A:37-6

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Student Government

5820 STUDENT GOVERNMENT

The Board of Education recognizes the importance of offering pupils the opportunity to participate in representative self-government and to develop leadership skills. Pupils shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board of Education.

The Board recognizes the student council as the official voice of the student body for pupils provided the constitution and bylaws of that organization have been duly approved by the pupils it represents and by the Board and provided that all pupils have equal access to their pupil government and an equal opportunity to vote and hold office.

The Board shall appoint a qualified teaching staff member to serve as advisor to pupil government activities.

The Board directs that decisions made and actions duly taken by the official pupil government, in accordance with and within the scope of its constitution and bylaws, may not be voided or vetoed by any staff member.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5830/page 1 of 1
Pupil Fund Raising

5830 PUPIL FUND RAISING

It is the policy of the Board that neither pupils, staff members, school facilities nor class time may be used in any manner for advertising or promoting interests of any nonschool agency or private organization. The Board will endeavor to eliminate any materials from use and circulation in the schools which are deemed to be primarily advertising materials. Teachers shall not release the names, addresses, or phone numbers of students to any outside individual or agency.

The Board of Education recognizes the value of having pupils participate in fundraising activities, either individually or as a group, in order to help defray the cost of certain non-curricular field trips, or other worthwhile programs, or support of a bona fide charitable cause. The Principal should review and decide the appropriateness of the fundraising efforts ;and sanction the informational flyer with a signature within each individual school .

Pupils may not sell anything on school property for their own financial benefit.

The Superintendent, in cooperation with Building Principals, shall develop regulations for the conduct of all in-school fund-raising activities by pupils.

The Superintendent shall review proposed activities and informational flyer which would involve more than one school or an outside purpose and sanction with a signature.

All monies shall be deposited and accounted for in accordance with Board policy and New Jersey law.

As a community service, informational flyers from local community groups may be distributed with the approval of the superintendent. These community groups include but are not limited to the following: Randolph Township recreation, scouting groups, PTAs, Randolph Library, DARE, Randolph CARES, MAC and other township sponsored organizations.

Any religious or for-profit Randolph organization will not be permitted to distribute flyers through the schools.

Use of students for testing, inventories, and surveys by individuals or groups other than the Randolph School District, or the New Jersey Department of Education shall be kept to a minimum. The Superintendent may, from time to time, and based on the merits of a particular request, permit testing, inventories, or surveys to be undertaken.

Adopted: 13 November 1979
Revised: 9 May 1990; 13 January 2004



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Secret Societies

5841 SECRET SOCIETIES

The Board of Education prohibits student organizations with closed membership in Randolph Township Schools.

A social organization of pupils will be granted the use of school facilities or permitted the use of the name of the school or the school district if approved by the Principal. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

A social organization may be approved if: (1) its purposes do not conflict with the authority and goals of this Board or the best interests of the pupils of this district; (2) membership is limited to currently-enrolled pupils of Randolph Township; (3) membership qualifications are not based on considerations of race, color, creed, religion, national origin, ancestry, age, marital/civil union status, affectational or sexual orientation or gender, social or economic status, disability or political beliefs, or any other consideration not appropriate to the purpose of the school district; or if any qualifying student, who applies will be granted membership.

Nothing in this policy shall prevent or otherwise deny participation in constitutionally protected prayer or other expression consistent with protections of the First Amendment of the United States Constitution.

A pupil who seeks to form or join an organization in violation of this policy may be disciplined.

N.J.S.A. 18A:42-5; 18A:42-6

Adopted: 29 August 2007
Revised: 14 April 2008



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5842/page 1 of 2
Equal Access of Pupil Organizations

5842 EQUAL ACCESS OF PUPIL ORGANIZATIONS

The Board of Education will permit the use of school facilities by pupil-initiated organizations for non-curricular pupil activities. A pupil-initiated organization, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of the religious, political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the Building Principal, who shall grant permission provided that he/she determines that:

1. The activity has been initiated by pupils;
2. Attendance at the meeting is voluntary;
3. No agent or employee of the district will promote, lead, or participate in the meeting;
4. The meeting is for a lawful purpose;
5. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
6. Nonschool persons do not direct, conduct, control, or regularly attend the activity; and
7. The activity is adequately supervised by appropriately certified school district staff.

A pupil-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of pupil organizations sponsored by this Board, except as provided by this policy. Participation in a pupil-initiated meeting must be available to all pupils who wish to attend and cannot be denied on the basis of a pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board will not permit the organization of a fraternity, sorority, or secret society.

Access to school facilities by pupil organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Equal Access of Pupil Organizations

An appropriately certified staff member shall be assigned to attend a pupil-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be compelled to attend a pupil-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The Building Principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of pupils and staff members.

20 U.S.C.A. 1701 et seq.

United State Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5843/page 1 of 1
Before and After School Programs

5843 BEFORE AND AFTER SCHOOL PROGRAMS

Before school (Early Birds) and after school (ASK) childcare programs are available for grades one through five. The programs are held in the school's multi-purpose room. The Early Bird program begins at 7:00 a.m. and ASK runs until 6:00 p.m. These childcare programs are provided by the Randolph Community School and sponsored by the Randolph Board of Education. Children may attend as many days per week as needed but there must be consistency in weekly schedules. Bus transportation is not available to school for Early Birds or to home from ASK.

The Early Birds program begins at 8:30 a.m. in the event of a delayed opening. ASK is canceled due to emergency dismissals.

Please contact the Randolph Community School (361-4193) for registration information.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Social Events and Class Trips

5850 SOCIAL EVENTS AND CLASS TRIPS

The Board of Education recognizes the value of social events and class trips that will enhance and enrich the school experience for the pupils of this district.

For purposes of this policy, a "social event" is a party, celebration, or dance organized for the participation of pupils, and "class trips" are trips taken by pupils in a single graduating class, pupils who share a particular interest in an activity, or pupils who are enrolled in a particular subject area. Social events and class trips are not related or are only indirectly related to the curriculum.

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on school premises that have been approved by the Building Principal and for social events and class trips away from school premises that have been approved by the Building Principal. A social event or class trip may be considered to have been approved by this Board only when the Board has duly assigned one or more chaperones to supervise participating pupils. The Board will assume no responsibility for a pupil social event or trip that has not been approved in accordance with this policy.

The Board will not approve a social event or class trip that has the effect of reducing the school year for participating pupils to fewer than one hundred eighty days.

The Board reserves the right to cancel any scheduled trip.

Social events or class trips are not part of the thorough and efficient system of education provided the Board. Participation in them is therefore not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Pupils who participate in approved social events and class trips are subject to district rules for pupil conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

A pupil who possesses or consumes alcohol or drugs in the course of an approved social event or class trip will be deemed to have placed all other participating pupils at risk and shall be immediately dismissed from the event or trip. Any such pupil will be returned home by appropriate and safe means of transportation in the company of a chaperone, the pupil's parent(s) or legal guardian(s), or a representative of the pupil's parent(s) or legal guardian(s). Any expenses incurred by the dismissal will be the responsibility of the pupil and/or the pupil's parent(s) or legal guardian(s).



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5850/page 2 of 2
Social Events and Class Trips

The Board may permit persons not enrolled in this district to participate in social events and class trips as guests of pupils, provided the Building Principal has approved the participation of guests in advance. Guests are subject to the same rules of conduct as are pupils enrolled in this district and may be removed from the social event or trip for persistent or flagrant disregard of those rules.

The Superintendent will develop regulations governing the conduct and safety of all participants in social events and class trips and will distribute them to pupil and adult participants.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
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Safety Patrol
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5860 SAFETY PATROL

The Board of Education recognizes the value of a school safety patrol as a means of preventing accidents, instructing pupils in good habits, and providing opportunities for leadership training.

The Board authorizes the establishment of a school safety patrol of pupils in grade five.

All eligible pupils may apply for appointment to the safety patrol. No pupil may serve without the written consent of his/her parent(s) or legal guardian(s). All applicants must acknowledge the possible hazards of safety patrol duty and agree that in the case of injury no liability will be attached to the Board or to any employee of this Board. Selection among applicants will be made on the basis of the applicant's demonstrated sense of responsibility, good citizenship, leadership capacity, maturity, and academic proficiency. Members of the safety patrol must attend a training program before they may assume duties. Safety patrol members shall serve for one school year. A member may be removed from the safety patrol for violation of school rules or failure to maintain the high standard of conduct expected of school safety patrol members.

Members of the school safety patrol may be assigned to control and direct pupil traffic on school grounds, on school buses, on sidewalks and paths adjacent to a street or roadway, and across streets and roadways. No school safety patrol member shall be permitted to direct or place himself or herself in the path of vehicular traffic.

All pupils shall be instructed to respect the authority of school safety patrol members in the performance of their duties.

No liability shall attach to the Board or any person holding office, position or employment under the Board, by virtue of the organization, maintenance or operation of a school safety patrol organized, maintained, and operated under authority of N.J.S.A. 18A:42-1.

N.J.S.A. 18A:42-1
N.J.A.C. 6A:26-12.2(a)3

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PUPILS
5880/page 1 of 2
Public Performances by Pupils

5880 PUBLIC PERFORMANCES BY PUPILS

The Board of Education recognizes the value to pupils and to the community of the demonstration of pupil talents and skills in performances of pupil organizations in public events. The Board endorses such performances when they contribute to the instructional program, do not interfere with scheduled school activities, and do not exploit or endanger participating pupils.

Public performances of pupil organizations must be approved in advance by the Building Principal or designee. The members of a pupil organization invited to perform shall be polled for their willingness to perform. No pupil may be compelled to participate in an elective public performance or penalized for his/her failure to participate. Approval for a public performance will not be granted unless the staff advisor determines that the number of pupils who agree to participate is sufficient to represent the school fairly.

When public performances are scheduled as a regular part of a course of study taken for credit, pupils shall be informed in advance of their obligation to participate; they will be excused from participation only in accordance with Board policy on pupil attendance.

No pupil, pupil organization, or employee of this Board shall receive compensation for the performance in public of pupils organized for a school activity.

Marching Band Performances

The high school marching band involves substantial student and staff time and cost to the district. The marching band shall perform at all varsity football games, to be determined by the Band Director, weather permitting, and selected band competitions. The marching band and the RHS Band Parent Association may host its own band competition each school year.

All requests for the marching band to perform at other school related activities shall be made to the high school Principal and the music supervisor. Each request shall be considered with respect to: the impact on the established schedule, the additional burden to both students and staff, the cost involved, the appropriateness of the event, and the number of spectators anticipated.

All requests for the marching band to perform at civic or government functions shall be made to the high school Principal and the music supervisor and cleared through the office of the Superintendent. Each request shall be considered with respect to the same criteria as for school related activities. Transportation to civic or government functions shall be paid by the sponsoring agency.



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PUPILS
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Public Performances by Pupils

The prime consideration in establishing the marching band schedules will be to the students involved. The schedule will provide ample time for academic study, opportunity for part-time jobs, college visitations, family gatherings and social events. It is unreasonable to expect that marching band students be required to devote an inordinate amount of time to this activity, thus leaving little or no time for other personal interests.

All marching band performances shall be in keeping with the goals and objectives of the educational program of the Randolph Township Schools.

N.J.S.A. 18A:42-2

Adopted:

