

2330 HOMEWORK

The Keyport Board of Education believes that homework, which meets the following objectives, is an integral part of the educational process.

Objectives

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience;
- B. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge and an opportunity to remediate learning problems;
- C. Homework should help develop the pupil's responsibility and provide an opportunity for the exercise of independent work and judgment;
- D. The number, frequency and degree of difficulty of homework assignments should be based on the ability and needs of the pupil and take into account other activities that make a legitimate claim on the pupil's time;
- E. As a valid educational tool, homework should be clearly assigned and its product evaluated and that evaluation should be reported to the pupil;
- F. The schools should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which they may assist the school in helping a pupil carry out assigned responsibilities; and
- G. Homework should always serve a valid learning purpose.

Regulations will be developed for the assignment of homework at each grade level.

Content/Assignment

- A. Homework will be directly related to classroom studies to reinforce and extend school lessons;
- B. Homework will provide skill mastery and an opportunity to gather information, integrate and remediate learning problems;



- C. Homework will be based on concepts and skills taught in the classroom and will be geared to activities independently accomplished;
- D. Homework assignments may require research or resource tools readily available in pupil's homes or in the public or school library in sufficient quantities;
- E. The number, frequency and degree of difficulty of homework assignments may be adjusted to individual pupils' educational plans, where appropriate;
- F. Homework assignments will be explained thoroughly in class and all long-term assignments/projects will be posted on the teachers' website;
- G. The following minimum timelines, per day, are suggested for specific grade levels:
 - 1. Kindergarten - Homework related to classroom lessons, should be assigned to follow up learning experiences when appropriate;
 - 2. Grade 1 - 10 minutes;
 - 3. Grade 2 - 20 minutes;
 - 4. Grade 3 - 30 minutes;
 - 5. Grade 4 - 40 minutes;
 - 6. Grade 5 - 50 to 60 minutes;
 - 7. Grades 6-78 - 15-30 minutes of written homework for each major subject: math, language arts, English, science and social studies a minimum of three times per week;
 - 8. Grades 9 &-12 - Each teacher must assign written work homework.
 - a. Average of 3 times a week;
 - b. Special Subject - When appropriate for lesson taught; and
 - c. Special Education - As outlined in pupil IEP.



Elective subjects, (K-7) should receive homework, to reinforce classroom learning as the teacher deems necessary.

Pupils will have two days to make up class work/homework for each day absent, up to three consecutive days. The make-up for absenteeism beyond the three days will be coordinated with the classroom/subject teacher.

Pupils in attendance will have one school day to make up homework assignments.

H. Long term assignments/projects will be announced in advance and posted on the teachers' websites;

I. Pupils in grades 1-7 will be required to maintain a homework assignment record reviewed by their parent(s) or legal guardian(s);

Pupils in grades 1-5 will be required to have their assignment record reviewed and signed by their parent(s) or legal guardian(s);

J. A teacher may accede to a parent(s) or legal guardian(s)' request for additional homework assignments for the pupil, provided the teacher, in his or her discretion, believes that the pupil will benefit from the assignment; and

K. The parent(s) or legal guardian(s) of an absent pupil may request homework assignments to be completed during the pupil's absence (an extended absence, due to illness, death or illness in the family, will require a twenty-four hour notice).

Evaluation

A. All homework will be evaluated by the teacher and the teacher's evaluation will be communicated to the pupil; and

B. Teachers will insist on high standards of quality in homework. The homework lesson will teach the values of thorough preparation, careful research, neat execution, thoughtful work, and prompt submission.

Adopted: 20 August 2014



HOME INSTRUCTION DUE TO HEALTH CONDITION (M)

M

2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

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

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

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



HOME INSTRUCTION DUE TO HEALTH CONDITION (M)

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

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

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

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

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



HOME INSTRUCTION DUE TO HEALTH CONDITION (M)

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

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

Adopted: 20 August 2014



2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

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

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to aid ~~students~~ **students** ~~pupils~~ in the general education program and, ~~pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq.,~~ may be provided for ~~students~~ **students** ~~pupils~~ who have been determined to ~~be in~~ need of special education programs and services **pursuant to N.J.A.C. 6A:16-8.1(a)**. The intervention and referral services provided for ~~students~~ **students** ~~pupils~~ who have been determined to ~~be in~~ need of special education programs and services shall be coordinated with the ~~student's~~ **student's** ~~pupil's~~ Individualized Education Program ~~T~~**team**, as appropriate.

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

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



STUDENT INTERVENTION AND REFERRAL SERVICES

- ~~4. Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;~~
- ~~5. Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;~~
- ~~6. Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;~~
- ~~7. Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;~~
- ~~8. Coordinate the services of community based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;~~

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

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

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



11. —

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

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

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

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

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

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



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

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

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

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

Approved: 20 August 2014



2429 ADVANCED PLACEMENT COURSES

Advanced placement courses will be open to select college bound junior and senior pupils who have demonstrated superior performance in the targeted subject. To qualify for any of the AP offerings, the pupil must be recommended by the previous year's subject teacher and/or have a final grade of ~~85~~ 83 or above as well as not require remediation on the State mandated eleventh grade test in the subject area of the AP course. The pupils will also have to make a commitment to take the AP College Board examination.

Adopted: 20 August 2014



Home Or Out-Of-School Instruction For General Education Student For Reasons Other Than A Temporary Or Chronic Health Condition Pupils (M)

M

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

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

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

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

The services to be provided shall meet the minimum standards as required in N.J.A.C. 6A:16-10.2(d). ~~The district will develop an Individualized Program Plan (IPP) for the delivery of instructional services and pupil progress in accordance with requirements of N.J.A.C. 6A:16-10.2(d)1. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals. The IPP shall incorporate any prior findings and actions recommended through the school building's system of Intervention and Referral Services pursuant to N.J.A.C. 6A:16-8 and recommend placement in an~~



Home Or Out-Of-School Instruction For General Education Student For Reasons Other Than A Temporary Or Chronic Health Condition ~~Pupils~~ (M)

~~appropriate educational program. The school district shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and revise the IPP no less than every sixty calendar days.~~

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

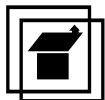
~~The Pupils will receive instruction shall that~~ meets the Core Curriculum Content Standards in accordance with N.J.A.C. 6A:8 and that meets the school **Board of Education's** district's requirements for promotion and graduation.

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

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

N.J.S.A. 18A:38-1 through 18A:38-25
N.J.A.C. 6A:16-10.2

Approved: 20 August 2014



3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING
STAFF MEMBERS AND STUDENTS

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.



Electronic Communications Between Teaching Staff Members and Students

For the purposes of this Policy, “improper electronic communications” means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member’s or student’s past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member’s professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and



Electronic Communications Between Teaching Staff Members and Students

8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
 - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
 - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.



Electronic Communications Between Teaching Staff Members and Students

- (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
 - a. Text messaging communications between a teaching staff member and an individual student are prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
 - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.



Electronic Communications Between Teaching Staff Members and Students

- b. A teaching staff member shall not accept “friend” requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member’s personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
- c. If a teaching staff member has a student(s) as a “friend” on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

[Optional: District may select one of the following exemption options

- A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student’s school indicating the family relationship between the student and the teaching staff member. The Principal will



Electronic Communications Between Teaching Staff Members and Students

provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

— A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Approved: 20 August 2014



Electronic Communications Between Support Staff Members and Students (M)

4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:



Electronic Communications Between Support Staff Members and Students (M)

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.



Electronic Communications Between Support Staff Members and Students (M)

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. **E-Mail Electronic Communications Between a Support Staff Member and a Student**
 - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
 - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.
2. **Cellular Telephone Electronic Communications Between a Support Staff Member and a Student**
 - a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
 - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field



Electronic Communications Between Support Staff Members and Students (M)

trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Support Staff Members and Students
 - a. Text messaging communications between a support staff member and an individual student are prohibited.
 - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
 - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
 - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.



Electronic Communications Between Support Staff Members and Students (M)

- c. If a support staff member has a student(s) as a “friend” on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.
2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

~~[Optional: District may select one of the following exemption options~~



Electronic Communications Between Support Staff Members and Students (M)

~~== A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The parent of the student and the support staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the support staff member. The Principal will provide written approval of the request to the support staff member and the student. If the Principal does not approve the request, the support staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual support staff member and student included in the request and for the school year in which the request is submitted.~~

== A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.}

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Approved: 20 August 2014



5410 PROMOTION AND RETENTION (M)

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The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that children should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Keyport Central School

Pupils in grades Pre-Kindergarten and Kindergarten through three will be promoted to the succeeding grade level when he/she has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade and based upon his/her classroom performance as demonstrated by the following: report card grades, standardized test scores, mathematics and language arts checklists, Child Study Team files (where appropriate), basic skills instruction files (where appropriate), and permanent record files. In grades four through ~~seven~~ **eight**, in the case of three failures, in any combination of the following content areas: English, literature; mathematics, social studies and science, the pupil ~~shall repeat the current grade level~~ **may be retained..**

~~In grades four through seven, pupil achievement of a passing average of seventy percent or better as reflected by report card grades shall be considered a minimal level of pupil proficiency.~~

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~~All pupils in grades three through seven must also attain State-mandated minimal levels of proficiency as measured by scores earned on approved standardized tests.~~

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In grades six and seven, should a pupil fail mathematics, English or literature, that pupil shall be placed in the appropriate remedial class for the following year - regardless of scores achieved on State-mandated standardized tests.

In the elementary school, in the case of one or more failures, the appropriate documents such as attendance records, teacher records of classroom performance (i.e., grade books), basic skills instruction records and/or Child Study Team files (where appropriate), and any other pertinent materials will be examined by the promotion standards committee which will make a recommendation based on these data to the Principal for final determination. The members of the promotion standards committee shall be designated



by the Principal and must have appropriate knowledge of the pupil's academic, social and emotional achievements. A key member of the promotion standards committee, will be the pupil's current teacher with whom the pupil failed.

Whenever the retention of an elementary school pupil is being considered, the parent(s) or legal guardian(s) will be so notified by the appropriate teacher at the second conference and/or at the end of the third marking period. Parent(s) or legal guardian(s) will be requested to sign a notification form, and a follow-up letter will be sent by the Principal.

Keyport High School

In grade eight, pupil achievement of a passing average of seventy percent or better as reflected by report card grades shall be considered a minimal level of pupil proficiency.

In the high school, in the case of one or more failures, the appropriate documents such as attendance records, teacher records of classroom performance (i.e., grade books), basic skills instruction records and/or Child Study Team files (where appropriate), and any other pertinent materials will be examined by the Promotion Standards Committee, which will make a recommendation based on these data to the Principal for final determination. The members of the Promotions Standards Committee shall be designated by the Principal and must have appropriate knowledge of the pupil's academic, social, and emotional achievements. A key member of the Promotion Standards Committee will be the pupil's current teacher with whom the pupil failed.

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

Adopted: 20 August 2014



5460.1 HONORS PROGRAM

Honors courses will be open to pupils who have demonstrated superior performance in the targeted subject. To qualify as a new pupil for any of the honors offerings the pupil must be recommended by the previous year's subject teacher and/or have a final grade of ~~85~~ 83 or above. Pupils currently enrolled in honors offerings must maintain a grade of ~~82~~ 83 or above.

Adopted: 20 August 2014



5466.1 COMMENCEMENT ACTIVITIES

The Board endorses the annual high school graduation program and directs the Superintendent to ascertain that no pupil be barred from participation for arbitrary or discriminatory reasons.

The Board reserves the right to deny participation when circumstances warrant it. Such denial shall be treated in the same manner as a suspension, and the pupil, so affected, shall be afforded the rights of review provided in the policies of this Board.

The Board reserves the right to withhold a diploma and transcripts until all fines are paid.

It is the policy of the Board that caps and gowns as well as other appropriate attire (as specified by the Building Principal) shall be worn at the high school graduation ceremonies by seniors who are being awarded diplomas.

~~Seventh~~ Eighth grade pupils will also wear caps and gowns as well as other appropriate attire (as specified by the Building Principal) at their commencement ceremony.

Adopted: 20 August 2014



5610 SUSPENSION

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

Any **student pupil** who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a **student pupil** guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's **Student Pupil** Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

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

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

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

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



~~Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion proceedings before the Board in accordance with N.J.S.A. 18A:37-2.1.a.~~

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

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

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



immediately removed from the **student's pupil's** educational program and the informal hearing shall be held as soon as practical after the suspension.

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

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

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

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

N.J.S.A. 18A:37-1 **et seq.; 18A:37-2 et seq.; 18A:37-4; 18A:37-5**

N.J.S.A. 18A:54-20g [**vocational districts**]

N.J.A.C. 6A:16-7.2; 6A:16-7.3; **6A:32-7.7**; 6A:14-2.8 **et seq.**

20 U.S.C. 1415

Approved: 20 August 2014



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

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

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

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



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

~~Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.~~

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

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

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



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

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

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

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

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5 et seq.; 6A:16-6.1 et seq.;

6A:16-7.1 et seq.; 6A:16-8.1 et seq.; 6A:16-9.1 et seq.; **6A:16-10.2**

Approved: 20 August 2014



ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES (M)

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

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

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

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

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

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



ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES (M)

Superintendent **the removal of the student** and notify the **student's pupil's** parent(s) or legal guardian(s) of the removal action and the **student's pupil's** due process rights. **The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.**

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

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

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

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

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

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



**ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS
OR EMPLOYEES (M)**

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

Approved: 20 August 2014



REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES (M)

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5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

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

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

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

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

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



REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES (M)

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

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

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

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

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

Approved: 20 August 2014



5620 EXPULSION

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

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

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

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



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

N.J.S.A. 18A:37-2

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

Approved: 20 August 2014



Reporting Potentially Missing or Abused Children(M)

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

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

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

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

The ~~Building~~ Principal or **other designated school official(s) designee** upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities ~~of incidents of potentially missing, abused, or neglected child situations.~~ Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.



Reporting Potentially Missing or Abused Children(M)

Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

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

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

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

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

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



Reporting Potentially Missing or Abused Children(M)

N.J.S.A. 18A:36-24; **18A:36-25 et seq.**
N.J.A.C. 6A:16-11.1

Approved: 20 August 2014



R 2440 SUMMER SESSION

A. Definitions

1. "Summer session" means the instructional program operated by this school district during the summer months.
2. "Remedial course" means any course or subject that is a review of a course or subject the pupil has previously taken and for which credits or placement may be awarded upon successful completion of the course.
3. "Advancement course" means any course or subject the pupil has not previously taken in an approved school district program and for which additional credits or advanced placement may be awarded upon successful completion of the course.
4. "Enrichment course" means any course or subject of a vocational nature for which no credits are to be awarded.

B. Instructional Program

1. Summer session will be staffed in accordance with the provisions of N.J.A.C. 6A:32-10.4.
2. Remedial, advancement, and enrichment courses may be offered by the school district during the summer session to meet pupil needs.
3. Summer session classes will meet the following standards:
 - a. To receive advanced credit for a subject not previously taken, the pupil shall receive class instruction in the summer session under standards equal to those during the regular term:
 - (1) 3600 minutes for two and one-half high school credits, or
 - (2) 7200 minutes for five high school credits.
 - b. Full-year subjects which are given for review, remediation, or for other purposes not including advanced credit shall be conducted for sixty hours of instruction under standards equal to those during



the regular term or through an established number of curricular activities as determined by the Board of Education and approved by the Executive County Superintendent.

4. Time spent on homework and in a study hall shall not be included in the minimum class times set forth in paragraph B.3.a. and b.

C. Staffing

1. Summer session positions will be filled in accordance with district practice and/or the negotiated contract.
2. In each school, a member of the administrative, supervisory, or teaching staff who is certified as an administrator shall be assigned the responsibilities of administration and supervision of the summer session.
3. All summer session teaching staff members shall possess valid certificates for subjects taught.
4. Curriculum enrichment may involve resource persons serving for specific periods of time under the supervision of a certified administrator, supervisor, or teacher.

D. Operations

1. The staff member responsible for the administration and supervision of the summer session shall submit a calendar of the summer session instruction to the Superintendent for approval.
2. The calendar will include the daily hours of the summer session.
3. The Board of Education shall approve the district's summer session. Upon Board approval, the Superintendent of Schools shall obtain approval for the summer session from the Executive County Superintendent of Schools.
4. Summer session teachers will be bound by all Board policies applicable to instruction and teacher responsibility.

E. Eligibility of Pupils



1. Teaching staff members in the regular school program will be alert to those pupils who would benefit from attendance at remedial or advancement courses in the summer session and will report such pupils to the Principal who will recommend summer session enrollment to the pupil.
2. Pupils may be enrolled in a remedial course only with the recommendation of the Principal of the school in which the pupil regularly attends.
3. The Principal's recommendation shall state in writing the name of the subject(s) which the pupil may take and the purpose for which the subject is taken.
4. Pupils may be enrolled in advancement courses only on the recommendation of a teacher and with the recommendation of the Principal of the school in which the pupil regularly attends. A pupil may be enrolled in no more than the equivalent of one year's work in a subject in an advancement course.
5. Enrichment courses in the summer session are open to all resident pupils and may be open, upon Board approval, to nonresident pupils as space permits. A pupil may be enrolled in no more than the equivalent of one year's work in a subject in an enrichment course.
6. ~~No pupil will be required to attend the summer session as a condition of promotion or for any other reason.~~

F. Pupil Conduct

1. Summer session pupils will be governed by the rules of conduct established for pupils in the regular school session. Rules regarding substance abuse, smoking, and aggressive, assaultive, insulting, and insubordinate behavior, among others, will be in full force and effect.
2. Pupils who violate the rules of conduct or disobey persons in authority will be subject to discipline, which may include expulsion from the summer session. A pupil recommended for expulsion from the summer session will be given an administrative hearing in which the pupil will be



given an opportunity to explain his/her conduct. Summer session is not a part of the thorough and efficient system of free education to which the pupil is entitled by law, and expulsion from the summer session does not involve the deprivation of a right.

3. The school dress code policy will be applicable for the summer session; however, the Superintendent of Schools may adjust the dress code policy to take into account warmer temperatures.

G. Attendance

1. Although the compulsory attendance statutes do not apply to summer session, summer session pupils are expected to attend regularly and promptly.
2. In general, no pupil will receive credit for a remedial or advancement course if he/she has missed more than two classes in the subject. The pupil's parent(s) or legal guardian(s) will be notified after the first absence. Three instances of tardiness will constitute one absence for this purpose.

H. Grading and Credit

1. Work in remedial and advancement courses will be evaluated and graded, in accordance with Policy No. 2624 for grading in the regular program.
2. A report of each pupil's final grade will be given to the pupil's parent(s) or legal guardian(s) at the end of the summer session.
3. Credit will be given for successful completion of approved remedial and advancement courses that have met the standards of instruction set forth in rules of the State Board of Education and at paragraph B.3. of this regulation.
4. Credit for work taken in an approved elementary or secondary school summer session will be transferable in the same manner as work taken in any approved elementary or secondary school in accordance with Board of Education policy.



5. The Principal of the school which the pupil regularly attends shall give prior approval for work to be taken at other educational institutions or environments. These shall include, but not be limited to, other public and private schools, institutions of higher education, and on-line courses.

I. Tuition

1. Tuition may be charged for the enrollment of a resident pupil in a remedial or advancement course taken for credit in accordance with the provisions of N.J.S.A. 18A:11-15. Tuition may be charged to a resident pupil enrolled in an enrichment(s) course which carry no credit and are determined by the Executive County Superintendent of Schools to have no direct relationship to the curriculum.
2. The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the tuition to be charged for the enrollment of any pupil, resident or nonresident, in an enrichment course.
3. The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the tuition to be charged for the enrollment of a nonresident pupil in a remedial or advancement course.
4. Payment of tuition must be made in full to the School Business Administrator/Board Secretary before the first day of the summer session.
5. Tuition will be refunded if the request for refund is received by the staff member responsible for the administration and supervision of the summer session within three days before the first day of the summer session.

J. Records

1. The permanent/cumulative record of each pupil who completes a program of study in the summer session will include:
 - a. The amount of time the pupil spent in receiving class instruction in the summer session; and
 - b. An evaluation and a description of work completed in the summer session, including the pupil's grade and the credit earned, if any.



REGULATION

2. The amount of time which a pupil has spent in receiving class instruction shall become part of the pupil's permanent/cumulative record and shall be included whenever the record is transferred to another school.

Approved: 20 August 2014



R 5240 TARDINESS

A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the beginning of the school day without approval for the delay.
2. A pupil is tardy to class when the pupil reports to his/her assigned classroom or other place of instruction after the late bell rings without approval for the delay.
3. A pupil who is late to school or class for an excused purpose pursuant to Policy No. 5230 is not tardy for the purpose of this regulation.

B. Procedures for Tardy Arrivals

1. A pupil who is tardy to school must report to the Main office to present a written note explaining the reason for the tardiness. The pupil must sign in and receive a late pass for admission to class.
2. No pupil who arrives at school after attendance has been taken will be admitted to class without a late pass.

C. Discipline

1. A pupil who has been tardy to school or class will be assigned to detention. An additional detention will be assigned for each instance of tardiness thereafter.
2. A pupil who has been tardy from school or class three times in any _____ (~~month, marking period, semester, year~~ other) will be reported to the **School Counselor** for counseling. The pupil's parent(s) or legal guardian(s) will be notified and will be requested to attend a conference with the **Vice Principal/Designee**.
3. A pupil who has been tardy to school three times in any one _____ (~~month, marking period, semester, year~~ other) will be counted as absent from school one day for purposes of applying Regulation No. 5200.



REGULATION

KEYPORT
BOARD OF EDUCATION

PUPILS
R 5240/Page 2 of 2
TARDINESS

4. A pupil who has been tardy to class three times in any one (~~month, marking period, semester, year~~ other) will be counted as absent from that class one day for purposes of applying Regulation No. 5200.

Issued: 20 August 2014



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

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

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

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

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

~~Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property,~~



~~on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.~~

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

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

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

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

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



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

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

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5 et seq.; 6A:16-6.1 et seq.;

6A:16-7.1 et seq.; 6A:16-8.1 et seq.; 6A:16-9.1 et seq.; **6A:16-10.2**

Approved: 20 August 2014



R 5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION
MEMBERS OR EMPLOYEES

A. Definitions

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

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

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

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



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

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.7, any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school Board employee, or Board of Education member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, pursuant to N.J.S.A. 18A:37-2.1 shall be immediately removed from school.
2. A student, other than a student with a disability, who commits an assault pursuant to B.1. above, shall be immediately removed from school consistent with due process procedures, pending a hearing, pursuant to N.J.A.C. 6A:16-7.2 through 7.5.
 - a. Nothing in N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student.
3. A student with a disability who commits an assault pursuant to B.1. above shall be removed in accordance with N.J.A.C. 6A:14.

C. Procedures – Removal of Students for Assault on Board Members and Employees

1. The Principal or designee shall:
 - a. Remove a student as set forth in B. above;
 - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or an appropriate agency takes custody of the student;
 - c. Immediately report to the Superintendent the removal of the student;



Assaults on District Board of Education Members Or Employees (M)

- d. Notify the student's parent of the removal action and the student's due process rights; and
 - e. Notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.
2. The Board of Education shall provide due process proceedings for all students in accordance with N.J.A.C. 6A:16-7.2, 7.3, 7.4, and 7.5 and for a student with a disability in accordance with N.J.A.C. 6A:14-2.7 and 2.8.

Approved: 20 August 2014



PUPILS

R 5613/page 1 of 4

Removal of Students for Assaults with Weapons
Offenses

Jun 14

M

R 5613 REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

A. Definitions

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

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

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

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



PUPILS

R 5613/page 1 of 4

Removal of Students for Assaults with Weapons
Offenses

Jun 14

M

B. Removal of Students for Assaults with Weapons Offenses

1. Pursuant to the provisions of N.J.A.C. 6A:16-5.6, any student, other than a student with a disability, who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5 shall be immediately removed from the school's general education program for a period not exceeding one calendar year.
2. The Superintendent may modify on a case-by-case basis the removal of a general education student.
3. Nothing in N.J.A.C. 6A:16-5.6 shall be construed to prohibit the expulsion of a general education student.
4. The Board shall immediately remove students with disabilities for assaults with weapons offenses in accordance with N.J.A.C. 6A:14 and applicable Federal regulations.

C. Procedures – Removal of Students for Assaults with Weapons Offenses

1. The Principal or designee shall:
 - a. Remove a student as set forth in B. above;
 - b. Isolate the student and place him or her under the supervision of school staff until the student's parent or a law enforcement official takes custody of the student;
 - c. Immediately report to the Superintendent the removal of the student;
 - d. Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and



PUPILS

R 5613/page 1 of 4

Removal of Students for Assaults with Weapons
Offenses

Jun 14

M

- e. Notify the student's parent of the following information:
 - (1) The removal action;
 - (2) The law enforcement notification;
 - (3) The change of custody, if it occurs; and
 - (4) A general education student's due process rights, pursuant to N.J.A.C. 6A:16-7.2 through 7.5 or a student with a disability's due process rights, as set forth in N.J.A.C. 6A:14-2.7 and 2.8 and N.J.A.C. 6A:16-7.2 through 7.5.
2. A student, other than a student with a disability, removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 shall be placed in an alternative education program, according to the requirements of N.J.A.C. 6A:16-9:
 - a. If placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10, until placement is available.
3. A student with a disability removed pursuant to B. above shall receive a placement in accordance with N.J.A.C. 6A:14.
4. A student, other than a student with a disability, removed pursuant to B. above shall be entitled to an informal hearing, pursuant to N.J.A.C. 6A:16-7.2 and 7.3, and a hearing before the Board of Education pursuant to N.J.A.C. 6A:16-7.3.
5. If it is found that the removed student did not commit the offense(s), the student shall be immediately returned to the program from which he or she was removed.



PUPILS
R 5613/page 1 of 4
Removal of Students for Assaults with Weapons
Offenses
Jun 14
M

D. Return to General Education Program

1. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the following criteria:
 - a. The nature and severity of the offense;
 - b. The Board's removal decision;
 - c. The results of relevant testing, assessment, or evaluation of the student; and
 - d. The recommendation of the Principal or Director of the alternative education program or home or other out-of-school instruction program in which the student has been placed.

E. Exception

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

Approved: 20 August 2014



R 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

A. Definitions

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



Reporting Potentially Missing or Abused Children (M)

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

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

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

B. Indications of Child Abuse and/or Neglect

1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
 - a. There is evidence of physical injury to a **student pupil** not likely to have been caused by an accident, regardless of the **student's pupil's** explanation of the injury;
 - b. A **student pupil** complains of having been injured or having been sexually molested, with or without external signs of physical injury;
 - c. A **student pupil** appears to be malnourished;
 - d. A **student's pupil's** general condition indicates a persistent want of care, such as clothing inadequate for the weather,



Reporting Potentially Missing or Abused Children (M)

inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;

- e. A **student** ~~pupil~~ complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
- f. A **student** ~~pupil~~ is excessively apprehensive, fearful, withdrawn, or aggressive;
- g. A **student** ~~pupil~~ is afraid to go home after school or arrives to school unreasonably early;
- h. A parent or the caretaker of a child admits having abused the child;
- i. The removal from school by the parent(s), ~~or legal guardian(s)~~, or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
- j. School district personnel have any other **reason** ~~reasonable cause~~ to believe that a child has been subject to child abuse and/or neglect, **to include but not be limited to, physical abuse, sexual abuse, neglect, educational abuse, and educational neglect** ~~or acts of child abuse and/or neglect~~.

C. Notification Requirements for School District Employees, Volunteers or Interns

- 1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, ~~and/or~~ neglected children.
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may, ~~prior to notifying designated child welfare authorities~~, inform the ~~Building~~ Principal or **other designated school official(s)** ~~designee~~ prior to notifying designated child welfare



authorities if the action will not delay immediate notification.

- b. The person notifying designated child welfare authorities shall inform the ~~Building~~ Principal or **other designated school official(s) designee** of the notification, if such had not occurred prior to the notification.

- (1) Notice to the ~~Building~~ Principal or **other designated school official(s) designee** need not be given when the person believes ~~that such~~ **the** notice would likely endanger the reporter or **student pupil** involved or when the person believes ~~the that such~~ disclosure would likely result in retaliation against the **student pupil** or in discrimination against the reporter with respect to his or her employment.

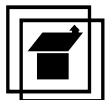
2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

D. School District's Notification to Law Enforcement

1. The ~~Building~~ Principal or **other designated school official(s) designee** upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.

- a. ~~Any school district or building level administrative staff member, in addition to the Building Principal, is authorized by the Board to report and notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.~~

- a. **Notification procedures to child welfare authorities and law enforcement authorities regarding alleged incidents of missing, abused, or neglected children shall be consistent with the Memorandum of Agreement**



between education and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.2(b)13.

- b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.

- (1) **The notification to appropriate law enforcement authorities on behalf of a student attending a receiving school shall be made to the law enforcement authorities identified in the receiving school's Memorandum of Agreement as required by N.J.A.C. 6A:16-6.2(b)13.**

- 2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

E. School District Cooperation with Designated Law Enforcement Authorities

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

- a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the **student pupil** in the presence of the ~~Building~~ Principal or **other designated school official(s)** ~~designee~~.

- (1) If the **student pupil** is intimidated by the presence of the school representative, the **student pupil** shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the **student pupil** during the interview.

- b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee,



volunteer, or intern working in the school district who may have information relevant to the investigation.

- c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the **student pupil** who is the subject of the investigation that are deemed to be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and ~~N.J.A.C. 6A:32-7~~ and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.
- d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40, and N.J.A.C. 6A:32-7.
 - (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.
- e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the **student pupil** to child welfare authorities while school is in session when it is necessary to protect the **student pupil** or take the **student pupil** to a service provider.
 - (1) Such removal shall take place only after the ~~Building~~ Principal, or **other designated school official(s) designee**, has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare



authority has already removed, or has appropriate authority to remove, the **student pupil** from his or her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.

- f. The district will cooperate in the transfer of a **student pupil** who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.
- F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect
1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights.
 2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect **pursuant to N.J.A.C. 6A:16-11.1.(a)2** shall occur only if there is reason to believe that the life or health of the alleged victim or other **student pupil** is in **jeopardy imminent danger** due to continued contact between the employee, volunteer, or intern and the **student pupil**.
 3. All references to a notification to the designated child welfare authorities of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Approved: 20 August 2014



R 2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

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

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

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

B. Providing Services

1. The school district shall provide instructional services within five



school days after receipt of the school physician's verification or, if verification is made prior to the ~~student's~~ ~~pupil's~~ confinement, during the first week of the ~~student's~~ ~~pupil's~~ confinement to the home or out-of-school setting.

2. The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, **through online services, including any needed equipment**, or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency pursuant to ~~N.J.A.C. 6A:14~~ for the following categories of ~~students~~ ~~pupils~~:
 - a. A ~~student~~ ~~pupil~~ who resides within the area served by this Board of Education and is enrolled in a public school program; or
 - b. A ~~student~~ ~~pupil~~ who is enrolled in a nonpublic school that is located within the area served by this Board of Education pursuant to N.J.S.A. 18A:46A-1 et seq.
- C. **Minimum Standards Requirements For Home or Out-of-School Instruction**
1. The district shall establish a written plan for the delivery of instruction **to continue the student's academic progress** and to maintain a record of delivery of instructional services and ~~student~~ ~~pupil~~ progress for ~~each pupil receiving home or out of school instruction~~.
 2. **The teacher providing instruction shall be a certified teacher.**
 3. **The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.**
 - a. ~~For a pupil without disabilities whose projected confinement will exceed thirty consecutive calendar days, the _____ (same staff member identified~~



HOME INSTRUCTION DUE TO HEALTH CONDITION

~~above)~~ shall coordinate the development of an Individualized Program Plan (IPP) for the pupil within no more than thirty calendar days from the date on which the school district received the school physician's verification that the period of confinement would likely exceed this thirty consecutive calendar day threshold.

- ~~2.~~ The teacher providing instruction shall be appropriately certified for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.
- ~~3.~~ The teacher shall provide one on one instruction for no fewer than five hours per week on three separate days of the week and, if the pupil is physically able, no fewer than five hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the pupil's classroom.
 - ~~a.~~ If home instruction is provided to pupils in a small group rather than through one on one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of pupils in the group by five hours. The hours of instruction shall be provided on no fewer than three separate days during the week.
4. For a **student pupil** with disabilities, the home instruction shall be consistent with the **student's pupil's** Individualized Education Plan (IEP) to the extent appropriate, and shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8, Standards and Assessment. When the provision of home instruction will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the **student's pupil's** IEP.
5. For a **student pupil** without a disability, the home instruction shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8, Standards and Assessment, and the district's requirements of **the Board of Education** for promotion to the next at that grade level. When the provision of home instruction will exceed sixty calendar days, the school physician shall refer the **student pupil** to



REGULATION

KEYPORT
BOARD OF EDUCATION

PROGRAM
R 2412/Page 4 of 3
HOME INSTRUCTION DUE TO HEALTH CONDITION

the Child Study Team for evaluation **pursuant** ~~according~~ to the
requirements N.J.A.C. 6A:14.

Approved: 20 August 2014



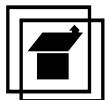
R 2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

A. **Establishment of Intervention and Referral Services**

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

B. **Functions of Intervention and Referral Services**

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



25. The district will provide support, guidance, and professional development to school staff **members** who participate in each **school's building's** system for planning and providing intervention and referral services.

C. **Student Pupil Referral**

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



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



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



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

~~1. Records of all requests for assistance, intervention and referral services action plans, and related pupil information shall be maintained in accordance with Federal and State laws, pursuant to N.J.A.C. 6A:16-8.2(a)9.~~

12. At the end of the school year, the Principal shall, in consultation with the **I&RS Team** _____ (~~name of I&RS team~~), develop a report on the concerns and **issues** ~~problems~~ identified **by the through I&RS Team committee discussions and the effectiveness of the services provided in achieving the outcomes identified** ~~documented~~ in the intervention and referral services action plans. The report shall **also** include:

- a. A description of the needs and issues identified through referrals to the **I&RS Team committee**;
- b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year;
- c. A description of activities planned in response to the needs and issues significant in school planning; and
- d. **Any other information the Principal or the I&RS Team determine would be beneficial to improving the school's system for planning and delivering intervention and referral services designed to assist students.**

2d. The Principal's report shall be **provided** ~~given~~ to the **Superintendent of Schools Board of Education** ~~and kept on file as a public record.~~

Approved: 20 August 2014



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

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

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

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

B. Providing Services

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

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

1. The _____ (~~building level or central office administrator the school staff member responsible for these home instruction services~~) shall coordinate the development of an Individualized Program Plan (IPP) for delivery of instruction and



~~maintain a record of delivery of instructional services and pupil progress.~~

1. The district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and student progress.

2. The teacher providing instruction shall be a certified teacher.

~~a. For a pupil expected to be on home instruction for thirty calendar days or more, the IPP shall be developed within thirty calendar days after placement;~~

~~(1) For a pupil on short term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.2, development of an IPP is not required.~~

~~(2) For a pupil on long term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.3, the IPP shall be developed within thirty days following a determination by the school district.~~

~~b. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals;~~

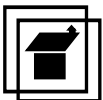
~~c. The IPP shall incorporate any prior findings and actions recommended through the school building system of Intervention and Referral Services, pursuant to N.J.A.C. 6A:16-8, Intervention and Referral Services;~~

~~d. The IPP shall recommend placement in an appropriate educational program, including supports for transition back to the general education setting; and~~



- e. The _____ (~~building level or central office administrator responsible for home instruction services~~) shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and coordinate the revision of the IPP no less than every sixty calendar days.
2. ~~The teacher providing instruction shall be appropriately certified for the subject and grade level of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.~~
3. The teacher shall provide one-on-one instruction for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided-learning experiences that may include the use of technology to provide audio and visual connections to the **student's** pupil's classroom.
- a. ~~If home instruction is provided to pupils in a small group rather than through one on one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.~~
4. The instruction shall meet the Core Curriculum Content Standards in accordance with N.J.A.C. 6A:8 and the **Board of Education's** district's requirements for promotion and graduation.
5. ~~If instruction is delivered in the pupil's home, a parent(s) or legal guardian(s) or other adult twenty one years of age or older who has been designated by the parent(s) or legal guardian(s) shall be present during all periods of home instruction.~~
6. ~~Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP as required or to be present in the home as required in 5. above may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.~~

D. ~~Record Keeping~~



REGULATION

KEYPORT
BOARD OF EDUCATION

PROGRAM
R 2481/Page 4 of 3
HOME OR OUT-OF-SCHOOL INSTRUCTION FOR GENERAL EDUCATION
PUPILS

1. ~~The _____ (building level or central office administrator responsible for home instruction services) shall maintain a summary record concerning pupils receiving home or out-of-school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs.~~
 - a. ~~The summary record shall provide information concerning the number of pupils categorized by age, grade and gender, the number of weeks on home instruction before placement in the recommended setting, and the reasons for delay.~~
 - b. ~~The Superintendent shall provide the summary report annually to the Executive County Superintendent of Schools.~~

Approved: 20 August 2014



R 2624 GRADING SYSTEM

A. Purpose of Grading

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

B. Preparation for Grading

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



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

C. Grading Periods

1. Grades will be reported every ten weeks in each school year.
2. Pupils will be given notice of their mid-term grades at mid-point of each marking period.
3. Pupils will be given a final grade in each subject at the end of the school year.
4. Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with Policy No. 5420 and Regulation No. 5420.

D. Basis for Grading

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

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



8. Special oral or written reports;
 9. Other evidences of the pupil's constructive efforts and achievements in learning; and
 10. For the final grade, the pupil's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.
- E. Meaning of Grades
1. The following grades will be given in each academic subject at the end of each marking period:
 - a. A grade of A indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
 - b. A grade of B indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
 - c. A grade of C indicates average performance. It should be given to a pupil whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
 - d. A grade of D indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
 - e. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic



elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.

2. The following grading scales and indicators shall be used:

Kindergarten – Grade Two

Classroom Subject Key

S = Secure

B = Beginning

D = Developing

EE = Early Emergent

Specials/Behaviors Key

S – Successful

P – In Process of Learning

N – Needs Improvement

Grades 3, 4 and 5

-
93-100 = A

85-92 = B

75-84 = C

70-74 = D

Below 70 = F

Classroom Subject Key

S = Secure

D = Developing

B = Beginning

NA = Not Applicable

Specials/Behaviors Key

S – Successful

P – In Process of Learning

N – Needs Improvement

Grades 6 – 7–8

-
Grading Scale:



REGULATION

KEYPORT
BOARD OF EDUCATION

PROGRAM
R 2624/Page 5 of 3
GRADING SYSTEM

91 - 100 = A
82 - 92 = B
76 - 81 = C
70 - 75 = D
Below 70 = F

KHS Grading Scale

<u>Percent</u>	<u>Unweighted</u>	<u>Honors</u>	<u>AP</u>	<u>Letter Grade</u>
100	4.33	4.83	5.3	A+
99	4.2	4.7	5.2	A+
98	4.1	4.6	5.1	A+
97	4	4.5	5	A+
96	3.9	4.4	4.9	A
95	3.9	4.4	4.9	A
94	3.8	4.3	4.8	A
93	3.7	4.2	4.7	A
92	3.6	4.1	4.6	A-
91	3.5	4	4.5	A-
90	3.5	4	4.5	A-
89	3.4	3.9	4.4	B+
88	3.3	3.8	4.3	B+
87	3.2	3.7	4.2	B+
86	3.1	3.6	4.1	B
85	3	3.5	4	B
84	2.9	3.4	3.9	B
83	2.8	3.3	3.8	B
82	2.7	3.2	3.7	B-
81	2.6	3.1	3.6	B-
80	2.5	3	3.5	B-
79	2.4	2.9	3.4	C+
78	2.3	2.8	3.3	C+
77	2.2	2.7	3.2	C+
76	2.1	2.6	3.1	C
75	2	2.5	3	C



REGULATION

KEYPORT BOARD OF EDUCATION

PROGRAM
R 2624/Page 6 of 3
GRADING SYSTEM

74	1.9	2.4	2.9	C
73	1.8	2.3	2.8	C
72	1.7	2.2	2.7	C-
71	1.6	2.1	2.6	C-
70	1.5	2	2.5	C-
69	1.4	1.9	2.4	D+
68	1.3	1.8	2.3	D+
67	1.2	1.7	2.2	D+
66	1.1	1.6	2.1	D
65	1	1.5	2	D
64-0	0	0	0	F

-
-
Grade Weighting

Honors = .5

A.P. = 1.0

Report Card Grading System

F – Failure

IN – Incomplete

AU – Audit

P – Passing

WP – Withdrawal Pass

AF – Attendance Failure

WF – Withdrawal Failure

GM – Gym Medical

3. A grade of “Incomplete” will be given to those pupils unable to complete the work assigned to the course for reasons beyond the pupil’s control, such as the pupil’s disability.
 - a. A teacher who submits a grade of incomplete will accompany the grade with a reasonable estimate of the amount of time the pupil will require to complete the work necessary for the granting of credit.
 - b. Except as may be required by unusual circumstances, make up work should be completed within two weeks of the end of the



marking period or, if the pupil is disabled at the end of the marking period, two weeks after the pupil's return to school.

- c. The pupil's completed work will be graded and the teacher will submit a grade, which will replace the incomplete grade on the pupil's transcript.
 - d. A pupil who does not complete the work within the period allowed will receive a grade of F in the subject.
4. A grade of "GM – Gym Medical" will be given to each pupil in a physical education class who was excused for good cause from participation in certain aspects of the course requirements.
 5. Final grades, year-end or semester-end, will be calculated by assigning a numerical value to each marking period grade and dividing the sum of those values by the number of marking periods.

F. Grade Validation

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

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



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

Approved: 20 August 2014



R 5200 ATTENDANCE

A. Definitions

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

B. Attendance Recording

1. **A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this**



person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.

2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
 - a. ~~A pupil will be considered to have attended school if he/she has been present at least _____ hours during the school day.~~
 - b. ~~A Kindergarten pupil will be considered to have attended school if he/she has been present at least _____~~



~~hours during the Kindergarten session to which the pupil is assigned.~~

- 7e. A ~~student~~ ~~pupil~~ not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Excused/Unexcused Absences

1. **“Excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, for Take Your Child to Work Day, or any other absence determined to be excused by the New Jersey Department of Education.**
2. **“Unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not excused as defined above or for any unexcused absence that does not count toward truancy listed below.**
3. **“Unexcused absence that does not count toward truancy” is a student’s absence from school for a full day or a portion of a day for the reasons listed below:**

[Select one or more options below

- ~~2. “Excused absence” is a pupil’s absence from school for a full day or a portion of a day for one or more of the following reasons:~~
- ~~___ a. The ~~student’s~~ ~~pupil’s~~ ~~illness~~ ~~supported by a written letter from the parent upon student’s return to school;~~ An absence of 2 or more days due to illness requires documentation from a doctor.~~
 - ~~___ b. Family illness or death, The student’s required attendance in court;~~



- e. ~~_____ Educational opportunities;~~
- d. ~~_____ Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16;;~~
- ~~_____ e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3;;~~
- ~~_____ f. The student's pupil's suspension from school;;~~
- ~~_____ **Family illness or death supported by a written letter proper written documentation from the parent upon the student's return to school;**~~
- ~~_____ **Visits to post-secondary educational institutions; requires documentation from the institution.**~~
- g. ~~_____ The pupil's required attendance in court;~~
- ~~_____ h. Interviews with a prospective employer or with an admissions officer of an institution of higher education;;~~
- ~~_____ i. Examination for a driver's license;;~~
- ~~_____ j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;;~~
- ~~_____ k. An absence for a reason not listed above, but deemed **unexcused that does not count toward truancy** excused by the **Principal _____**, upon a written request by the **student's pupil's parent or legal guardian to the Building Principal or designee** stating the reason for the absence and requesting permission for the absence to be an **unexcused excused absence that does not count toward truancy;;**~~



43. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any unexcused absence not counted toward truancy listed in C.3. above shall be an absence counted toward truancy. ~~is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:~~
- a. ~~Leaves school at lunch time without a pass,~~
 - b. ~~Leaves school without permission when school is still in session,~~
 - c. ~~Leaves class because of illness and does not report to the school nurse as directed, or~~
 - d. ~~Is present in school but is absent from class without approval. Such truancy from class is a "class cut."~~
4. ~~"Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.~~
- 5a. Instances of tardiness in the number established by Policy No. 5240 ~~may will~~ constitute a ~~single~~ **an** unexcused absence **that counts toward truancy.**]

DB. Notice to School of a **Student's Pupil's** Absence

1. The parent(s) ~~or legal guardian(s)~~ or adult **student pupil** is requested to call the school office before **the start of the student's school day** _____ a.m. ~~of the morning of the pupil's absence.~~
2. The parent(s) ~~or legal guardian(s)~~ **of the student or an adult** ~~of a student pupil~~ who **will** attended the morning session, but will not attend **the** afternoon session should call **or provide notice to** the school office before **the start of the afternoon session** _____ m. to give notice of the pupil's absence.



3. The parent(s) ~~or legal guardian(s)~~ or adult **student pupil** who anticipates a future absence or anticipates that an absence will be prolonged should notify the **school office** _____, **to arrange who will assist in the arrangement of make-up work.**

EE. Readmission to School After an Absence

1. A **student pupil** returning from an absence of any length of time must **provide** ~~present to the~~ _____ a written statement, **that is** dated and signed by the parent(s) ~~or legal guardian(s)~~ or adult **student pupil**, **listing** of the reasons for the absence.
2. A note explaining a **student's pupil's** absence for a noncommunicable illness for a period of more than _____ school days must be accompanied by a physician's statement of the **student's pupil's** illness **with medical clearance to return to school.**
3. A **student pupil** who has been absent by reason of having or being suspected of having a communicable disease must present to the **school nurse** _____ written evidence of being free of communicable disease, in accordance with Policy No. 8451.

FD. Instruction

1. Teachers **shall** ~~are expected to~~ cooperate in the preparation of home assignments for **students pupils** who anticipate an excused absence of **one or more** _____ school days duration. The parent(s) ~~or legal guardian(s)~~ or adult **student pupil** must request such home assignments.
2. A **student pupil** who anticipates an ~~excused~~ absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) ~~or legal guardian(s)~~ or adult **pupil** must request home instruction.
3. **Students Pupils** absent for any reason are expected to make up the work missed. ~~In grade~~ _____ and above, **The parent or student pupil** is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.



4. In general, **students** ~~pupils~~ will be allowed a **reasonable amount of time as determined by the teacher** _____ day(s) to make up missed work ~~for each one day of absence~~. Teachers shall make reasonable accommodations to extend time for pupils.
5. A **student** ~~pupil~~ who missed a test **or an exam** ~~because of an excused absence~~ shall be offered an opportunity to take the test, **exam**, or an **appropriate** alternate test.

GE. Denial of Course Credit

1. The teacher will determine the credit to be awarded a **student** ~~pupil~~ for make-up work, ~~subject to the rules set forth in this section~~. Where class participation is a factor in the learning process, the teacher may consider a **student's** ~~pupil's~~ absences in determining a final grade, except **excused** ~~that~~ absences ~~for the observance of a pupil's religious holiday~~ or **absence** for a suspension from school **will not** ~~cannot~~ adversely affect the **student's** ~~pupil's~~ grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a **student** ~~pupil~~ who has not had a full opportunity to make up missed work.
2. A secondary **student** ~~pupil~~ ~~may~~ ~~will~~ be dropped from a ~~the~~ course ~~and~~ ~~or~~ denied course credit when he/she has been absent from _____ **ten or more** _____ (**number, fraction, or percentage**) ~~or more~~ of the class sessions, whatever the reason for the absence, except that **excused** absences ~~for the observance of religious holidays and~~ ~~or~~ absences caused by a **student's** ~~pupil's~~ suspension will not count toward the total.]

____ Exceptions to this rule may be made for **students** ~~pupils~~ whose absences are excused and who have demonstrated **to the teacher** through completion of **make-up assignments** home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.



~~___a. A secondary **student** pupil who has been dropped from a course of study **may** will be assigned to an alternate program.~~

~~___b. A secondary **student** pupil denied course credit **after completing the course will be permitted to** may attend a credit completion session to regain the denied credit, provided the **student** pupil has not been absent from the class more than 20 times.~~

3. An elementary **student** pupil ~~may will~~ be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent **10% (18 days)** or more school days, whatever the reason for the absence, except that **excused** absences ~~for the observance of religious holidays and during a~~ **absences due to student's** pupil's suspension will not count toward the total.

4. Exceptions to this rule may be made for **students** pupils whose ~~absences are excused and~~ who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

HF. School District Response To Unexcused Absences During the School Year **That Count Toward Truancy**

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

a. Make a reasonable attempt to notify the **student's** pupil's parent ~~or legal guardian~~ of each unexcused absence prior to the start of the following school day;

b. **Make a reasonable attempt to determine** ~~Conduct an investigation of~~ the cause of ~~the each~~ unexcused absence, including **through** contact with the **student's** pupil's parent ~~or legal guardian~~;

c. **Identify, Develop an action plan** in consultation with the **student's** pupil's parents, ~~or legal guardian~~ **needed action** designed to address patterns of unexcused absences, if any,



- and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~4~~**10**, if a potentially missing or abused child ~~abuse~~ situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences **that count toward truancy**, the ~~Building~~ Principal or designee shall:
- a. Make a reasonable attempt to notify the **student's pupil's** parent or ~~legal guardian~~ of each unexcused absence prior to the start of the following school day;
 - b. **Make a reasonable attempt to determine the cause of the unexcused absence**, ~~Conduct a follow up investigation, including~~ **through** contact with the **student's pupil's** parent or ~~legal guardian~~, ~~to determine the cause of each unexcused absence;~~
 - c. Evaluate the appropriateness of ~~the~~ action **taken plan** developed pursuant to **N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. F.1.e.** above;
 - d. **Develop an** ~~Revise the~~ action plan, ~~as needed, to identify patterns of unexcused absences and~~ **to** establish outcomes based upon the **student's pupil's** needs ~~and specify the interventions for achieving the outcomes, supporting the pupil's~~ **patterns of unexcused absences and to specify the interventions for supporting the student's** return to school and regular attendance, **which** ~~that~~ may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;



- (2) Conduct testing, assessments, or evaluations of the **student's** ~~pupil's~~ academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to **or coordinate with** a community-based social and health provider agency or other community resource;
 - (5) Refer to **a court or** the court program **pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below** ~~designated by the New Jersey Administrative Office of the Courts;~~ and
 - (6) Proceed in accordance with ~~the provisions of~~ N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~11~~**10**, if a potentially missing or **abused** child ~~abuse~~ situation is detected~~;~~; **and**
 - (7) **Engage the student's family.**
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For **ten or more** cumulative unexcused absences **that count toward truancy** ~~of ten or more, a student~~ ~~the pupil~~ between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-~~25~~**27**, and the ~~Building~~ Principal or designee shall:
- a. Make a **determination regarding the need for a court mandatory referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below** ~~to the court program required by the New Jersey Administrative Office of the Courts;~~
 - b. ~~Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;~~
 - be. Continue to consult with the parent ~~or legal guardian~~ and the involved agencies to support the **student's** ~~pupil's~~ return to school and regular attendance;



- cd. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - de. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
54. For a ~~student~~ **pupils** with a ~~disability~~ **disabilities**, the attendance plan and its punitive and remedial procedures **shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii. , pursuant to N.J.A.C. 6A:16-2.3.**



65. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with **N.J.A.C. 6A:16-7.6(a)4.i. and H.1.** ~~F.1.~~ above for each **student pupil** with up to four cumulative unexcused absences **that count toward truancy.**
- a. For each **student pupil** attending a receiving school with five or more cumulative unexcused absences **that count toward truancy**, the absences shall be reported to the sending **school** district ~~by the receiving school.~~
- (1) The sending school district shall proceed in accordance with the ~~district~~ Board of Education's policies and procedures pursuant to **N.J.A.C. 6A:16-7.6(a) and H.5.** ~~F.~~ above and the provisions of **N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5.** ~~above F.2. through F.4. above,~~ as appropriate.

IG. Discipline

1. **Students Pupils** may be denied participation in co-curricular activities if ~~their~~ **the Board establishes** attendance ~~fails to meet the standards for participation set forth in Policy No. 2430.~~
2. **Students Pupils** may be denied participation in athletic competition if **the Board establishes** ~~their attendance fails to meet the standards for participation set forth in Board Policy No. 2431.~~
3. No **student pupil** who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
4. ~~In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.~~
5. ~~The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464.~~



JH. Recording Attendance

1. Teachers must accurately record the **students** ~~pupils~~ present, tardy, ~~and or~~ absent each day in each session or each class. Attendance records must also record **students'** ~~pupils'~~ attendance at out-of-school curricular events such as field trips.
2. **A record shall be maintained of each excused absence, unexcused absence that counts toward truancy, and unexcused absence that does not count toward truancy for each student** ~~Teachers must classify and record each absence as excused, unexcused, or truancy.~~
3. ~~The attendance form will be delivered, no later than _____ a.m., to _____, who will verify pupil absences.~~
34. A report card will record the number of times the **student** ~~pupil~~ was absent and tardy in each marking period.
45. A **student's** ~~pupil's~~ absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

KI. Appeal

1. ~~A truant~~ **Students** ~~pupil~~ may be **subject to appropriate discipline for their school attendance record** ~~suspended or expelled for truanancies in accordance with Policy Nos. 5610 and 5620.~~
2. A **student** ~~pupil~~ who has been retained at grade level for excessive absences may appeal that action in accordance with Policy ~~No.~~ 5410.
3. A **student** ~~pupil~~ who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:



- a. The **student pupil** shall file a written appeal to the **Principal or designee** _____ within five school days of receiving notice of the action. The appeal should state the reasons for ~~admitted each~~ absences, **any** documentation that ~~may would reduce~~ **support reducing** the number of absences **for the purposes of course credit**, and reasons why the **student pupil** should **either** continue to be enrolled in the course ~~and/or~~ receive course credit **for a class the student completed**.
- b. The **Principal or designee** _____ will respond in writing no later than seven ~~school working~~ days after receiving the **student's pupil's** appeal.
- c. If the **student pupil** is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. On ~~a the~~ **student's pupil's** request **for consideration by an Attendance Review Committee**, the Principal shall convene an Attendance Review Committee ~~consisting of~~ _____, _____, and _____. The Attendance Review Committee shall meet informally to hear the **student's appeal pupil's** reasons for ~~reenrollment and/or credit~~. The **student's pupil's** parent(s) ~~or legal guardian(s)~~ and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the **student pupil** in writing within seven ~~school working~~ days of the meeting. ~~The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.~~

The **student pupil** may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, ~~in that order and~~ in accordance with Policy No. 5710, Pupil



Grievance and N.J.S.A. 18A. An appeal Resort to the Attendance Review Committee shall be considered to have exhausted the first **two** steps of the grievance **procedure outlined in Policy 5710.**

LJ. Attendance Records Improvement Plan

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

Approved: 20 August 2014



R 5410 PROMOTION AND RETENTION (M)

M

The following rules are promulgated in accordance with the policy of the Board of Education dealing with the promotion and retention of pupils.

A. Standards for Pupil Promotion

Elementary and Intermediate Grades (PreK-8) - A pupil will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.

High School (9-12) - A pupil will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in the current High School Pupil Handbook.

B. Procedures for Pupil Promotion

- ~~1.~~ ~~A written copy of promotion standards will be given to all parent(s) or legal guardian(s) and pupils at the beginning of each year.~~
12. Parent(s) or legal guardian(s) and pupils will be provided a minimum of four reports each year as to a pupil's progress towards meeting promotion standards.
23. Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the pupil and offer consultation with the parents or legal guardians.
34. In grades PreK-8, the parent(s) or legal guardian(s) and where appropriate the pupil will be notified no later than three weeks prior to the end of the year when the possibility of a pupil not being promoted is determined.
45. A pupil with fewer than 160 days attendance in grades PreK-8 may ~~will~~ not be promoted to the next grade level. In grades 9-12 the attendance policy in effect and published in the High School Handbook will be followed.



56. Extenuating circumstances as determined by the Building Principal can waive the 160 ~~150~~-day attendance requirements for grades PreK-8. In the high school, an attendance appeal route is available for pupils whose attendance is in excess of the regulations specified in the attendance policy.
 67. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each pupil.
- C. Procedure for Retention or Social Promotion
1. Grades PreK-8 - Classroom teachers must initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.
 2. The Principal will review each case and in consultation with the teacher render a final decision.
 3. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion/retention decision to the Superintendent whose decision is final.

Approved: 20 August 2014



R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

A. Purpose

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

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

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;



- d. Steal, damage, or deface the property of other pupils, staff members, or the district;
- e. Engage in the sexual and/or other harassment of pupils or staff members;
- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Engage in illegal gambling;
- q. Smoke on school property;
- r. Falsify an excuse or any school document;
- s. Set fire to or cause a fire in any way on school premises;
- t. Possess or explode a firecracker or other explosive device on school premises;



- u. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
 - v. Possess, use, or distribute a substance in violation of Policy No. 5530;
 - w. Join a secret society prohibited by law;
 - x. Commit an act of harassment, intimidation, or bullying; or
 - y. Engage in any other activity expressly prohibited by a school staff member in authority.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
 - b. Enter and leave the bus in an orderly manner;
 - c. Ride only the bus to which they have been assigned;
 - d. Be and remain seated while the bus is in motion;
 - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
 - f. Talk in a reasonable tone of voice and avoid loud noises;
 - g. Extend no portion of the body or other object out a bus window;
 - h. Keep aisles clear at all times;
 - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and
 - k. Possess, use, or distribute no substance in violation of Policy No. 5530.



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

C. Disciplinary Measures

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

1. Admonishment

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

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
- c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges



The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or
- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

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

5. Grading

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

6. In-school Suspension



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

7. Suspension from School

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

8. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

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

1. Restitution and Restoration

- a. The pupil may be required, to:



- (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
 - b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.
2. Counseling
 - a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
 - b. The counselor will explain:
 - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
 - c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - (1) The Child Study Team,
 - (2) Intervention and Referral Team,
 - (3) A public or private social agency, or
 - (4) A legal agency.
3. Parent Conferences



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

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the Child Study Team and/or the Superintendent.

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

1. Consequences

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

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

- (1) Admonishment;
- (2) Temporary removal from the classroom;
- (3) Deprivation of privileges;
- (4) Classroom or administrative detention;
- (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) Participating in school district-sponsored programs.

2. Remedial Measures

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

F. Consequences and Remedial Measures for Acts or Incidents of Dating Violence at School

Consequences and remedial measures specific to acts or incidents of dating violence at school shall be used to address the act or incident and to serve as remediation, intervention, education, and prevention for all individuals involved. Responses shall be tiered with consideration given to the seriousness and number of previous occurrences of acts or incidents in which the victim and aggressor have been involved.

1. Consequences

- a. Consequences may include, but are not limited to, the following:
 - (1) Admonishment;
 - (2) Temporary removal from the classroom;
 - (3) Classroom or administrative detention
 - (4) In-school suspension;
 - (5) Out-of-school suspension;
 - (6) Reports to law enforcement; and/or



- (7) Expulsion.
2. Remedial Measures/Interventions
- a. Remedial measures/interventions may include, but are not limited to, the following:
- (1) Parent conferences;
 - (2) Pupil counseling (all pupils involved in the act or incident);
 - (3) Peer support group;
 - (4) Corrective instruction or other relevant learning or service experiences;
 - (5) Supportive pupil intervention (Intervention and Referral Services - I&RS);
 - (6) Behavioral management plan; and/or
 - (7) Alternative placements.

G. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

Central School

Violation	1 st Offense	2 nd Offense	3 rd Offense
Drug or alcohol possession or use or paraphernalia possession	Maximum 9 10 days OSS, Mandatory police notification, 10-day co-curricular suspension	Mandatory 9 10 - days OSS, Mandatory police notification, Board expulsion hearing, 1 year co-curricular suspension	Suspension until Board hearing, Police notification
Arson	10 9 days OSS, Fire		



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 11 of 3

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

	Marshall and police notification, Board of Education hearing		
Assault	4-8 5-10 days OSS, police notification	9 10 days OSS, Police notification, Board hearing	
Assault on school employee	9 10 days OSS, Police notification, Board of Education hearing		
Insubordination	Teacher detention	Central detention	Hourdetention
Disruption	Teacher detention	Central detention	Hour detention
Disobedience/defiance	Teacher detention	Central detention	Hourdetention
Language misuse	Teacher detention	Central detention	Hourdetention
Non-cooperation	Teacher detention	Central detention	Hour detention
Littering	Teacher detention	Central detention	Hour detention
Theft/Damage	3 days OSS, Restitution, Police notification	4 5 days OSS, Restitution, Police notification	9 10 days suspension, Restitution, Police notification, Board Hearing
Sexual harassment/ Dating Violence	Maximum 3 days OSS, Possible police notification	Maximum 4 5 days OSS, Possible police notification	Maximum 9 days OSS, Police notification
Weapon possession	Minimum 9 10-day suspension, Police notification, Board of Education hearing, Loss of co-curricular activity participation for 365 days		
Falsification of documents	Central detention	Hourdetention	Maximum 3-day suspension
Horseplay/ recklessness	Central detention	Hour detention	Maximum 3-day suspension
Vandalism/destruction of property	Maximum 2 days OSS, Monetary restitution	Maximum 4 5 days OSS, Monetary restitution	Maximum 9 10 days OSS, Monetary restitution, Board hearing, Police notification
Fighting	Maximum 4 5 days suspension, Police notification/arrest	Maximum 9 10 days suspension, Police notification/arrest	9 -10-day mandatory suspension, Police notification/arrest, Board Hearing
Cheating	0 on assignment, Teacher detention	0 on assignment, Central detention	0 on assignment, 1 day OSS



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 12 of 3

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Gambling	Hourdetention	Maximum 3 days OSS	Maximum 9 10 days OSS
Smoking on school grounds	1 day OSS, Police fine, Referral to SAC	2 days OSS, Police fine, Referral to SAC	3 days OSS, Police fine, Referral to SAC
Leaving campus	Minimum 1 day suspension, Police notification	Maximum 3 days OSS, Police notification	Maximum 4 5 -days OSS, Police notification
Cutting teacher detention	Central detention	2 central detentions	Hourdetention
Cutting central detention	2 central detentions	Hour detention	2 Hour detentions
Cutting Hour detention	2 Hourdetentions	Maximum 2 days OSS	Maximum 5 days OSS
Exploding devices (fire cracker) etc.	Mandatory 4 5 -days OSS, Police notification	Mandatory 9 10 days OSS, Police notification, Board hearing	
Falsifying alarm	9 10 days OSS, Police/ Fire Marshall notification, Board of Education hearing		
Misuse of computers/ Internet	2361 – ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES		
Truancy from school	Hour detention	2 Hourdetentions	Maximum 3 days OSS
Lateness to class	Every 3 lates - central detention, 1 school absence		
Found guilty of HIB	Maximum 9 days OSS, Possible police notification	Maximum 9 days OSS, Possible police notification	Maximum 9 days OSS, Possible police notification
Class cutting (over 10 minutes)	0 on all missed work, Central detention, Teacher phone call to parent	0 on all missed work, Parent/pupil conference, Hour detention	0 on all missed work, 2 days OSS, Loss of class credit
Disrespect or profanity/ threatening towards staff	Maximum 9 days OSS, Possible police	Maximum 9 days OSS, Possible	Maximum 9 days OSS, Possible



	notification	police notification	police notification
Possession of electronic device	Loss of electronic device for 3 days, Central detention	Loss of electronic device for 3 days, Hour Friday detention	Loss of electronic device for 3 days, 1 day OSS
Refusal to hand over electronic device	2 days OSS	2 days OSS	2 days OSS
Disrespect /Threatening a peer	Maximum 9 10 days OSS, Possible police contact		

This chart is a guideline of outcomes for these behaviors. The administration reserves the right to alter these consequences based on the facts presented in each individual case.

In addition to the consequences listed above, pupils will also be held to the two suspension policy and athletic code of conduct.

Keyport High School

Violation	1 st Offense	2 nd Offense	3 rd Offense
Drug or alcohol possession or use or paraphernalia possession	Maximum 9 10 days OSS, Mandatory police notification, 10-day co-curricular suspension	Mandatory 9 10 days OSS, Mandatory police notification, Board expulsion hearing, 1 year co-curricular suspension	Suspension until Board hearing, Police notification
Arson	9 10 days OSS, Fire Marshall and police notification, Board of Education hearing		
Assault	4-8 5-10 days OSS, police notification	9 10 days OSS, Police notification, Board hearing	
Assault on school employee	9 10 days OSS, Police notification, Board of Education hearing		
Insubordination	Teacher detention	Central detention	Friday detention
Disruption	Teacher detention	Central detention	Friday detention
Disobedience/defiance	Teacher detention	Central detention	Friday detention



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 14 of 3

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Language misuse	Teacher detention	Central detention	Friday detention
Noncooperation	Teacher detention	Central detention	Friday detention
Littering	Teacher detention	Central detention	Friday detention
Theft/damage	3 days OSS, Restitution, Police notification	4 -5 days OSS, Restitution, Police notification	10 days suspension, Restitution, Police notification, Board hearing
Sexual harassment/ Dating Violence	Maximum 3 days OSS, Possible police notification	Maximum 4 5 days OSS, Possible police notification	Maximum 9 days OSS, Possible police notification
Weapon possession	Minimum 9 10 day suspension, Police notification, Board of Education hearing, Loss of co- curricular activity participation for 365 days		
Falsification of documents	Central detention	Friday detention	Maximum 3-day suspension
Horseplay/recklessness	Central detention	Friday detention	Maximum 3-day suspension
Damage/vandalism/ destruction of property	Maximum 2 days OSS, Monetary restitution	Maximum 4 5 days OSS, Monetary restitution	Maximum 9 10 days OSS, Monetary restitution, Board hearing, Police notification
Fighting	Maximum 4 5 days suspension, Police notification/arrest	Maximum 9 10 days suspension, Police notification/arrest	9 10 days mandatory suspension, police notification/arrest, Board hearing
Cheating	0 on assignment, Teacher detention	0 on assignment, Central detention	0 on assignment, 1 day OSS
Gambling	Friday detention	Maximum 3 days OSS	Maximum 9 10 days OSS
Smoking on school grounds	1 day OSS, Police fine, Referral to SAC	2 days OSS, Police fine, Referral to SAC	3 days OSS, Police fine, Referral to SAC
Leaving campus	Friday detention, Police notification	Maximum 3 days OSS, Police notification	Maximum 5 days OSS, Police notification
Cutting teacher detention	Central detention	2 central detentions	Friday detention
Cutting central detention			
Cutting Friday detention	2 Central detentions	Friday detention	2 Friday detentions



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS
R 5600/Page 15 of 3
PUPIL DISCIPLINE/CODE OF CONDUCT (M)

	2 Friday detentions	Maximum 2 days OSS	Maximum 5 days OSS
Exploding devices (firecrackers, etc.)	Mandatory 4-5 days OSS, Police notification	Mandatory 9-10 days OSS, Police notification, Board hearing	
Falsifying alarm	9-10 days OSS, Police/ Fire Marshall notification, Board of Education hearing		
Misuse of computers/ Internet (Reference Network User Agreement)	Maximum 9 days OSS and loss of computer network privileges		
Truancy from school	Friday detention	2 Friday detentions	Maximum 3 days OSS
Lateness to school	Every 3 lates= central detention, 3 lates = 1 school absence	6 lates to class = Central Detention. 6 lates = 2 class absences	9 lates to class = Friday Detention. 9 lates = 3 class absences
Lateness to class Teacher Detention	Every 3 lates = central detention, 3 lates = 1 class absence		
Class cutting (over 10 minutes)	0 on all missed work, central detention, Teacher phone call to parent	0 on all missed work, Parent/pupil conference, Friday detention	0 on all missed work, 2 days OSS, Loss of class credit
Confirmed HIB	Maximum 9 days OSS		
Disrespect or profanity/ threatening towards staff	Maximum 9 days OSS, possible police notification	Maximum 9 days OSS, Possible police notification	Maximum 9 days OSS, Possible police notification, Superintendent hearing
Use of electronic device	Central Detention	Friday detention	1 day -OSS
-	-	-	-
Disrespect/Threatening a peer	Maximum 9-10 days OSS, Possible police contact		



This chart is a guideline of outcomes for these behaviors. The administration reserves the right to alter these consequences based on the facts presented in each individual case.

In addition to the consequences listed above, pupils will also be held to the two suspension policy and the athletic code of conduct.

G. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Assistant Principal.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.



7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
 - (1) On the first notice of misconduct, the pupil will be counseled, the parent(s) or legal guardian(s) notified, and the pupil suspended from the bus for a maximum of three school days;
 - (2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil will be suspended from the bus for a maximum of five school days; and
 - (3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil will be suspended from the bus for a period not less than a maximum of nine school days or more than one semester or the balance of the school year, whichever is less.
 - d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

H. Pupils with Disabilities

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



and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

I. Pupil Rights

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

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



J. Records

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



K. Annual Report

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

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

Approved: 20 August 2014



R 5610 SUSPENSION PROCEDURES

A. Short-Term Suspensions

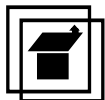
1. In each instance of a short-term suspension, the ~~Building~~ Principal or designee, shall assure the rights of a **student pupil** suspended for **one, but not more than** ten ~~or fewer~~ consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice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



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



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



1. In each instance of a long-term suspension, the ~~Building~~ Principal or designee shall assure the rights of a **student pupil** suspended for more than ten consecutive school days by providing the following:
 - a. ~~Immediate N~~otification to the **student pupil** of the charges, prior to the **student's pupil's** removal from school;
 - b. ~~Prior to the suspension, a~~An informal hearing ~~prior to the suspension in~~ **during** which the **student pupil** is given the opportunity to present **his or her version of events** ~~the pupil's side of the story~~ regarding the **his or her pupil's** actions leading to the long-term suspension and **is provided notice of** the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
 - c. Immediate notification to the **student's pupil's** parent(s) ~~or legal guardian(s)~~ of the **student's pupil's** removal from school;
 - d. Appropriate supervision of the **student pupil** while waiting for the **student's pupil's** parent(s) ~~or legal guardian(s)~~ to remove the **student pupil** from school during the school day;
 - e. Written notification to the parent(s) ~~or legal guardian(s)~~ by the Superintendent or designee within two school days of the initiation of the suspension, stating:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The **student's pupil's** due process rights, pursuant to N.J.A.C. **6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3** ~~6A:16-7.2 through 7.6~~; and
 - (4) ~~That F~~urther engagement by the **student pupil** in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the **student's pupil's** right to a free public



education, in the event that a decision to expel the **student pupil** is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.45.

- (a) The Board shall request **from the parent and student** written acknowledgement of the notification **provided of the provisions of B.1.e.(4) above from the parent(s) or legal guardian(s) and the pupil pursuant to N.J.A.C. 6A:16-7.3(a)5.iv** subsequent to the removal **of from the student from his or her pupil's** educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to ~~B.1.j.~~ below;
- g. **For a A student pupil** with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the **student's** right ~~of the pupil~~ to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)~~78~~;
- i. **Either in- or out-of-school e**Educational services, ~~either in school or out of school~~, that are comparable to those provided in the public schools for **students pupils** of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with ~~the provisions of~~ N.J.A.C. 6A:16-9 or 10.
- (1) The **student's educational** services shall be provided within five school days of the suspension.
- (2) The Board shall make decisions regarding the appropriate educational program and support

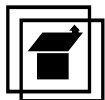


services for the suspended general education **student based on the Core Curriculum Content Standards and the following considerations** ~~pupil, at a minimum, based on the following criteria:~~

- (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of ~~any~~ relevant testing, assessments, or evaluations of the **student** ~~pupil~~;
 - (c) The **student's** ~~pupil's~~ academic, health, and behavioral records;
 - (d) The recommendation of the Superintendent, ~~Building~~ Principal, or other relevant school or community resource;
 - (e) Considerations of parental input; or
 - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8, ~~as appropriate.~~
- (3) Educational services provided to a **student** ~~pupil~~ with a disability shall be provided consistent with ~~the pupil's Individualized Education Program, in accordance with N.J.A.C. 6A:14.~~
- j. A formal hearing before the Board **that shall, which,** at a minimum, ~~shall~~:
- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.



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



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



- a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
- (1) The nature and severity of the offense;
 - (2) The Board's removal decision;
 - (3) The results of ~~any~~ relevant testing, assessments, or evaluations of the **student pupil**; and
 - (4) The recommendation of the Superintendent, **after considering input from the** Principal or Director of the alternative education program or home or other **in-school or** out-of-school instruction program in which the **student pupil** has been placed.
- b. The Board shall develop and adopt policies and procedures providing for action on the continuation of **student pupil** suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,

~~[Option — Select option below or develop a local school district option~~

a special committee of the Board, which will include the Superintendent of Schools or his/her designee, will be appointed by the Board President to make a decision on the continuation of the suspension. The committee's decision will be implemented subject to ratification of the committee's decision at the next regularly scheduled Board meeting.

_____.]



4. When the Board votes to continue ~~the suspension of~~ a general education ~~student's pupil suspension~~, **it shall review the case**, ~~the Board~~, in consultation with the Superintendent, ~~shall review the case~~ at each subsequent Board meeting for the purpose of determining:
 - a. The status of the ~~student's pupil's~~ suspension;
 - b. The appropriateness of the **suspended student's** current educational program ~~for the suspended pupil~~; and
 - c. Whether the suspended ~~student's pupil's~~ current placement, pursuant to ~~B.1.i.~~ above, should continue or whether the ~~student pupil~~ should return to the general education program.

5. When the Board votes to continue ~~the suspension of~~ a general education ~~student's suspension pupil~~, **it shall make the Board**, in consultation with the Superintendent, ~~shall make~~ the final determination on:
 - a. When the ~~student pupil~~ is prepared to return to the general education program;
 - b. Whether the ~~student pupil~~ **will shall** remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
 - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, **N.J.A.C. 6A:16-7.4**, ~~N.J.A.C. 6A:16-7.5~~ and Policy 5620.

6. The Board shall provide a general education ~~student pupil~~ suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or ~~appropriate educational~~ services, based on the criteria set forth under B.1.i.(2) above, until the ~~student pupil~~ graduates from high school or reaches the age of twenty, whichever comes first.



- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
 - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for **students pupils** of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. For a **student pupil** with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the **student's pupil's** educational placement to an interim or alternate educational setting.
- a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to **a each student pupil** with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the **student's pupil's** educational program or placement shall be made by the **student's pupil's** Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to **students pupils** with disabilities.

Approved: 20 August 2014

