

LINK COMMUNITY CHARTER SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
August 31, 2020, 6:30 PM
VIA ZOOM

CALL TO ORDER

This meeting was called to order at 6:44 pm.

OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice with the New Jersey *Star Ledge* and *nj.com*, *El Nuevo Coqui*, *Irvington Herald*, *East Orange Record*, *Orange Transcript*, and *Essex Daily News* on August 17, 2020, by emails to the city clerks of the four districts of residence and the county superintendent of education on August 17, 2020, by posting notice on the school website, and by communicating same to the Board of Trustees.

ROLL CALL

Member	Present	Absent
Covington, Regina		√
Daughtry, Brenda	√	
Ebanks, Shawna	√	
Holguin-Veras, Susana	√	
Marshall, Richard		√
Petrillo, John	√	
Purefoy, Frances	√	
Smith, Denise	√	

IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY

Maria Pilar Paradiso, head of school
Sharon Machrone, board recording secretary
Bima Baje, school business administrator
Leslie Baynes, chief operating officer
Christine Martinez, Esq., board attorney

APPROVAL OF MINUTES

Resolution #083120-01: Be it Resolved that the Board of Trustees accepts and approves the minutes of the meeting held on August 10, 2020.

Moved by Mrs. Purefoy

Seconded by Mr. Marshall

Discussion: None

Vote: Voice; passed unanimously

APPROVAL OF AGENDA

Resolution #083120-02: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on August 31, 2020.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Voice; passed unanimously

PRESENTATION: School Reopening Update, M. Paradiso

Among the points that Mrs. Paradiso mentioned were:

- The final state “checklists” for re-opening were submitted through an electronic form submission to the state – the Statement of Assurances and the Health and Safety Status Form (Link meets or exceeds state guidelines on the latter.)
- We held three virtual Parent Town Hall Meetings to share the reopening with parents and respond to their feedback. We had about 70% of families in attendance.
- We provided surveys so parents could choose the model - hybrid or all remote – they wanted for their children. After the Parent Town Hall Meetings, some families have changed their initial choice of the hybrid model to all remote.
- We are working on scheduling teachers and staff so we have appropriate supervision in the building for those students in the hybrid model. There is some challenge as there are a large number of teachers who have asked for accommodations.
- We are contacting local organizations such as the YMCS and the Boys and Girls Club to share information with families who may need a safe and secure place for their child for the school day, particularly if Link is unable to secure enough adult supervision.

PUBLIC COMMENT

During the course of the board meeting the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of LCCS. The Board reminds those individuals to take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the LCCS. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered, and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility, nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. Comments by each member of the public choosing to speak are limited to 3 minutes.

CLOSING OF PUBLIC COMMENT

As there were no members of the public in attendance, the chair closed the public comment section of the meeting.

ACKNOWLEDGMENT OF CORRESPONDENCE

No correspondence.

HEAD OF SCHOOL

Head of School Report

None.

Approval of stipends

Resolution #083120-03: Be it Resolved that the Board of Trustees approves the following stipends for the 2020-2021 school year, as recommended by the head of school, with the understanding that the individuals receiving same will be approved by the board at a later date:

Responsibility	Stipend	Funded by
Jr. National Honor Society Advisors (2)	\$35/hour	Link Education Partners
ProjectLit Book Club Advisors (3)	\$35/hour	Link Education Partners

Moved by Mrs. Smith

Seconded by Mr. Marshall

Discussion: None

Vote: Roll call; passed unanimously

Approval to hire

Resolution #083120-04: Be it Resolved that the Board of Trustees approves the hiring of the following individual, as recommended by the head of school:

Name	Position	Salary
Cherie De Rosa	Teacher, 5 th grade (F/T, 10 month)	\$53,561

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

The following three resolutions were tabled to the board meeting scheduled for September 14, 2020:

Approval of new position descriptions

Resolution #083120-05: Be it Resolved that the Board of Trustees approves the following position descriptions, as recommended by the head of school:

- Dean of Students (revised)
- Vice Principal/Teacher (new position)

Approval of appointment

Resolution #083120-06: Be it Resolved that the Board of Trustees approves the appointment of Hannah Kennedy to the position of Vice Principal/Teacher, effective August 24, 2020, as recommended by the head of school.

Approval of appointment

Resolution #083120-07: Be it Resolved that the Board of Trustees approves the appointment of Da'Cheray Thomas-Ruth as Acting Dean of Students at the salary of \$85,280, effective August 24, 2020, as recommended by the head of school.

Moved by Mrs. Purefoy

Seconded by Mrs. Smith

Discussion: None

Vote: Roll call; passed unanimously

COMMITTEE REPORTS**Governance Committee****Committee Report**

None.

Approval of Second Reading and Adoption of policies and regulations

Resolution #083120-10: Be it Resolved that the Board of Trustees approves the second reading and adoption of the following policies as recommended by the Governance committee:

- P2270 Religion in Schools (Revised)
- P2622 Student Assessment (Revised, Mandated)
- P & R 5200 Attendance (Revised, Mandated)
- P & R 5320 Immunizations (Revised)
- P & R 5610 Suspension (Revised, Mandated)
- P5620 Expulsion (Revised, Mandated)
- P & R 8329 Personnel Records (Revised, Mandated)

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None
Vote: Roll call; passed unanimously

Finance and Facility Reports

Committee Report

None.

Approval bills for payment

Resolution #083120-11: Be it Resolved that the Board of Trustees approves for payment the bills for goods and services provided to Link Community Charter School as listed in the attached Bill List, recommended by the school business administrator.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

Education Committee

Committee Report

None.

OLD BUSINESS

None.

NEW BUSINESS

Two walk-in motions were presented by Mrs. Paradiso:

Approval to allocate grant funds

Resolution #083120-12: Be it Resolved that the Board of Trustees approves the acceptance of funds from the Bridging the Digital Divide Grant in the amount of \$62,630 for use during the 2020-2021 school year , as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously.

Approval of stipend

Resolution #083120-13: Be it Resolved that the Board of Trustees approve a stipend of \$1,000 for the 2020-2021 school year for the responsibilities of Link Parent Association Liaison and the appointment of Sharon Machrone as liaison, as recommended by the head of school.

Moved by Mrs. Smith

Seconded by Ms. Ebanks

Discussion: None

Vote: Roll call; passed unanimously

ANNOUNCEMENTS

Mrs. Daughtry asked Mrs. Baje for the updated Census from the NJSBA. Mrs. Baje stated that she could not access the organization's website to retrieve it. Mrs. Paradiso asked Mrs. Baje to get the census and send it to Ms. Daughtry.

The next regular board meeting will be held on Monday, September 14, 2020.

MOTION TO ADJOURN

Moved by Mrs. Smith

Seconded by Mr. Marshall
Discussion: None
Vote: Voice; passed unanimously

The meeting was adjourned at 7:34 pm.

These minutes represent a record of the actions taken by the Board of Trustees during the meetings and a summary of the discussions that took place. The minutes are not intended to be, nor are they, a verbatim record of the discussion on a particular item.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sharon F. Machrone".

Sharon F. Machrone, Board Recording Secretary

Date: August 31, 2020

Approved by the Link Community Charter School Board of Trustees: September 14, 2020



Vice Principal/Teacher
(Status-Exempt, Full-time, 10 month)

Job Description

Position Description

The Vice Principal is a newly created role designed to develop talent from within our school community and to strengthen school operations with the addition of a key position to the school's administrative team. The Vice Principal's role will be a versatile one as it responds to the needs of the moment such as leadership for an in-person educational model within a hybrid landscape during the pandemic or strategic support for special initiatives or programs that can strengthen the school community. The position will also expose the Vice Principal to the responsibilities held by the Principal with a goal to build experience in school leadership through hands on work and projects. The Vice Principal is a full-time teacher who is provided the time and space to perform duties under this key position. The Vice Principal serves on the Administrative Team and reports directly to the Principal.

Specific Responsibilities

- Participation on the Administrative Team
 - Serve on the Principal's Administrative Team
 - Attend scheduled meetings with the Administrative Team
 - Provide voice and perspective for the in-school program; collaborate on planning and execution of procedures, protocols, and policies; contribute to strategic planning; support program development and ongoing growth
- Building Leadership during a Hybrid Educational Model with In-Person Instruction
 - Ensure that health and safety policies are being implemented
 - Oversee morning entry and afternoon exit routines
 - Work closely with in-school nurse on execution of policies and protocols impacting student health and safety
 - Provide communication to staff and families involved in the in-school program
 - Direct teaching staff and manage the daily schedule
 - Take part in walk-throughs and observations, in collaboration with the Principal
 - Lead weekly staff meeting for in-house team
 - Contribute to the development of strategic initiatives
 - Collaborate on professional development planning
 - Collaborate with the principal, chief operating officer and head of school in crisis management and emergency response
- School Leadership
 - Assume supervision on behalf of or in the absence of the Principal (coverage for teaching responsibilities to be provided)
 - Assist in the administration of the school through a gradual progression of exposure and responsibility.
 - Areas of responsibility to include: supervision and evaluation; duty assignment; promotion ceremonies; student cohort placement; attendance and discipline, state assessment; state reporting; class coverage, scheduling; student orientation; parent and community engagement; textbook and resource review; annual goal setting; professional development; curriculum; school policies.

School Life Responsibilities

- Continually reinforce the school's Core Values, expectations and school spirit, first and foremost by modeling such values and then teaching them to Link students.
- Lead or actively support school-wide events.

Meetings and Professional Development

- Maintain professional competence and continuous improvement through in-service education and other professional growth activities. A variety of outside opportunities will be presented throughout the year to continue to develop administrative and leadership competencies.
- Participate in school-level planning, faculty meetings/committees and other school system groups.
- Uphold and enforces school rules, administrative regulations and board policy.

Perform other duties as assigned by the Principal and/or Head of School.

Qualifications:

- Deep commitment to social and racial justice, and educational equity; and a belief in the greatness of young students and their limitless potential to grow and contribute.
- Master's Degree in relevant area, Supervisor/Principal NJ Certificate, and NJ Instructional Certificate are required.
- 5-7 years of effective experience teaching in an urban school setting required, with understanding of the nuances of urban school communities and school culture.
- Minimum of two years serving in a school administrative or leadership role.
- Strong organizational and interpersonal skills, with ability to manage multiple tasks well, meet deadlines and collaborate with others.
- The ability to communicate clearly and empathically with children and adults.
- The ability to set and maintain a positive tone and to inspire strong performance and contributions by the staff.
- The ability to remain professional and to diffuse emotionally-charged conversations.
- Strong technological skills to support a robust academic program and meet administrative responsibilities.
- Knowledge of New Jersey School statutes, regulations, procedures, and practices relating to public schools and more specifically to NJ public charter schools.
- Demonstrated experience in providing reports and documentation.
- Required criminal history check; proof of U.S. citizenship or legal resident status.
- Commitment to Link Community Charter School's mission, vision and core values

Reporting, Supervision, Working Relationships and Evaluation:

The Vice Principal reports directly to and is supervised by the Principal. S/he has working relationships with all members of the faculty, staff and administration in the school. The Vice Principal will take part in an end of year school wide/program evaluation with the Principal, gathering information from all stakeholders and providing input for a comprehensive appraisal of the academic program. The Vice Principal will be evaluated with the Stronge Evaluation System, as approved by the Link Community Charter School's Board of Trustees, and in accordance with State statutes and regulations, Board policies, and administrative directives.

Terms of Employment:

The Vice Principal is a ten (10) month employee. The Vice Principal receives salary and benefits as approved by the Link Community Charter School's Board of Trustees. School policies and procedures, as approved by the Board of Trustees, are provided to all staff in a Staff Handbook, which is available at the school's website (www.linkschool.org).

Disclaimer:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job. Duties may be modified as deemed appropriate by the Link Community Charter School.

I have read this job description and understand the expectations embodied here. I commit to perform the duties and meet expectations pursuant to this job description.

Signature

Date

Printed Name

Date



Dean of Students
(Status-Exempt, Full-time, 10 Months)

Job Description

Position Description

The Link Community Charter School Dean of Students works closely with the Principal and other school leadership to support student's academic and personal achievement by developing and sustaining a strong school culture grounded in the school's Core Values, strong expectations, positive and caring community, and legacy of service to Newark youngsters. The Dean of Students seeks to maximize students' positive engagement in the school community. S/he focuses on instilling positive student behaviors through a proactive approach to student engagement and supporting overall discipline. Work is focused on the students in both the Lower and Upper Houses.

Specific Responsibilities

- Participation on the Administrative Team
 - Work closely with the Principal to establish a positive, structured, achievement-oriented, and creative school culture.
 - Serve on the Principal's Administrative Team and attend scheduled meetings with the Administrative Team
 - Provide voice and perspective for the academic program; collaborate on planning and execution of procedures, protocols, and policies; contribute to strategic planning; and support program development and ongoing growth
- Planning and Development: Work closely with the Principal and Vice Principal to develop a strong and positive school culture that includes
 - Strong expectations for student engagement and behavior
 - Robust systems of supports for students, including student mentoring, restorative justice, volunteer activities, and more
 - Proactive approaches for teacher and staff practice
 - Thoughtful annual revisions/updates to the Parent-Student Handbook and Discipline Rubric
 - Effective routines and practices to capture and evaluate relevant student data
 - Informative feedback loop for ongoing improvement
 - Cohesive connection to the school's culture through collaboration with the School Culture Leader.
 - Programming for family engagement
 - Strong communication systems for staff and families
- Supporting School Operations
 - Attend school wide, grade, and/or house level meetings with parents/families as needed
 - Plan for and support family engagement through special events
 - Attend and participate in Back to School Night and Report Card Nights
 - Serve in duty assignments, including morning, lunch/recess, dismissal and closing/end of day
 - Document state required disciplinary action and prepare relevant reports
 - Capture relevant information for school-based evaluations and reflection
- Supporting Teachers and Staff: Work closely with colleagues to develop strong relationships and practices
 - Contribute to development of professional development for teachers and staff to support strong, positive student engagement

- Act as a resource to teachers in their instructional practice, especially as it relates to issues of discipline, relationships with students, classroom management, and school culture.
- Assist teachers, students, and parents, in collaboration with the social worker, in the effective creation and implementation of individual behavior plans.
- Guide teachers and staff in relationship building with students, as the foundation of a strong school community
- Supporting Student Achievement: Strengthen student engagement and behaviors
 - Help to reinforce the effective use of Deans List, including merit and demerit systems, and publish weekly reports.
 - Serve as the point person for dealing with student engagement challenges, behaviors not meeting expectations and behavioral crisis-intervention.
 - Support positive attendance and provide interventions as needed, working closely with teachers and parents.
 - Support a strong homework completion practice and provide interventions as needed, working closely with teachers and parents.
 - Be present and visible during school hours for both students and teaches/staff.
 - Monitor behavioral interventions, such as detentions and suspensions.
 - Model the school's values and the standard for professional behavior.
 - Supervise breakfast, lunch, in-between class transitions, enrichment, and dismissals, making sure students are always where they are supposed to be and ensuring a professional school culture at these times.
 - Keep accurate student discipline records, documenting all conferences, suspensions, and phone calls for behavior.

School Life Responsibilities

- Continually reinforce the school's Core Values, expectations and school spirit, first and foremost by modeling such values and then teaching them to our students.
- Lead or actively support school-wide events, including September pot luck event, Back to School Night, graduation, awards assemblies, Holiday Celebration, Grandparents' Day/Black History Month Celebration, Student Professional Development Program, Multicultural Program, Field Day, Spirit Week, student dances, 8th grade end of year events.

Meetings and Professional Development

- Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
- Participate in school-level planning, faculty meetings/committees and other school system groups.
- Uphold and enforces school rules, administrative regulations and board policy.

Perform other duties as assigned by the Principal and/or Head of School.

Qualifications:

- Bachelor's Degree is required, Master's Degree is preferred.
- Five years of experience teaching in an urban school setting. Two years serving in Dean of Students role or related administrative capacity.
- Valid New Jersey Instructional Certificate (Alternate Route candidates will be considered).
- Understanding of the nuances of urban school environments and school culture.
- Strong organizational and interpersonal skills, with ability to manage multiple tasks well and meet deadlines.
- The ability to communicate clearly and empathically with children and adults.

- The ability to set and maintain a positive tone and to diffuse emotionally-charged conversations.
- The ability to communicate clearly and effectively verbally and in writing.
- Strong technological skills, including database management and word processing.
- Working knowledge and experience with the application of behavior intervention strategies.
- Knowledge of New Jersey School statutes, regulations, procedures, and practices relating to student discipline and services.
- Demonstrated experience in providing reports and documentation.
- Required criminal history check.
- Proof of U.S. citizenship or legal resident alien status.
- Commitment to Link Community Charter School's mission, vision and core values

Reporting, Supervision, Working Relationships and Evaluation:

The Dean of Students reports directly to and is supervised by the Principal. S/he has working relationships with all members of the faculty, staff and administration in the school. The Dean of Students will take part in an end of year school wide/program evaluation with the Principal, gathering information from all stakeholders and providing input for a comprehensive appraisal of the academic program. The Dean of Students will be evaluated with the Stronge Evaluation System, as approved by the Link Community Charter School's Board of Trustees, and in accordance with State statutes and regulations, Board policies, and administrative directives.

Terms of Employment:

The Dean of Students is a ten (10) month employee. The Dean of Students receives salary and benefits as approved by the Link Community Charter School's Board of Trustees. School policies and procedures, as approved by the Board of Trustees, are provided to all staff in a Staff Handbook, which is available at the school's website (www.linkschool.org).

Disclaimer:

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I have read this job description and understand the expectations embodied here. I commit to perform the duties and meet expectations pursuant to this job description.

Signature

Date

Printed Name

Date

Summary of Policy and Regulations for the Board, Second Reading, 08.31.20

P2270 Religion in Schools (Revised, Recommended)

U.S. Dept. of Education updated its guidance on Constitutionally Protected Prayer and Religious Expression in schools. The policy has been revised in accordance with federal guide.

P2622 Student Assessment (Revised, Mandated)

Administrative code revisions impacted this policy. State assessment in science moves from grade four to grade five. There were also some clarifications of code.

P&R 5200 Attendance (Revised, Mandated)

This policy has changed to define/clarify the two sets of rules for student attendance: (1) what must be recorded in the state register that is used for State and Federal reporting purposes and (2) what a school is allowed to define and excused and unexcused absences for purposes of truancy, student conduct, promotion, and retention.

P&R 5320 Immunizations (Revised, Recommended)

The revision aligns more closely to administrative code and provides better guidance to school staff and parents of school aged children.

P&R 5610 Suspension (Revised, Mandated)

A new state statute was signed into law requiring the Principal to convene a meeting between a students and appropriate school personnel after a student has experience a number of suspensions or may be subject to proposed expulsion to identify any of the student's' behavior or health difficulties and to determine if the student needs supportive interventions or referrals utilizing school or community resources. The new policy also specifies that if a student is removed from school due to a violation of "Zero Tolerance for Guns Act", an assault on a school employee or board members, the meeting will take place after the student's removal from the school.

P5620 Expulsion (Revised, Mandated)

Same changes as P&R Suspension above,

P&R 8329 Personnel Records (Revised, Mandated)

Revised to provide additional guidance regarding public access to personnel file information.

POLICY GUIDE

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Religion in the Schools

2270 RELIGION IN THE SCHOOLS

The Board of Trustees recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. **The First Amendment requires public school officials will to show be neutral in their treatment of religion in the school district, showing** neither favoritism toward nor hostility against religious expression **such as prayer.** Accordingly, ~~devotional exercises will be permitted in this district.~~

The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to:** ~~in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion:~~ prayer during **non-instructional time**; organized prayer groups and activities; **teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time;** ~~religious expression and~~ prayer in classroom assignments; student assemblies and ~~extra-curricular~~ **noncurricular** events; prayer at graduation; **and/or** baccalaureate ceremonies; ~~devotional exercises and other prayer and/or religion related activities.~~

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching about religion; student dress codes and policies; and/or religious excusals. The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.



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Religion in the Schools

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

~~The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.~~

~~The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.~~

~~The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.~~



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Religion in the Schools

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected
Prayer in Public Elementary and Secondary Schools – ~~February 7, 2003~~

January 16, 2020

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 8 June 2015



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Student Assessment
M

2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.



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Student Assessment

Statewide Assessment System

The Head of School of Schools shall develop and annually present to the Board of Trustees for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Trustees shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course ~~PARCC~~ assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLS consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade ~~four~~five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLS consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.



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Student Assessment

The Board of Trustees shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

Test Administration Procedures and Security Measures

The Board of Trustees shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Head of School or designee.

Documentation of Student Achievement

The Department of Education shall provide the Head of School with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). ~~The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.~~ Information regarding individual student test scores shall only be released in accordance with Federal and State law.

The Board of Trustees shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Trustees shall maintain an accurate record of each student's performance on Statewide assessments.



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Student Assessment

Accountability

The Head of School shall report preliminary and final results of annual assessments to the Board of Trustees **within sixty days of receipt of information from as required by** the New Jersey Department of Education **pursuant to N.J.A.C. 6A:8-4.3(a)**. The Board of Trustees will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board **of Trustees** on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.



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Student Assessment

N.J.S.A. 18A:7C-1 et seq.; **18A:7E-1 et seq.**

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

Adopted: 10 November 2014

Revised: 8 June 2015

Revised: 12 September 2016

Revised: 08 May 2017



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Attendance
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5200 ATTENDANCE

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

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student’s absence from school will **either** be excused or unexcused. ~~that~~—**Unexcused absences will** counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. **In accordance with N.J.S.A. 18A:36-14, aA** student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level.



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Attendance

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

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

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

N.J.S.A. 18A:36-14; **18A:36-25.6**; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; **6A:30-5.2**; 6A:32-8.3

Adopted: 10 June 2014
Revised: 8 September 2014
Revised 8 June 2015



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Immunization

5320 IMMUNIZATION

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

A student shall not knowingly be admitted or retained in school if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. **However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. ~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~ **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

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

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

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

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

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

Adopted: 9 September 2014



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Suspension

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5610 SUSPENSION

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

Any student 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 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 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 from the regular instructional program.

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

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Head of School shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Head of School prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student 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 expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.



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Suspension

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The school shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student’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 school shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The school 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 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 New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which



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Suspension

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 with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 8 September 2014
Revised: 14 August 2017



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5620 EXPULSION

The Board of Trustees recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 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 an appropriate educational program or service, 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:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 ~~et seq.~~ - Special Education, Program Options, whichever are applicable; or the educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student'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 service 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.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The school shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early



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detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student's teachers.]

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 with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.



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N.J.S.A. 18A:36A-9; 18A:37-2 **et seq.**; ~~18A:37-2a; 18A:37-2b;~~
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 8 September 2014
Revised: 14 August 2017



8320 PERSONNEL RECORDS

The Board of Trustees believes that the orderly operation of the school requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to school rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Chief Operating Officer shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of school service, provided the employment history record card is maintained a minimum of eighty years.

The Board of Trustee and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A.18A:6-120,(d), and as provided in Policy and rEgulaitons 8320-Section H.

~~Records maintained in the personnel files of this school are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this school and any computerized files maintained by this school may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the school and in military service, the date and reason for separation from service in this school, and the amount and type of pension a former employee receives.~~

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Head of School. Board members may freely inspect employment applications filed by candidates for school positions.



An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Head of School the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

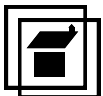
The Head of School shall prepare rules enumerating the records to be maintained for each employee of this school, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

Adopted: 11 August 2014



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Religion in the Schools

2270 RELIGION IN THE SCHOOLS

The Board of Trustees recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the students of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. **The First Amendment requires public school officials will to show be neutral in their treatment of religion in the school district, showing** neither favoritism toward nor hostility against religious expression **such as prayer.** Accordingly, ~~devotional exercises will be permitted in this district.~~

The United States Department of Education's Guidance on Constitutionally Protected Prayer and Religious Expression in Public Elementary and Secondary Schools (USDOE Guidance) provides information on the current state of the law concerning religious expression in public schools.

The following activities **as outlined in the USDOE Guidance** will be permitted **upon applying the governing constitutional principles in particular contexts related to:** ~~in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion:~~ prayer during **non-instructional time**; organized prayer groups and activities; **teachers, administrators, and other school employees' activities; moments of silence; accommodations for prayer during instructional time;** ~~religious expression and~~ prayer in classroom assignments; student assemblies and ~~extra-curricular~~ **noncurricular** events; prayer at graduation; **and/or** baccalaureate ceremonies; ~~devotional exercises and other prayer and/or religion related activities.~~

The following activities as outlined in the USDOE Guidance will be permitted upon applying the governing constitutional principles in particular contexts related to religious expression: religious literature; teaching about religion; student dress codes and policies; and/or religious excusals. The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.



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Religion in the Schools

The Equal Access Act, 20 U.S.C. Section 4071, is designed to ensure that student religious activities are afforded the same access to Federally funded public secondary school facilities as are student secular activities. The United States Department of Justice has developed guidance for interpreting the Equal Access Act's requirements outlined in the USDOE Guidance in the area of general provisions, prayer service and worship exercises, means of publicized meetings, lunch-time and recess, and leadership of religious student groups.

~~The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.~~

~~The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.~~

~~The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.~~



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Religion in the Schools

Any issues regarding religion in the schools and the provisions of this Policy shall be referred to the Superintendent of Schools who may consult with the Board Attorney.

U.S. Const. Amend. 1

The Equal Access Act, 20 U.S.C. Section 4071

U.S. Department of Education - Guidance on Constitutionally Protected
Prayer in Public Elementary and Secondary Schools – ~~February 7, 2003~~

January 16, 2020

N.J. Const. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 8 June 2015



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2622 STUDENT ASSESSMENT

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as he or she deems appropriate. The Commissioner shall report to the State Board of Education the results of such assessments.

The Commissioner shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the New Jersey Student Learning Standards (NJSLS). The Commissioner, with the approval of the State Board of Education, shall define the scope and level of student performance on Statewide assessments that demonstrate thorough understanding of the knowledge and skills delineated by the NJSLS at grade levels three through twelve. After consultation with the Commissioner, the State Board of Education shall establish by resolution uniform Statewide criteria defining adequate school district progress toward meeting the NJSLS.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

Pursuant to N.J.A.C. 6A:8-4.1(b) and (c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.



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Student Assessment

Statewide Assessment System

The Head of School of Schools shall develop and annually present to the Board of Trustees for its approval an assessment program that complies with the rules of the State Board of Education.

The Board of Trustees shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments, including the following major components: the elementary assessment component for grades three through five; the middle school assessment component for grades six through eight; the high school end-of-course ~~PARCC~~ assessments; and the alternative assessment for students with disabilities; and provide notification to each student entering grades three through twelve of the Statewide assessment schedule.

The Department of Education shall implement the elementary component of the Statewide assessment of the NJSLS consisting of continued administration of mathematics and English language arts in grades three, four, and five, and of science in grade ~~four~~five.

The Department of Education shall implement the middle school component of the Statewide assessment of the NJSLS consisting of the following: continued administration of mathematics and English language arts in grades six, seven, and eight; and of science in grade eight.

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the IEP or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1. The Board may administer the Statewide assessments in mathematics to ELLs in their native language, when available, and/or English. The Board shall have the option for a first-year ELL of substituting a Department of Education-approved language proficiency test only for the English language arts section of the elementary or middle school component of the Statewide assessment, when the student has entered the United States after July 1 of the calendar year prior to the test administration.



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The Board of Trustees shall ensure students with disabilities as defined in N.J.A.C. 6A:14-1.3 participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10.

At specific times prescribed by the Commissioner of Education, the Board of Education shall administer the alternative assessment for students with disabilities to students with severe disabilities who cannot participate in other assessments due to the severity of their disabilities. The Department of Education shall implement the alternative assessment for students with disabilities according to the schedules in N.J.A.C. 6A:8-4.1(c)1, 2, and 3. The alternative assessment for students with disabilities measures the progress of students who have been determined eligible for the alternative assessment for students with disabilities by the IEP team in accordance with N.J.A.C. 6A:14-4.10.

Test Administration Procedures and Security Measures

The Board of Trustees shall be responsible for ensuring the security of all components of the Statewide assessment system that are administered within the school district. All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Head of School or designee.

Documentation of Student Achievement

The Department of Education shall provide the Head of School with documentation of student performance after each test administration in accordance with the provisions of N.J.A.C. 6A:8-4.2(a). ~~The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2.~~ Information regarding individual student test scores shall only be released in accordance with Federal and State law.

The Board of Trustees shall transmit within ten business days any official records, including transcripts, of students who transfer to other school districts or institutions.

The Board of Trustees shall maintain an accurate record of each student's performance on Statewide assessments.



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Accountability

The Head of School shall report preliminary and final results of annual assessments to the Board of Trustees **within sixty days of receipt of information from as required by the New Jersey Department of Education pursuant to N.J.A.C. 6A:8-4.3(a)**. The Board of Trustees will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2.

The Board shall provide appropriate instruction to improve skills and knowledge for students performing below the established levels of student proficiency in any content area either on Statewide or local assessments. All students shall be expected to demonstrate the knowledge and skills of the NJSLs as measured by the Statewide assessment system.

Annual Review and Evaluation of School Districts

The Department of Education shall review the performance of schools and school districts in accordance with the provisions of N.J.A.C. 6A:8-4.4.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the NJSLs as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 5. After each test administration, the Department of Education shall report to the Board **of Trustees** on the performance of all students and of student subgroups. The Department of Education shall report performance on the APA with the same frequency and in the same detail as it reports on other Statewide assessments, including school and school district means, and the number and percentage of participating students. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.



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N.J.S.A. 18A:7C-1 et seq.; **18A:7E-1 et seq.**

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

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

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student’s absence from school will **either** be excused or unexcused. ~~that~~—**Unexcused absences will** counts toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. **In accordance with N.J.S.A. 18A:36-14, aA** student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level.



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

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

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

N.J.S.A. 18A:36-14; **18A:36-25.6**; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; **6A:30-5.2**; 6A:32-8.3

Adopted: 10 June 2014
Revised: 8 September 2014
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A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, **except that one continuous session of two and a 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.
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. Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)

- a. **The Board of Trustees shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.**
- b. **The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.**
- c. **Student attendance shall be recorded in the school register during school hours on each day school is in session.**



- d. **School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Trustees.**
- e. **A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.**

2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)

- a. 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.
- b.. 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.
- c. 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.



- d. 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 or transferred to an individual home instruction record.
- e. 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.
- f. 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.
- g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused **Absences for Board Policy**

- 1. **Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.**
- 24. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.**



3. “An 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, or any absence for the reasons listed below:
 - a. The student’s illness supported by notification to the school by the student’s parent;
 - b. The student’s required attendance in court;
 - c. 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;
 - d. The student’s suspension from school;
 - e. Family illness or death supported by notification to the school by the student’s parent;
 - f. Visits to high schools;
 - g. Interviews a high school admissions officer or an enrichment program such as the Wight Foundation, NJSEEDS, or other program approved by the Principal;
 - h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - i. Take Our Children to Work Day;
 - j. An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule; and
 - k. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student’s parent stating the reason for the absence and requesting permission for the absence to be an excused absence.



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3. **For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25** ~~“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 absence not listed in C.2. above shall be an unexcused absence counted toward truancy.~~
- D. Notice to School of a Student’s Absence
1. The parent or adult student shall call the school office by 8:30 a.m. on the day of the absence.
 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall call or provide notice to the school office by 10:30 a.m. on the day of the absence.
 3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work as soon as the absence is determined.
 4. **In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.**
- E. Readmission to School After an Absence
1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
 2. A note explaining a student’s absence for a non-communicable illness for a period of more than three days school days must be accompanied by a physician's statement of the student’s illness with medical clearance to return to school.



3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
4. **The head of School or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.**

F. Instruction

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

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade,



except absences for the observance of a religious holiday, **absences for those excused in accordance with the reporting requirements of the school register**, or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

2. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent seventeen or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, **for those excused in accordance with the reporting requirements of the school register**, and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students 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.

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

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and



- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the school's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.



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



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



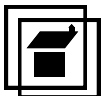
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2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
 3. A report card will record the number of times the student was absent and tardy in each marking period.
 4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.
- K. Appeal
1. Students may be subject to appropriate discipline for their school attendance record.
 2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
- L. Attendance Records
1. Attendance records for the school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 10 June 2014
Revised: 8 September 2014
Revised: 8 June 2015



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Immunization

5320 IMMUNIZATION

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

A student shall not knowingly be admitted or retained in school if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School. **However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.**

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. ~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~ **For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.**

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

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

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

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

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

Adopted: 9 September 2014



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R 5320 IMMUNIZATION

A. **Proof of Immunizations on Admission (N.J.A.C. 8:57-4.2)**

1. **The ~~No~~ Principal or designee shall not knowingly admit or retain any ~~child student who~~ whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section ~~E.I. of this Regulation~~, unless the student is provisionally admitted as provided in paragraph **B.1. below A.2.** or exempted as provided in section **CB. and D. of this Regulation**; and N.J.A.C. 8:57-4.3; and 8:57-4.4.**

B. **Provisional Admission (N.J.A.C. 8:57-4.5)**

12. A student shall be admitted to ~~preschool or~~ school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.**

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- ~~a. A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).~~
- ~~b. A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).~~
- 4e. Provisional status shall only be granted one time to **children students** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~
- 5d. **Children Students** transferring into this district from **out-of-another-State** or **out-of-country** shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
- 6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
- ~~e. The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.~~
- 7f. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or ~~his/her~~ designee **in accordance with the provisions of N.J.A.C. 8:57-4.5.**



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CB. Medical Exemptions from Immunization (N.J.A.C. 8:57-4.3)

1. A **child student** shall not be required to have any specific immunization(s) **which** ~~that~~ are medically contraindicated.
2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
 - a. ~~A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.~~
- 3b. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record ~~of the student~~ and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**



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~~e. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.~~

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.

5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.

a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.

b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

D. Religious Exemptions (N.J.A.C. 8:57-4.4)

12. A ~~child student~~ shall be exempted from mandatory immunization if the ~~child's~~ parent(s) or legal guardian(s) submits ~~to the school a written, signed statement requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."~~ that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. ~~General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.~~



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- a. **The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.**
2. **The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.**
 - a. ~~The written statement signed by the parent(s) or legal guardian(s) will be kept by the school as part of the student's immunization record.~~
 - b. ~~Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).~~
3. **The school district may exclude children with religious exemptions from receiving immunization agents from school**
~~Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.~~
4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
 - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
 - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**



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**EC. Documentation Accepted as Evidence of Immunization
(N.J.A.C. 8:57-4.6)**

1. **The following documents** ~~Any of the following documents~~ shall be accepted as evidence of a **child's** ~~student's~~ immunization history; provided that the ~~document lists the type of immunization and the specific date (month, day and year) when each immunization was administered~~ **is listed.**
 - a. An official school record from any school or preschool indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - b. A record from any public health department indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;** or
 - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.**
2. All immunization records submitted by a parent(s) ~~or legal guardian(s)~~ in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and this Regulation.**
3. ~~Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.~~



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3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**

FD. ~~Immunization~~ Records Required (N.J.A.C. 8:57-4.7)

1. **The school district** ~~Each school~~ shall maintain an official State of New Jersey **School** Immunization Record for every student. **This record** ~~which~~ shall include the date of each individual immunization **and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
- 2a. **If** ~~When~~ a child withdraws, is promoted, or transfers to another school **district**, ~~preschool or child care center~~, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school **district** by the original school **district** or shall be given to the parent(s) ~~or legal guardian(s)~~ upon request, within twenty-four hours of such a request.
 - b. ~~The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~
 - c. ~~Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with Department of Education rules and policies on transfer of student records.~~



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3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
 4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
 - 5d. **Each child's student's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the graduates from the secondary school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**
 - e. ~~When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) or legal guardian(s) upon request.~~
 - 6f. **Any computer-generated document or list developed by the school district to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey School Immunization Record.**
- G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)**
1. **A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).** ~~other person in charge of a school. The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the school district to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department.~~



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2. The form for the report will be provided by the New Jersey Department of Health and Senior Services.
3. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.
4. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.
5. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.

H. Records Available for Inspection (N.J.A.C. 8:57-4.9)

13. The Principal or ~~designee other person in charge of a~~ of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made ~~make immunization records~~ available for inspection by authorized representatives of the ~~State~~ New Jersey Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located, ~~within twenty-four hours of notification.~~

IE. Immunization Requirements

1. The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap N.J.A.C. 8:57-4.10	GRADE 6 (<i>or comparable age level special education program with an unassigned grade</i>): 1 dose	For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES N.J.A.C. 8:57-4.12	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1st birthday . 1 dose of live Rubella-containing vaccine on or after 1st birthday .	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA N.J.A.C. 8:57-4.17	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL N.J.A.C. 8:57-4.20	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i>): 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza



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PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

2. **The immunization requirements outlined in I.1. above may be revised by Statute, administrative code, and/or the Commission of Health and Senior Services.**

JF. Emergency Powers of the Commissioner of Health and Senior Services

- ~~1. If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.~~
12. If a **an outbreak or** threatened outbreak, ~~or outbreak~~ of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below and** N.J.A.C. 8:57-4.22(c).



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3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**
43. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons as outlined in N.J.A.C. 8:57-4.22(d).

Issued:



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5610 SUSPENSION

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

Any student 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 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 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 from the regular instructional program.

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

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Head of School shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Head of School prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student 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 expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.



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In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

The school shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student’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 school shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The school 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 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 New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which



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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 with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with the provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 8 September 2014
Revised: 14 August 2017



R 5610 SUSPENSION PROCEDURES (M)

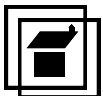
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A. Short-Term Suspensions

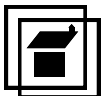
1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her 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 or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student'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 parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student'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; and
 - (5) The terms and conditions of the suspension.
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
 - e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards..
 - (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 Trustees 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 Principal suspending the student shall immediately report the suspension to the Head of School, who shall report it to the Board of Trustees at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.



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 with a disability, the provisions set forth in 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 Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her 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 parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Head of School 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 due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and



- (4) Further engagement by the student 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 right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her 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 j. below;
- g. For a student 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 to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students 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 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 New Jersey Student Learning Standards and the following considerations:



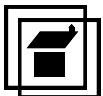
- (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Head of School, 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.
- (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
 - (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, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if 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 is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
 - (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board 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, pursuant to 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 general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
- l. 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; and
- m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.



2. An appeal of the Board's decision regarding the general education student'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 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 relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Head of School, 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 has been placed.
 - b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student 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, a special committee of the Board, which will include the Head of School 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 a general education student's suspension, it shall review the case, in consultation with the Head of School, at each subsequent Board meeting for the purpose of determining:



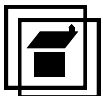
- a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Head of School, the final determination on:
 - a. When the student is prepared to return to the general education program;
 - b. Whether the student will 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, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student 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 of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.



7. For a student 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 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 student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

1. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.**
 - a. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
 - b. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**



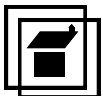
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2. The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:
 - a. The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);
 - b. N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;
 - c. N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or
 - d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.
3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.
4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Adopted: 8 September 2014
Revised: 14 August 2017



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5620 EXPULSION

The Board of Trustees recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 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 an appropriate educational program or service, 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:16-9.2 - Program Criteria; N.J.A.C. 6A:16-10.2 - Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq. - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.3 ~~et seq.~~ - Special Education, Program Options, whichever are applicable; or the educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student'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 service 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.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The school shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early



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detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A. 18A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Except as otherwise provided in N.J.S.A. 18A:37-2a, a student may be expelled from a charter school based on criteria determined by the Board of Trustees, which is consistent with the provisions of N.J.S.A. 18A:37-2, and approved by the Commissioner of Education as part of the school's charter. Any expulsion shall be made upon the recommendation of the charter school Principal, in consultation with the student's teachers.]

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 with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.



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N.J.S.A. 18A:36A-9; 18A:37-2 **et seq.**; ~~18A:37-2a; 18A:37-2b;~~
N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 8 September 2014
Revised: 14 August 2017



8320 PERSONNEL RECORDS

The Board of Trustees believes that the orderly operation of the school requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to school rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Chief Operating Officer shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of school service, provided the employment history record card is maintained a minimum of eighty years.

The Board of Trustee and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A.18A:6-120,(d), and as provided in Policy and rEgulaitons 8320-Section H.

~~Records maintained in the personnel files of this school are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this school and any computerized files maintained by this school may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the school and in military service, the date and reason for separation from service in this school, and the amount and type of pension a former employee receives.~~

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Head of School. Board members may freely inspect employment applications filed by candidates for school positions.



An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Head of School the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

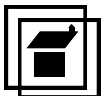
The Head of School shall prepare rules enumerating the records to be maintained for each employee of this school, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

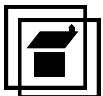
Adopted: 11 August 2014



R 8320 PERSONNEL RECORDS

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this school. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birth date;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Required income tax forms (such as W-2, I-9, etc.);
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;
 - m. Completed evaluations;



- n. Reports of disciplinary incidents;
 - o. Records of special awards, commendations, or distinctions;
 - p. Reports of routine physical examinations; and
 - q. Reports of physical and mental examinations required for cause.
- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this school and the performance of the employee's duties.
 - 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

B. Custodian of Personnel Records

- 1. The Chief Operating Officer is the custodian of all personnel records.
- 2. Personnel records shall be maintained in the office of the Chief Operating Officer, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

C. Notice of Content of Files

- 1. Each employee shall be informed of the content of his/her personnel file.
- 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.



- c. No report or letter or memorandum from any source, other than documents referred to in C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations.
2. Written request for access shall be submitted to the Head of School. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Head of School or Chief Operating officer and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
5. The employee may handcopy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the Head of School the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing on a form available in the office of the Chief Operating Officer.
3. The Head of School shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Head of School's decision shall be in writing and



shall be delivered to the employee and the records manager responsible for the employee's file.

4. The appellant may appeal the Head of School's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.
- F. Access by Board Members and School Officials
1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
 2. Personnel files may be inspected by Board members when such inspection relates to the Head of School's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
 3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.
- G. Public Access to Employee Records and Information
1. **The Board of Trustees and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.**
 2. **In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:**
 - a. **An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore,**



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and the amount and type of any pension received shall be a government record;

- b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and
 - c. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.
3. Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.

G. Computerized Records

1. ~~Computerized personnel records may include only the following information about an employee:~~
- a. ~~Name, address, and telephone number;~~
 - b. ~~Social security number;~~
 - c. ~~Current assignment;~~
 - d. ~~Work experience;~~
 - e. ~~Employment date; and~~
 - f. ~~Salary guide and step.~~



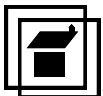
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2. ~~Computerized information may be used only for the following purposes:~~
- a. ~~Payroll;~~
 - b. ~~An employee's individual employment record; and~~
 - c. ~~Studies, reports, or surveys conducted by the school or a governmental agency and authorized by the Head of School, provided that such studies, reports, or surveys do not identify specific employees.~~

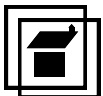
Issued: 11 August 2014
Adopted:



R 8320 PERSONNEL RECORDS

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this school. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birth date;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Required income tax forms (such as W-2, I-9, etc.);
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;
 - m. Completed evaluations;



- n. Reports of disciplinary incidents;
 - o. Records of special awards, commendations, or distinctions;
 - p. Reports of routine physical examinations; and
 - q. Reports of physical and mental examinations required for cause.
- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this school and the performance of the employee's duties.
 - 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

B. Custodian of Personnel Records

- 1. The Chief Operating Officer is the custodian of all personnel records.
- 2. Personnel records shall be maintained in the office of the Chief Operating Officer, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

C. Notice of Content of Files

- 1. Each employee shall be informed of the content of his/her personnel file.
- 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.



- c. No report or letter or memorandum from any source, other than documents referred to in C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

1. Each employee shall be granted access to his/her personnel file in accordance with these regulations.
2. Written request for access shall be submitted to the Head of School. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Head of School or Chief Operating officer and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
5. The employee may handcopy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the Head of School the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing on a form available in the office of the Chief Operating Officer.
3. The Head of School shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Head of School's decision shall be in writing and



shall be delivered to the employee and the records manager responsible for the employee's file.

4. The appellant may appeal the Head of School's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.
- F. Access by Board Members and School Officials
1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
 2. Personnel files may be inspected by Board members when such inspection relates to the Head of School's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
 3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.
- G. Public Access to Employee Records and Information
1. **The Board of Trustees and private agencies that provide educational services by means of public funds shall make employee records and information available for public access, pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120(d) and 121.(d) in accordance with N.J.A.C. 6A:32-4.3 and as outlined in this Regulation.**
 2. **In accordance with the provisions of N.J.S.A. 47:1A-10, notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to, records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:**
 - a. **An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore,**



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and the amount and type of any pension received shall be a government record;

- b. Personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by the State of New Jersey or the United States, or when authorized by an individual in interest; and
 - c. Data contained in information which disclose conformity with specific experiential, educational, or medical qualification required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.
3. Information related to the evaluation of a particular employee shall be maintained by the school district, be confidential, and not be accessible to the public pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented, in accordance with N.J.S.A. 18A:6-120.d and 18A:6-121.d.

G. Computerized Records

1. ~~Computerized personnel records may include only the following information about an employee:~~
- a. ~~Name, address, and telephone number;~~
 - b. ~~Social security number;~~
 - c. ~~Current assignment;~~
 - d. ~~Work experience;~~
 - e. ~~Employment date; and~~
 - f. ~~Salary guide and step.~~



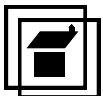
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2. ~~Computerized information may be used only for the following purposes:~~
- a. ~~Payroll;~~
 - b. ~~An employee's individual employment record; and~~
 - c. ~~Studies, reports, or surveys conducted by the school or a governmental agency and authorized by the Head of School, provided that such studies, reports, or surveys do not identify specific employees.~~

Issued: 11 August 2014
Adopted:



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M

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, **except that one continuous session of two and a 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.
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. Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)

- a. **The Board of Trustees shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic form of the school's choosing.**
- b. **The Commissioner shall issue and publish on the Department's website school register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.**
- c. **Student attendance shall be recorded in the school register during school hours on each day school is in session.**



- d. **School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Trustees.**
- e. **A student who has been placed on home instruction shall have his or her attendance status recorded on the regular register for the program in which the student is enrolled. For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No absences shall be recorded for the student while on home instruction, providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.**

2. Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)

- a. **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.**
- b.. **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.**
- c. **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.**



- d. 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 or transferred to an individual home instruction record.
- e. 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.
- f. 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.
- g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. **Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy**

- 1. **Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.**
- 24. **N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.**



3. “An 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, or any absence for the reasons listed below:
 - a. The student’s illness supported by notification to the school by the student’s parent;
 - b. The student’s required attendance in court;
 - c. 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;
 - d. The student’s suspension from school;
 - e. Family illness or death supported by notification to the school by the student’s parent;
 - f. Visits to high schools;
 - g. Interviews a high school admissions officer or an enrichment program such as the Wight Foundation, NJSEEDS, or other program approved by the Principal;
 - h. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - i. Take Our Children to Work Day;
 - j. An absence considered excused by **the Commissioner of Education and/or** a New Jersey Department of Education rule; and
 - k. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student’s parent stating the reason for the absence and requesting permission for the absence to be an excused absence.



3. **For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25** ~~“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 absence not listed in C.2. above shall be an unexcused absence counted toward truancy.~~
- D. Notice to School of a Student’s Absence
1. The parent or adult student shall call the school office by 8:30 a.m. on the day of the absence.
 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall call or provide notice to the school office by 10:30 a.m. on the day of the absence.
 3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work as soon as the absence is determined.
 4. **In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.**
- E. Readmission to School After an Absence
1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
 2. A note explaining a student’s absence for a non-communicable illness for a period of more than three days school days must be accompanied by a physician's statement of the student’s illness with medical clearance to return to school.



3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.
4. **The head of School or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.**

F. Instruction

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

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade,



except absences for the observance of a religious holiday, **absences for those excused in accordance with the reporting requirements of the school register**, or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

2. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent seventeen or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, **for those excused in accordance with the reporting requirements of the school register**, and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students 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.

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

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and



- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the school's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.



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

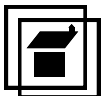


5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C.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



2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
 3. A report card will record the number of times the student was absent and tardy in each marking period.
 4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.
- K. Appeal
1. Students may be subject to appropriate discipline for their school attendance record.
 2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
- L. Attendance Records
1. Attendance records for the school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 10 June 2014
Revised: 8 September 2014
Revised: 8 June 2015



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R 5320 IMMUNIZATION

A. **Proof of Immunizations on Admission (N.J.A.C. 8:57-4.2)**

1. **The ~~No~~ Principal or designee shall not knowingly admit or retain any ~~child student who~~ whose parent has not submitted acceptable evidence of the child's immunization according to the schedule(s) set forth in N.J.A.C. 8:57 et seq. and section ~~E.I. of this Regulation~~, unless the student is provisionally admitted as provided in paragraph **B.1. below A.2.** or exempted as provided in section **CB. and D. of this Regulation**; and N.J.A.C. 8:57-4.3; and 8:57-4.4.**

B. **Provisional Admission (N.J.A.C. 8:57-4.5)**

12. A student shall be admitted to ~~preschool or~~ school on a provisional basis if a physician, an advanced practice nurse, (a certified registered nurse practitioner or clinical nurse specialist) or health department can document that at least one dose of each required age-appropriate vaccine(s) or antigen(s) has been administered and that the student is in the process of receiving the remaining immunizations.
2. **Provisional admission for children under age five shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.15 and 4.18 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed seventeen months for completion of all immunization requirements.**
3. **Provisional admission for children five years of age or older shall be granted in compliance with the specific requirements set forth in N.J.A.C. 8:57-4.10 through 4.14 and 4.16 for a period of time consistent with the current Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service or the American Academy of Pediatrics (AAP) immunization schedule, but shall not exceed one year for completion of all immunization requirements.**

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Immunization

- a. ~~A child under five years of age lacking all required vaccines shall have no more than seventeen months to meet all immunization requirements in accordance with N.J.A.C. 8:57-4.5(b).~~
- b. ~~A child five years of age or older lacking all required vaccines shall have no more than one year to complete all immunization requirements in accordance with N.J.A.C. 8:57-4.5(c).~~
- 4e. Provisional status shall only be granted one time to **children students** entering or transferring into schools in New Jersey. If a student on provisional status transfers, information on their status will be sent by the original school to the new school **pursuant to N.J.A.C. 8:57-4.7(b)**. ~~Provisional status may be extended by a physician for medical reasons as indicated in N.J.A.C. 8:57-4.3.~~
- 5d. **Children Students** transferring into this district from **out-of-another-State** or **out-of-country** shall be allowed a thirty day grace period in order to obtain past immunization documentation before provisional status shall begin. The thirty day grace period does not apply to students transferring **into this school district** from within the State of New Jersey.
- 6. **The school district shall ensure that the required vaccine/antigens are being received on schedule. If at the end of the provisional admission period the child has not completed the required immunizations, the administrative head of the school, preschool, or child care center shall exclude the child from continued school attendance until appropriate documentation has been presented.**
- e. ~~The Principal or designee shall ensure the provisionally admitted student is receiving required immunizations on schedule. If the student has not completed the immunizations at the end of the provisional period, the Principal shall exclude the student from school until appropriate documentation of completion has been presented.~~
- 7f. Students on provisional status may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or ~~his/her~~ designee **in accordance with the provisions of N.J.A.C. 8:57-4.5.**



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CB. Medical Exemptions from Immunization (N.J.A.C. 8:57-4.3)

1. A **child student** shall not be required to have any specific immunization(s) **which** ~~that~~ are medically contraindicated.
2. A written statement submitted to the school from a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid medical reasons as enumerated by the ACIP standards or the AAP guidelines, will exempt a student from the specific immunization requirements by law for the stated period of time.
 - a. ~~A written statement from any physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner or clinical nurse specialist) in any jurisdiction in the United States indicating that an immunization is medically contraindicated for a specific period of time, and the reasons for the medical contraindication, based on valid reasons as enumerated by the Advisory Committee on Immunization Practices (ACIP) standards or the American Academy of Pediatrics (AAP) guidelines, will exempt a student from the specific immunization requirements by law for the period of time specified in the physician's statement.~~
 - 3b. The physician's or an advanced practice nurse's (certified registered nurse practitioner or clinical nurse specialist) statement shall be retained by the school as part of the **child's** immunization record ~~of the student~~ and shall be reviewed annually. **When the child's medical condition permits immunization, this exemption shall thereupon terminate, and the child shall be required to obtain the immunization(s) from which he/she has been exempted.**



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~~e. When the student's medical condition permits immunization, this exemption shall thereupon terminate, and the student shall be required to obtain the immunizations from which he/she has been exempted.~~

4. Those children with medical exemptions to receiving specific immunizations may be excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the New Jersey Commissioner, Department of Health and Senior Services or designee.

5. As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.

a. The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.

b. The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).

D. Religious Exemptions (N.J.A.C. 8:57-4.4)

12. A ~~child student~~ shall be exempted from mandatory immunization if the ~~child's~~ parent(s) or legal guardian(s) submits ~~to the school a written, signed statement requesting an exemption pursuant to the requirements of religious exemptions established at N.J.S.A. 26:1A-9.1, on "the ground that the immunization interferes with the free exercise of the pupil's religious rights."~~ that explains how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. ~~General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.~~



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- a. **The school district is prohibited from exempting a child from mandatory immunization on the sole basis of a moral or philosophical objection to immunization.**
2. **The written statement signed by the parent(s) will be kept by the school as part of the student's immunization record.**
 - a. ~~The written statement signed by the parent(s) or legal guardian(s) will be kept by the school as part of the student's immunization record.~~
 - b. ~~Students enrolled in school before September 1, 1991 and who have previously been granted a religious exemption to immunization, shall not be required to reapply for a new religious exemption under N.J.A.C. 8:57-4.4(a).~~
3. **The school district may exclude children with religious exemptions from receiving immunization agents from school**
~~Students exempted on medical or religious grounds may be temporarily excluded from school during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the State Commissioner of Health and Senior Services or designee.~~
4. **As provided by N.J.S.A. 26:4-6, the school district may, on account of the prevalence of any communicable disease, or to prevent the spread of communicable diseases, prohibit the attendance of any school district teacher or student and specify the time during which the teacher or student shall remain away from school.**
 - a. **The Department of Health and Senior Services shall provide guidance to the school district on the appropriateness of any such prohibition.**
 - b. **The school district shall comply with the provisions of N.J.A.C. 8:61-2.1 regarding attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV).**



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**EC. Documentation Accepted as Evidence of Immunization
(N.J.A.C. 8:57-4.6)**

1. **The following documents** ~~Any of the following documents~~ shall be accepted as evidence of a **child's** ~~student's~~ immunization history; provided that the ~~document lists the type of immunization and the specific date (month, day and year) when each immunization was administered~~ **is listed.**
 - a. An official school record from any school or preschool indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - b. A record from any public health department indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;**
 - c. A certificate signed by a physician licensed to practice medicine or osteopathy or an advanced practice nurse (certified registered nurse practitioner, or clinical nurse specialist) in any jurisdiction in the United States indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.;** or
 - d. The official record of immunization from the New Jersey Immunization Information System indicating compliance with immunization requirements **of N.J.A.C. 8:57-4.1 et seq.**
2. All immunization records submitted by a parent(s) ~~or legal guardian(s)~~ in a language other than English shall be accompanied by a translation sufficient to determine compliance with the immunization requirements of **N.J.A.C. 8:57-4.1 et seq. and this Regulation.**
3. ~~Parental verbal history or recollection or previous immunization is unacceptable documentation or evidence of immunization.~~



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3. **Laboratory evidence of protective immunity, as enumerated by the Advisory Committee on Immunization Practices (ACIP) of the United States Public Health Service, shall be accepted as evidence of immunization if a parent cannot produce a documented history of immunization.**
4. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**

FD. ~~Immunization~~ Records Required (N.J.A.C. 8:57-4.7)

1. **The school district** ~~Each school~~ shall maintain an official State of New Jersey **School Immunization Record** for every student. **This record** ~~which~~ shall include the date of each individual immunization **and shall be separated from the child's educational record and other medical records for the purpose of immunization record audit.**
- 2a. **If** ~~When~~ a child withdraws, is promoted, or transfers to another school **district**, ~~preschool or child care center~~, the immunization record, or a certified copy thereof, along with statements pertaining to religious or medical exemptions and laboratory evidence of immunity, shall be sent to the new school **district** by the original school **district** or shall be given to the parent(s) ~~or legal guardian(s)~~ upon request, within twenty-four hours of such a request.
 - b. ~~The immunization record shall be kept separate and apart from the student's other medical records for the purpose of immunization record audit.~~
 - c. ~~Child care centers, preschools, and elementary schools are to retain immunization records, or a copy thereof, for at least one year after the student has left the school. For children who are promoted from elementary to middle school or from middle school to high school within the same school system, this record retention requirement is not applicable in accordance with Department of Education rules and policies on transfer of student records.~~



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3. **Parental verbal history or recollection of previous immunization is unacceptable documentation or evidence of immunization.**
 4. **When a child graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) upon request.**
 - 5d. **Each child's student's official New Jersey Immunization Record, or a certified copy thereof, shall be retained by a secondary school for a minimum of four years after the student has left the graduates from the secondary school. Each child's official New Jersey Immunization Record, or a copy thereof, shall be retained by an elementary school for a minimum of one year after the child has left the school.**
 - e. ~~When a student graduates from secondary school, the record, or a certified copy thereof, shall be sent to an institution of higher education or may be given to the parent(s) or legal guardian(s) upon request.~~
 - 6f. **Any computer-generated document or list developed by the school district to record immunization information shall be considered a supplement to, not a replacement of, the official New Jersey School Immunization Record.**
- G. Reports to be Sent to the Department of Health and Senior Services (N.J.A.C. 8:57-4.8)**
1. **A report of the immunization status of the students in each school shall be sent each year to the State Department of Health and Senior Services by the Principal or designee through mail or submitted electronically in accordance with N.J.A.C. 8:57-4.8(a).** ~~other person in charge of a school. The form for the report will be provided by the State Department of Health and Senior Services. The report shall be submitted by January 1 of the respective academic year. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located. Failure by the school district to submit such report by January 1 may result in a referral to the New Jersey Department of Education and the local health department.~~



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2. The form for the report will be provided by the New Jersey Department of Health and Senior Services.
3. The report shall be submitted by January 1 of the respective academic year after a review of all appropriate immunization records.
4. A copy of this report shall be sent to the local Board of Health in whose jurisdiction the school is located.
5. If the school does not submit the annual report by January 1 it shall be considered delinquent. A delinquency may be referred to the New Jersey Department of Education or the New Jersey Department of Children and Families, as appropriate based on the length of time delinquent, number of times delinquent, and efforts made toward compliance. The local health department will also be notified of the delinquency.

H. Records Available for Inspection (N.J.A.C. 8:57-4.9)

13. The Principal or ~~designee other person in charge of a~~ of each school shall maintain records of their children's immunization status. Upon twenty-four hour notice, these records shall be made ~~make immunization records~~ available for inspection by authorized representatives of the ~~State~~ New Jersey Department of Health and Senior Services or the local Board of Health in whose jurisdiction the school is located, ~~within twenty-four hours of notification.~~

IE. Immunization Requirements

1. The immunization requirements for school age children shall be in accordance with the requirements of N.J.A.C. 8:57-4 – Immunization of Pupils in School as outlined below:



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
DTaP N.J.A.C. 8:57-4.10	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Students after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Tetanus, diphtheria (Td) Laboratory evidence of immunity is also acceptable.
Tdap N.J.A.C. 8:57-4.10	GRADE 6 (<i>or comparable age level special education program with an unassigned grade</i>): 1 dose	For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO N.J.A.C. 8:57-4.11	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of students 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES N.J.A.C. 8:57-4.12	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
RUBELLA and MUMPS N.J.A.C. 8:57-4.13 N.J.A.C. 8:57-4.14	1 dose of live Mumps-containing vaccine on or after 1st birthday . 1 dose of live Rubella-containing vaccine on or after 1st birthday .	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA N.J.A.C. 8:57-4.17	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten, Grade 1, or comparable age entry level special education program with an unassigned grade, need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib) N.J.A.C. 8:57-4.15	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B N.J.A.C. 8:57-4.16	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.



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MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School		
DISEASE(S)	REQUIREMENTS	COMMENTS
PNEUMOCOCCAL N.J.A.C. 8:57-4.18	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Children enrolled in child care or pre-school on or after 9-1-08. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed on or after the first birthday.
MENINGOCOCCAL N.J.A.C. 8:57-4.20	(Entering GRADE 6 <i>(or comparable age level Special Ed program with an unassigned grade)</i>): 1 dose ⁽¹⁾ (Entering a four-year college or university, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For students entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA N.J.A.C. 8:57-4.19	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)	
CHILD'S AGE	NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):
2-3 Months	1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
4-5 Months	2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
6-7 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
8-11 Months	3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
12-14 Months	3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
15-17 Months	3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
18 Months – 4 Years	4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza



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PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Students must be actively in the process of completing the series. If a student is less than 5 years of age, they have 17 months to complete the immunization requirements. If a student is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of State/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

2. **The immunization requirements outlined in I.1. above may be revised by Statute, administrative code, and/or the Commission of Health and Senior Services.**

JF. Emergency Powers of the Commissioner of Health and Senior Services

- ~~1. If a threatened outbreak, or outbreak of disease, or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, all students with provisional, religious, or medical exemptions (which relate to the specific disease threatening or occurring) shall be excluded from school. If these students become immunized or produce serologic evidence of immunity to the specific disease the student may immediately be readmitted to school.~~
12. If a **an outbreak or** threatened outbreak, ~~or outbreak~~ of disease or other public health immunization emergency exists, as determined by the State Commissioner of Health and Senior Services or designee, the State Commissioner or designee may issue either additional immunization requirements to control the outbreak or threat of an outbreak or modify immunization requirements to meet the emergency.
2. All children failing to meet the additional immunization requirements of N.J.A.C. 8:57-4.22 shall be excluded from school until the outbreak or threatened outbreak is over. These requirements shall remain in effect as outlined in **J.3. below and** N.J.A.C. 8:57-4.22(c).



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3. **These requirements or amendments shall remain in effect until such time as the Commissioner, Department of Health and Senior Services or designee determines that an outbreak or a threatened outbreak no longer exists or the emergency is declared over, or for three months after the declaration of the emergency whichever one comes first. The Commissioner, Department of Health and Senior Services or designee may declare a state of emergency if the emergency has not ended.**
43. The Commissioner of Health and Senior Services or designee may temporarily suspend an immunization requirement **for the particular immunization** in accordance with the reasons as outlined in N.J.A.C. 8:57-4.22(d).

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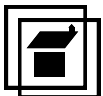


R 5610 SUSPENSION PROCEDURES (M)

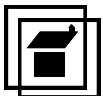
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A. Short-Term Suspensions

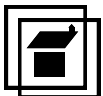
1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
 - a. As soon as practicable, oral or written notice of charges to the student.
 - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her 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 or designee;
 - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student'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.



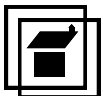
- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
 - (1) The specific charges;
 - (2) The facts on which the charges are based;
 - (3) The provision(s) of the code of student conduct the student is accused of violating;
 - (4) The student'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; and
 - (5) The terms and conditions of the suspension.
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
 - e. Academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards..
 - (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 Trustees 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 Principal suspending the student shall immediately report the suspension to the Head of School, who shall report it to the Board of Trustees at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.



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 with a disability, the provisions set forth in 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 Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
 - a. Notification to the student of the charges prior to the student's removal from school;
 - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her 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 parent of the student's removal from school;
 - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
 - e. Written notification to the parent by the Head of School 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 due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and



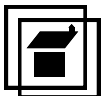
- (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
 - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her 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 j. below;
- g. For a student 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 to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students 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 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 New Jersey Student Learning Standards and the following considerations:



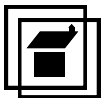
- (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
 - (b) The results of relevant testing, assessments, or evaluations of the student;
 - (c) The student's academic, health, and behavioral records;
 - (d) The recommendation of the Head of School, 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.
- (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
 - (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, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
 - (2) Include the opportunity for the student to:
 - (a) Confront and cross-examine witnesses, if 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 is suspended from the general education program; and
 - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
 - (1) The charges considered;
 - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board 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, pursuant to 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 general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
- l. 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; and
- m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.



2. An appeal of the Board's decision regarding the general education student'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 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 relevant testing, assessments, or evaluations of the student; and
 - (4) The recommendation of the Head of School, 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 has been placed.
 - b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student 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, a special committee of the Board, which will include the Head of School 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 a general education student's suspension, it shall review the case, in consultation with the Head of School, at each subsequent Board meeting for the purpose of determining:



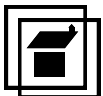
- a. The status of the student's suspension;
 - b. The appropriateness of the suspended student's current educational program; and
 - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Head of School, the final determination on:
 - a. When the student is prepared to return to the general education program;
 - b. Whether the student will 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, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services, based on the criteria set forth under B.1.i.(2) above, until the student 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 of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.



7. For a student 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 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 student with a disability who is subjected to a long-term suspension.
 - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
 - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

C. Meeting with Student - Multiple Suspensions or Possible Expulsion

1. **In accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.**
 - a. **The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.**
 - b. **The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.**



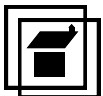
REGULATION

LINK COMMUNITY CHARTER SCHOOL BOARD OF EDUCATION

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SUSPENSION PROCEDURES (M)

2. The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:
 - a. The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);
 - b. N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc.; Suspension; Expulsion Proceedings;
 - c. N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or
 - d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.
3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.
4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. § 1400 et seq.

Adopted: 8 September 2014
Revised: 14 August 2017



All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
D:1145	8/6/20	AXA EQUITABLE-EQUI-VEST AUG 2020 AXA	Check voided on 8/25/20 (2,170.00)	91 - 472	AXA
A:3743	8/19/20	The Goodkind Group, LLC Inv#7742	4,540.50	10 - 421	ACCTS PAYABLE
A:3744	8/27/20	Avaya Inc. Aug 2020 Phone/Voicemail Service	130.50	P202100024	11-000-230-530-000-057
A:3745	8/27/20	Educational Service Commission of New Jersey Inv#CHAR_M0720 July 2020	8,175.00	10 - 421	ACCTS PAYABLE
A:3746	8/27/20	IISC-Education School Messenger Community Engagement Mod	500.00	P202100016	11-000-262-890-000-075
A:3747	8/27/20	Optimum Internet Service Sept 2020	146.26	P202100007	11-000-230-530-000-057
A:3748	8/27/20	Perma-Bound 'A Long Walk to Water' (Qty. 90)	1,254.60	P202100039	11-190-100-640-000-048
A:3749	8/27/20	Purchase Power 2020-2021 Postage	958.04	P202100051	11-000-240-500-000-068
A:3750	8/27/20	PSE&G 7/16/20-8/13/20 Energy Costs	3,528.58	P202100029	11-000-262-620-000-074
A:3751	8/27/20	School Health Corp 2020-2021 COVID Supplies (Gloves)	32.30	P202100052	11-190-100-610-000-047
A:3752	8/27/20	Staples Advantage 2020-2021 School Supplies	7.00	P202100017	11-190-100-610-000-047
		2020-2021 School Supplies	59.19	P202100017	11-190-100-610-000-047
		2020-2021 COVID School Supplies	16.21	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	6.46	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	15.18	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	12.15	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	14.20	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	210.84	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	10.56	P202100053	11-000-262-890-000-075
		2020-2021 COVID School Supplies	513.80	P202100053	11-000-262-890-000-075
Total Check Amount:			865.59		
A:3753	8/27/20	STRAUSS ESMAY ASSOCIATES, LLP Policy Alert & Support System (PASS) 7/1-6/30/	3,784.99	P202100020	11-000-230-330-000-056
A:3754	8/27/20	Verizon 2020-2021 Telephone Service	450.24	P202100015	11-000-230-530-000-057
A:3755	8/27/20	Waste Management of New Jersey, Inc. Waste Management Sep 2020	258.59	P202100009	11-000-240-500-000-068

All Bank Accounts Included

<u>Check#</u>	<u>Date</u>	<u>Vendor (Payee)/Check Line Comments</u>	<u>Amount</u>	<u>PO or Bal Sht</u>	<u>Exp. Acct. or Balance Sheet Title</u>
A:3756	8/27/20	Gordon & Rees Inv#224405	385.00	10 - 421	ACCTS PAYABLE
A:3757	8/27/20	Horizon BCBS Sept 2020 Health Insurance	30,578.73	P202100001	11-000-291-270-000-054
A:3758	8/27/20	IXL Learning, Inc. Yr1 IXL Site License- Math	3,825.00	P202100021	11-190-100-640-000-048
D:1146	8/27/20	Horizon BCBS Sept 2020 Vision Inv#294631825	181.04	91 - 484	vision
		Inv#294622780 Sept 2020	1,965.22	91 - 485	Dental
Total Check Amount:			2,146.26		
D:1147	8/27/20	AXA EQUITABLE-EQUI-VEST July 2020 AXA Contrib.	1,560.00	91 - 472	AXA
D:1148	8/27/20	AXA EQUITABLE-EQUI-VEST AUG 2020 AXA	1,560.00	91 - 472	AXA
A:3759	8/28/20	Belleville Board of Education Inv# 2020-26	7,658.00	10 - 412	I/G A/P-FEDERAL
A:3760	8/28/20	Jesuit Volunteer Corp 2020 JV 1st Qtr Assessments	5,475.00	P202100050	11-190-100-320-000-045
A:3761	8/31/20	Maschio's Food Service Inc. July 2020 Emergency Meals	18,673.57	P202100049	60-910-310-600-000-000
		July 2020 Food Service Expenses	22,301.60	P202100049	60-910-310-600-000-000
Total Check Amount:			40,975.17		
A:3763	8/31/20	Maria Paradiso instructional supplies	3,184.30	P202100054	11-190-100-610-000-047
The Grand Total of all Checks from Fund 10 is:			20,758.50		
The Grand Total of all Checks from Fund 11 is:			54,972.72		
The Grand Total of all Checks from Fund 60 is:			40,975.17		
The Grand Total of all Checks from Fund 91 is:			3,096.26		
The Grand total of all checks for this period is:			119,802.65		

We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.
