DISTRICT OF ROXBURY TOWNSHIP
WORKSHOP MEETING OF THE BOARD OF EDUCATION
SEPTEMBER 10, 2012

6:30 PM – EXECUTIVE SESSION
7:30 PM – PUBLIC SESSION
Lincoln Roosevelt School, 34 North Hillside Avenue, Succasunna, NJ 07876

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS
Anyone wishing to speak about agenda or non-agenda items at a meeting of the Roxbury Township Board of Education must follow these procedures. Located on the front table will be forms entitled, Speaker Request Form. Please fill one out indicating your name and address and the agenda item or topic you wish to discuss. After completing the form, return it to the Assistant Business Administrator. Thank you for your cooperation.

I. MEETING CALLED TO ORDER

The meeting will be called to order in the Media Center at Lincoln Roosevelt School.

□ Recess

□ Reconvene – The meeting will reconvene in Executive Session in the Media Center.

II. EXECUTIVE SESSION

The board members will reconvene in Executive Session in the Media Center at Lincoln Roosevelt School to discuss personnel, student matters, negotiations and matters covered by attorney client privilege. Action may be taken when the Board returns to Public Session.

□ Recess

□ Reconvene – The meeting will reconvene in Public Session in the Auditorium.

III. PUBLIC SESSION

The Roxbury Township Board of Education is meeting in Workshop Session for discussion on business before the Board tonight.

The New Jersey Open Public Meetings Law was enacted to insure the public’s right to have advance notice of and to attend meetings of public bodies at which business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Board has caused written notice of this meeting and copies of its agenda to be sent to:

Roxbury Register - Newspaper         Municipal Clerk
Daily Record - Newspaper            Roxbury Public Library
Roxbury Web Site - http://www.roxbury.org/boe/minutes/meetings.html

The notice of tonight’s meeting and a copy of tonight’s agenda have been posted in the Board’s Business office.

*Mt. Arlington Representative votes
IV. ROLL CALL

V. PLEDGE OF ALLEGIANCE

VI. CORRESPONDENCE

VII. PRESENTATIONS
   1. Math Initiatives – Denise Rawding

VIII. STUDENT COUNCIL REPRESENTATIVE’S COMMENTS

IX. BOARD PRESIDENT’S COMMENTS

X. SUPERINTENDENT’S REPORT

XI. BUSINESS ADMINISTRATOR’S REPORT

XII. MINUTES
   1. Minutes of the Regular Meeting and Executive Session of August 27, 2012

XIII. COMMITTEE REPORTS

   Each Committee Chair will advise the full board of the last committee meeting, and the next
   committee meeting, and any other comments you believe are important for the full board
   to know.

   A. COMMUNITY RELATIONS
   B. EDUCATION
   C. FACILITIES
   D. FINANCE
   E. PERSONNEL
   F. SHARED SERVICES
   G. NEGOTIATIONS – NON-NJEA GROUPS

XIV. PUBLIC COMMENTS – Action Items
XV. ACTION ITEMS

A. Finance (Resolutions 1-2)

The following motions recommended by the Superintendent and Business Administrator, are non-controversial, a matter of routine business and will be voted on by one motion.

*TRAVEL REQUEST

1. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as related in this resolution which are educationally necessary and fiscally prudent and are related to and within the scope of the employee’s current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1 et. Seq.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Conference/Seminar Title</th>
<th>Place</th>
<th>Date of Trip</th>
<th>Total Estimated Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Patricia Hovey</td>
<td>Legal One Series</td>
<td>Monroe Twp., NJ</td>
<td>11/1 &amp; 27/12</td>
<td>$315.00 Registration</td>
<td></td>
</tr>
</tbody>
</table>

*Note: See Note – does not include mileage and sustenance as they are contractual.
1-State/Federal policy requirements, 2-State curricular requirements, 3-State initiatives, 4-Individual job requirements
Substitute coverage is indicated by “S” followed by the number of days for which a substitute is needed.

*CHANGE NOTICE

2. RESOLVED, that the Roxbury Township Board of Education approve Change Order 02 Midcoast Mechanical, Inc., 6 Columbia Road, Neptune, NJ to credit the Owner for the unused allowance in the contract in the amount of $5,740.00. The new contract sum including this adjustment will be $213,260.00.

B. *Policy (Resolutions 1-15)

The following motions recommended by the Superintendent and Business Administrator, are non-controversial, a matter of routine business and will be voted on by one motion.

1. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 2415 No Child Left Behind Programs for second reading. (Exhibit 1)

2. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 2415 Title I Services for second reading. (Exhibit 2)

3. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 5200 Attendance for second reading. (Exhibit 3)

4. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 5511 Dress and Grooming for second reading. (Exhibit 4)
5. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 5511 Dress Code for second reading. (Exhibit 5)

6. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 5530 Substance Abuse for second reading. (Exhibit 6)

7. RESOLVED, that the Roxbury Township Board of Education approve the attached Policy 5600 Pupil Discipline/Code of Conduct for second reading. (Exhibit 7)

8. RESOLVED, that the Roxbury Township Board of Education approve the attached Regulation R 5600 Pupil Discipline/Code of Conduct for second reading. (Exhibit 8)

C. Education (Resolution 1-2)

The following motion recommended by the Superintendent and Business Administrator, is non-controversial, a matter of routine business and will be voted on by one motion.

*OUT-OF-DISTRICT PLACEMENTS/ SERVICES - 2012-2013*

1. RESOLVED, that the Roxbury Township Board of Education approve the 2012/2013 Out-of-District Placements/Services listed below.

<table>
<thead>
<tr>
<th>File Number</th>
<th>School or Provider</th>
<th>Total Cost</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCSS001</td>
<td>Bergen County Special Services Board of Education</td>
<td>$72,960.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>RDS014</td>
<td>ESCMC – Regional Day School</td>
<td>$60,944.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>ESCMC023</td>
<td>ESCMC – Park Lake School</td>
<td>$3,920.00</td>
<td>07/02/12-08/09/12</td>
</tr>
<tr>
<td>ESCMC023</td>
<td>ESCMC – Park Lake School</td>
<td>$83,200.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>ESCMC029</td>
<td>ESCMC – Park Lake School</td>
<td>$57,600.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>ESCMC031</td>
<td>ESCMC – Park Lake School</td>
<td>$88,672.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>ESCMC030</td>
<td>ESCMC – Park Lake School</td>
<td>$59,424.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>ESCMC026</td>
<td>ESCMC – Park Lake School</td>
<td>$57,600.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>ESCMC019</td>
<td>ESCMC – Park Lake School</td>
<td>$57,600.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>ESCMC021</td>
<td>ESCMC – Park Lake School</td>
<td>$57,600.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>ESCMC032</td>
<td>ESCMC – Park Lake School</td>
<td>$85,024.00</td>
<td>09/01/12-06/30/13</td>
</tr>
<tr>
<td>BAS005</td>
<td>Riverview School</td>
<td>$47,082.00</td>
<td>07/01/12-06/30/13</td>
</tr>
<tr>
<td>SD006</td>
<td>Sage Day at Boonton</td>
<td>$48,294.00</td>
<td>09/05/12-06/30/13</td>
</tr>
</tbody>
</table>

*TUITION CONTRACT*

2. RESOLVED, that the Roxbury Township Board of Education approve a tuition contract for a student (9583006931) from the Hopatcong School District to attend our Autism Program at the Nixon School. The student will be provided two 30-minute/week sessions of occupational therapy, one 30-minute session/week of physical therapy and three 30-minute/week sessions of speech.
D. Personnel (Resolution 1 through 11)

The following motions recommended by the Superintendent and Business Administrator, are non-controversial, a matter of routine business and will be voted on by one motion.

*DECLINATION OF APPOINTMENT

1. RESOLVED, that Ms. Laurie Molloy appointed at the August 27, 2012 Board meeting to the position of P/T Special Ed Aide at Roxbury High School effective September 1, 2012 for the 2012/2013 school year has declined the position.

*APPOINTMENT

2. RESOLVED, that the following be approved as substitute teachers for the 2012/2013 school year, contingent upon meeting all requirements to state rules and regulations; remuneration to be in accordance with Board of Education Policy:

   Matthew Caruso
   Brittany Fanelli
   Lisa Macrae
   Lorraine Nassan

   These appointments, where necessary are dependent upon successful completion of a background search as required by State law.

3. RESOLVED, that the staff listed below be appointed for the 2012/2013 Community School program. Salary is paid out of collected tuitions and employment is dependent upon sufficient enrollment.

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Gibney</td>
<td>$500.00</td>
<td>Women’s Volleyball - Fall</td>
</tr>
</tbody>
</table>

*EXTRACURRICULAR CLUBS - RHS

4. RESOLVED, that the following clubs at Roxbury High School be approved as extracurricular clubs after completion of the required two-year trial period at a total stipend of $1,550.

   French
   Spanish
*INDIVIDUAL STUDENT HEALTH PLANS - RHS*

5. RESOLVED, that for the purpose of monitoring and updating student health plans, Roxbury High School be allowed to hire a sub secretary at a rate of $12 per hour or a sub nurse at a rate of $200 per day not to exceed the following amount for the 2012/2013 school year

\[
\text{RHS} \quad 1,400
\]

BE IT FURTHER RESOLVED, that for the purpose of monitoring inoculations, allergies, asthma, diabetes, and other serious health conditions which require meeting with students and parents, the following schools be allowed to work the number of days listed below during the months of July and August at the nurse per diem rate for the 2012/2013 school year.

\[
\begin{array}{ll}
\text{RHS} & 8 \text{ days (4 days x 2 nurses)} \\
\text{Sports' Physicals} & 24 \text{ days (12 days x 2 nurses)} \\
\end{array}
\]

**TRANSFERS**

6. RESOLVED, that the individual listed below be transferred retroactive to September 1, 2012 for the 2012/2013 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacqueline Sheplak-Lewis</td>
<td>Lincoln/Roosevelt BSI</td>
<td>Lincoln/Roosevelt Grade 5</td>
</tr>
</tbody>
</table>

7. RESOLVED, that the P/T Special Education Aides listed below be transferred as follows effective September 1, 2012 for the 2012/2013 school year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Hours/Week</th>
<th>12/13 Step</th>
<th>12/13 Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kurtz, Lynn</td>
<td>Special Ed Aide</td>
<td>L/R</td>
<td>18</td>
<td>8</td>
<td>18.52</td>
</tr>
<tr>
<td>Wasek, Jennifer</td>
<td>LLD Aide</td>
<td>Nixon</td>
<td>24</td>
<td>6</td>
<td>17.20</td>
</tr>
</tbody>
</table>

**APPOINTMENTS**

8. RESOLVED, that Ms. Melissa Teller be appointed to the position of P/T Title I Aide at Nixon School effective September 11, 2012 for the 2012/2013 school year. This is a new position.

Salary: Step 2 of the 2012/2013 Paraprofessional Guide, $14.68/Hour, 24 Hours/Week, not to exceed 35 Hours/Week

A background search as required by State law has been successfully completed.
9. RESOLVED, that Ms. Katherine Lauffer be appointed to the position of P/T Special Ed Aide at the Eisenhower Middle School effective September 11, 2012 for the 2012/2013 school year. This is a new position.

Salary: Step 2 of the 2012/2013 Paraprofessional Guide, $14.68/Hour, 24 Hours/Week, not to exceed 35 Hours/Week

A background search as required by State law has been successfully completed.

10. RESOLVED, that Ms. Elena Tate be appointed to the position of leave replacement Mathematics Teacher for the Lincoln/Roosevelt School effective September 4, 2012 through June 30, 2012 for the 2012/2013 school year. Ms. Tate is replacing Ms. Andrea Lombardo who is currently on an unpaid leave of absence.

Degree: BA, The College of New Jersey, 2003
Certification: Elementary School Teacher in Grades K-5 (CEAS)
Salary: Step 1-3 of the 2012/2013 BA Guide, $50,022 (prorated)

A background check, as required by State law, has been completed.

**INDIVIDUAL STUDENT HEALTH PLANS**

11. RESOLVED, that for the purpose of monitoring and updating student health plans, the following schools be allowed to hire a sub secretary at a rate of $12 per hour or a sub nurse at a rate of $200 per day not to exceed the following amounts for the 2012/2013 school year.

<table>
<thead>
<tr>
<th>School</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin</td>
<td>$500</td>
</tr>
<tr>
<td>Jefferson</td>
<td>$500</td>
</tr>
<tr>
<td>Kennedy</td>
<td>$500</td>
</tr>
<tr>
<td>Nixon</td>
<td>$500</td>
</tr>
<tr>
<td>Lincoln/Roosevelt</td>
<td>$800</td>
</tr>
<tr>
<td>EMS</td>
<td>$800</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that for the purpose of monitoring inoculations, allergies, asthma, diabetes, and other serious health conditions which require meeting with students and parents, the following schools be allowed to work the number of days listed below during the months of July and August at the nurse per diem rate for the 2012/2013 school year.

<table>
<thead>
<tr>
<th>School</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin</td>
<td>4</td>
</tr>
<tr>
<td>Jefferson</td>
<td>3</td>
</tr>
<tr>
<td>Kennedy</td>
<td>3</td>
</tr>
<tr>
<td>Nixon</td>
<td>4</td>
</tr>
<tr>
<td>Lincoln/Roosevelt</td>
<td>5</td>
</tr>
<tr>
<td>EMS</td>
<td>5</td>
</tr>
</tbody>
</table>
E. Executive Session

*EXECUTIVE SESSION*

1. WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive Session under certain limited circumstances; and

WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and

WHEREAS, the Board of Education is scheduled to hold a Regular Meeting on September 24, 2012 at 6:30 p.m. at the Lincoln/Roosevelt School; and

WHEREAS, the Board of Education intends to discuss matters in Executive Session at this meeting;

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel, student matters, negotiations and matters covered by attorney client privilege during the aforementioned Executive Session; and

BE IT FURTHER RESOLVED, that the public portion of the aforementioned Roxbury Township Board of Education meeting will commence at 7:30 p.m.

XVI. PUBLIC COMMENTS – (There is a three minute time limit, per Board Policy)

XVII. EXECUTIVE SESSION – (IF NECESSARY)

XVIII. PUBLIC SESSION - (IF NECESSARY)

XIX. ADJOURNMENT
The No Child Left Behind Act (NCLB) of 2001 is a reauthorization of the Elementary and Secondary Education Act (ESEA)/Improving America’s Schools Act (IASA) 1994, providing funds to help all New Jersey’s school children achieve, at a minimum, proficiency in the State standards. NCLB embodies four key principles or pillars of education reform: accountability, flexibility, choice, and methodology. The Board of Education elects to augment the instructional program of pupils by projects supported by federal funds allocated under NCLB and the district will comply with the requirements of all the programs authorized by NCLB.

The district may be eligible for several grant programs funded through NCLB, including, but not limited to, Title I through Title VI. Many of the Titles of NCLB have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual No Child Left Behind Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district’s application shall include all information required by the NJDOE and NCLB for the district to be considered for funding under NCLB.

Covered Programs

The intent of NCLB is that all children will meet State academic achievement standards to reach their potential through improved programs. The NCLB Consolidated Formula Subgrant includes the following programs:

1. Title I, Part A provides the programs and resources for disadvantaged students to meet this intent. It requires the State and the district to close the achievement gap by placing a highly qualified teacher in every classroom, improving the qualifications of paraprofessionals who work with disadvantaged students, and using instructional practices that have proven to be effective.
2. Title I, Part D serves neglected and delinquent youth in institutions, community day programs, and correctional facilities to assure they also attain high academic levels of performance.

3. Title II, Part A provides the resources for improving teacher and Principal quality and increasing the number of highly qualified teachers and Principals in classrooms and schools, thereby raising student achievement in the academic subjects. It focuses on preparing, training, and recruiting high-quality teachers and Principals and requires the State to develop plans with annual measurable objectives that will ensure all teachers teaching in core academic subjects are highly qualified by the end of the 2005-2006 school year.

4. Title II, Part D facilitates comprehensive and integrated educational technology strategies that target the specific needs of individual schools. It improves student academic achievement through the use of technology in elementary and secondary schools, while addressing the digital divide such that every student is technologically literate by the end of eighth grade. Effective integration of technology resources and systems with teacher training and curriculum development are encouraged in order to identify and showcase best practices in educational technology.

5. Title III, Part A focuses on the teaching of English to limited English proficient (LEP) children, including immigrant children and youth.

6. Title IV, Part A provides resources for fostering a safe and drug-free learning environment that supports academic achievement.

7. Title V, Part A provides a flexible source of funding to help districts in the development and implementation of various innovative reform initiatives.

8. Title VI, Part B addresses the unique needs of rural school districts.
9. Title IX covers the general provisions applicable to some/all of the programs.

Throughout NCLB, the use of solid research to improve teaching and learning as well as student behavior is required and promoted, and parent(s)/legal guardian(s) are provided with information and options to improve the educational opportunities provided for their children. The emphasis on scientifically based methodology encourages the use of teaching techniques and practices that are founded on research and proven to produce positive results.

Title I

The largest federal program supporting elementary and secondary education is Title I. NCLB strengthens Title I requirements for the State’s assessments, accountability system, and support for school improvement. The law also establishes minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to identify eligible school attendance areas, determine the ranking of each area and to determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.
Type of Title I Program

The school district will offer a Target Assistance Title I program.

Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

Academic Standards, Academic Assessments and Accountability

The district will comply with the requirements as outlined in Policy 2415.01 - Academic Standards, Academic Assessments and Accountability in accordance with the NJDOE and NCLB.

Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I - Fiscal Responsibilities in accordance with the NJDOE and NCLB.

Staff

The district will comply with the requirements as outlined in Policy 2415.03 - Highly Qualified Teachers in accordance with the NJDOE and NCLB. In addition, the district will ensure all paraprofessionals meet the requirements as required by NCLB and as outlined in Policy 4125 - Employment of Support Staff Members.

Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 - Parental Involvement in accordance with the NJDOE and NCLB.
Pupil Surveys, Analysis and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Pupil Surveys, Analysis and/or Evaluations in accordance with PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous or in accordance with the Victims of Violent Criminal Offenses as outlined in NCLB, the district will comply with the requirements of Policy 2415.06 - Unsafe School Choice Option in accordance with the NJDOE and NCLB.

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and federal guidelines.

Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school pupils; ensure accounts for any capital funding is separately maintained; assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.
Supplement, Not Supplant

Grant funds provide under federal programs, including No Child Left Behind funding, shall supplement, not supplant other non-federal funds that are available to provide programs and services to eligible students, unless otherwise provided in the grant program.

Evaluation

The Superintendent will evaluate the NCLB programs as required by the United States and the New Jersey Departments of Education.

No Child Left Behind Act of 2001

Adopted: 29 August 2005
Revised: 10 September 2012
R 2415 TITLE I SERVICES

The Board of Education elects to augment the instructional program of educationally deprived pupils by projects supported by federal funds allocated under Title I - The Improving America's Schools Act of 1994 (IASA) (Public Law 103-382) Part A and Part C Subpart 2.

Purpose

The purpose of Title I is to enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards developed for all children.

Title I Grants

The school district is eligible to receive a Basic Grant. The amount of the grant shall be in accordance with Federal and State Title I guidelines. The school district may be eligible for the following Title I grants:

A. Basic Grant - The school district is eligible for a Basic Grant based on State expenditure levels, county poverty levels and number of eligible children in accordance with the Title I guidelines and regulations.

B. Concentration Grants - The county may be eligible for a Concentration Grant based on the number of Title I eligible children in the county or on the county's poverty rate. The school district is eligible for the Concentration Grant if the county does not qualify for the grant and if the school districts where student poverty rates exceed those of the county where they live. Concentration Grants will be distributed to the county and/or the school district in accordance with all Title I guidelines and regulations.

C. Target Grants - The school district is eligible to receive a Target Grant if it has at least ten formula children and if the number of low income children is at least five percent of the total school population, aged 5 to 17 years old. Target Grants will be distributed in accordance with the Title I guidelines and regulations.
Application Procedure

A. The school district will submit an application and plan for Consolidated Grant funds to the New Jersey Department of Education for approval. The school district plan and application must describe:

1. Any additional high quality assessments, if any, other than those described in the State Plan, that the school district and the individual schools will use to;
   a. Determine success in meeting the State’s student performance standards;
   b. Provide information on individual student progress;
   c. Assist in diagnosis, teaching and learning in the classroom that will enable children served under the Title I to meet the State standards and attain success in the local curriculum; and
   d. Determine that revisions are needed to Title I projects to facilitate the above.

2. Indicators that will be used to provide information on individual student progress toward meeting the State performance standards and to aid in improving instruction;

3. The professional development activities;

4. Poverty criteria used to select eligible school attendance areas;

5. How students most in need of services in non school-wide schools will be selected;

6. How the school district will coordinate and integrate services provided with other educational services, federal programs and programs provided by other State agencies, at the school district or individual school level;
7. Plans to provide for and include eligible children in private schools;

8. How school improvement and corrective action will be carried out;

B. The school district will develop the Title I plan in consultation with parent(s) or legal guardian(s) of children in schools served under Title I.

Program Requirement, Determination and Allocation of Funds

A. Determination - Title I funds will be used only in eligible school attendance areas as designated in the Title I guidelines and regulations. In order for a school to be designated as an eligible school attendance area, for Title I purposes, the percentage of children from low-income families in the school attendance area must be at least as high as the percentage of children from low-income families in the school district as a whole.

B. Ranking Order - The school district may rank its attendance areas by grade-span grouping or for the entire school district. If funds are insufficient to serve all eligible school attendance areas, the school district will:

1. Annually rank, without regard to grade-span, eligible school attendance areas in which the concentration of children from low income families exceeds 75% from highest to lowest according to the percentage of children from low income families; and

2. Serve such eligible school attendance areas in rank order.

C. Remaining Funds - If funds remain after serving these eligible school attendance areas, a school district will:

1. Annually rank such agency’s remaining eligible school attendance areas from highest to lowest either by grade span or for the entire local educational agency according to the percentage of children from low-income families; and
2. Serve such eligible school attendance areas in rank order either within each grade-span grouping or within the school district as a whole.

D. Measures of Identification - The school district will use the best available measure for identifying children from low-income families to identify eligible school attendance areas, determine the ranking of each area and to determine allocations. This measure shall be the number of children ages five through seventeen in poverty counted in the most recent census date, the number of children eligible for free and reduced-price lunches under the National School Lunch Act, the number of children in families receiving assistance under the Aid to Families with Dependent Children program, the number of children eligible to receive medical assistance under the Medicaid program, or a composite of such indicators. This requirement is not applicable if the school district has a total enrollment of less than 1,000 children.

E. Waiver for Desegregation Plan - The U.S. Secretary of Education may approve the school district’s written request for a waiver of the eligible attendance area requirements in accordance with Title I guidelines and regulations.

F. School District Discretion - In general the school district may:

1. Designate as eligible any school attendance area or school in which at least 35% of the children are from low income families;

2. Use Title I funds in a school that is not in an eligible school attendance area, if the percentage of children from low-income families enrolled in the school is equal to or greater than the percentage of such children in a participating school attendance area of such agency;

3. Elect not to serve an eligible school attendance area or eligible school that has a higher percentage of children from low-income families if:
   a. The school meets the comparability requirements;
b. The school is receiving supplemental funds from other state or local sources; and

c. The funds expended from other sources are equal to or exceed the amount that would be provided under Title I.

4. SPECIAL RULE: If a Local Educational Agency (LEA) chooses not to serve an eligible school attendance area, the number of children attending private elementary and secondary schools who are to receive services, and the assistance such children are to receive under this part, shall be determined without regard to whether the public school attendance area in which such children reside receives Title I funds.

G. Allocations: In general:

1. The school district will allocate Title I funds to eligible school attendance areas or eligible schools, in rank order, on the basis of the total number of children from low-income families in each area or school.

2. The per-pupil amount of funds allocated to each school attendance area or school shall be at least 125% of the per pupil amount of funds the school district received for that year under the poverty criteria described by the school district’s plan. This will not apply if the school district only serves schools in which the percentage of such children is 35% or greater.

3. The school district may reduce the amount of funds allocated for a school attendance area or school by the amount of any supplemental state and local funds expended in that school attendance area or school for programs that meet the requirements for school-wide or target assistance schools.

4. The school district will reserve Title I funds as necessary to provide services comparable to those provided to children in schools funded with Title I funds to serve:
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Title I Services

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a. Where appropriate, eligible homeless children who do not attend participating schools, including providing educationally related support services to children in shelters;

b. Children in local institutions for neglected or delinquent children; and

c. Where appropriate, neglected and delinquent children in community day school programs.

H. Children Enrolled in Private Schools - The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children. The school district will contact the private school in writing and consult with private school officials before the school district makes any decision that affects the private school children. This consultation shall include the following:

1. Criteria for low income;

2. How the children’s needs will be identified;

3. What services will be offered;

4. How and where the services will be provided; and

5. How the services will be assessed and the size and scope of equitable services to be provided to the eligible private school children and the proportion of funds allocated for such services.

The school district will keep records of the consultation with the private school officials and funds will be allocated to private schools in accordance with Title I guidelines and regulations.

I. Coordination Requirements - The school district will provide the State Department of Education assurances that it will provide the maximum coordination between the Title I program, the regular school program and services provided by other programs for specialized populations.
The Title I program will consider the special needs of homeless children, migrant children, disabled children and Limited English Proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I service, even if they arrive in the school year, are served.

J. Application Procedures - The school district may apply for Title I funds under Basic Grants, Concentration Grants and Local Neglected or Delinquent (N or D) Grants either individually or cooperatively with other school districts in accordance with Title I guidelines and regulations.

K. Submission of Application - The school district will submit its Title I application and supporting information in accordance with Title I guidelines and regulations.

L. Application Review - The Department of Education will review the school district's application in accordance with Title I guidelines and regulations.

Fiscal Requirements

A. The amount of funds the school district may be entitled to is based on the school district formula count as indicated in the Title I guidelines and regulations. The school district will use Title I funds for projects designed to provide supplemental services to meet the special educational needs of educationally deprived children at the preschool, elementary and secondary school levels. Title I funds will only be used to pay for authorized activities as indicated in the school district's application and plan and as provided for in the Title I guidelines and regulations.

B. Utilization - The school district may use Title I funds for projects designed to provide supplemental services to meet the special education needs of educationally deprived children at the preschool, elementary and secondary school levels. Funds will be used and the funds will only pay for Title I activities in accordance with Title I guidelines and regulations.
C. Maintenance Of Effort - The school district may receive the full Title I allocation if the State Department of Education determines that either the school district’s per pupil expenditures or aggregate expenditures of State and local funds for free public education in the preceding year were not less than 90% of the expenditures for the second preceding year. The school district’s allocation will be reduced by the exact percentage that the school district failed to meet the 90% level.

D. Comparability of Services - Title I funds will be used only to supplement the district's regular programs and will not be used to supplant state and local funds received by this district. The school district will use state and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. Moreover, state and local funds will be used to provide comparable services in all schools receiving Title I assistance.

In order to achieve comparability of services, the Board directs the Superintendent to assign teachers, administrators, and auxiliary personnel and to provide curriculum materials and instructional supplies to schools and classes in such a manner as to ensure equivalence throughout the district in professional services and educational materials.

Title I services provided to private school pupils will be equivalent to those provided to public school pupils.

E. Supplement - The school district will use Title I funds to supplement, and to the extent practicable, increase the level of funds that would, in the absence of such funds, be made available from non-federal sources for the education of pupils participating in Title I programs and projects.

F. Capital Expenses - The school district may apply to the State Department of Education for costs associated with capital expenses incurred to provide equitable services for eligible private school children.
G. Property - Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with state and federal guidelines.

34 C.F.R. Part 200
20 U.S.C.A. 6301 et seq.
Title I Program Guidelines, New Jersey Department of Education

Adopted: 10 September 2012
Absence from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statutes requiring children to regularly attend school. The Board accepts the responsibility of properly operating schools within the context of prevailing laws and regulations. It cannot succeed in its paramount task of providing an education as proposed through accepted curriculum and courses of study unless the pupils for which these are intended are present for all regularly scheduled classroom learning activities. Consequently, there is an impelling responsibility upon the parents and pupil for the pupil to attend school as scheduled. Therefore, the Board of Education cannot condone nor permit unnecessary absences from school and will not issue credit if maximum pupil attendance is not accomplished.

A. Definitions

1. “Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
   a. A pupil will be considered to have attended school if he/she has been present at least 4 instructional hours during the school day.
   b. A Kindergarten pupil will be considered to have attended school if he/she has been present at least 2 hours during the Kindergarten session to which the pupil is assigned.

2. “Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
   a. The pupil’s illness,
   b. Illness or death in the immediate family,
   c. Educational opportunities,
   d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,

f. The pupil's suspension from school,

g. The pupil’s required attendance in court,

h. Interviews with an admissions officer of an institution of higher education,

i. Examination for a driver's license,

j. An absence for a reason not listed above, but deemed excused by the Building Principal or designee upon a written request by the pupil’s parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

3. “Truancy” is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

   a. Leaves school at lunch time without a pass,

   b. Leaves school without permission when school is still in session,

   c. Leaves class because of illness and does not report to the school nurse as directed, or

   d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

4. “Unexcused absence” is a pupil's absence for all or part of a school day for any reason other than those listed in ¶A2 above.

   a. Instances of tardiness in the number established by Policy No. 5240 will constitute a single unexcused absence.
B. Notice to School of a Pupil's Absence

1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 9:00 a.m. of the morning of the pupil's absence.

2. The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office before 10:30 a.m. to give notice of the pupil's absence.

3. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Building Principal or designee who will assist in the arrangement of make-up work.

4. Family Vacations

   Family vacations will be counted as unexcused absences. The procedure for notifying school officials of a family vacation is as follows:

   a. Parents will notify the school in writing at least two (2) weeks in advance.

   b. Vacation days are to occur in chronological order and the beginning and ending of the vacation period will be so noted.

   c. The parents will arrange to request school assignments at least two weeks in advance for the period of the vacation in order that the student may keep abreast of the class.

   d. Assigned written work will be given to the respective teachers within one week of the return of the pupil to school.

   e. Parents are cautioned that excessive days absent are detrimental to their child’s progress and may result in a loss of credit.
C. Readmission to School After an Absence

1. A pupil returning from an absence of any length must present to the Building Principal or designee a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.

2. A note explaining a pupil's absence for noncommunicable illness for a period of more than five school days must be accompanied by a physician's statement of the pupil's illness.

3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the Building Principal or designee written evidence of being free of communicable disease, in accordance with Policy No. 8451.

D. Tardiness and Early Excusal

The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness and early excusal hinders the proper conduct of the activity, imposes a distraction which leads to a loss of instructional time for pupils properly in attendance, and denotes school time lost by the tardy pupil.

1. Tardiness To School

Any student who arrives late for school will be marked tardy and a written excuse from the parent or legal guardian will be required. The Building Principal or designee will bring excessive tardiness to the attention of the child’s parents and will pursue disciplinary action with the pupil.

2. Early Excusal

a. Illnesses that occur after the student reported to school upon recommendation of the school nurse,

b. Verified appointment with a physician/dentist,

c. Court issued orders.
In these cases, the school will review and verify the conditions, after which the pupil may be excused from school pursuant to prescribed procedures. The pupil shall be permitted to make-up all work missed. Any other emergency will be reviewed by the administration and judged on its individual merits.

E. Instruction

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of five or more school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.

2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.

3. Pupils absent for any reason are expected to make up the work missed. Teachers will provide make-up assignments as necessary.

4. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

F. Denial of Course Credit

1. K-8 Schools

   a. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.
2. High School

In accordance with the requirements of New Jersey State Law and Administrative Code, students are expected to attend school every day that school is in session, and the responsibility for compliance belongs to the student and parent. Regular attendance and participation in classes are a vital and integral part of the learning process. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully. In addition, chronic absences reinforce a habit that will handicap the individual in future education or employment. A student must be in attendance over 90 percent of the school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

a. Students who accrue more than ten (10) absences in a full year course, seven (7) absences in a two (2) marking period course (physical education), six (6) absences in a semester course, or three (3) in a one marking period course (health) will receive no credit for the course because of excessive absenteeism.

This is not a permissive regulation establishing or licensing a limit of days which may be missed. Rather, it assumes absences will only occur due to personal illness or circumstances listed below. Parents are asked to contact the school by 9:00 a.m. on any day their child is absent, and to submit a written statement on the first day a student returns to school after an absence.

b. Family vacations or job interviews will be recorded as unexcused absences.

c. Students who report late to class (less than fifteen (15) minutes) without an appropriate pass will accrue (one-half) 1/2 of a student absence in that class period.
d. Students absent from class for fifteen (15) minutes or more will be recorded as absent. Thus, lateness and/or absence from class will contribute toward loss of credit in a class.

e. Any absence from class will count toward loss of credit in that class with the exception of absences due to:

   (1) Death in the immediate family.
   (2) Observation of an approved religious holiday.
   (3) Suspension from school.
   (4) Subpoena-court ordered appearance.
   (5) Verifiable absences for illness, as legitimized by a physician’s note, will be accepted as excused absences.
   (6) Other absences authorized by the administration with prior approval.
   (7) Authorized school activities, such as field trips, state or school testing, regularly scheduled student council or peer counselor meetings, athletic contests, band lessons, and class meetings will not be counted as cumulative absences.

Teachers should contact the activity advisor if a student’s absences from class are hindering the student’s academic progress. If a student is performing below average in a course, the teacher and the advisor will determine the advisability of the student missing class to participate in an activity. If a student is failing a course that is required for graduation it is recommended that the student not be excused from class to attend an activity until he/she maintains a passing average. The Child Study Team should be involved in recommending the appropriate course of action for classified students.
In order for a student to participate in an athletic event or social activity such as a prom, he/she must be in attendance a minimum of five periods on the day of that event.

f. Notification

It is important that parents/guardians be notified periodically of their child’s attendance so that appropriate measures may be taken. Notification will be as follows:

(1) Full-Year Course

a. After the fifth unexcused absence, the parent/guardian will be notified via email or letter of their child’s attendance status.

b. After the eighth unexcused absence, the parent/guardian will be notified via email or letter a second time. The student’s counselor and an administrator will meet with the student and contact the parent/guardian to offer the opportunity to meet.

c. Upon the eleventh unexcused absence, the parent/guardian will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

(2) Three Marking Period Course

a. After the fourth unexcused absence, the parent/guardian will be notified via email or letter of their child’s attendance status.

b. After the sixth unexcused absence, the parent/guardian will be notified via email or letter a second time. The student’s counselor and an administrator will meet with the student and contact the parent/guardian to offer the opportunity to meet.
c. Upon the eighth unexcused absence, the parent/guardian will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

(3) Semester Course

a. After the second unexcused absence, the parent/guardian will be notified via email or letter of their child’s attendance status.

b. After the third unexcused absence, the parent/guardian will be notified via email or letter a second time. The student’s counselor and an administrator will meet with the student and contact the parent/guardian to offer the opportunity to meet.

c. Upon the sixth unexcused absence, the parent/guardian will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

(4) One Marking Period Course

a. After the first unexcused absence, the parent/guardian will be notified via email or letter of their child’s attendance status, and an administrator will meet with the student and contact the parent/guardian to offer the opportunity to meet.

b. After the second unexcused absence, the parent/guardian will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.
g. Appeal Process

Upon losing credit for excessive absences the student may request an appeal of his/her loss of credit as follows:

(1) Within five (5) school days of notification of loss of credit, the student may request an appeal.

(2) The letter of appeal must be submitted to the Assistant Principal for Attendance.

(3) Within five (5) school days, a hearing will be arranged with the Attendance Appeal Committee at which time the student may bring his/her parent(s) and/or a representative.

(4) All information will be reviewed and a decision will be made within five (5) school days after the date of the hearing as to whether or not credit will be reinstated. The student and parent will be notified in writing of the results.

h. Attendance Appeals Committee

The Attendance Appeals Committee will meet on an as needed basis throughout the year to fulfill its assigned function consisting of teachers, a school nurse and an administrator. The basic purpose of this committee will be to make recommendations to the building principal on all appeals resulting from the implementation of the attendance policy.

The Attendance Appeals Committee may require documentation in the form of doctor’s notes, court appearance notes or other pertinent data.

This information should be made available to the committee upon request, with the understanding that said data will be considered, but not necessarily accepted, as reason for granting an appeal.
All attendance appeals are to be made through the Attendance Office. Any questions regarding this Committee should also be directed to the Assistant Principal.

i. Student Responsibilities Prior to Administratively Approved Absence

(1) A student must see the teacher of any class that he/she will miss because of an administratively excused absence.

(2) The day following the absence the student is expected to report to class to fulfill class requirements, e.g., homework, tests.

(3) Failure of a student to meet these obligations will not absolve him/her of the responsibilities.

Students must maintain average to above average performance in a class to participate in co-curricular events held during the school day. Participation is dependent upon good school/class attendance. Excessive absences may cause forfeiture of the right to participate in co-curricular events. The faculty will bring to the attention of the appropriate Assistant Principal the name of the student whose frequent absences are impacting negatively on class performance.

j. Procedure for Dealing with Class Cuts

An attendance list will be issued to teachers daily. Teachers will check the attendance list for students who were not in class and are not listed as absent on the attendance sheet, and students who were present but listed as absent. Teachers should check the attendance list for students who were tardy, in in-school or out-of-school suspension, and on field trips.

Students whose whereabouts cannot be verified should be asked the following day to verify their absence from class. If the student cannot
prove by authorized pass (e.g., nurse, guidance, main office, etc.) that he/she was absent for a legitimate reason, the teacher should submit a Discipline Report to the Assistant Principal for Attendance.

k. Truancy

Students may only be absent from school for legitimate and authorized reasons. Pupils who are determined by the administration to be absent from school for unauthorized reasons will be considered as truant from school and will be dealt with according to the attendance policy and discipline code. Truancy is a violation of Title 18A: 3827 which requires that a student who is repeatedly absent from school without authorization be subject to school district policies and, if necessary, be deemed to be a juvenile delinquent. The Roxbury Township District applies the definition of truancy to any student absence for unauthorized reason whether the absence is a prolonged one or is an isolated incident. Some examples of unauthorized reasons for student absence include, but are not limited to the following: "Cut Days" or days following a prom weekend.

G. School District Response To Unexcused Absences During the School Year

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:

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

   b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;

   c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2. For between four and eight cumulative unexcused absences, the Building Principal or designee shall:

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

   b. Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;

   c. Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;

   d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:

      (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

      (2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;

      (3) Consider an alternate educational placement;

      (4) Make a referral to a community-based social and health provider agency or other community resource;
(5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and

(6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:

a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;

b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;

c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;

d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil’s Individualized Education Programs, pursuant to 20
U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

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

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

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

H. Discipline

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

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

3. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

4. In addition to the requirements as outlined in G.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.
I. Recording Attendance

1. Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class. Attendance records must also record pupils' attendance at out-of-school curricular events such as field trips.

2. Teachers must record each absence as excused, unexcused, or truancy.

3. A report card will record the number of times the pupil was absent and tardy in each marking period.

4. A pupil's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. A truant pupil may be suspended or expelled for truancies in accordance with Policy Nos. 5610 and 5620.

2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.

   a. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven working days of the meeting. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.

   b. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.
K. Attendance Improvement Plan

1. The Superintendent or designee will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.

2. When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements, performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.

Adopted: 5 November 2001
The Board of Education recognizes each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils and parent(s) or legal guardian(s) only when a pupil's dress and grooming affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

The Building Principal shall determine whether the dress or grooming of pupils comes within these prohibitions.

Staff members shall demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

The Superintendent shall, on consultation with staff members, pupils, and parent(s) or legal guardian(s), prepare a dress code that imposes only minimum and necessary limitations on a pupil's taste and individuality.


Adopted: 5 November 2001
Revised: 10 September 2012
R 5511 DRESS CODE

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parent(s) or legal guardian(s), and pupils of this district.

A. General Rules

1. Pupils are expected to be clean and well groomed in their appearance.
2. Pupils are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
2. Skirts, dresses, pants, and shorts that end higher than mid-thigh;
3. Short shorts (length may be measured at or below finger-tip length when arms are at the pupil’s side);
4. Pin curlers and other hair curling aids;
5. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
6. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;
7. Patches and decorations that are offensive or obscene;
8. Undershirts (underwear) worn without an outer shirt;

9. In the classroom, clothing required for physical education classes;

10. Clothing that is overly soiled, torn, worn, or defaced;

11. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;

12. Portable audio or video devices;

13. Beepers and other summoning devices, except as permitted in Policy No. 2360;

14. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;

15. Clothing containing profanity or sexual references or innuendoes;

16. Clothing which includes racial or ethnic violence;

17. No platform shoes or sneakers on climbing apparatus;

18. Hats, hoods, visors, headbands and other headgear (Not to be worn during regular school hours in buildings); and

19. Any clothing that is likely to create a material and substantial disruption to the school environment.

C. Physical Education

1. Pupils shall wear the following types of clothing for physical education classes:
   a. Athletic style shorts and/or sweatpants.
   b. A shirt for indoor activities and a sweatshirt or appropriate outerwear for outdoor activities in cool weather.
2. Snug belts, cut-offs, jeans, loose jewelry, and dirty or torn clothing and accessories are prohibited.

3. Pupils must wear sneakers or rubber-soled athletic shoes; slip-on shoes, hard-soled shoes, and bare feet are prohibited in gym class.

D. Enforcement

1. Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code.

2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.

3. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in charge.

4. The Principal may waive application of the dress code for special school activity days.

5. A pupil whose dress or grooming has been found by the Principal or designee to violate this Regulation may appeal the determination to the Superintendent, whose decision will be final.

Adopted: 5 November 2001
Revised: 10 September 2012
R 5530  SUBSTANCE ABUSE

The following procedures are established in implementation of Policy No. 5530, Substance Abuse.

Identification/Referral Procedures

Staff members are required by law (N.J.S.A. 18A:40A-12) to report any student suspected of being under the influence of or having problems related to substances in accordance with the district procedures. Staff members reporting students in "good faith" are immune from civil and criminal prosecution. Confidentiality of information obtained by Substance Awareness Coordinators (SAC’s), Intervention and Referral Service (I&RS) Team members and administrators shall be protected under regulations set forth in CFR-42 Part 2. Students shall be informed annually of the regulations protecting the confidentiality of records pertaining to drug and alcohol interventions. They will also be notified annually of the District’s procedures in regard to voluntary disclosures. Notification shall be through student/parent handbooks and the District Website.

A. Definitions

1. "Evaluation/Medical Screening" is a diagnostic substance screen and medical examination conducted by a licensed physician.

2. "Assessment" means those procedures used by school staff to make a preliminary determination of a student’s need for educational programs. Supportive services or referral for outside services which extend beyond a general school program by virtue of learning, behavior or with difficulties of the student or student’s family. It will include a comprehensive chemical dependency evaluation involving, but not limited to an interview, medical screen, and attitudinal survey. An assessment is conducted by a trained and licensed professional.

3. "Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.
4. "Involved with substances" means that the pupil is influenced and/or affected by the use of substances by the pupil or a member of his/her family, whether or not on school premises or during the school day. A suspicion or determination that a pupil is involved with substances does not depend on a finding that the pupil is immediately under the influence of a substance or possesses or distributes a substance on school premises.

5. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or surrogate(s) of a student. Where the parents are separated or divorce, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

6. "Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9, and all non-prescription drugs.

7. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

8. "Under the influence" of substances means that the pupil is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the use of a substance.

9. "Paraphernalia" means any equipment, product and/or materials used in the manufacture, preparation, consumption or ingestion of substances, as described in N.J.S.A. 2C:36-1.
10. "SAC" means a person who holds certification as Substance Awareness Coordinator. SAC’s are also called Student Assistance Counselor.

11. "Confidentiality" means information concerning a student or staff member’s involvement in a school intervention or treatment program for substance abuse shall be kept strictly confidential, according to the requirements of 42 CFR Part 2 and N.J.S.A. 18A:40A-7.1 and 7.2.

12. "Treatment" means all procedures and programs recommended by the SAC and/or licensed assessment and treatment professionals or providers.

13. "I&RS Team" is an interdisciplinary committee which will include members that have been specially trained to identify, evaluate, and recommend strategies to help students who are at risk, affected by, or using substances. The I&RS Team consists of the building administrator, the SAC and others as needed.

14. "Trained and licensed professional" is an individual, group, or community agency not associated formally with the school district that is appropriately certified by the New Jersey Board of Examiners and trained to diagnose and treat alcohol and/or drug abuse.

B. Administrative Procedures for Substance Abuse

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

1. Suspected of Being Under the Influence of a Substance

Any staff member to whom it appears that a pupil may be under the influence of a substance on school property or at a school sponsored or school related
activity shall immediately report this to the school nurse or medical inspector and the Principal or designee. In instances where the nurse or Principal are not in attendance, the staff member responsible for the school function shall be immediately notified. The administrator in charge will follow this procedure:

a. The pupil shall be removed to a protective environment for observation and care by the nurse or responsible staff member. The Principal or designee shall request the assistance of the school nurse in assessing and monitoring the physical condition of the pupil. If a medical emergency exists, the police and/or rescue squad will be called and may transport the student to the hospital.

b. A search of the student’s person, locker, and/or belongings shall be conducted by an administrator.

c. The administrator shall immediately notify the parent/guardian and the Superintendent. The administrator shall request that the parents come to the school immediately and shall advise them that the student must be taken for an immediate evaluation/medical screening. If the parent/guardian cannot be contacted, the administrator shall make arrangements for the medical evaluation and will continue efforts to contact the parent/guardian. "Immediate" shall be defined as no more than one hour following the initial report that a student may be under the influence of a substance.

d. If the student leaves school property without a parent/guardian, this behavior constitutes an automatic positive urine test, therefore disciplinary action will be taken immediately. The student must leave from the school building and immediately go for medical screening. A verification of arrival at the doctor’s office required. This also applies to students 18 years of age or older.
e. In consultation with the parents/guardians, if available, the Principal or designee shall arrange for an immediate medical evaluation of the pupil. This evaluation/medical screening may be performed by:

(1) The family’s private physician,
(2) The school medical inspector,
(3) A facility approved by the Board of Education,
(4) The nearest hospital emergency room or clinic.

This evaluation shall include:

(1) Examination by a physician,
(2) Monitored urine screen, blood screen, and/or breath analysis,
(3) Any additional medical test deemed necessary by the physician.

f. All costs of the medical examination and testing by a physician, other than the approved medical facility, shall become the sole responsibility of the student and his/her parent/guardian.

g. A written report of the medical examination of the pupil shall be furnished by the examining physician to the pupil’s parent, the Principal, SAC, and to the Superintendent within twenty-four hours stating when the student is or will be physically and mentally able to return to school.

h. If the student or parent does not comply with the required medical evaluation, drug screen and/or breath analysis, or if the student provides a sample determined to be adulterated, diluted and/or if either the parent or the student refuses to release the results, this will be treated as a positive admission of use, and the pupil shall be immediately returned to the care of a parent/guardian and
suspended, as per the discipline policy. The student and parent must meet with the Principal and the SAC and must comply with the recommendations of the SAC prior to returning to school.

i. If the result of the medical evaluation is negative, the original concerns of the school will be voiced to the parent/guardian and student. A referral may be made to the Intervention and Referral Service Committee (I & RS), guidance counselor, outside agency, etc. for follow-up.

j. If the result of the evaluation/medical screening determines that the pupil is under the influence, the pupil will be disciplined in accordance with the Board of Education policy and the pupil will be required to undergo an assessment by a certified substance abuse counselor in order to determine an appropriate treatment and recovery plan for the student. Refusal by a parent or student to comply with the scheduling of the assessment will result in the student not being able to access his/her current program at school. Refusal or failure by parent/guardian to comply with provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of compulsory education requirements (N.J.S.A. 18A:35-25 and 18A:38-31) and/or child neglect laws (N.J.S.A. 9:6-1 et seq.) Local authorities and the Division of Youth and Family Services will be notified.

2. An assessment consists of:

a. Signed release forms permitting the school and evaluating agency to exchange information.

b. Substance use history.

c. Monitored drug screen urinalysis, blood screen and/or breath analysis.

d. Developmental, family, social, academic, and behavioral histories.
e. Mental status evaluation.

f. Psychiatric evaluation when recommended by the Chemical Dependency Evaluator and/or the I&RS Team.

g. A treatment and recovery plan for the student.

Failure of the student or parent to comply with the terms of the treatment and recovery plan will result in the student not being able to access his/her current program at school. Refusal or failure by parent/guardian to comply with provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of compulsory education requirements (N.J.S.A. 18A:35-25 and 18A:38-31) and/or child neglect laws (N.J.S.A. 9:6-1 et seq.) Local authorities and the Division of Youth and Family Services will be notified.

h. Additional evaluations may be required of a pupil once found to have been under the influence of a substance in order to determine the extent of the pupil’s substance use and its effect on his/her school performance.

3. Possession of substances or paraphernalia on school property, or during school sponsored or school related activities.

a. When any administrator or staff member has reasonable cause to believe that a student is in possession of substances or paraphernalia on school property, the Principal or designee shall inform the student on the basis of the belief. Also, the student shall be advised of the school’s intention to inform the student’s parents or guardian as soon as possible of this suspected activity.

b. The Principal or designee, in the presence of a staff member, may conduct a search of the student’s locker, of the student's possessions, and/or of a student’s person if the administrator suspects that substances are contained there.
c. The parents or guardian will be apprised that the Principal will inform the Roxbury Township Police Department of the student’s activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the student and/or the parents or guardian are afforded an opportunity to be heard before the Board.

d. Any student found in possession of substances or paraphernalia on school property or during a school sponsored or school related activity will be dealt with as follows:

(1) The student must undergo an immediate evaluation/medical screening. (In accordance with the provisions of B.1.a-f, listed above.)

(2) The student will be suspended out of school for ten (10) days.

(3) The student and parents must schedule a drug and alcohol assessment to be conducted by a certified substance abuse counselor and the student must comply with the recommended treatment program. In order to return to school, the student must be in compliance with the recommendations of the SAC and the school administration. (In accordance with the provisions of B.1.h, listed above.)

(4) A Superintendent’s review and/or Board of Education hearing may be held to consider expulsion.

4. Sale or distribution of substances or paraphernalia on school property, or during school sponsored or school related activities.

a. When any administrator or staff member has reasonable cause to believe that a student is selling or distributing substances or paraphernalia on school property, the Principal or designee shall inform the student on the basis of the belief.
Also, the student shall be advised of the school’s intention to inform the student’s parents or guardian as soon as possible of this suspected activity.

b. The Principal or designee, in the presence of a staff member, may conduct a search of the student’s locker, of the student's possessions, and/or of a student’s person if the administrator suspects that substances are contained there.

c. The parents or guardian will be apprised that the Principal will inform the Roxbury Township Police Department of the student’s activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the student and/or the parents or guardian are afforded an opportunity to be heard before the Board.

d. Any student found to be distributing substances or paraphernalia on school property or during a school sponsored or school related activity will be dealt with as follows:

(1) The student must undergo an immediate evaluation/medical screening. (In accordance with the provisions of B.1.a-f, listed above.)

(2) The student will be suspended out of school for ten (10) days.

(3) The student and parents must schedule a drug and alcohol assessment to be conducted by a certified substance abuse counselor and the student must comply with the recommended treatment program. In order to return to school, the student must be in compliance with the recommendations of the SAC and the school administration. (In accordance with the provisions of B.1.h, listed above.)

(4) A Superintendent’s review and/or Board of Education hearing will be held to consider expulsion.
5. In a continuing effort to provide students with assistance and support and in accordance with the New Jersey Code of Juvenile Justice 2A:4A-60 (Disclosure of Juvenile Information), law enforcement agencies can disclose various records to the Principal or his/her designee in planning programs relevant to a juvenile’s education and social development. These records shall be safeguarded from public inspection and held in strict confidence.

   a. If a student is charged with or convicted of use, possession or distribution of substances off of the school property, law enforcement officials will disclose pertinent information to school officials in accordance with the Memorandum of Agreement.

   b. When a student is charged with or convicted of substance use, possession or distribution off of the school property, the student and parent must comply with the provisions of this regulation respective to scheduling an assessment with a certified substance abuse counselor within ten (10) days and comply with the treatment and recovery plan provided through that process. In addition, the student and parent must meet with the Principal and the SAC to review the requirements of this provision. Failure of the student or parent to comply with the terms of the treatment and recovery plan will result in the student not being able to access his/her current program at school. Refusal or failure by parent/guardian to comply with provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of compulsory education requirements (N.J.S.A. 18A:35-25 and 18A:38-31) and/or child neglect laws (N.J.S.A. 9:6-1 et seq.) Local authorities and the Division of Youth and Family Services will be notified.

C. Discipline in Cases Involving Substance Abuse

1. First Offense

   a. Ten days out of school suspension, exclusion from extra-curricular and co-curricular activities until the pupil is in compliance with and is actively engaged in recommended treatment
programs. Reinstatement to school activities is contingent upon I&RS Team/Administrative review and subject to continued monitoring.

b. Prior to returning to school, student and parent must meet with SAC and administration and comply with recommended programs.

c. Be denied participation in the junior and/or senior proms, senior trip, and other activities, including graduation, until all requirements stated in 1.a are satisfied.

2. Subsequent Offenses

a. Out-of-school suspension, pending completion of Child Study Team review, consultation with SAC, and Board of Education review.

b. A pupil who has been removed from school for his/her use, possession and/or distribution of substances, other than a pupil who has been expelled from school, shall be placed on home instruction.

D. Student Suspected of Having a Substance Abuse Problem

Any student exhibiting any repetitive or unusual behaviors, or manifesting changes in behavior, which might be an indication of substance abuse should be referred to the Student Assistance Counselor.

In situations like these, where the substance use of a student is of concern, and there is not evidence of a violation of the law or school regulations, the purpose of this section is to help resolve the student’s difficulty.

A referral to the Student Assistance Program can be made by a peer, by a staff member, by a parent, or by the student. The student assistance counselor will process the referral by distributing “observable behavior forms” to the appropriate staff members. The SAC will collect the forms and compile relevant data respective to the student’s academic, health, guidance, attendance, and discipline records in preparation for a presentation to the I&RS Team.
The I&RS Team reviews the data to make appropriate recommendations that will serve the best interests of the student. The I&RS Team may:

1. Determine that the problem behavior and suspected substance abuse should be referred to an outside source for assistance.

2. Determine that no further action is needed and the case will be de-activated.

3. Recommend to the Principal or designee that further steps are required and may request a meeting with the parent/guardian and student. At this meeting, the concerns of the school will be voiced. An assessment may be recommended. The school will assist the parent/guardian in arranging for the assessment at the expense of the parent/guardian.

E. When a Student Confides to a staff member that he/she has a Substance Abuse Problem, the staff member should indicate concern for the student and suggest that a self-referral be made to the SAC or an I&RS Team member. The staff member must make a referral to the Core Team.

A student who voluntarily discloses his/her substance abuse to the SAC shall be encouraged to obtain an assessment and to pursue treatment. If the student resists the SAC’s recommendations for referral and/or intervention, the SAC shall refer the student to the I&RS Team to determine an appropriate course of action.

Prior to any administrative and/or legal action, the SAC shall guarantee the student’s right to confidentiality and protection under the law. (42 CFR Part 2, N.J.S.A. 18A:40-7.1 and 7.2 and N.J.A.C. 6A:16-6.5.) The term “voluntary” shall no longer apply when the student has been brought to the attention of administration or police for suspicion of use, possession, and/or distribution.

F. When a pupil is returning to school from rehabilitation/treatment, the following procedures will be in effect: The Roxbury School District is committed not only to the prevention, intervention and treatment of substance abuse, but believes that for successful aftercare, the student and parent/guardian must work closely with the school to arrange for the most beneficial educational environment possible.
1. The SAC shall be involved with the exit contract and educational planning for the student prior to discharge from a treatment program. The SAC is to maintain contact with the facility throughout the process of treatment and rehabilitation and keep the I&RS Team informed of progress.

2. The student and parent/guardian shall meet with the SAC, Principal and Guidance Counselor to determine if modifications in the educational program will be needed when the student returns and to arrange for a contract specifying the conditions for re-entry.

3. The SAC shall monitor the student on a weekly basis for the first six months following return to assess progress and compliance with the re-entry. The SAC shall bring the student to the attention of the Principal and I&RS Team immediately in cases of noncompliance or adjustment problems.

4. The I&RS Team shall review students after re-entry on a regular basis and shall make recommendations to correct situations in which a student or parent/guardian fails to comply with the contract for re-entry. The Principal shall take appropriate disciplinary action in accordance with due process when there is noncompliance with the contract.

5. When a student has been hospitalized or was in treatment without the school’s involvement, the SAC shall require the parent and student to share information and participate in planning a follow-up program. Any long-term absence of a student shall require a re-entry conference.

G. Outreach to Parents

1. An outreach program will be provided for the parent(s) or legal guardian(s) of pupils enrolled in the district. The program will be conducted at times, including evenings and weekends, convenient to parent(s) or legal guardian(s) and on school premises or at suitable facilities closer to pupil's residences or parents' workplaces.
2. The parents' outreach program will include:

a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year;

b. Recommendations as to the ways in which parent(s) or legal guardian(s) may enhance, reinforce, and supplement substance abuse instruction;

c. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

d. Instruction on the identification of the symptoms and behavioral patterns that might indicate a substance abuser;

e. Information on the state and local organizations available to assist in the prevention of substance abuse and the early intervention, treatment, and rehabilitation of substance abusers; and

f. Review of Board policy and administrative regulations on substance abuse with attention to the role of parents.

H. Records

1. Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.

2. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.
3. If a pupil involved in a school intervention or treatment program provides information during the course of a counseling session that indicates that the pupil’s parent(s) or legal guardian(s) or other person residing in the pupil’s household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

a. Subject to the pupil’s written consent, to another person or entity whom the pupil specifies in writing;

b. Pursuant to a court order;

c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or

d. To the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the secondary pupil or another child may be an abused or neglected child.

Any disclosure made pursuant to a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the pupil’s written consent. The disclosure must be accompanied by a written statement from the Student Assistance Counselor or trained member of the Core Team advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by P.L. 1997, 362 (N.J.S.A. 18A:40A-7.1 et seq.) and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.
Nothing in this policy prevents the Division of Youth and Family Services or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this policy shall be construed as authorizing a violation of any federal law.

The prohibition on the disclosure of information provided by a pupil shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a pupil in violation of this policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Violence, Vandalism and Substance Abuse Incident Report form.
The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

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

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

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

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).
For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

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

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

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

Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.
Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school’s pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.

Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

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

When a pupil transfers to a public school district from another public school district, all information in the pupil’s record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.1v., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.1 through vii.
Comprehensive behavioral supports that promote positive pupil development and the pupil’s abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil’s histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

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

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

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

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

Adopted: 5 November 2001
Revised: 4 June 2007; 10 September 2012
R 5600  PUPIL DISCIPLINE/CODE OF CONDUCT

A. Purpose

The purpose of these regulations is to achieve the following:

1. Foster the health, safety, social, and emotional well-being of pupils;

2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;

3. Promote achievement of high academic standards;

4. Prevent the occurrence of problem behaviors;

5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and

6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.

2. In addition, pupils shall not:

   a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
b. Create disorder or disruptions on school premises;

c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;

d. Steal, damage, or deface the property of other pupils, staff members, or the district;

e. Engage in the sexual harassment of pupils or staff members;

f. Violate codes of conduct adopted for organizations of pupils;

g. Possess or use weapons or any implement intended to harm others;

h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;

i. Convey information about other pupils or staff members known to be false;

j. Act so recklessly as to endanger the safety of others;

k. Procure the property of others by threat or intimidation;

l. Enter school premises or any specific portion of the premises without permission and without authority;

m. Vandalize school property, real or personal;

n. Create litter on school property;

o. Be truant from school or class;

p. Cheat or otherwise engage in academic dishonesty;

q. Persistently refuse to complete homework and other assignments;
r. Engage in illegal gambling;

s. Smoke, use or possess tobacco products on school premises;

t. Falsify an excuse or any school document;

u. Set fire to or cause a fire in any way on school premises;

v. Possess or explode a firecracker or other explosive device on school premises;

w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;

x. Possess, use, or distribute a substance in violation of Policy No. 5530;

y. Join a secret society prohibited by law; or

z. Engage in any other activity expressly prohibited by a school staff member in authority.

aa. Engage in any other activity expressly prohibited by a school staff member in authority.

3. Pupils assigned to a school bus must obey all school rules and

a. Show respect for the driver and each other at all times;

b. Enter and leave the bus in an orderly manner;

c. Ride only the bus to which they have been assigned;

d. Be and remain seated while the bus is in motion;

e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
f. Talk in a reasonable tone of voice and avoid loud noises;

g. Extend no portion of the body or other object out a bus window;

h. Keep aisles clear at all times;

i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;

j. Refrain from smoking, using, or possessing any tobacco products, eating, and drinking on the bus; and

k. Will not possess, use, or distribute any substance in violation of Policy No. 5530.

l. Must wear seat belts if they are available on the bus.

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

C. Disciplinary Measures

The following disciplinary measures may be included at the discretion of the building administrator applied as appropriate to the pupil’s violation of school rules.
1. Admonishment

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

2. Temporary Removal from Classroom

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

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

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

3. Deprivation of Privileges

The pupil may be deprived of the privilege of

a. Moving freely about the school building,

b. Participation in co-curricular or inter/intrascholastic activities,

c. Attendance at a school-related social or sports activity,

d. Participation in a graduation ceremony, or

e. Transportation by school bus, or

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

4. Detention

a. The pupil may be required by a teacher or administrator to report before or after the school day, or during a lunch period to detention for a period of supervised study.
b. Transportation will be the responsibility of the pupil’s parent(s) or legal guardian(s).

c. The pupil may be excused from detention only for an unavailable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph ¶ B.2.p. and paragraph ¶B.2.q.) will receive a zero grade by virtue of the disqualified work. In no other instance may a pupil’s grade be lowered as a direct penalty for misconduct. Students will be ineligible for Honor Roll in the marking period they are found cheating/plagiarizing.

6. Saturday Detention

a. Students must report with textbooks and other working materials and be prepared to study the entire Saturday detention period.

b. Students who are disruptive and/or uncooperative during Saturday detention will be referred to the Administration for reassignment and/or in-school suspension.

c. Failure to attend Saturday detention will result in the assignment of in-school suspension and the rescheduling of Saturday detention.

d. Transportation to and from Saturday detention is the responsibility of the student and/or parents. No visitors or early dismissal will be permitted.

7. In-school Suspension

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

8. Suspension from School


b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation No. 5610.

9. Expulsion


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

D. Remedial Measures

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

1. Restitution and Restoration

a. The pupil may be required to:

   (1) Make restitution, in kind or cost or labor, for any loss he or she has caused; or
(2) Restore to its former condition, by his or her own labor, any property the pupil has damaged or defaced.

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

2. Counseling

a. The pupil may be required to consult with school counselors to explore the causes of his or her misconduct and to assess the need for a change in educational placement.

b. The administrator will explain:

   (1) Why the pupil’s conduct is unacceptable to the school and damaging to the pupil,

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

   (3) Appropriate alternate behaviors.

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

   (1) The Child Study Team,

   (2) Intervention and Referral Team (Grades 5-12) and Pupil Assistance Committee (Grades K-4),

   (3) A public or private social agency, or

   (4) A legal agency.

3. Parent Conferences

The pupil may be required to attend a meeting with his or her parent and appropriate staff members to discuss the causes of the pupil’s behavior, possible remediation, potential disciplinary measures, and alternative conduct.
4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil’s school counselor, classroom teacher, Child Study Team, and/or other building principal.

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

1. Consequences

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

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

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

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

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

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

1. Consequences

a. Consequences may include, but are not limited to, the following:

   (1) Admonishment;
   (2) Temporary removal from the classroom;
   (3) Classroom or administrative detention;
   (4) In-school suspension;
   (5) Out-of-school suspension;
   (6) Reports to law enforcement; and/or
   (7) Expulsion.

2. Remedial Measures/Interventions

a. Remedial measures/interventions may include, but are not limited to, the following:

   (1) Parent conferences;
(2) Pupil counseling (all pupils involved in the act or incident);

(3) Peer support group;

(4) Corrective instruction or other relevant learning or service experiences;

(5) Supportive pupil intervention (Intervention and Referral Services - I&RS);

(6) Behavioral management plan; and/or

(7) Alternative placements.

G. Chart of Discipline - Grades 7-12

Progressive Discipline – Disciplinary actions include:

Administrative warning – verbal or written
Lunch Detention – 35 minutes assigned during lunch period
Saturday Detention – 3 hours on assigned Saturday morning
In-School Suspension – 2 days of social exclusion
Out-of-School Suspension – mandatory parent conference
Other actions as deemed appropriate by the administration

Penalty noted is minimum discipline to be implemented. Infractions not noted will be left to the discretion of the administration.

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

Student Attendance Infractions:

1. Excessive Tardiness to school

   1\textsuperscript{st} Offense – Warning
   2\textsuperscript{nd} Offense – Written Warning
   3\textsuperscript{rd} Offense – Saturday Detention

   4\textsuperscript{th} Offense – Warning
   5\textsuperscript{th} Offense – Written Warning
   6\textsuperscript{th} Offense – Saturday Detention
PUPILS

Student Discipline/Code of Conduct

7th Offense – Warning
8th Offense – Written Warning
9th Offense – In-School Suspension

10th Offense – Warning
11th Offense – Written Warning
12th Offense – In-School Suspension

13th Offense – Warning
14th Offense – Written Warning
15th Offense – Out-of-School Suspension

2. Excessive Tardiness to class

1st Referral by Teacher – Warning
2nd Referral by Teacher – Saturday Detention
3rd Referral by Teacher – In-School Suspension

Note: 2 Tardies = 1 Cumulative Absence

3. Cutting class:

1st Cut – Saturday detention
2nd Cut – In-School Suspension
3rd Cut – Out-of-School Suspension. Loss of credit in class that was cut

4. Unauthorized Departure from School

1st Offense – 2 Saturday Detentions
2nd Offense – In-School Suspension
3rd Offense – Out-of-School Suspension

Note: Seniors lose parking privilege on 1st Offense
Juniors put at end of parking waiting list

5. Truancy

1st Offense – 2 Saturday detentions
2nd Offense – In-School Suspension
3rd Offense – Out-of-School Suspension

Student Management Infractions:

1. Disruptive behavior in class or bus/creating a disturbance
PUPILS

Pupil Discipline/Code of Conduct

1st Offense – Administrative Warning
2nd Offense – Saturday Detention
3rd Offense – In School Suspension
4th Offense – Out of School Suspension

Note: Continued disruptions in the same class will result in removal from the class and loss of credit. A 4th offense for disruptive behavior on the bus will result in removal from bus.

2. Smoking, using or possessing tobacco products in school or on school grounds:

1st Offense - Saturday detention (remedial packet)
2nd Offense - In-School Suspension
3rd Offense - Out-of-School suspension

On all offenses, smokers will be reported to the Roxbury Township Board of Health who will issue a summons for appearance in municipal court where a penalty will be assessed in accordance with applicable statutes and ordinances.

3. Insubordination (refusal to follow directions of any school personnel):

1st Offense - Administrative warning
2nd Offense - Saturday detention
3rd Offense - In-School Suspension
4th Offense - Out-of-School Suspension

4. Verbal confrontation with a staff member, Intimidation/Threat Students/Staff

1st Offense - Saturday detention
2nd Offense - In School Suspension
3rd Offense - Out of School Suspension

5. Use of vulgar language:

1st Offense - Saturday detention
2nd Offense - In-School Suspension
3rd Offense - Out-of-School Suspension
6. Dress Code Violation:
   1st Offense - Administrative Warning/change clothes
   2nd Offense - Saturday detention/change clothes
   3rd Offense - In-School Suspension/change clothes

7. Radio, CD Player, MP3 Player, Portable Devices, Cell Phone, Pagers
   1st Offense - Administrative warning/confiscation day
   2nd Offense - Saturday detention/confiscation week; return to parent/guardian only
   3rd Offense - In-School Suspension/confiscation year; return to parent/guardian only. Cell phone will need to be picked up at police station

8. Forgery/Cheating/Plagiarism
   1st Offense - Saturday detention
   2nd Offense - In-School Suspension
   3rd Offense - Out-of-School Suspension

   Note: Students will be ineligible for Honor Roll in the marking period they are found cheating/plagiarizing

9. Theft/Gambling/Extortion
   1st Offense - In-School Suspension
   2nd Offense - Out-of-School Suspension
   3rd Offense - Principal Referral

10. Verbal abuse of a staff member
    1st Offense - Out-of-School Suspension up to ten days

11. Physical Scuffle
    1st Offense - In-School Suspension
    2nd Offense - Out-of-School Suspension
12. Fighting in school or on school property

   1st Offense – Out-of-School suspension, 1 to 3 days
   2nd Offense – Out-of-School suspension, 3 to 5 days
   3rd Offense – Out-of-School suspension, 10 days

   In all instances of fighting, a report will be filed with the Roxbury Police Department.

13. Physical Assault Staff/Student

   1st Offense – Out-of-School suspension, 5 days minimum

   Police contact, charges filed.

14. Bias Incident/Harassment/Bullying/Hazing/Cyber Bullying

   1st Offense – Saturday Detention, parental/police notification
   2nd Offense – In-School Suspension, parental/police notification
   3rd Offense – Out-of-School Suspension, parental/police notification

   Administrative action will be determined by the severity of the incident.

15. Sexual Harassment/Sexual Contact Pupil/Staff

   1st Offense – Out-of-School Suspension, 10 days, Principal referral, Board of Education hearing, Police contact, charges filed

16. Failure to attend assigned (reassigned) detention or improper conduct at the assigned discipline will result in original discipline being served plus:

   1st Offense – In-School suspension
   2nd Offense – Out-of-School suspension
   3rd Offense – Out-of-School suspension
17. Drug and/or alcohol possession, use, sale, or under the influence on school premises or at any school function - Out-of-School Suspension: 10 days. It is the administration’s policy to file charges with the police in all cases involving drugs or alcohol.

18. False Alarm/Bomb Threat

1st Offense - Out-of-School Suspension, 10 days, Principal hearing, Board of Education hearing, Police contact, charges filed


22. Any actions not listed above as determined by the administration are justifiable causes for assigning detention, Saturday detention, in-school suspension or out-of-school suspension.

23. Administration reserves the right to handle situations accordingly.

When an out-of-school suspension is assigned, a mandatory parent conference must occur before a student is readmitted to school.

F. Disciplinary Procedures

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

2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
   a. Orally inform the pupil of the conduct for which he or she is being disciplined; and
   b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.

4. Where the discipline is greater than an admonishment, the pupil’s parent or legal guardian will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal or his/her designee.

5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph ¶F.3.

6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.

7. Violations of the rules regarding pupil conduct on school buses will be handled as follows:
   a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled by submission of a completed written form that includes the name of the pupil, the school, and the specific offensive conduct.
   b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the pupil’s conduct.
   c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction. In general, when the offense is not severe:
      (1) On the first notice of misconduct, the pupil will be counseled, the parent(s) or legal guardian(s) notified, and the pupil may be suspended from the bus for up to 10 school day(s);
(2) On the second notice of misconduct, the pupil and parent(s) or legal guardian(s) will attend a conference, and the pupil may be suspended from the bus for up to 30 school day(s); and

(3) On the third notice of misconduct, the Principal will confer with the parent(s) or legal guardian(s) and the pupil may be suspended from the bus for a period not less than up to 60 school days or more than one semester or the balance of the school year, whichever is less.

d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

G. Pupils with Disabilities

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

H. Pupil Rights

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

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;

2. Education that supports pupils' development into productive citizens;

3. Attendance in safe and secure school environments;

4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;

6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and


I. Records

1. Instances of pupil discipline will be recorded in the pupil’s file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.

2. When a pupil transfers to a public school district from another public school district, all information in the pupil’s record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A.2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.

b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.

c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).

d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.

e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

J. Annual Report

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

1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;

2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:

a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and

b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.

4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Adopted: 5 November 2001
Revised: 13 September 2004; 4 June 2007; 10 September 2012