

SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey
REGULAR MEETING AUGUST 18, 2008

A Regular Meeting of the Board of Education of the Township of Springfield in the County of Union, New Jersey, was held at the Jonathan Dayton High School Instructional Media Center-First Floor on Monday, August 18, 2008 at 7:33 P.M.

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on April 21, 2008.

1. CALL TO ORDER

The meeting was called to order by Board President, Mr. Anthony Delia

Present: Miss Linda Duke, Mr. Donato Circelli, Mr. Andrew Fekete, Dr. David Hollander, Mr. Irwin Sablosky, Mr. Jeff Strumpf, Mr. Anthony Delia

Absent: Mrs. Jacqueline Shanes, Mrs. Patricia Venezia

Also

Present: Mr. Michael Davino, Superintendent

Mrs. Hillary Corburn, Assistant Superintendent

Mr. Matthew A. Clarke, Business Administrator/Board Secretary

Mrs. Ellyn Atherton, Director of Human Resources

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS

NJ School Board reminder of upcoming workshops

1. Semi Annual Delegate Assembly on November 22nd

2. Annual Workshop and Exhibition October 28th – October 30th

Union County Schools Boards reminder of upcoming workshops

1. Legislative forum on September 9th

4. MINUTES

Moved by Miss Duke and seconded by Mr. Sablosky, to approve the following minutes:

Regular Meeting

- July 21, 2008

Yeas: Mr. Donato Circelli, Mr. Andrew Fekete, Dr. David Hollander, Mr. Irwin Sablosky, Mr. Jeff Strumpf, Mr. Anthony Delia

Abstention: Miss Linda Duke

MOTION CARRIED

5. SUPERINTENDENT'S REPORT

Mr. Davino reviewed the following items:

A. The State Department of Education has reviewed and approved the District's *3-Year ESL Plan*

B. The District's website has been updated with all the recommendations from the public relations committee

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- C. The *Fact Pact* is near completion and will be accessible through the District website for the upcoming school year
- D. The District will begin to accept employment applications online. The software should be available by October 2008.
- E. The District is finalizing a software program called “In-Form”. This program will allow for across the board analysis of student performance. Student profile will be assessable by parents providing for a partnering with Teachers, Administrators, etc. Expect to see the program in full motion within the next 12 to 16 months.
- F. The *Holiday Card Project*, in its 5th year, has been picked-up as a fundraiser by the Springfield Education Foundation.
- G. The new accountability state regulations for employee recognition has encouraged the Board to seek contributions from local businesses. Recently, Mr. Mark Montenero from Autoland provided his commitment to the Springfield community. A sincere thank you to Mr. Mark Montenero and Autoland for their commitment.

6. PUBLIC SESSION (7:50 -7:52 PM)

The following members of the public had comments regarding agenda items and the Superintendent’s report:

Brain Cass (lap top initiative from July 18 meeting) – referred to 2nd public session

7. BILL LIST

Moved by Mr. Sablosky, seconded by Miss Duke, to approve computer checks numbered 019757 through 019875 and wire transfers 800046 in the amount of \$1,698,787.65.

Yeas: Unanimous by all Members present.

MOTION CARRIED

8. PERSONNEL APPOINTMENTS

Moved by Mr. Sablosky, seconded by Miss Duke, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment A)

Yeas: Unanimous by all Members present.

MOTION CARRIED

9. PERSONNEL APPOINTMENTS

Moved by Mr. Sablosky, seconded by Miss Duke, at the recommendation of the Superintendent, approval of the appointment of personnel on the attachment. (Attachment A1)

- Laura Delia

Yeas: Miss Linda Duke, Mr. Donato Circelli, Mr. Andrew Fekete, Dr. David Hollander, Mr. Irwin Sablosky, Mr. Jeff Strumpf

Abstention: Mr. Anthony Delia

MOTION CARRIED

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10. PROFESSIONAL DEVELOPMENT TRAVEL

Moved by Mr. Sablosky, seconded by Miss Duke, at the recommendation of the Superintendent, approval of the attached personnel travel for Professional Development. (Attachment B)

Yeas: Unanimous by all Members present.

MOTION CARRIED

11. SPECIAL SERVICES PLACEMENT AND RELATED SERVICES

Moved by Mr. Sablosky, seconded by Miss Duke, at the recommendation of the Superintendent, that the Board of Education approve the attached Special Education request for Related Services/Placements for the 2008 - 2009 school year. (Attachment C)

Yeas: Unanimous by all Members present.

MOTION CARRIED

12. TUITION GRANTS

Moved by Mr. Sablosky, seconded by Miss Duke, at the recommendation of the Superintendent, approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide. (Attachment D)

Yeas: Unanimous by all Members present.

MOTION CARRIED

13. SEMI WAIVER APPLICATION

Moved by Mr. Sablosky, seconded by Miss Duke, at the recommendation of the Superintendent, approval of the following resolution regarding a waiver for participating in SEMI:

**Resolution
Waiver of Requirements
Special Education Medicare Initiative (SEMI) Program**

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicare Initiative (SEMI) Program for the 2008-09, and

Whereas, the Springfield Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the Springfield Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Union an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2008-09 school year.

Yeas: Unanimous by all Members present.

MOTION CARRIED

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14. DISPOSAL OF OBSOLETE DISHWASHER

Moved by Mr. Circelli, seconded by Miss Duke, approval authorizing the Springfield Board of Education the following equipment be identified as obsolete and no longer used (surplus property)

- Hobart Dishwasher, Model #CRS-66
Serial #12-053-734, Asset #205

Yeas: Unanimous by all Members present.

MOTION CARRIED

15. FINAL READING POLICY 9000'S

Moved by Miss Duke, seconded by Mr. Sablosky, to approve the second and final reading of the following policies (Attachment E):

- | | |
|-------------------|-------------------------|
| Policy BL #9325 | - Meeting Conduct |
| Policy BL #9325.4 | - Voting Method |
| Policy BL #9326 | - Minutes of Meetings |
| Policy BL #9400 | - Board Self-Evaluation |

Yeas: Unanimous by all Members present.

MOTION CARRIED

16. FINAL READING POLICY 5000'S

Moved by Miss Duke, seconded by Mr. Sablosky, to approve the second and final reading of the following policies (Attachment E1):

- | | |
|-----------------|---|
| Policy #5020 | - Roles of Parents and Guardians |
| Policy #5111 | - Admission |
| Policy #5111.1 | - Family Residence and Pupil Enrollment – Tuition |
| Policy #5113 | - Absences and Excuses |
| Policy #5114 | - Suspension and Expulsion/Pupil Due Process |
| Policy #5118 | - Non-Residence Policies |
| Policy #5119 | - Transfers/Withdrawals |
| Policy #5120 | - Needs Assessment of Individual Students |
| Policy #5124 | - Reporting to Parents/Guardians |
| Policy #5125 | - Pupil Records |
| Policy #5126 | - Awards for Achievement |
| Policy #5127 | - Commencement Exercises |
| Policy #5131 | - Conduct/Discipline |
| Policy #5131.3 | - Pupil Vehicles |
| Policy #5131.5 | - Vandalism/Violence |
| Policy #5131.6 | - Drugs, Alcohol and Tobacco |
| Policy #5131.7 | - Weapons and Dangerous Instruments |
| Policy #5131.8 | - Gambling |
| Policy #5131.9 | - Computer/Internet Acceptable Use Policy Agreement |
| Policy #5134 | - Married/Pregnant Students |
| Policy #5136 | - Fund-Raising Activities |
| Policy #5141 | - Health |
| Policy #5141.1 | - Accidents |
| Policy #5141.11 | - Questioning and Apprehension |
| Policy #5141.2 | - Illness |
| Policy #5141.21 | - Administering Medication |
| Policy #5141.3 | - Health Examinations and Immunizations |

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Policy #5142	- Student Safety
Policy #5145.12	- Search and Seizure
Policy #5145.4	- Equal Opportunity
Policy #5145.5	- Photographs of Pupils
Policy #5145.6	- Pupil Grievance Procedure
Policy #5200	- Non-Public School Pupils.

Yeas: Unanimous by all Members present.

MOTION CARRIED

17. FINAL READING POLICY 6000'S

Moved by Miss Duke, seconded by Mr. Sablosky, to approve the second and final reading of the following policies (Attachment E2):

Policy #6010	- Goals and Objectives
Policy #6111	- School Calendar
Policy #6112	- School Day
Policy #6114	- Emergency and Disaster Preparedness
Policy #6114.1	- Crisis Prevention and Response
Policy #6121	- Non-Discrimination/Affirmative Action
Policy #6122	- Articulation
Policy #6140	- Curriculum Adoption
Policy #6141	- Curriculum Design/Development
Policy #6141.2	- Recognition of Religious Beliefs and Customs
Policy #6141.4	- Independent Study
Policy #6142	- Subject Fields
Policy #6142.1	- Family Life Education
Policy #6142.10	- Technology
Policy #6142.12	- Career Education
Policy #6142.13	- HIV Prevention Education
Policy #6142.2	- English as a Second Language: Bilingual Programs
Policy #6142.4	- Physical Education and Health
Policy #6142.6	- Academic Intervention Program
Policy #6143	- Curriculum Guides
Policy #6143.1	- Lesson Plans
Policy #6144	- Controversial Issues
Policy #6145	- Extracurricular Programs
Policy #6145.1/6145.2	- Intramural Competition/Interscholastic Competition
Policy #6145.3	- Publications
Policy #6145.4	- Public Performances and Exhibitions.

Yeas: Unanimous by all Members present.

MOTION CARRIED

18. 2nd PUBLIC SESSION (8:00 – 9:07 PM)

The following members of the public had comments regarding the laptop initiative motion from the previous meeting (July 21st):

Sarah Milochik	David Amlin
Fran Sandler	Marie Florio
Brian Cass	Fran Sandler

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19. NEW BUSINESS

- a. Miss Duke thanked the Board and staff for their kind sentiments regarding the passing of her father.
- b. Board members were reminded that PTA meetings will be starting up again, and to please review your assignments.

20. ADJOURNMENT (9:09 PM)

Moved by Miss Duke, seconded by Mr. Sablosky, to adjourn the meeting at 9:09 PM.

Yeas: Unanimous by all Members present.

MOTION CARRIED

Next Regular September 8, 2008 at 7:30 PM in the IMC at JDHS.

Matthew A. Clarke
Business Administrator/Board Secretary

**Springfield Public Schools
Personnel**

Attachment (A)

Last Name <i>Certificated</i>	First Name <i>Teachers</i>	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Trueger	Barbara	Coordinator/G&T	District	*	\$ 5,305.00	----	----	9/1/08-6/30/09
Fusco	Frank	Humanities Supervisor	District	----	\$ 73,654.00	New	replaces F.S.	8/25/08-6/30/09
Ilaria	Daniel	Math Supervisor	District	----	----	----	resignation	9/1/08-6/30/09
Blanchard-Salmon	Karen	Summer Nurse	District	*	\$46.35 per hr	----	----	August 1, 2008
Abadir	Lillian	Guidance	JDHS/FMG	*	\$47.38/hr	----	revised dates	6/24/08-8/30/08
Dillard	Gillian	Staff Development	District	*	\$47.38/hr	----	up to 6 hours	August 19, 2008
Schmidt	Linda	Staff Development	District	*	\$47.38/hr	----	up to 6 hours	August 19, 2008
Scheckman	Shari	Math Teacher	FMG	----	----	----	Leave	11/1/08-6/1/09

Last Name <i>Non-Certificated</i>	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Walsh	Susan	CST Secretary	District	Step 8	\$ 32,951.00	New	replaces J.D.	8/25/08-6/30/09
Huber	Rita	Lunch Aide	District	*	\$ 14.87	New	< 10 hours/week	9/1/08-6/30/09
Ryan	Jo Ann	Lunch Aide	District	*	\$ 14.87	New	< 10 hours/week	9/1/08-6/30/09
Sherman	Rosemary	Instructional Aide	District	*	\$ 14.87	New	< 29.75 hours/week	9/1/08-6/30/09
Kaes	Patricia	Instructional Aide	District	----	----	----	resignation	7/30/08

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Camporeale	Vincenza	Substitute Secretary	District	****	****	renewal	----	9/1/08-6/30/09
Abramowitz	Tammy	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Alverna	Dukenson	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Arrunategui	Nelsa	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Bianco	Marisa	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Biunno	James	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Bresner	Phyllis	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Bright	Marcia	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Brown	Margaret	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Brown	Kenneth	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Byrne	William	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Cabelo	Manny	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Caivano	Gina	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Cavallaro	Cosima	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09

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Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Coccia	Patricia	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Cogan	Barry	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Cohen	Carin	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Cohn	Anne	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Colluci	Gina	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
De La Llave	Laura	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
De La Llave	Pamela	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Decker	Jennifer	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
DeCoster	Lindsey	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
DeGirolamo	Liberra	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Dombrowski	Traci	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Don	Margaret	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Dowd	Joseph	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Fish	Lori	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Fish	Yeda	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Fish	Marnie	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Gardner	Geraldine	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Gelband	Stacey	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Goerge	Jason	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Gonnella	Joseph	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Gottfried	Cheryl	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Grywalski	Christina	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Guida	Lisa	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Guida	Danielle	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Hanbicki	Edward	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Henrichs	Helene	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Huber	Rachel	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Huber	Rita	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Jung	Peter	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Jurist	Susan	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Johnson	Melissa	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Kenter	Gayle Willms	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Kindler	William	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Klein	Marion	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Koch	Linda	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09

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Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Kramer	Rosemarie	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Krumholz	Caryl	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Kunie	Kristen	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Kutenplon	Barry	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Lakritz	Jane	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Levinson	Kathi	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Lorenzo	Yelitza	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Maier	Eleanor	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Marcantonio	Lynda	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Marketta	Kathleen	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Marx	Jeremy	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Max	Staci	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Mazur	Jay	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
McCormack	Sheila	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
McCullough	Margaret	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
McCusker	Susan	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
McGregor	Catherine	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
McLaughlin	Tara	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
McRoberts	Irina	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Meskin	Michael	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Meyer	Gary	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Moriello	Antonio	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Murphy	Ellen	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Nacci	Marilyn	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Nemiroff	Kenneth	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
O'Sullivan	Maria	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Oyer	Robert	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Paskovich	Lauren	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Petruszelli	Jacqueline	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Reich	Linda	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Ricci	Elaine	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Salow	Jeremy	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Schachtel	Matthew	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Schramm	Paula	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Schulte	Robert	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09

**Springfield Public Schools
Personnel**

Attachment (A)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Schwartz	Monica	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Schwartzberg	Genny	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Sherman	Lisa	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Sinnathamby	Sivasorupee	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Skelly	Margaret	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Sloane	Cheryl	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Stark	Catherine	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Stern	Rhonda	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Stockl	Steven	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Szczepanski	Victor	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Tawfik	Faten	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Tratenberg	Linda	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Wade	Thomas	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Wasserman	Risa	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Weiss	Jarred	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Weiss	Michele	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Williamson	Kimberly	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Yablonsky	Linda	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Yablonsky	Richard	Substitute Teacher	District	****	****	renewal	----	9/1/08-6/30/09
Ginefra	Deborah	Substitute Nurse	District	****	****	renewal	----	9/1/08-6/30/09
Bellino	Denise	Substitute Nurse	District	****	****	renewal	----	9/1/08-6/30/09
Alverna	Dukenson	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Bocchino	Felice	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Cohen	Carin	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
De La Llave*	Laura	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
De La Llave*	Pamela	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Delia	Laura	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Dymek	Catherine	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Galindo	Cecilia	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Guida	Melissa	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Johnson	Melissa	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Klein	Marion	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Pagnotta-Zusi	Jenifer	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Schramm	Paula	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Stark	Kitty	Substitute Aide & Secret	District	****	****	renewal	----	9/1/08-6/30/09

**Springfield Public Schools
Personnel**

Attachment (A)

Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
<i>Substitute/Home instructor</i>								
Stockl	Karen	Substitute Aide	District	****	****	renewal	----	9/1/08-6/30/09
Ottenstein	Thelma	Substitute Secretary	District	****	****	renewal	----	9/1/08-6/30/09
Cieslik	Nancy	Substitute Bus Driver	District	****	****	renewal	----	9/1/08-6/30/09

Last Name	First Name	Position	Location	Guide/Step	Salary	replacment/ Renewal/New	Information	Effective Date
<i>Before and After School Program</i>								
Gavlak	Sue	Before/After Site Directo	District	----	\$27.50/hr	Renewal	----	9/1/08-6/30/09
Johnson	Melissa	Before/After Site Directo	District	----	\$27.50/hr	Renewal	----	9/1/08-6/30/09
Anderson	Ottawana	Group Leader	District	----	\$22.00/hr	Renewal	----	9/1/08-6/30/09
DeLorenzo	Joyce	Group Leader	District	----	\$22.00/hr	Renewal	----	9/1/08-6/30/09
Henrichs	Helene	Group Leader	District	----	\$22.00/hr	Renewal	----	9/1/08-6/30/09
Tripodi-Seaboldt	Angela	Group Leader	District	----	\$22.00/hr	New	----	9/1/08-6/30/09
Kahn	Amy	Group Leader	District	----	\$22.00/hr	New	----	9/1/08-6/30/09
Sherman	Lisa	Group Leader	District	----	\$20/hour	New	----	9/1/08-6/30/09
Salort	Barbara	Group Aide	District	----	\$14.30/hr	Renewal	----	9/1/08-6/30/09
Burns	Regina	Group Aide	District	----	\$14.30/hr	Renewal	----	9/1/08-6/30/09
Henrichs	Diane	Group Aide	District	----	\$14.30/hr	Renewal	----	9/1/08-6/30/09
Hicks	Felicia	Group Aide	District	----	\$14.30/hr	Renewal	----	9/1/08-6/30/09
Lambertson	Linda	Group Aide	District	----	\$14.30/hr	Renewal	----	9/1/08-6/30/09
Salow	Jeremy	Sub.Site Dir/Group Leac	District	----	.30/\$22/\$27.50/hour	Renewal	----	9/1/08-6/30/09
Genovese	Donna	Sub. Group Aide	District	----	\$14.30/hr	Renewal	----	9/1/08-6/30/09
Signorelli	Lauren	Sub. Student Aide	District	----	\$7.50/hour	Renewal	----	9/1/08-6/30/09
Sherman	Lisa	Group Leader	District	----	\$20/hour	New	----	9/1/08-6/30/09

* In accordance with the Negotiated Contract between the Springfield BOE and the Springfield Education Association (July 1, 2007 - June 30, 2010)

**** Special Salaries, Compensation and Fees 2008 - 2009

**Workshop Requests
2008 - 2009**

Attachment (B)

Lname	Fname	Description	Date	Amount	Location
Atherton	Ellyn	NJSBA Workshop	10/28 - 30/08	750.00	Dist.
Abadir	Lillian	College Board Counselor Workshop	9/16/08	NC	JD
Clarke	Matthew	NJSBA Workshop	10/28 - 10/30	750.00	Dist.
Corburn	Hillary	DI & Understanding by Design	10/7 & 8/08	350.00	Dist.
Corburn	Hillary	NJSBA Workshop	10/28 - 10/30	750.00	Dist.
Cozza	Joseph	College Board Counselor Workshop	9/16/08	NC	JD
Cresci	Elizabeth	DI & Understanding by Design	10/7-8/08	417.67	JD
Davino	Michael	NJASA Professional Development	7/1/8 - 6/30/9	450.00	Dist.
Davino	Michael	NJSBA Workshop	10/28 - 10/30	750.00	Dist.
Gabriel	Leonard	Rutgers Tech in Education	8/22/08	170.00	JC
Tattoli	Daniela	NJSBA Workshop	10/28 - 10/30	750.00	Dist.
August 18,2008					

**Special Education Request
Related Services/OOD Placements**

Attachment (C)

1. RELATED SERVICES REQUEST					
Vendor	Related Service	Rate	Hours/days/weeks	Term	Student
Catherine Stark Cranford, NJ	ABA Services	\$100/Hr.	Per IEP	08 - 09 SY	
Summit Speech School New Providence, NJ	Itinerant Services	\$140/Hr.	Per IEP	08 - 09 SY	2205
Morris-Union Jointure Commission New Providence, NJ	ABA Services	45,662.00	08 - 09 SY	ABA Services	0613

2. OUT OF DISTRICT PLACEMENT REQUEST				
School/Placement	Student	Tuition	Term	Comments
Morris-Union Jointure Commission New Providence, NJ	1914	73,643.00	08 - 09 SY	Tuition
Adolescent Therapeutic Day School Piscataway, NJ	1307	1,200.00	08 - 09 SY	Tuition Increase

TUITION GRANT RESUBMISSIONS
Summer/Fall
2008/2009

Substitute(s) Courses for Previously Approved Courses

<u>Name</u>	<u>Substitute Course(s)</u>	<u>Level</u>
Judy Cariani	The Developmental Study of Children	Graduate
Lauren Chang	Addressing Literacy for Students with Special Needs	Graduate

8/18/08 BOE Meeting

**SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081**

MEETING CONDUCT

Any person may be permitted to address the Board in the proper order of business. On recognition by the presiding officer, any person may be heard orally preceding the Motions Section of the meeting on any aspect or concern regarding the proposed motions only. The presiding officer will also call for questions and comments from the public on any topic during the Public Remarks portion of the meeting.

No person from the public shall address any remark or question to any specific member except by permission of the presiding officer, nor shall any person from the public be permitted to address the Board while a motion is pending, except in those cases where general permission has been granted on a particular motion by the presiding officer. Any Board member may, through the presiding officer, respond to any communication, petition, or remark made by a person addressing the Board.

The presiding officer, at his/her discretion, may limit the time for all speakers on a particular issue. The presiding officer shall call any speaker to order who violates this section. The presiding officer shall bar any person who shall disturb the peace of the Board, make impertinent or slanderous remarks or conduct himself in a boisterous manner while addressing the Board.

If a portion of a public meeting appears to be turning into either a formal or information hearing on any area subject to contractual or personnel matters in any form, the presiding officer shall call for a motion from the Board of adjournment to private session in order to determine both the legality and/or advisability of permitting the speaker or speakers to proceed with the topic under discussion. The majority of the Board members present shall make the decision. After returning to public session, the decision shall be given to the speaker or speakers with the reasons why the discussion may or may not proceed. If the decision by the Board is not to continue the discussion, the presiding officer shall continue the regular order of business.

Meeting Conduct, Quorum

A majority (5) of the full number of seats of the Board shall constitute a quorum. Official Board business shall be transacted only when a quorum is present. Except where otherwise required by law, a Bylaw or written policy, a motion must receive a majority affirmative vote of the members present to be approved and in every case a motion must receive a minimum of four affirmative votes to be approved. A member of the Board must be physically present at the meeting and at the time of the vote for his vote to be registered. These rules hold for Regular or Special meetings.

Order of Business

The President or in his/her absence the Vice-President shall call each meeting to order. If the meeting is called to order by the Vice, President, the President shall assume the chair as soon as he/she is in attendance. At the opening of each meeting, the School Business Administrator/Board Secretary shall call the roll, and the names of those present shall be recorded in the minutes.

The order of business of regular meetings shall be as follows:

1. Call to order
2. Roll Call
3. *Closed session if required or requested*
4. *Communications*
5. *Approval of Minutes*
6. *Superintendent's report*
7. Public Session regarding agenda items only
8. Motions
9. Public Session on any topic
10. New Business
11. Old Business
12. Closed Session if needed or requested
13. Adjournment

Parliamentary Procedure – Rules of Debate

A member shall be entitled to the floor only on recognition by the presiding officer. Once a member has been recognized and has taken the floor, he shall not be interrupted for any reason other than a call to order, and in such case, the presiding officer shall rule promptly on the point of order and the speaker shall be allowed to proceed if he is in order. No member shall speak more than twice on the same question at any meeting except by general consent of the Board. The presiding officer may impose reasonable limits on debate or other remarks, including limiting the number of speakers and their allotted time on either side of an issue. The presiding officer has the privilege of closing or limiting the debate.

A motion to reconsider may be made by a member of the prevailing side. Such motion may be made only at the same meeting or at an adjournment thereof at which the action is taken.

Roberts rules of Order shall be the standard reference for all other Parliamentary Procedure.

Conduct of Public Hearings

Whereas by law the Board has the final responsibility for the decisions concerning the school system, it may call a public hearing limited to those matters which affect major policy questions or decisions under consideration by the Board. This hearing shall be advertised to the community at least five days in advance of its scheduled date.

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

VOTING METHOD

Official actions may be taken only at a regular or specially called meeting at which a quorum is present. All motions shall require for adoption a majority vote of those present and voting (minimally, a majority of the quorum), except as provided by code or statute.

A vote can be conducted by voice, show of hands or roll call, provided that the vote of each member is recorded, except where a recorded roll call majority is required by code or statute. Proxy voting is prohibited. Any member may request that the Board be polled.

In the case of a tie vote, no action shall be taken.

Voting by telephone *or electronic means* to obtain decisions is prohibited.

Abstentions

A member may abstain from voting. An abstention shall be so recorded and shall not be counted as either an affirmative or a negative vote. Abstentions are to be so recorded, regardless of whether a person speaks for or against a motion prior to stating his/her wish to abstain. *The silence of a member on any vote shall be recorded as an abstention.*

Legal References:

N.J.S.A. 18A:38-8.1 Additional member on board of education to represent board of education in each sending district

Aurentz v. Little Egg Harbor Township Planning Board, 171 N.J. Super. (Law Div. 1979)

King v. Asbury Park Board of Education, 1939-49 S.L.D. 20

Matawan Teachers' Assn. v. Board of Education, 223 N.J. Super. 504 (App. Div. 1988)

Lincoln Park Bd. of Ed. v. Boonton Bd. of Ed., 97 N.J.A.R. 2d (EDU) _____
(May 30)

Little Ferry Bd. of Ed. v. Ridgefield Park Bd. of Ed., 97 N.J.A.R. 2d (EDU)
_____ (July 24)

Green Twp. Bd. of Ed. v. Newton Bd. of Ed., 97 N.J.A.R. 2d (EDU) _____
(August 5)

Adopted: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOL
Springfield, New Jersey 07081

MINUTES OF MEETINGS

The minutes of all meetings of the Board shall be recorded and prepared by the Board Secretary/School Business Administrator as prescribed by law. A copy of the minutes of the previous meeting shall be sent to all board members along with agenda materials. Copies of all minutes shall be posted in each school *and on the website* following Board approval.

All official Board minutes shall be signed by the School Business Administrator/Board Secretary and filed permanently for reference purposes.

Any member of the public wishing to audio or video record a Board of Education meeting shall give notice to the Board Secretary prior to the meeting to be recorded and receive the approval of the presiding officer of the Board.

The minutes of the meetings of the Board of Education shall include:

- A. The classification (regular, adjourned or special), date, and place of meeting;*
- B. The call to order stating time, person presiding and his/her office;*
- C. The record of the roll call of Board members;*
- D. A notation of the presence of the Chief School Administrator, School Business Administrator, Board Secretary, administrators and the public;*
- E. Announcement of notification of the meeting;*
- F. A record of any corrections to the minutes of the previous meetings and the action approving them;*
- G. A record of all communications presented to the Board;*
- H. A record of each motion placed before the Board, the result of the vote, and the vote of each member (if a roll call vote was taken).*

Minutes of Closed Meetings

The minutes of closed meetings must be made available to the public as soon as the reason for confidentiality no longer applies. When a closed meeting deals with more

than one privileged matter, the minutes shall be prepared in such a way that each matter can be separated and disclosed in a timely manner.

Public Access to Minutes

Minutes of all regular meetings shall be available to the public for inspection by the general public except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure. *Minutes will be available at the next regularly scheduled Board of Education meeting in draft form.* New or revised policies or bylaws shall be incorporated into the manual within thirty days of adoption or approval.

The Board Secretary (or other person deemed to be the custodian of public records) shall permit the minutes to be inspected, examined and copied by any person during regular business hours. The Board may charge a fee for copies of the minutes as provided by law.

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-7 Secretary to give notices and keep minutes, etc.
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
N.J.A.C. 6A:8-4.3 Accountability
N.J.A.C. 6A:30-1.4 Evaluation process for the annual review
N.J.A.C. 6A:32-12.1 Reporting requirements

Executive Order No. 9, September 30, 1963; modified by Executive Order No. 11, November 15, 1974

Maurice River Board of Education v. Maurice River Teachers Assn. 193 N.J. Super. 488 (App. Div. 1984)

Matawan Ed. Ass'n. v. Matawan-Aberdeen Ed. Bd., 212 N.J. Super. 328

Liebeskind v. Mayor & Mun. Coun. of Bayonne, 265 N.J. Super. 389, 400-401 (App. Div. 1993)

Atlantic City Convention Center Authority v. South Jersey Publishing Co., Inc., 135 N.J. 53 (1994)

New Jersey Department of State, Division of Archives and Records
Management, School District Records Retention Schedule

Cross References:

3570 District records and reports

9123 Appointment of board secretary

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

BOARD SELF-EVALUATION

The Board of Education shall conduct a self-evaluation annually. The purpose of this evaluation shall be:

1. to improve group skills
2. to improve the quality of decision making
3. To provide a basis for the review of the regular performance of the Board and its individual members.

The self-evaluation shall be performed prior to the seating of the new Board members.

The School Government Committee shall develop or select an instrument to measure the progress toward the achievement of the goals which were previously set as prescribed by policy. The officers of the Board shall collate the results and report them to the full Board in private session.

The Board and the Superintendent shall jointly provide input in the setting of those goals for the coming year and in the discussion of the results of the self-evaluation instrument(s).

The Board, at its discretion, may hire a consultant to assist or advise in the evaluation process.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-2 Powers of board (county vocational schools)

Cross References:

2131 Chief school administrator
9000 Role of the board

Approved: December 16, 1991
Revised: June 30, 1997
Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: GOALS AND OBJECTIVES

The Board accepts the responsibility for coordinating the available resources of home, school and community in a mutual effort to guide every pupil's growth towards becoming a self-respecting individual who can effectively function politically, economically and socially in a democratic society.

The Board is dedicated to ensuring that all students in the district are provided with the necessary skills and competencies for achievement of the Core Curriculum Content Standards.

- A. All children should start school ready to learn.
 - 1. Quality preschool opportunities shall be provided for all children, through collaboration between public schools and community agencies.
 - 2. Parent education programs shall be designed and implemented by the district to assist parents in providing readiness experiences for their school age children.
- B. The high school graduation rate shall be at least 90 percent.
 - 1. The district shall provide least restrictive, alternative programs for pupils who cannot succeed in the regular high school environment, including those students with disabilities.
 - 2. The district shall provide dropout prevention programs for pupils at risk.
- C. Pupils shall leave grades four, eight and 11-12 having demonstrated competency in challenging subject matter including language arts/literacy, mathematics, science, social studies, health and physical education, visual and performing arts and world languages.
 - 1. The district shall implement the state-approved Core Curriculum Content Standards and appropriate assessments to enable pupils to succeed and to evaluate their performance.
 - 2. The district shall provide staff development opportunities to ensure that teachers are adequately equipped to teach challenging and up-to-date subject matter and to implement effective teaching techniques. It shall monitor

teaching staff members progress toward achievement of the required 100 clock hours of continuing education to ensure that they are obtaining and maintaining the skills to help all students achieve the Core Curriculum Content Standards.

- D. Pupils shall learn to use their minds well, so that they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy.
 - 1. The district shall provide students with experiences in higher-level thinking, information processing, the responsibilities of citizenship, and employability skills.
 - 2. All pupils shall demonstrate competency in the skills identified in the cross-content workplace readiness standards.
 - 3. All pupils shall demonstrate respect for racial, cultural, ethnic and religious diversity.
- E. All pupils shall increase their achievement levels in science and mathematics to contribute to our country's ability to compete academically with all other countries of the world.
 - 1. The district shall revise its curriculum offerings in science and mathematics according to state standards.
 - 2. The district shall provide staff training in the teaching of mathematics and science at grades K-12 to increase teachers' understanding of and ability to teach these subjects.
- F. Every adult shall be literate and possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.
 - 1. Adult education programs shall be increased in conjunction with other local districts, community colleges and other educational agencies, to provide greater opportunities for adults to continue learning for work skills, leisure pursuits, intellectual and cultural growth and to assist their children in learning.
 - 2. Business and industry shall be encouraged to collaborate with educational agencies to design and increase access to educational programs for adults, such as flex time, distance learning and interactive technology.
- G. District schools shall be free of drugs and violence and offer a safe, disciplined environment conducive to learning.

1. The district shall develop partnerships with parents to establish the responsibilities of each to create and maintain safe and healthy educational environments for all pupils.
2. The district shall provide programs and staffing to deal with pupils at risk.
3. The school and community shall expand their cooperative efforts to create drug and violence-free environments.
4. All students shall develop a positive view of self and learn to use effective interpersonal skills.

The Board shall develop, in consultation with the chief school administrator and teaching staff members, a written educational plan for the district. This plan shall be reviewed and adopted annually and shall include:

- A. Written educational goals;
- B. An assessment of pupil needs;
- C. Specific annual objectives based on identified needs and action plans to implement them;
- D. Standards for assessing and evaluating the achievement of objectives;
- E. The establishment of reasonable pupil minimum proficiency levels in the areas addressed in the Core Curriculum Content Standards;
- F. An educational program consistent with these goals, objectives, standards and needs;
- G. Evaluation of pupil progress.

Legal References:

- N.J.S.A. 18A:7A-1 Evaluation of performance of each school
N.J.S.A. 18A:7C-2 Boards of education; establishment of standards
N.J.S.A. 18A:7F-1 Comprehensive Education Improvement and Financing Act
N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
- N.J.S.A. 18A:35-1 et seq. Curriculum and Courses
N.J.A.C. 6A:8-1.1 et seq. Standards and Assessment

N.J.A.C. 6A:9-15.1 et seq. Required Professional Development for Teachers
N.J.A.C. 6A:23-1.1 et seq. Finance and Business Services
N.J.A.C. 6A:26-1.1 et seq. Educational Facilities
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-12.2 School-level planning

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Manual for the Evaluation of Local School Districts

Cross References:

1100 Communicating with the public
1120 Board of education meetings
1230 School-connected organizations
1600 Relations between other entities and the district
2131 Chief school administrator
2240 Research, evaluation and planning
3542 Food service
4010 Goals and objectives
4111 Recruitment, selection and hiring
4116 Evaluation
4131/4131.1 Staff development; inservice education/visitations/conferences
4211 Recruitment, selection and hiring
4231/4231.1 Staff development; inservice education/visitations/conferences
5113 Absences and excuses
5120 Assessment of individual needs
5124 Reporting to parents/guardians
6140 Curriculum adoption
6141 Curriculum design/development
6142 Subject fields
6145 Extracurricular activities
6147 Standards of proficiency
6152 Grouping
6156 Instructional planning/scheduling
6160 Instructional services and resources
6162.4 Community resources
6164.2 Guidance services
6164.4 Child study team
6171.1 Remedial instruction
6171.2 Gifted and talented
6171.4 Special education
6300 Evaluation of the instructional program

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: SCHOOL CALENDAR

The Board of Education recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the district.

The Board shall determine annually the days when the schools shall be in session for instructional purposes. Such school calendar shall consist of no fewer than the 180 days of instruction required by law.

The Chief School Administrator shall prepare the school calendar for Board consideration in consultation with teacher and administrator association representatives and the County Superintendent. The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the children of the district.

The Board shall adopt annually a list of religious holidays that shall consist as a minimum of those holidays designated by the commissioner of education.

Legal References:

N.J.S.A. 18A:7F-9 Aid to school districts conditioned on compliance with rules and standards for equalization of opportunity; aid withheld for noncompliance
 N.J.S.A. 18A:11-1 General mandatory powers and duties
 N.J.S.A. 18A:25-3 Teaching, etc., on holidays not required
 N.J.S.A. 18A:36-2 Times when schools are open; determination
 N.J.A.C. 6A:32-8.3 School attendance

Piscataway Twp. Ed. Ass'n v. Piscataway Township BOE, App. Div. opinion,
 Dkt. No. A-7215-95T2, January 24, 1998

Cross References:

2210 Administrative leeway in absence of board policy
 5113 Absences and excuses
 5127 Commencement activities
 6112 School day
 6114 Emergencies and disaster preparedness
 6146 Graduation requirements
 6171.4 Special education

Approved: June 30, 1997
Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: SCHOOL DAY

The length of the school day and the length of periods of instruction at various levels shall be recommended by the Chief School Administrator and set by the Board, and shall be in keeping with requirements of the State Board of Education.

The particular opening and closing hours for levels and/or schools shall also be subject to Board approval. These opening and closing times shall be as uniform as possible at comparable levels throughout the district.

The Chief School Administrator shall recommend for Board approval the length of class periods and the frequency of instruction in individual subjects.

School administrators shall not dismiss school for any part of the school day without the approval of the Chief School Administrator.

Legal References:

N.J.S.A. 18A:36-1 School year
 N.J.S.A. 18A:36-2 Time when schools are open; determination
 N.J.S.A. 18A:36-16 Rules regarding religious holidays
 N.J.A.C. 6A:14-4.1(c) General requirements
 N.J.A.C. 6A:32-8.3 School attendance

Manual for the Evaluation of Local School Districts

Cross References:

2210 Administrative leeway in absence of board policy
 5113 Absences and excuses
 5124 Reporting to parents/guardians
 6111 School calendar
 6114 Emergencies and disaster preparedness
 6141.2 Recognition of religious beliefs and customs
 6146 Graduation requirements
 6171.4 Special education

Approved: August 28, 1989
 Revised: June 30, 1997
 Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: EMERGENCIES AND DISASTER PREPAREDNESS

The Chief School Administrator shall direct the development of plans, procedures and mechanisms for responding to emergencies and crises in the schools that threaten human life and property. He/she shall consult with law enforcement agencies, health and social services agencies and emergency management planners in developing these plans and shall ensure that they provide for the protection of the health, safety and welfare of the school population as well as supportive services for staff, students and their families.

Plans and procedures shall include these elements:

- A. Cooperation with local government agencies in developing and carrying out a school/community disaster plan that includes procedures for building lockdowns when necessary;
- B. Mechanisms for the orderly evacuation of buildings in case of fire or other emergencies;
- C. Means to provide as much protection as possible for children at school and on their way to and from school;
- D. Training in individual self-protection and survival techniques for pupils and staff;
- E. Communicating specific instructions to pupils and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

The Chief School Administrator shall develop and provide an in-service training program for school staff to enable them to recognize and appropriately respond to crises, consistent with the district's plans, procedures and mechanisms for managing crises. The in-service program shall be reviewed and updated annually.

Fire Drills

Fire drills shall be held at least twice each month for all pupils. The Chief School Administrator may order a modification of the fire drills so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

A written statement of procedures and instructions for fire drills shall be formulated by the Chief School Administrator and disseminated to all staff.

Instruction in fire prevention shall be given and emphasized in appropriate courses in the curriculum of the school.

Emergency Closings; Delayed Openings

The Chief School Administrator is authorized by the Board to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

Bomb Scares

The buildings shall be evacuated as for a fire drill. Staff shall follow the procedures established by the chief school administrator to deal with such emergencies.

Legal References:

N.J.S.A. 18A:6-2 Instruction in accident and fire prevention
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:40-12 Closing schools during epidemic
N.J.S.A. 18A:41-1 et seq. Fire drills and fire protection
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:16-1.4(a)14 District policies and procedures
N.J.A.C. 6A:16-5.1et seq. School Safety and Security
N.J.A.C. 6A:16-6.3 Reporting students or staff members to law enforcement agencies
N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation
N.J.A.C. 8:57-1.7 Reporting of diseases occurring in schools

A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (1999 Revisions)

Cross References:

1410 Local units
2210 Administrative leeway in absence of board policy
3541.33 Transportation safety
4131/4131.1 Staff development; in-service education/visitations/conferences
4231/4231.1 Staff development; in-service education/visitations/conferences
5141.6 Crisis intervention

6111 School calendar

6112 School day

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CRISIS PREVENTION AND RESPONSE

The district recognizes that schools are subject to a number of potentially disruptive events, and these events may include major crises.

Being prepared for crises can enhance the district's effectiveness in responding, and therefore it shall be the Chief School Administrator's responsibility to direct the development of a plan that safeguards human life and provides clear direction to the staff for responding to such events which can cause emotional or physical trauma.

Although there is no guarantee that a district or school will ever be completely safe from crime, the district will take the following security measures to lessen the chances of violence occurring on school grounds.

- A. The district will coordinate a district wide school safety and security committee comprised of school officials, law enforcement officials, other youth-service providers, parents and students. The committee will plan what safety measures are needed and how they can be implemented as well as regularly review individual school safety and security measures.
- B. Principals will acquire a greater awareness of security and safety measures in dealing with violent acts or threats, and take greater responsibility in working with the Board of Education and district administrators to implement site security programs.
- C. Each school and the district will develop a comprehensive crisis management plan that incorporates resources available through other community agencies.
- D. A school communications network will be established that links classrooms and playground supervisors with the front office or security staff as well as with local law enforcement and fire departments.
- E. School staff will be informed and regularly updated on safety plans through in-service training. The training will include certificated staff, support staff, part-time employees and substitute teachers, and may include parents and community volunteers.
- F. Access points to school grounds will be limited and monitored during the school day. A single visitor entrance to the school should be electronically monitored or supervised. Visitors shall sign in at the office and wear an

identification pass. Delivery entrances used by vendors will be checked regularly.

- G. Students will be taught to take responsibility for their own safety by reporting suspicious individuals or unusual activity on school grounds or in the schools and by learning personal safety and conflict resolution techniques.
- H. The district will establish a health and social studies curriculum that focuses on the teaching of non-violence, pro-social skills, conflict resolution, law-related education and good decision-making.
- I. The district and each school will develop a written crisis plan and procedures, and will conduct safety drills to insure knowledge of the procedures so that each staff member and student knows what to do in an emergency.

Included in this Crisis Prevention and Response plan should be specific procedures for helping school staff recognize the “warning signs of students at-risk of violence” and reporting procedures. In addition, specific safety drill procedures should be developed to deal with intruders, bomb threats and a hostage situation.

Approved: October 18, 1999

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
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POLICY; CEREMONIES AND OBSERVANCES

The morning opening exercises will include the pledge of allegiance. Those pupils who have religious or conscientious objections may be excused from participating, but must not disrupt the exercises.

Appropriate recognition shall be given in all schools on the last school day preceding *(or the following Monday in the case of Constitution Day and Citizenship Day if September 17th falls on a Sunday)*:

- A. Martin Luther King Jr.'s Birthday;
- B. Lincoln's Birthday;
- C. Washington's Birthday;
- D. Memorial Day;
- E. *Constitution Day and Citizenship Day (Sept. 17)*;
- F. Columbus Day;
- G. Veterans' Day;
- H. Thanksgiving Day.

Suitable exercises are also required by law in all New Jersey public schools in observance of Flag Day (June 14, day of adoption the American flag by the Continental Congress in 1777), Arbor Day (last Friday in April), and Commodore John Barry Day (September 13th). The Board authorizes the Chief School Administrator to conduct school observances in commemoration of other persons and events of special historical significance.

Pupils shall be encouraged to develop and/or take part in events and activities in connection with special "days", "weeks" or "months" proclaimed by the nation, state or community.

Holidays and special events may be recognized in the district's schools so long as such recognition respects the rights and feelings of others and is consistent with law.

Songs and customs, which have come to us from the various elements of our national population, may be used to broaden our pupils' awareness of the many elements that make up our American culture.

Legal References:

- N.J.S.A. 18A:36-3 Display of and salute to flag; pledge of allegiance
- N.J.S.A. 18A:36-4 Period of silence (unconstitutional)

N.J.S.A. 18A:36-6 Observance of flag day
N.J.S.A. 18A:36-7 through -9 Designation of Arbor Day ...
N.J.S.A. 18A:36-10 through -12 Designation of Commodore Barry Day ...
N.J.S.A. 18A:36-13 Patriotic exercises preceding holidays

U.S.C.A. Const. Amends. 1, 14

No Child Left Behind act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

P.L. 108-447 (December 2004) requires all educational institutions that receive Federal funds for fiscal year to hold an educational program on The United States Constitution on September 17, designated "Constitution Day and Citizenship Day."

West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)

Holden v. Elizabeth Board of Education, 46 N.J. 281 (1966)

Lipp v. Morris, 579 F. 2d 834 (1978) (3rd Cir.)

May v. Cooperman, C.A., 780 F.2d 240 (1985)

Karcher v. May, 484 U.S. 72 (1987)

Lee v. Weisman, 505 U.S. 577 (1992)

American Civil Liberties Union v. Blackhorse Pike Regional Board of Education,
84 F.3d 1471 (3rd cir. 1996)

Santa Fe Indep. School District v. Doe, 120 S.Ct. 2266 (June 19, 2000)

Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, United States Department of Education, February 7, 2003

Cross References:

5114 Suspension and expulsion
5127 Commencement activities
5131 Conduct/discipline
6141.2 Recognition of religious beliefs and customs

Approved: August 28, 1989

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ARTICULATION

In order to optimize student achievement of the Core Curriculum Content Standards, the Board of Education shall be responsible for the delivery of educational programs at the elementary and secondary levels using a coherent sequence of activities to prepare all students for employment or postsecondary study upon their graduation.

The Chief School Administrator shall develop programs whereby teachers of the various levels of the district's schools cooperate to achieve smooth transitions from level to level; whereby pupils in the district's schools receive instruction in the same subjects at the same levels as pupils in other districts who will be attending the same high schools; and whereby the transition for district pupils from our elementary schools to the high school is accomplished without unnecessary difficulty for any pupil.

Further, the Chief School Administrator will make every effort to develop a similar relationship with nursery schools from which district kindergarten pupils come.

The Board shall make reasonable efforts to develop articulation agreements with New Jersey colleges and universities to facilitate the delivery of college credit courses to qualified students in the high school.

Legal References:

N.J.S.A. 18A:38-8.1 through -8.3 Additional member on board of education to represent board of education in each sending district

N.J.A.C. 6A:8-1.3 Definitions

N.J.A.C. 6A:8-3.1 Curriculum and instruction

N.J.A.C. 6A:8-3.3 Enrollment in college courses

Manual for the Evaluation of Local School Districts

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
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POLICY: CURRICULUM ADOPTION

The Board of Education shall provide a comprehensive instructional program to serve the needs of the children of this district. In furtherance of this goal and pursuant to law, the board shall annually adopt the existing courses of study. Adoption includes both content and credit allocation. The Board's policy in this respect is to:

- A. Adopt those courses of study mandated by the state in a form acceptable to the State Department of Education. Such courses must include the Core Curriculum Content Standards adopted by the state board of education;
- B. Adopt additional courses of study recommended by the teaching staff and administration in a form acceptable to the state department of education and within the financial means of the district;
- C. Adapt and revise existing courses of study to meet the changing needs of pupils and the community.

Existing courses shall be reviewed at regular intervals and revised as necessary. No course of study shall be eliminated, revised or implemented without the approval of the Board.

The Board directs that the curriculum of this district:

- A. Be consistent with written goals, objectives and identified pupil needs;
- B. Develop individual talents and interests and serve diverse learning styles to motivate pupil achievement;
- C. Provide for continuous learning through effective articulation;
- D. Provide all pupils continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program;
- E. Provide all pupils guidance and counseling to assist in career and academic planning;
- F. Provide a continuum of educational programs and services for pupils with disabilities, pursuant to law and regulation;

- G. Provide bilingual programs for pupils whose dominant language is not English, pursuant to law and regulation;
- H. Provide all pupils equal educational opportunity, pursuant to law and regulation;
- I. Provide career awareness and vocational education, pursuant to law and regulation;
- J. Provide educational opportunities for exceptionally gifted and talented pupils.
- K. Provide educational opportunities for exceptionally gifted and talented pupils*

The Chief School Administrator shall maintain a current list of all courses of study offered by this district; shall furnish each member of the Board of Education with a copy upon request; and shall provide a copy in the district office for public perusal.

Adoption of courses shall be by a recorded roll call majority vote of the full membership of the Board. This includes the courses in the special education and ESL/bilingual programs.

Legal References:

- N.J.S.A. 18A:4-25 Prescribing minimum courses of study for public schools; approval of courses of study
- N.J.S.A. 18A:29A-1 et seq. Teacher recognition
- N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
- N.J.S.A. 18A:35-1 et seq. Curriculum and courses
- N.J.A.C. 6A:8-1.1 et seq. Standards and Assessment
- N.J.A.C. 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
- N.J.A.C. 6A:14-4.1 General requirements
- N.J.A.C. 6A:15-1.1 et seq. Bilingual education
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-2.1 Definitions

Manual for the Evaluation of Local School Districts

Cross References:

- 6141 Curriculum design/development
- 6141.1 Experimental/innovative programs

6142 Subject fields
6142.2 English as a second language; bilingual/bicultural
6143 Curriculum guides
9325.4 Voting method

Approved: August 28, 1989
Revised: June 30, 1997
Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CURRICULUM DESIGN/DEVELOPMENT

The Chief School Administrator shall be responsible to the Board for the development of curriculum to meet identified pupil needs. *The Board shall ensure that curriculum and instruction are designed and delivered in a way that all pupils are able to demonstrate the knowledge and skills set out in the Core Curriculum Content Standards. In addition, the Board shall ensure that appropriate instructional adaptations are designed and delivered for pupils with disabilities, for pupils with limited English proficiency, and for pupils who are gifted and talented.*

The Chief School Administrator shall establish procedures for curriculum development that ensure the effective participation of teaching staff members; pupils, as appropriate to their age and grade; parents/guardians; the community; members of the board; and the use of all available resources. Care shall be taken that certified staff shall not be assigned to teach material outside the limits of their certification and endorsements.

The Chief School Administrator shall report to the Board the objectives, evaluative criteria and costs of each proposed program before seeking Board adoption. New programs and courses of study shall not be acted upon by the Board until the meeting following their presentation, in order for Board members to have an opportunity to review the proposed program.

Criteria by which the board will judge the acceptability of new course offerings include:

- A. Does it address an identified pupil need?
- B. Is it relevant to the board's philosophy and goals and does it offer real possibilities for progress toward these goals?
- C. *Does it satisfy the requirements of the board's school and classroom practices regarding bias and stereotyping?*
- D. If the proposed course replaces an existing program, what defect in the previous program is it designed to overcome?
- E. Does it include measures for determining progress?
- F. *Does it address the necessary study skills?*

G. Has it been thoroughly studied and/or tested by district staff or by another district?
What were the results

H. Has a curriculum guide been completed? If not, when can it be expected?

I. Have the accompanying textbooks been recommended to the Board?

J. Have the costs and time of implementation been reviewed, including in-service training?

A five-year plan for updating curriculum shall be developed and implemented. The Chief School Administrator shall report annually on all progress in curriculum development and the implementation of the five-year curriculum plan at the time of the Board's annual adoption of curriculum.

Legal References:

N.J.A.C. 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards

N.J.A.C. 6A:10A-3.1 et. seq. School district-led standards-based instruction

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-12.1 Reporting requirements

Old Bridge Education Association v. Board of Education of the Township of Old Bridge, Middlesex County

Manual for the Evaluation of Local School Districts

Cross References:

2131 Chief school administrator

5120 Assessment of individual needs

6140 Curriculum adoption

6142 Subject fields

6143 Curriculum guides

6147 Standards of proficiency

6171 Special instructional programs

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
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POLICY: RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS

The Board directs that no religious belief or nonbelief shall be promoted in the regular curriculum or in district-sponsored courses, programs or activities, and none shall be disparaged.

However, the Board recognizes that a genuine and broad secular program of education is furthered by advancement of pupils' knowledge of our society's cultural and religious heritage. Therefore, the several holidays throughout the year that have both a religious and a secular basis may be recognized in the school by use of material having secular or cultural significance.

The instructional program of the school should inform pupils of the many beliefs and customs stemming from religious, racial, ethnic and cultural heritages. Such instruction should be designed to broaden the pupils' understanding of and tolerance for the multiple ways of life enjoyed by the peoples of the world.

Songs and customs that have come to us from the various ethnic, religious and racial elements of our population should be used to broaden our pupils' awareness of the contributions that each segment has made to the composite American culture.

Music, art, literature and drama having religious themes or bases are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of the cultural and religious heritage of the particular holiday.

The use of religious symbols such as a cross, menorah, crescent, Star of David, creche, symbols of Native American religions or other symbols that are part of a religious holiday is permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature.

Any instruction in the school which may be contrary to a pupil's religious beliefs and teachings shall be viewed as optional for the pupil.

The Board shall not prevent, or otherwise deny participation in, constitutionally protected prayer in any district school, consistent with guidance issued by the United States Department of Education and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U.S. Constitution

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:36-16 Rules regarding religious holidays
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:8-3.1 Curriculum and instruction
N.J.A.C. 6A:32-8.3(h) School attendance

U.S.C.A. Const. Amends. 1, 14

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

20 U.S.C.A. 4071 - 4074 - Equal Access Act

Florey v. Sioux Falls School District, 619 F.2d 1311 (8th Cir. 1980)

Lynch v. Donnelly, 465 U.S. 668, (1984)

Edwards v. Aguillard, 482 U.S. 578 (1987)

Lee v. Weisman, 505 U.S. 577 (1992)

Cherry Hill Bd. of Ed., 838 F.Supp. 929 (D.N.J. 1993)

American Civil Liberties Union v. Blackhorse Pike Regional Board of Education,
84 F.3d 1471 (3rd Cir. 1996)

Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (June 19, 2000)

Good News Club v. Milford Central School, 121 U.S. 2093 (2001)

C.H. v. Oliva, 26 F.ed 198 (3rd Cir. 2000) *en banc*, *cert.* denied, June 18, 2001

Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, United States Department of Education, February 7, 2003

Cross References:

1330 Use of school facilities
5113 Absences and excuses
5127 Commencement activities
5131 Conduct/discipline
6115 Ceremonies and observances
6121 Nondiscrimination/affirmative action
6144 Controversial issues

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
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POLICY: INDEPENDENT STUDY

The Board of Education encourages the establishment of independent study programs to the extent that staffing allocations and program development will permit. The Superintendent is directed to develop guidelines for the implementation and evaluation of such independent study programs and to inform pupils and faculties of the Board's position and policy.

The purpose of the independent study program is to provide additional meaningful, individual educational experience for pupils in which they have the opportunity to advance their learning in a specific discipline that is not offered in the existing curriculum or because a conflict in scheduling occurs.

Independent study may vary in length of time from a semester to a year-long duration. These experiences will make available personnel resources, content and materials not available or practical in regular classroom study. Although guidance, contractual procedures, and assessment will be under the leadership of professional personnel at the school, independent study may take the pupil into the greater school community for experiences under the co-sponsorship of people in other professional and university, business, government, or industrial settings.

The range of opportunities for independent study and eligibility is established by an independent advisory board composed of the professional staff, supervisory personnel, and the Assistant Superintendent. Information pertaining to independent study will be provide in the JDHS Program of Studies and Student Handbook, and information will be thoroughly discussed with pupils to ensure their awareness of such programs.

Approved: January 25, 1999

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
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POLICY: FAMILY LIFE EDUCATION

The Board of Education shall maintain a family life education curriculum that provides material suited to each grade level, presented in a manner intended to foster respect for the human body and an understanding of how human sexuality affects personal and family relationships in conformance with the Core Curriculum Content Standards.

The curriculum, developed under the supervision of the Chief School Administrator with the active participation of teachers, administrators, pupils, parents/guardians, physicians, members of the clergy and representative members of the community, shall be available to all parents/guardians. *The Board shall ensure compliance with all requirements of state and federal law concerning the content of the curriculum and distribution of materials*

The Chief School Administrator shall ensure that the curriculum developed is articulated to that of the elementary school(s), so that the transition from elementary to secondary approaches to this material will be easy for all pupils.

Any pupil whose parent/guardian presents to the school principal a signed statement that any part of the instruction in health, family life education or sex education is in conflict with their conscience, or moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given, and no penalties as to credit or graduation shall result therefrom.

The Board urges all parents/guardians to become familiar with these courses and to participate in their development as provided by administrative code.

The Board of Education alone, upon recommendation of the Chief School Administrator, shall determine the content, sequence and materials of family life education.

Legal References:

N.J.S.A. 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979
 N.J.S.A. 18A:35-4.19 through -4.22 "AIDS Prevention Act of 1999"
 N.J.A.C. 6A:8-3.1 Curriculum and instruction
 N.J.A.C. 6A:8-4.2 Documentation of student achievement
 N.J.A.C. 6A:32-12.1 Reporting requirements

Pupil Protection Rights Amendment - 20 U.S.C. 1232h

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

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Cross References:

1220 Ad hoc advisory committees
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141.6 Crisis intervention
6122 Articulation
6140 Curriculum adoption
6142 Subject fields
6142.13 HIV prevention education
9130 Committees

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ENGLISH AS A SECOND LANGUAGE: BILINGUAL PROGRAMS

The Board shall provide English as a second language (ESL) and/or bilingual programs of instruction for pupils who:

- A. Do not speak English and need instruction toward mastery of the English language;
- B. Speak a language other than English, are more capable of performing school work in that language, and need their basic educational program taught in that language.

The Chief School Administrator shall develop procedures in accordance with administrative code to determine which pupils would benefit from ESL and/or bilingual programs and to involve school staff, parents/guardians and community members in reviewing programs to determine which would best meet these pupils' needs.

The goal of ESL programs is to assist pupils to achieve fluency (including listening, comprehension, speaking, reading, and writing skills) in English. The goal of the bilingual program is to permit pupils to learn subject matter in their primary language while developing English language skills. *The goal of all such programs shall be achievement of the Core Curriculum Content Standards.*

All district high school students of Limited English Proficiency (LEP) shall satisfy both state and district requirements for graduation, except that any LEP student may demonstrate attainment of state minimum levels of proficiency through passage of the Special Review Assessment process in his/her native language and an English fluency assessment approved by the Department of Education or passage of the SRA process in English with appropriate accommodations.

Parents/guardians of pupils of limited English speaking ability shall be notified by mail of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services education program. This written notice shall include the information that the parents may choose to decline to enroll their child into the bilingual program.

Communication with parents/guardians of pupils in these programs shall be in writing and in both English and their primary speaking language. Reports of pupil progress shall be made to parents/guardians on the same schedule as reports of pupils in the regular program.

The Chief School Administrator shall direct development of an annual plan for ESL and/or bilingual education that is in compliance with state guidelines. The Board will review and approve the plan at a public meeting. The Board must adopt the courses of study for ESL and bilingual programs in the same manner in which it adopts the curriculum for the regular program. In order to receive the state-endorsed high school diploma, Limited English Proficient (LEP) pupils must meet the district's graduation requirements.

Pupils enrolled in district bilingual or ESL programs shall be assessed annually for exit from such programs, using indicators described in the administrative code. Whenever it is determined that a pupil should exit from the bilingual program, parents/guardians shall be notified by mail.

Parents/guardians may remove a pupil who is enrolled in a bilingual education program at any time; except that during the first three years of the pupil's participation in a bilingual education program, he/she may only be removed at the end of each school year. Removal prior to the end of the school year shall be approved by the County Superintendent. If the County Superintendent determines that the pupil should remain in the bilingual education program until the end of the school year, the parents/guardians may appeal that decision to the Commissioner of Education/designee pursuant to law. The Commissioner shall render a decision within 30 days of the filing of the appeal.

The Board may petition the Commissioner of Education to waive the requirement for a full-time bilingual program when it can demonstrate that it would be impractical to provide such a program, due to the age range, grade span or geographic location of the eligible pupils.

Legal References:

N.J.S.A. 18A:35-15 et seq. Bilingual education programs
N.J.A.C. 6A:5-1.1 et seq. Regulatory Equivalency and Waiver
N.J.A.C. 6A:8-4.1 Statewide assessment system
N.J.A.C. 6A:8-5.1 Graduation requirements
N.J.A.C. 6A:9-1.1 et seq. Professional Licensure and Standards
N.J.A.C. 6A:15-1.1 et seq. Bilingual Education
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

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Cross References:

5120 Assessment of individual needs
5124 Reporting to parents/guardians
6121 Nondiscrimination/affirmative action
6146 Graduation requirements
6147 Standards of proficiency
6147.1 Evaluation of individual student performance
6171.2 Gifted and talented
6171.3 At-risk and Title 1

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
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POLICY: PHYSICAL EDUCATION AND HEALTH

The Board directs that the district's curricular and extracurricular programs of physical education and activities comply with the district's Affirmative Action resolution and Equity Plan for school and classroom practices as stipulated in policies 2224, 5145.4, 6121 and 6145 in this manual. *The Board shall ensure that the comprehensive health and physical education curriculum addresses all elements required by the Core Curriculum Content Standards.*

In general, physical education classes shall not be divided on the basis of sex. The quality and quantity of teachers, equipment and facilities shall be equivalent among the schools and comparable from level to level, taking into account the needs of the pupils.

Members of district interscholastic athletic teams may be excused from participation in the physical activities part of their physical education program without loss of graduation credit on the request of their coach on any day on which they are designated to participate in a regularly scheduled game. The Chief School Administrator shall approve procedures by which coaches will inform the physical education department, on the day in question, of the specific pupils to be excused.

The Superintendent will consider on a case-by-case basis requests from pupils or their parents/guardians in the case of minors for permission to satisfy the physical education requirement through an alternative program of athletics or physical education activities that meets the requirements of law and is consistent with the district's physical education program goals and instructional objectives.

Legal References:

- N.J.S.A. 18A:6-111 et seq. Instruction in Suicide Prevention
- N.J.S.A. 18A:6-113 Instruction in suicide prevention in public school Curriculum
- N.J.S.A. 18A:35-4.19 through —4.22 “AIDS Prevention Act of 1999”
- N.J.S.A. 18A:35-5 through — 9 Maintenance of physical training courses; features ...
- N.J.A.C. 6A:7-1.7 Equality in school and classroom practices
- N.J.A.C. 6A:8-3.1 Curriculum and instruction
- N.J.A.C. 6A:8-5.1 Graduation requirements
- N.J.A.C. 6A:9-5.19 Athletics Personnel
- N.J.A.C. 6A:9-11.8 Health and physical education
- N.J.A.C. 6A:32-9.1 Athletics Procedures

N.J.A.C. 6A:16-2.1 et seq. General Provisions for School Health Services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

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The Comprehensive Equity Plan, New Jersey State Department of Education

Cross References:

2224 Nondiscrimination/affirmative action

5145.4 Equal educational opportunity

6121 Nondiscrimination/affirmative action

6142 Subject fields

6145.1/6145.2 Intramural competition; interscholastic competition

6146 Graduation requirements

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ACADEMIC INTERVENTION PROGRAM

In order to provide district pupils with the basic tools necessary for achievement of the Core Curriculum Content Standards, the Board directs development of strong basic skills courses at all levels of the schools. *Each pupil shall have supplemental instruction in reading, writing and/or mathematics skills appropriate to his/her grade and achievement level until all have satisfied the basic requirements for high school graduation.*

The Chief School Administrator shall work with staff to:

- A. Assure the Core Curriculum Content Standards are infused into the curriculum for all grade
- B. Actively seek innovative and remedial programs to ensure that all district pupils acquire appropriate skills suited to their grade level and capacity.

All elementary pupils will be assessed for achievement of appropriate grade level skills. Each pupil identified as having the need for preventive and/or remedial instruction shall participate in the Academic Intervention Program designed to meet his/her identified needs.

The district shall administer state tests as required by law and code and may administer standardized tests as appropriate to determine student achievement levels in basic skills. A child shall participate in a remedial education program as long as he/she does not meet minimum proficiency levels.

Legal References:

N.J.S.A. 18A:35-4.9 Pupil promotion and remediation; policies and procedures
 N.J.A.C. 6A:8-1.1 et seq. Standards and Assessment
 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Hawkins-Stafford Elementary and Secondary Schools Improvement
 Amendments of 1988 (P.L. 100-297)

Cross References:

6122 Articulation
 6140 Curriculum adoption

6141 Curriculum design/development
6142 Subject fields
6142.2 English as a second language; bilingual/bicultural
6146 Graduation requirements
6171.1 Remedial instruction
6171.3 At-risk and Title 1
6171.4 Special education

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: TECHNOLOGY

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

ACCEPTABLE USE OF THE INTERNET

Purpose

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The Board designates the Chief School Administrator as the coordinator of the district system. He/she shall recommend to the Board of Education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

World Wide Web

All students and employees of the Board shall have access to the Web through the district's networked or stand alone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Classroom E-mail Accounts

Students in grades K-8 shall be granted e-mail access through classroom accounts only. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

Individual E-mail Accounts for Students

Students in grades K-8 may have individual accounts at the request of teachers and with the consent of parents/guardians. An individual account for any such student shall require an agreement signed by the student and his/her parent/guardian.

Students in grades 9-12 may be granted individual e-mail accounts and dial-up access to the system. An agreement shall be required for an individual e-mail account and must be signed by the student and his/her parent/guardian.

Individual E-mail Accounts for District Employees

District employees shall be provided with an individual account and dial-up access to the system. An agreement shall be required.

Supervision of Students

Student use of the Internet shall be supervised by qualified staff.

District Web Site

The Board authorizes the Chief School Administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Individual schools and classes may also establish web sites that include information on the activities of that school or class. The building principal shall oversee these web sites.

The Chief School Administrator shall publish and disseminate guidelines on acceptable material for these web sites. The Chief School Administrator shall also ensure that district and school web sites do not disclose personally identifiable information about students without prior written consent from parents/guardians. Consent shall be obtained on the form developed by the state department of education. "Personally identifiable information" refers to student names, photos, addresses, e-mail addresses, phone numbers and locations and times of class trips.

Parental Notification and Responsibility

The Chief School Administrator shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

Acceptable Use

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet “chat room” conversations.

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

Implementation

The Chief School Administrator shall prepare regulations to implement this policy.

Legal References:

N.J.S.A. 2A:38A-1 et seq Computer System
N.J.S.A. 2C:20-25 Computer Related Theft
N.J.S.A. 18A:7A-11 Annual report of local school district; contents;
annual report of commissioner; report on improvement of basic skills
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited
N.J.A.C. 6A:10A-1.1 et seq Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

17 U.S.C. 101 United States Copyright Law

47 U.S.C. 254(h) Children’s Internet Protection Act

N.J. v. T.L.O. 469 U.S. 325 (1985)

O’Connor v. Ortega 480 U.S. 709 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Manual for the Evaluation of Local School Districts

Cross References:

1111 District publications
3514 Equipment
3570 District records and reports

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CAREER EDUCATION

The Board of Education believes that constructive attitudes and concepts involving the dignity of all kinds of work belong in the curriculum from the beginning grades. Therefore, in fulfillment of the Core Curriculum Content Standards, the Board shall develop and implement a comprehensive guidance and counseling system that facilitates career awareness and exploration for all students. The Board shall ensure that educational programs shall continuously expose pupils to the nature of the wide variety of careers available. The cross-content workplace readiness standards shall be infused into the curriculum throughout the grades in age appropriate activities. When any hands-on experience requires use of power tools, etc., all eye protection and other appropriate safety regulations shall be observed.

Career Education and Counseling

The Board shall develop and implement a comprehensive guidance and academic counseling program for all students to facilitate career awareness, exploration, and preparation. This program shall:

- A. Be linked to the Core Curriculum Contents Standards;
- B. Be infused throughout the K-12 curriculum;
- C. Be supported by professional development programs;
- D. Take into consideration the academic, career and personal/social development of the student; and
- E. Ensure that students with disabilities (age 14 or younger), if determined appropriate by IEP, have career and academic counseling coordinated with transitional services in accordance with N.J.A.C. 6A:14-3.7.

The Board shall develop and implement curriculum and instructional methods that:

- A. Are integrated with technological literacy;
- B. Provide all students with an understanding of the career application of knowledge and skills learned in the classroom; and
- C. Provide all students with the opportunity to apply knowledge and skills learned in the classroom to real or simulated career challenges.

The Board will develop and implement for all students a system of career development activities that:

- A. Offers the opportunity to explore career interests within, but not limited to, arts and humanities; business and information systems; mathematics, science and technology; and health and human services;
- B. Addresses district resources, community needs and student interest;
- C. Allows the Board to select an appropriate delivery format that may include an integrated curriculum based on the Core Curriculum Content Standards or specialized programs that reflect the needs of students and the community; and
- D. Instills the concept of the need for continuous learning throughout one's life.

The Board shall offer all high school students the opportunity to explore career interests by participation in structured learning experiences that are linked to the Core Curriculum Content Standards. The structured learning experiences shall:

- A. Have identifiable educational goals which support the CCCS particularly in the areas of career education; consumer, family and life skills; and technological literacy;
- B. Provide that students are supervised by school personnel in accordance with the requirements identified in the Professional Licensure and Standards rules at N.J.A.C. 6A:9-13.19 through 13.22.
- C. Be conducted at sites registered with the Department of Education via the work Registration System.

Vocational-Technical Education Programs

For purposes of this policy, "vocational-technical education" means an organized educational program that offers a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers in current or emerging employment sectors. It includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills of individuals. To ensure that all students have access to vocational-technical instruction the Board shall:

- A. Guarantee all students the right to apply and, if accepted, attend a county vocational school. The sending district shall be responsible for the tuition and transportation cost;
- B. Permit students to enroll in programs of vocational instruction outside the residence district as long as the resident district agrees to pay tuition and transportation costs, does not offer an identical type of program; and the program of vocational instruction has space available;
- C. Provide that students shall be admitted for enrollment in classes and provided instruction on the basis of their potential for achieving the occupational or other objectives of such instruction; and
- D. Allow county vocational schools and their designated representatives reasonable opportunity, during school hours, to present information about the

county vocational schools' programs to students in local districts in grades six through 12.

Vocational-Technical Instruction

Vocational-technical instruction shall be designed to prepare individuals:

- A. For life skills and paid employment as skilled workers or technicians or paraprofessionals in recognized occupations and in new or emerging occupation;
- B. For enrollment in advanced or highly skilled vocational-technical education programs;
- C. For making informed and meaningful occupational choices; and
- D. To achieve and combination of the above objectives.

The district Board of Education or institution of higher education responsible for vocational technical education shall:

- A. Employ and supervise teachers;
- B. Determine whether students qualify for admission to classes;
- C. Determine the content and organization of courses and curricula;
- D. Provide vocational-technical education for students with disabilities in accordance with the student's individual education plan;
- E. Include special education programs and services designed to enable academically or economically limited students or students with disabilities to achieve the vocational-technical education programs' objectives;
- F. Provide academically or economically limited students or students with disabilities, who cannot benefit from regular vocational-technical education programs, special programs of vocational instruction that include special instructional devices and techniques and supplementary services as are necessary to enable those students to achieve their career objectives;
- G. Work in coordination with the State Board of Education and in cooperation with local private agencies, organization and institutions having responsibility for the education of academically or economically limited students or students with disabilities to plan, develop, establish and administer vocational-technical education programs and services; and
- H. Ensure soundness and quality of vocational-technical instruction by the application of the content standards required by law according to N.J.A.C. 6A:19-6.8.

The Chief School Administrator shall seek and use all available state, federal and private sources of revenue for the financial support of vocational-technical education in this district. The CSA will develop regulations by which the vocational-technical education program shall be annually evaluated. This evaluation shall consist of the following as defined in N.J.A.C. 6A:19-2.6:

- A. An analysis of the achievement of academic competencies of program concentrators and completers;
- B. An analysis of the achievement of technical competencies of program concentrators;
- C. An analysis of program completion;
- D. An analysis of gender equity and student participation in programs leading to nontraditional training and employment;
- E. An analysis of placement status of program completers; and
- F. A plan to improve each of the program elements if they fall below the specified program performance indicators.

All pupils participating in vocational-technical education programs supervised by this Board or in shared-time programs are considered to be regularly enrolled in the schools of this district, and subject to the policies and rules of this Board, including rules regarding attendance for those periods when they are not assigned to outside work projects or other classes.

Legal References:

- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:38-36 Employment certificates to part-time pupils
- N.J.S.A. 18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.S.A. 18A:54E-1 Business and school partnerships
- N.J.A.C. 6A:7-1.7 Equality in school and classroom practices
- N.J.A.C. 6A:8-2.2 Authority for the state plan for vocational education
- N.J.A.C. 6A:8-3.2 Career education and counseling
- N.J.A.C. 6A:8-5.1 Graduation requirements
- N.J.A.C. 6A:9-1.1 et seq. Professional Licensure and Standards
- N.J.A.C. 6A:19-1.1 et seq. Vocational – Technical Education Programs and Standards
- N.J.A.C. 6A:23-3.3 Method of determining tuition rates for county vocational schools
- N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of Facilities
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-12.1 Reporting requirements
- N.J.A.C. 6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts

New Jersey Cross-Content Workplace Readiness Curriculum Framework: A Road Map for Learning, NJDOE, <http://www.state.nj.us/njded/frameworks/ccwr/>, Appendix B

Cross References:

3220/3230 State funds; federal funds
3516 Safety
5142 Pupil safety
5145.4 Equal educational opportunity
6010 Goals and objectives
6121 Nondiscrimination/affirmative action
6141 Curriculum design/development
6142.2 English as a second language; bilingual/bicultural

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: HIV PREVENTION EDUCATION

The Board of Education believes HIV education should be integrated into the comprehensive health education curriculum, but may also be applied to other curriculum areas.

The district HIV education program must address, at a minimum, the nature, transmission, prevention and effects of the disease. The program shall be provided through a coordinated sequential elementary and secondary curriculum, taking into consideration the age, growth, development and maturity of the pupils and the subject matter of the course. Development of the program should take into account the instructional needs of all pupils in the district.

The Chief School Administrator shall ensure that the information presented as a part of the HIV prevention education program is articulated in such a way that transition from grade to grade in the elementary schools and from elementary to secondary approaches to the material will be appropriate for all pupils.

The Chief School Administrator shall be responsible for the preparation and development of an HIV prevention education program, with active consultation and participation of an advisory committee* consisting of teachers, administrators, parents/guardians, pupils (as appropriate), physicians, members of social and health service agencies, members of the clergy and representative members of the community. The Board shall appoint the members of the committee upon the recommendation of the Chief School Administrator. The advisory committee shall be responsible for reviewing the instructional program and all materials to be used and, through the Chief School Administrator, of recommending same for Board adoption.

The Chief School Administrator shall ensure that all staff involved in teaching the HIV prevention education program are properly certified for the subject area in which they are teaching and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided.

The Chief School Administrator shall establish a process for evaluating and updating the HIV prevention education program to incorporate new information. Any such revisions shall be implemented after consultation with and review by an advisory committee as described above.

The Board of Education alone, upon the recommendation of the Chief School Administrator, shall determine the content, sequence, and materials of the HIV

prevention education program. The Board shall ensure compliance with all requirements of state and federal law concerning the content of the curriculum and distribution of materials.

Legal References:

N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
N.J.S.A. 18A:35-4.7 Parents statement of conflict with conscience
N.J.S.A. 18A:35-4.19 "AIDS Prevention Act of 1999"
N.J.S.A. 26:5c-1 et seq. Acquired Immune Deficiency Syndrome
N.J.A.C. 6A:8-3.1(d) Curriculum and instruction
N.J.A.C. 6A:16-2.1(a)7 Health services policy and procedural requirements
N.J.A.C. 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection
N.J.A.C. 12:100-4.2 Safety and Health Standards for Public Employees
(Adoption by reference)

29 CFR 19910.1030 - Bloodborne Pathogen Standard

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

S. T. v. Board of Education of the City of Millville, 1986 S.L.D.
(December 24), aff'd St. Bd.

Cross References:

1220 Ad hoc advisory committees
4131/4131.1 Staff development; inservice education/visitations/conferences
5124 Reporting to parents/guardians
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141 Health
5141.2 Illness
5145.4 Equal educational opportunity
6122 Articulation
6140 Curriculum adoption
6141 Curriculum design/development
6142 Subject fields
6142.1 Family life education
6142.4 Physical education and health
6144 Controversial issues
6146 Graduation requirements
6161.2 Complaints regarding instructional materials
6300 Evaluation of the instructional program

Approved: February 27, 1989

Revised: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

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POLICY: CURRICULUM GUIDES

The Chief School Administrator shall oversee development of curriculum guides for every course and area of study for every grade level. Each guide shall contain objectives for concepts and skills to be taught and attitudes to be developed; necessary study skills; suggested materials and activities designed to achieve all of these; and evaluation criteria intended to test the extent to which learning objectives have been met. *Curriculum guides shall include all requirements of the Core Curriculum Content Standards.*

Teachers shall use the guides as the core of their instructional planning. It shall be the responsibility of the building principal to ensure that curriculum guides are being followed.

A copy of each guide in use shall be kept on file in the central administrative offices. Such guides shall be available for public inspection.

Because curriculum guides are the means of implementing instruction in courses adopted by the Board as the curriculum of the district, the Board shall approve any new curriculum guides or any revision to an existing guide before they are put into effect.

Legal References:

N.J.A.C. 6A:8-1.3 Definitions
 N.J.A.C. 6A:8-2.1 et seq. The Core Curriculum Content Standards
 N.J.A.C. 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards
 N.J.A.C. 6A:8-5.1 Graduation requirements
 N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

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Cross References:

6122 Articulation
 6140 Curriculum adoption
 6141 Curriculum design/development
 6142 Subject fields
 6142.2 English as a second language; bilingual/bicultural
 6147 Standards of proficiency

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

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POLICY: LESSON PLANS

All teachers are required to maintain and use an updated curriculum guide for preparation of lesson plans for each subject taught. Lesson plans must include objectives which specify what pupils should know, or be able to do, at the completion of that lesson. Lesson plans should be prepared in enough detail with enough clarity to enable a substitute teacher to carry on the program during the absence of a teacher.

When the teacher plans to use materials not included in the curriculum guide, he/she should list these materials in the lesson plan.

The building principal shall check lesson plans on a regular basis.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-2 Powers of board (county vocational schools)
N.J.A.C. 6A:8-2.1 et seq. The Core Curriculum Content Standards
N.J.A.C. 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

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Cross References:

4115 Supervision
4116 Evaluation
4121 Substitute teachers
6010 Goals and objectives
6142 Subject fields
6143 Curriculum guides

Approved: June 30, 1997
Revised: August 18, 2008

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POLICY: CONTROVERSIAL ISSUES

Any discussion of controversial issues in the classroom shall be conducted in an unprejudiced and dispassionate manner designed to foster a spirit of inquiry. Such discussion shall not:

- A. Disrupt the educational process;
- B. Fail to match the maturity level of the pupils;
- C. Be unrelated to the goals of the board and the appropriate curriculum guide;
- D. Present any one opinion as definitive.

If teachers wish to supplement the course guide with material that may be of a controversial nature, i.e., subject to interpretation as obscene, profane, doctrinaire or inappropriate, each in relation to the maturity level of the class, they should review the material with the principal first. In doubtful cases, the Chief School Administrator may present the matter for board consideration.

In determining speakers to be invited for a class or school-wide program, the must consider whether:

- A. The speaker is controversial for any reason;
- B. The topic is controversial, or sensitive, or known to arouse strong community feelings;
- C. The proposed speaker would gain an advantage by having a "captive" audience.

When public employees make statements pursuant to their official duties: in the classroom, at board meetings, and at other meetings related to educational issues affecting the district, the employees are not speaking as citizens for First Amendment purposes, and the Constitution does not insulate their communications from employer discipline (Garcetti v. Ceballos).

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:36-34 Written approval required prior to acquisition of certain survey information from students

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Pupil Protection Rights Amendment - 20 U.S.C. 1232h

Tenure Hearing of William Lee Johnson, Clearview Regional School District, 79 S.L.D. 267; 79 S.L.D. 273 aff'd with deletion of paragraph

Garcetti v. Ceballos 2006 U.S. LEXIS 4341 (May 2006)

Cross References:

1312 Community complaints and inquiries

5145 Rights

6115 Ceremonies and observances

6141.2 Recognition of religious beliefs and customs

6145.3 Publications

6161.1 Guidelines for evaluation and selection of instructional materials

6161.2 Complaints regarding instructional materials

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
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POLICY: EXTRACURRICULAR ACTIVITIES

The Board believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

The purpose of extracurricular activities shall be:

- A. To develop useful new capabilities in pupils that can lead to extension of career opportunities;
- B. To develop pupil initiative and provide for the exercise of responsibility;
- C. To develop leadership capabilities and good organizational skills;
- D. To aid pupils in the social skills;
- E. To enable pupils to explore a wider range of individual interests than might be available in the regular program.

For purposes of this policy, "extracurricular activities" shall be those activities that are sponsored or approved by the board but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

Equal access to school facilities shall be granted to all activities that meet this definition.

The Chief School Administrator shall prepare procedures to implement an extracurricular program which shall:

- A. Assess the needs and interests of the pupils of this district;
- B. Ensure the provision of competent guidance and supervision by staff;
- C. Guard against the exploitation of pupils;

- D. Provide for a variety of experiences and a diversity of organizational models;
- E. Provide for the continuing evaluation of the extracurricular program and staff;
- F. Ensure that all extracurricular activities are open to all eligible pupils and that all pupils are fully informed of the opportunities open to them.

The guidance goal for each pupil shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the pupil. Guidance is necessary to encourage nonparticipants, and to prevent the overenthusiastic from emphasizing activities at the cost of their academic performance.

Only persons *employed and/or approved by* Board of Education shall be permitted to organize district pupils during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

No activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Chief School Administrator. Fund-raising activities of extracurricular groups must be approved by the *Superintendent*.

All pupils in good disciplinary and academic standing shall have equal access to all extracurricular activities regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

Good Disciplinary Standing

Good disciplinary standing shall mean that a pupil is not eligible to participate while serving a detention or suspension. Pupils who serve a substantial number of detentions, suspensions or a combination of the two during one term may be found not eligible to participate the following term.

- A. When a pupil already participating in an extracurricular activity is reported for an infraction of the rules for pupil conduct, the principal shall appoint a staff committee to consider whether the pupil shall be removed from any or all extracurricular activities.
- B. If a pupil was in bad disciplinary standing the previous term, the principal shall refer the matter to a staff committee to determine whether the pupil shall be permitted to participate during the current term.

Good Academic Standing

Interscholastic athletes must meet NJSIAA regulations concerning academic eligibility in order to practice and compete with their teams.

Attendance

The district's attendance policy shall also apply.

Implementation

The Chief School Administrator shall direct development of detailed regulations to ensure equitable implementation of this policy. Particular care shall be taken to ensure that all extra-curricular programs and their operation comply with district equity requirements. Participation in academically related coaching or tutoring groups may be exempt from the eligibility requirement at the chief school administrator's discretion.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
N.J.S.A. 18A:19-14 Funds derived from pupil activities
N.J.S.A. 18A:35-20 Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs
N.J.S.A. 18A:42-5, -6 Certain student organizations declared harmful ...
N.J.S.A. 34:13A-1 et seq. New Jersey Employer-Employee Relations Act
N.J.A.C. 6A:7-1.1 et seq. Managing for Equality and Equity in Education
N.J.A.C. 6A:8-3.2 Career education and counseling
N.J.A.C. 6A:9-5.19 Athletics personnel
N.J.A.C. 6A:16-2.2 Required health services
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-9.1 et seq. Athletics Procedures
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 4071-4074 - Equal Access Act

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

Krupp v. Bd. of Ed. of Union County Reg. H.S. Dist. #1, 278 N.J. Super. 31 (App. Div. 1994) cert. den. 140 N.J. 277 (1994)

Good News Club v. Milford Central School, 121 U.S. 2093 (2001)

NJSIAA Constitution, Bylaws, Rules and Regulations

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Cross References:

1210 Community organizations
1320 Participation in out of school community activities
1322 Contests for pupils
2224 Nondiscrimination/affirmative action
3453 School activity funds
5113 Absences and excuses
5126 Awards for achievement
5131 Conduct/discipline
5136 Fund-raising activities
5145.4 Equal educational opportunity
6010 Goals and objectives
6142 Subject fields
6142.5 Travel and exchange programs
6142.12 , Career education
6145.1/6145.2 Intramural competition; interscholastic competition

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

**POLICY: INTRAMURAL COMPETITION; INTERSCHOLASTIC
COMPETITION**

The Board considers all competitive extracurricular activities--academic, artistic and athletic--an integral part of the total educational program. Competitive activities shall be under the same administration and control as the rest of the school program and closely articulated with it.

Competitive activities can provide pupils with valuable experiences and opportunities. In this district, the emphasis in any competition--intramural or interscholastic--shall be on providing such experiences and opportunities rather than on producing winning teams or providing entertainment. Practice for or performance in any competitive event shall not interfere with the regular educational program.

The Board shall approve all proposed interscholastic competition, either as a schedule or as a discrete event, whichever is appropriate. The Board must approve membership in any leagues, associations and conferences, and any agreements with other schools for a series of games or events. The Chief School Administrator shall approve contests of any kind between and among the schools of the district.

The Board shall appoint coaches, advisors, physicians and other necessary supervisory personnel upon recommendation of the Chief School Administrator. The Chief School Administrator shall also ensure that training programs/regulations are developed for all extracurricular athletic activities and that all physical facilities involved in any competition in which district schools take part shall be adequate, safe and sanitary.

Public recognition shall be given to participants in academic or artistic competitions in the same measure as to athletic competitors. The district's Affirmative Action resolution and Plan for Equity in school and classroom practices shall apply to determining eligibility for competition, approval of each competitive activity in which pupils officially represent the district, and district expenditure to provide facilities and coaches.

Parental Consent

No pupil may participate in a school-sponsored physical activity outside the regular physical education curriculum without a signed consent form from a parent/guardian naming the activity and acknowledging that the activity may be hazardous.

Academic Eligibility

Academic standards for eligibility shall be those established by policy 6145 Extracurricular activities.

Attendance Standards

Attendance standards shall be those set in policy 5113 Absences and excuses. In particular, a pupil shall not participate in a performance, exhibition, practice or athletic event unless he/she has been present in school that day or has been absent for an excused reason other than for sickness.

Disciplinary Standards

Disciplinary standards are based on board policies 5114 Suspension and expulsion and 5131 Conduct/discipline. Pupils on disciplinary probation or serving a detention or suspension may not practice, perform or compete. The Chief School Administrator and the building principal shall decide at the end of a probation or suspension whether the pupil may return to practice and competition.

Special Education Pupils

To participate in interscholastic competition, special education pupils must meet the same requirements listed above in conformity with IEPs.

Physical Eligibility

All pupils in grades six through 12 participating in intramural or interscholastic athletics must be given a medical examination within 365 days prior to the first practice session, with a health history update if the examination was completed more than 60 days prior to the first practice session of the first sport participated in. The medical examination shall be given at the student's medical home, as defined in file code 5141.3 Health examinations and immunizations. If a student does not have a medical home, the school physician shall conduct the medical examination. Examinations shall be made available throughout the school year consistent with the district athletic schedule. The examination shall be documented on the form approved by the Commissioner of Education and include, as a minimum, the components listed in the administrative code. In the event a private physician is used, the medical examination shall not be at the expense of the board of education.

The parents/guardians shall be sent written notification signed by the examining physician testifying to the pupil's physical fitness to participate in athletics. The reason for the physician's disapproval of the pupil's participation shall be included in the notification. The health findings of the medical examination for participation in athletics shall be made part of the general health examination record.

The Chief School Administrator shall present to the Board for adoption procedures for administration of the required medical examination. The procedures for the medical examination to determine the fitness of a pupil to participate in athletics shall include a form for a medical history to be filled out and returned by a parent/guardian and a form to be filled out by the examining physician.

The medical examination to determine the fitness of a pupil to participate in athletics shall include, as a minimum, the following:

- A. A medical history questionnaire, completed by the parent/guardian of the pupil, to determine if the pupil:
 - 1. Has been medically advised not to participate in any sport, and the reason for such advice;
 - 2. Is under a physician's care and the reasons for such care;
 - 3. Has experienced loss of consciousness after an injury;
 - 4. Has experienced a fracture or dislocation;
 - 5. Has undergone any surgery;
 - 6. Takes any medication on a regular basis, the names of such medication and the reasons for such medication;
 - 7. Has allergies including hives, asthma and reaction to bee stings;
 - 8. Has experienced frequent chest pains or palpitations;
 - 9. Has a recent history of fatigue and undue tiredness;
 - 10. Has a history of fainting with exercise;
 - 11. Has a history of family members dying suddenly.
- B. A physical examination which shall include, as a minimum, no less than:
 - 1. Measurement of weight, height, and blood pressure;
 - 2. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;
 - 3. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;

4. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
5. Examination of the nose to assess the presence of deformity which may affect endurance;
6. Assessment of the neck to determine range of motion and the presence of pain associated with such motion;
7. Examination of chest contour;
8. Auscultation and percussion of the lungs;
9. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
10. Assessment of the abdomen with attention to the possible presence of hepatomegaly,
11. Assessment of the back to determine range of motion and abnormal curvature of the spine;
12. Examination of extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
13. Examination of the testes to determine the presence and descent of both testes, abnormal masses or configurations, or hernia;
14. Assessment of physiological maturation;
15. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

Insurance

The Board will cover each participant in interscholastic football with insurance coverage as recommended by the current insurance carrier. All other interscholastic activities shall be covered at the recommendation of the insurance advisor and Chief School Administrator.

Parents/guardians shall be strongly encouraged to participate in the supplemental pupil accident insurance program offered by the Board.

Good Sportsmanship

The Board believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area.

It is especially important that the Athletic Director and coaches accept the responsibility for encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators. Coaches shall include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the schools of this district and that poor sportsmanship will be disciplined.

Parents/guardians and other adult spectators shall also be encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events.

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in students, staff or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

The Chief School Administrator shall prepare regulations on good sportsmanship and ensure their dissemination to students, parents/guardians and the community.

Legal References:

- N.J.S.A. 5:17-1 et seq. Athletic code of conduct permitted; "youth sports event" defined...
- N.J.S.A. 18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
- N.J.S.A. 18A:26-2.1 et al. Supervisory certificate required for appointment as director of athletics
- N.J.S.A. 18A:36-20 Discrimination; prohibition
- N.J.S.A. 18A:40A-1 et seq. Substance abuse
- N.J.S.A. 18A:42-2 School orchestra not to compete with civilian musicians; exceptions
- N.J.S.A. 18A:43-1 Accident insurance for pupils authorized
- N.J.A.C. 6A:7-1.4 Responsibilities of the district board of education
- N.J.A.C. 6A:7-1.7 Equality in school and classroom practices
- N.J.A.C. 6A:9-5.19 Athletics personnel
- N.J.A.C. 6A:16-1.4(a)6 District policies and procedures
- N.J.A.C. 6A:16-2.1 et seq. General Provisions for School Health Services
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-9.1 et seq. Athletic Procedures

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Krupp v. Bd. of Ed. of Union County Reg. H.S. Dist. #1, 278 N.J. Super. 31
(App. Div. 1994) cert. den. 140 N.J. 277 (1994)

NJSIAA Constitution, Bylaws, Rules and Regulations

Manual for the Evaluation of Local School Districts

The Comprehensive Equity Plan, New Jersey State Department of Education

Cross References:

1322 Contests for pupils

1500 Relations between area, county, state, regional and national associations and the district

3250 Income from fees, fines, charges

3453 School activity funds

3530 Insurance management

3541.31 Privately owned vehicles

5125 Pupil records

5126 Awards for achievement

5131 Conduct/discipline

5141.1 Accidents

5141.3 Health examinations and immunizations

5143 Insurance

5145.4 Equal educational opportunity

6121 Nondiscrimination/affirmative action

6142.4 Physical education and health

6145 Extracurricular activities

6145.4 Public performances and exhibitions

6146 Graduation requirements

6147.1 Evaluation of individual student performance

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: PUBLICATIONS

The Board of Education sponsors pupil publications as important elements of the instructional program. Pupils are encouraged to develop skills of written and verbal communication and to exercise the right to express their opinions freely and responsibly.

The rights of free speech, and free expression of pupils in public schools pursuant to the First Amendment, are not automatically coextensive with the rights of adults in other settings and shall be applied in light of the special characteristics of the school environment. The Board of Education reserves the right to exercise prepublication control over school-sponsored publications through administrative staff and faculty. Pupils shall have the right to appeal the exercise of censorship by school district staff to the Board of Education.

Pupil expression may be restricted, if it can be determined that such expression is inconsistent with the basic educational mission of the school district and when censorship action is reasonably related to legitimate educational concerns.

Pupils who violate this policy by expression, publication or distribution of any materials which are biased or prejudiced, vulgar or profane, unsuitable for immature audiences, or which do not meet the school district's high standards of learning and propriety consistent with its educational goals and objectives may be subject to appropriate discipline.

This policy shall be implemented in accordance with regulations to be developed by the Superintendent. The regulations shall:

- A. Identify school district staff responsible for pupil publications;
- B. Establish procedures for prepublication review; and
- C. Specify procedures for appeal by pupils to the board of education with provisions for prompt decisions to be made at any level

Web Sites

School-sponsored web sites are also subject to this policy and to the same regulatory constraints as are print publications.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:36-35 School Internet web sites; disclosure of certain student information prohibited
N.J.S.A. 18A:54-20 Powers of boards (county vocational schools)
N.J.A.C. 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standards

Tinker v. Des Moines Independent School District, 393 U.S. 503 (1969)

Bethel School District No. 403 v. Fraser, 478 U.S. 675 (1986)

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Desilets v. Clearview Regional Board of Education, 137 N.J. 585 (1994)

Cross References:

1111 District publications
5145 Rights
5145.2 Freedom of speech/expression
5145.5 Photographs of pupils
6142.10 Technology

Approved: August 28, 1989
Revised: June 30, 1997
Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POILICY: PUBLIC PERFORMANCES AND EXHIBITIONS

The Board recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events.

The Board endorses such performances when;

- A. They constitute a learning experience which contributes to the educational program
- B. They do not interfere with other scheduled activities of the school
- C. The circumstances of the event do not pose a threat to the health, safety, and well being of the students who will be involved.

Pupils who voluntarily participate in an activity which performs outside of the district will be excused from participation only in accordance with the rules and procedures governing school attendance.

Public Attendance at School Events

The Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the district, but the Board also must maintain order and preserve the facilities of the district during the conduct of such events.

The Board holds the legal authority to bar the attendance of any person at a school event whose conduct may constitute a disruption. The Board directs that no alcoholic beverage be consumed on school property, not any betting occur on school premises. The Board promulgates the following regulations with respect to the conduct of school events:

- A. There will be no smoking in school buildings or on school grounds.
- B. A schedule of fees for all school events shall be prepared by the Superintendent
- C. Senior citizens, residents of the district 60 years of age or older, and retired teachers of the district shall be admitted without charge to all school events
- D. District personnel will be admitted to school events at no charge.
- E. Free passes to school athletic events will be available as deemed appropriate by the administration
- F. The Board will honor athletic passes for all districts which are members of conferences in which teams of this district compete and which honor the passes of this district.

Approved: June 30, 1997
Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

ROLE OF PARENTS/GUARDIANS

The Board believes that the education of children is a joint responsibility, one it shares with the parents/guardians and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The Board recognizes the vital role of parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents/guardians are familiar with the needs, problems, gifts and abilities of their children, staff should seek to involve parents/guardians as much as possible in the planning of the individual program. Parents/guardians must, by law, be included in the development of certain educational programs for their children.

Parents/guardians are requested to keep the school apprised of changes in factors in the home situation which may affect pupil conduct or performance. Parents/guardians are specifically requested to inform the school of any changes in legal custody of the child.

Parents/guardians are responsible for their child's punctuality, attendance, cleanliness and propriety of dress.

The Chief School Administrator shall develop procedures and regulations to implement this policy. *These regulations shall include use of the parent/guardian's native language when necessary.*

Legal References:

- N.J.S.A. 18A:35-4.9 Pupil promotion and remediation; policies and procedures
- N.J.S.A. 18A:35-22 Notice to parents that child identified as eligible
for enrollment; option of declining enrollment; involvement of parents in
program
- N.J.A.C. 6A:8-4.3 Accountability
- N.J.A.C. 6A:14-1.1 et seq. Special Education
- N.J.A.C. 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and
Increasing Efficiency in Abbott School Districts
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-12.1 Reporting requirements
- N.J.A.C. 6A:32-12.2 School-level planning

No Child Left Behind Act of 2001, Pub. L. 107-110. 20 U.S.C.A. 6301 et seq.

Cross References:

1220 Ad hoc advisory committees
1230 School-connected organizations
1250 Visitors
5113 Absences and excuses
5114 Suspension and expulsion
5120 Assessment of individual needs
5124 Reporting to parents/guardians
5125 Pupil records
5131.5 Vandalism/violence
5131.6 Drugs, alcohol, tobacco (substance abuse)
6142.2 English as a second language; bilingual/bicultural
6146 Graduation requirements
6146.2 Promotion/retention
6147.1 Evaluation of individual student performance
6162.4 Community resources
6171.1 Remedial instruction
6171.3 At-risk and Title I
6171.4 Special education

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ADMISSION

Eligibility

The Board of Education shall admit to its schools free of charge the following persons over five and under 20 years of age:

- A. Any student domiciled within the district;*
- B. Any student kept in the home of a person other than the student's parent/guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his/her own child;*
- C. Any student kept in the home of a person domiciled in the district, other than the parent/guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency;*
- D. Any student whose parent/guardian temporarily resides within the district, notwithstanding the existence of a domicile elsewhere;*
- E. Any student whose parent/guardian moves to another district as the result of being homeless, subject to the provisions of administrative code;*
- F. Any student placed in the home of a district resident by court order pursuant to statute;*
- G. Any student previously residing in the district if the parent/guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to statute; and*
- H. Any student residing on federal property within the state pursuant to statute.*

Proof of Eligibility

The Board shall accept any of the forms of documentation that are listed in the administrative code when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the district. The Board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The Board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.

Pre-Kindergarten

Any child residing in the district shall be admitted to the kindergarten provided:

- A. The child will have attained the age of four years on or before December 1 of that school year;*
- B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;*
- C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.*
- D. The child in an unusual case may be given a standard test, and the district staff may collect additional pupil profile information to determine if an individual exception should be made.*

Kindergarten

Any child residing in the district shall be admitted to the kindergarten provided:

- A. The child will have attained the age of five years on or before December 1 of that school year;
- B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
- C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.
- D. The child in an unusual case may be given a standard test, and the district staff may collect additional pupil profile information to determine if an individual exception should be made.

Grade One

Any child residing in the district shall be admitted to grade one provided:

- A. The child will have attained the age of six years on or before December 1 of that school year;
- B. He/she has been in the first grade in another public school;
- C. He/she has completed kindergarten in a public or private school and been recommended for placement in first grade *by meeting district standards*.
- D. Proof has been furnished of immunization against communicable diseases.

Transfers Into Grades Two through 12

Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity such as birth certificate, social security card, etc.

Within the time prescribed by law, the Chief School Administrator shall request in writing from the school or district of previous attendance, the pupil's records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when the state-mandated assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

Joint Custody

When divorced parents/guardians have joint custody of (a) minor child(ren), admission shall be based on the present address of the parent/guardian with whom the child(ren) resided as of the date required by administrative code.

Pupils Completing Year at Former School

Pupils who establish residency during the school year may be permitted to complete that year in their former school if:

- A. The Board of Education of that school agrees
- B. There is no cost for tuition involving this Board of Education
- C. There is no transportation cost involving this Board of Education

Affidavit Pupils

When there is any doubt as to whether a child is entitled to free public education in the district schools, all procedures of law and code shall be followed.

Nonresidents

The district is obliged to educate children of appropriate age residing in the district. The mere owning of any property whatsoever does not qualify a parent/guardian to send children to school in this school district. See policy 5118 Nonresidents.

Verification

The Board reserves the right to verify the residency of any pupil and the validity of any affidavit of guardianship.

Students Returning from County Detention

The district shall accept all days of attendance and courses studied by a student at a county juvenile detention center and apply them toward district requirements for elementary, middle or high school graduation.

Homeless Pupils

The district will determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as, pertinent federal law. *The Board shall make this policy available to parents and the public.*

Legal References:

- N.J.S.A. 18A:7B-12 District of residence; determination
- N.J.S.A. 18A:7B-12.1 Homeless child; responsibility for education; determination of placement; payment of costs
- N.J.S.A. 18A:7C High School Graduation Standards
- N.J.S.A. 18A:36-19a Newly enrolled students; records and identification
- N.J.S.A. 18A:36-25.1 Proof of child's identity required for enrollment; transfer of record between districts
- N.J.S.A. 18A:38-1 Attendance at school free of charge
- N.J.S.A. 18A:38-2 Free attendance at school by nonresidents placed in district under court order
- N.J.S.A. 18A:38-3 Attendance at school by nonresidents
- N.J.S.A. 18A:38-4 Free attendance to persons over age
- N.J.S.A. 18A:38-5 Admission of pupils under age
- N.J.S.A. 18A:38-5.1 No child to be excluded from school because of race, etc.
- N.J.S.A. 18A:38-6 Time of admission of pupils; first school year
- N.J.S.A. 18A:38-7.7 Legislative findings and declarations
- N.J.S.A. 18A:38-8 Duty to receive pupils from other districts
- N.J.S.A. 18A:38-25 Attendance required of children between six and 16;

exceptions

N.J.S.A. 18A:40-20 Immunization at public expense

N.J.S.A. 18A:44-1 Establishment of nursery schools or departments;
eligibility for admission

N.J.S.A. 18A:44-2 Establishment of kindergarten; eligibility for admission

N.J.S.A. 26:1A-9.1 Exemption of pupils from mandatory immunization

N.J.S.A. 26:4-6 Prohibiting attendance of teachers or pupils

N.J.A.C. 6A:10A-2.1 et seq Preschool program general provision

N.J.A.C. 6A:12-3.1 Choice district application procedures

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

N.J.A.C. 6A:16-2.2 Required health service

N.J.A.C. 6A:16-2.4 Required student health records

N.J.A.C. 6A:17-1.1 et seq. Students at Risk of Not Receiving a Public
Education

N.J.A.C. 6A:22-1.1 et seq. Entitlement to Attend School Based on Domicile
or Student Residency

N.J.A.C. 6A:23-5.2, -5.3 Method of determining the district of residence

N.J.A.C. 6A:32-8.2 School enrollment

N.J.A.C. 8:57 Communicable diseases

N.J.A.C. 8:61-1.1 Attendance at school by pupils or adults infected by
Human Immuno-Deficiency Virus (HIV)

P.L. 2005, c. 265 concerning students returning to public schools from county
detention centers

Tepper v. Board of Education of the Township Hackensack, Bergen County,
1971 S.L.D. 549

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Plyler v. Doe, 457 U.S. 202 (1982)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512
(App.Div.1999)

“Pupil Residency”: Who is Eligible for a Free Public Education,” by Donna
Kaye, Esq. In N.J. School Leader (July-August 2002).

Cross References:

3240 Tuition income

5118 Nonresidents

5119 Transfers

5120 Assessment of individual needs

5141 Health

5141.2 Illness
5141.3 Health examinations and immunizations
6142.5 Travel and exchange programs
6164.4 Child study team
6171.4 Special education
6174 Summer school
6178 Early childhood education/preschool

Approved: August 28, 1989

Revised: February 26, 1990

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ABSENCES AND EXCUSES

The administration acknowledges the importance of regular attendance at school as fundamental to effective instruction and learning. To this end, it will observe and enforce the laws requiring attendance of all children between the ages of six and sixteen, and establish rules for the attendance of all students enrolled in the schools of the district.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session unless it is shown to the satisfaction of the building principal that an acceptable cause exists to justify the students' absence. In accordance with statute, the principal shall require from the parent of each child who has been absent from school a written statement of the reason for such absence.

The administration considers the following to constitute excused absences:

- a. Student health
- b. Death in family
- c. Court appearance
- d. Family emergency
- e. Observation of religious holiday
- f. Administrative suspension
- g. medical or dental appointments

All other absences are to be considered unexcused absences, and principals may impose on truant student such disciplinary measures as may be appropriate for infractions of school regulations.

The administration discourages absences for family reasons for vacation periods beyond those regularly scheduled in the school calendar. It further realizes the deleterious effect that such absence has on the continuity and effectiveness of classroom instruction and that independent assignments are not a suitable substitute for classroom participation. However, recognizing that the school has an obligation to provide regular instruction to pupils, the administration will seek to ensure that teachers prepare independent assignment for student who will be absent for periods of two days or more. It is recognized that the teacher is the best judge of the appropriateness of assignment (independent practice v. developmental work), and that it will be his/her determination as to the type of assignment given when advance notice

of the absence is provided by the parent (requirements for advance notice may be waived in the event of an emergency).

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

A pupil must be in attendance in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

Potentially Missing Students

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence. If daily records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them. If no telephone contact can be made, the principal shall investigate the student's absence. If the principal cannot locate the child, he/she shall inform the appropriate local authorities. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Truancy

The Board will report to appropriate authorities infractions of the law regarding the attendance of pupils below the age of 16. Repeated infractions by enrolled pupils over the age of 16 may result in the suspension or expulsion of the pupil.

It shall be the policy of the Board to consider the effectiveness and appropriateness to his/her needs of the educational program that is offered each pupil who is habitually and repeatedly absent from his/her assigned program and to consult with the child study team for its recommendations.

Excused Absences

The Board considers the following as cause for excused absence:

- A. Disabling illness
- B. Recovery from accident
- C. Required court attendance
- D. Death in the family
- E. Religious observance--In accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
- F. Such good cause as may be acceptable to the principal

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board. This shall include pupils assigned to approved and supervised independent study programs.

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

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

Late Arrival and Early Dismissal

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

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

- A. Medical or dental appointments which cannot be scheduled outside of school hours
- B. Medical disability
- C. Motor vehicle driver's test;
- D. Interview for college entrance or employment
- E. Family emergency
- F. Court appearance
- G. Such good cause as may be acceptable to the administration.

No pupil in grades *pre-kindergarten through twelve* shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Tardiness not covered by the causes listed shall be cumulative and may affect course credit.

Legal Custody

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Board of any change in the pupil's custodian. If one parent/guardian has been awarded custody of the pupil in a divorce settlement, the other parent/guardian shall present to the principal a letter authorizing him/her to accompany the child from school before the child may be released to him/her. The principal may take such steps as seem necessary to ensure that the child is released only to proper custody.

Marking Missing Child's School Record

Whenever the Chief School Administrator receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the chief school administrator shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see policy 5125 Pupil records). After the chief school administrator has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

Regulations

The Chief School Administrator shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the state board;
- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the state board, including pupils serving in- or out-of-school suspensions, or excluded for health and cleanliness reasons;
- D. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable

negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;

- E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
- F. Address tardiness and class cutting in terms of the intent of this policy;
- G. Ensure that pupils absent for any reason have an opportunity to make up work they missed;
- H. Recognize exemplary attendance.

Legal References:

- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:35-4.9 Pupil promotion and remediation; policies and procedures
- N.J.S.A. 18A:36-14, -15, -16 Religious holidays; absence of pupils on; effect ...
- N.J.S.A. 18A:36-19a Newly enrolled students; records and identification
- N.J.S.A. 18A:36-24 through -26 Missing children; legislative findings and declarations ...
- N.J.S.A. 18A:38-25 Attendance required of children between six and 16; exceptions
- N.J.S.A. 18A:38-26 Days when attendance required; exceptions
- N.J.S.A. 18A:38-27 Truancy and juvenile delinquency defined
- N.J.S.A. 18A:38-31 Violations of article by parents or guardians; penalties
- N.J.S.A. 18A:38-32 District and county vocational school attendance officers
- N.J.S.A. 18A:40-7 Exclusion of pupils who are ill
- N.J.S.A. 18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness
- N.J.S.A. 18A:40-9 Failure of parent to remove cause for exclusion; penalty
- N.J.S.A. 18A:40-10 Exclusion of teachers and pupils exposed to disease
- N.J.S.A. 18A:40-11 Exclusion of pupils having communicable tuberculosis
- N.J.S.A. 18A:40-12 Closing schools during epidemic
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
- N.J.S.A. 52:17B-9.8a through -9.8c Marking of missing child's school record
- N.J.A.C. 6A:8-5.1 Graduation requirements
- N.J.A.C. 6A:16-1 et seq. Programs to support student development.
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- N.J.A.C. 6A:32-8.1 et seq. Student Attendance and Accounting
- N.J.A.C. 6A:32-8.3 Student attendance

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

Cross References:

5020 Role of parents/guardians
5111 Admission
5114 Suspension and expulsion
5124 Reporting to parents/guardians
5125 Pupil records
5141.2 Illness
5141.4 Child abuse and neglect
5142 Pupil safety
6146 Graduation requirements
6146.2 Promotion/retention
6147 Standards of proficiency
6147.1 Evaluation of individual student performance
6154 Homework/makeup work
6171.4 Special education
6173 Home instruction

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: SUSPENSION AND EXPULSION/PUPIL DUE PROCESS

While the Board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior.

Pupils who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

- A. Continued and willful disobedience;
- B. Open defiance of the authority of any teacher or person having authority over a pupil;
- C. Actions that constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault upon another pupil, a teacher, or any school employee with or without a firearm or other weapon;
- E. Taking, or attempting to take, personal property or money from another pupil whether by force or fear;
- F. Willfully causing, or attempting to cause, substantial damage to school property;
- G. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- H. Inciting others to take part in an unauthorized occupancy;
- I. Inciting other pupils to truancy;
- J. Truancy and class cutting; leaving school property without permission;
- K. Poor attendance and lateness;
- L. Use or possession of unsafe or illegal articles;
- M. Use of any tobacco product on school property;
- N. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
- O. Use of profanity or abusive language;
- P. Turning in a false alarm;
- Q. Tampering with or damaging property of other pupils or staff members;
- R. Selling or buying lottery tickets or any other gambling paraphernalia on school property.
- S. Being convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a

firearm on any school property, on a school bus or at a school-sponsored function

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) with or without a weapon upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the Chief School Administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

In-school Suspension

The Board directs the administration to arrange facilities for in-school suspension whenever possible. Pupils will be required to occupy themselves with school-related work during such suspensions. No socializing shall be permitted. *Pupils shall be counted as present in school but absent (excused) from individual classes.*

General

Pupils on home suspension shall be counted absent (excused) unless the duration of the suspension requires home instruction.

Except when special considerations warrant (at the discretion of the administration), every pupil will be given a written warning in the form of a disciplinary notice that

subsequent violation of school regulations may result in his/her exclusion or suspension.

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the Chief School Administrator. Any pupil under suspension who enters the school buildings or grounds without the permission of the Chief School Administrator may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administration.

Serious violations of school regulations which create a dangerous or unsafe condition for other pupils shall cause a pupil to be suspended upon the first offense.

Making Up Missed Work

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work.

Upon their readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians. The Chief School Administrator will notify parents/guardians by telephone and send a letter regarding the telephone conversation immediately.

Procedures

The administration shall establish, and the board shall approve, specific procedures for dealing with suspension cases. Regulations ensuring due process to all pupils before a suspension is imposed shall be developed with the advice of the board attorney and shall include at least:

- A. Informing the pupil of the charges against him/her;
- B. Giving the pupil a chance to reply to them.

These regulations shall also include safeguards for the dismissal of pupils suspended from school, procedures for calling an immediate conference with parents/guardians, limitations on the length of suspensions, and specifics for the reinstatement of pupils.

Every effort shall be made to adjust each suspension promptly so that the pupil can be returned to school with a minimum loss of school time and school work.

When the Chief School Administrator imposes a suspension, he/she must report it to the board. No suspension for reasons other than assault upon a teacher, administrator, Board member or other Board employee may continue beyond the second regular meeting of the Board following the suspension without Board action. No suspension for assault upon a teacher, administrator, Board member or other Board employee may be continued beyond 30 days without Board action. A suspended pupil may be reinstated by the Chief School Administrator before Board action.

Each pupil shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Pupils suspended for a period of time longer than a short-term suspension shall be afforded a formal hearing before the board which shall take place not later than the second regular meeting of the board following the suspension. If the offense involves a weapon or assault with or without the weapon (as described above), the hearing shall take place not later than 30 days after the suspension occurs.

The Board shall make a decision within five days of the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within 90 days of the board's decision.

The Board requires that such hearings shall be closed to the public, but should all parties thereto agree, the hearing may be publicly held. Each suspended pupil who has requested a formal hearing shall be restored to the regular educational program pending the outcome of the hearing, except when, in the opinion of the chief school administrator, the presence of the pupil in school poses such a danger to himself/herself or others as to warrant continued absence.

Each such pupil suspended from the schools of this district shall receive individual instruction commencing not later than five working days after the suspension occurs, except that the board may, on the recommendation of the chief school administrator, assign the pupil to an alternate educational program to meet his/her particular needs.

Expulsion

The Board will consider expulsion only if:

- A. The Chief School Administrator with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or

- B. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parents/guardians of the pupil shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford him/her procedural due process, and the right of parents/guardians to appeal to the chief school administrator.

The child shall remain out of school until either:

- A. An appeal made to the Chief School Administrator is decided in the child's favor; or
- B. The appeal (if made) has been denied and the Board has met to hear the Chief School Administrator's recommendation.

If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for the hearing. The Board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

The pupil must receive:

- A. Notification of the charges against him/her;
- B. The names of the adverse witnesses;
- C. Copies of the statements and affidavits of those adverse witnesses;
- D. The opportunity to be heard in his/her own defense;
- E. The opportunity to present witnesses and evidence in his/her own defense;
- F. The opportunity to cross-examine adverse witnesses; and
- G. The opportunity to be represented by counsel.

Under those conditions:

- A. The Chief School Administrator shall suspend the pupil until that appeal is completed, or until the next Board meeting, at which time he/she will present the pupil's name to the Board with his/her recommendation for expulsion.
- B. If the Board determines that the charges, if true, may warrant expulsion, the Board will set a date for a hearing.
- C. The Board attorney will arrange for the giving of legal notice to all parties

concerned for the preparation and presentation of the evidence in support of the charges at the hearing.

D. Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.

If a pupil younger than 18 years of age is expelled, the board shall continue to supply an educational program for him/her.

Implementation

The Chief School Administrator shall develop detailed written procedures to implement this policy. He/she shall ensure uniform and consistent application of the policy and shall report to the board as required on its effectiveness.

When an alternative educational program is provided for a pupil identified as disruptive but not disabled, the Chief School Administrator shall inform the Board.

Legal References:

N.J.S.A. 2C:12-1 Definition of assault
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:37-1 et seq. Discipline of pupils
N.J.S.A. 18A:40A-1 et seq. Substance abuse
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-12.2 School-level planning

20 U.S.C.A. 1400 et seq. - Section 504 of the Rehabilitation Act of 1973

P.L. 103-382, Improving America's Schools Act of 1994

Goss v. Lopez, 419 U.S. 565, 581 (1975)

Tibbs v. Franklin Township Board of Education, 114 N.J. Super. 287 (App. Div.)
aff'd 59 NJ 506 (1971)

R.R. v. Shore Reg. Board of Education, 109 N.J. Super. 337 (Ch. Div. 1970)

H.A. v. Board of Education Warren Hills Regional, 1976 S.L.D. 336

82: July 28, C.F. v. Board of Education of the Upper Freehold Regional School District

Honig v. Doe, 484 U.S. 305 (1988)

Somerset County Educational Services Commission v. North Plainfield Board of Education
999 S.L.D. September 7

State in re G.S. 330 N.J. Super. 383 (Ch. Div. 2000)

See also Commissioners' Decisions indexed under "Pupils—Punishment of" in Index
to N.J. School Law Decisions

A Uniform State Memorandum of Agreement Between Education and Law
Enforcement Officials (1999 Revisions)

Cross References:

5113 Absences and excuses
5124 Reporting to parents/guardians
5131 Conduct/discipline
5131.5 Vandalism/violence
5131.6 Drugs, alcohol, tobacco (substance abuse)
5131.7 Weapons and dangerous instruments
6154 Homework/makeup work
6164.2 Guidance services
6164.4 Child study team
6171.4 Special education
6172 Alternative educational programs
6173 Home instruction

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: NON-RESIDENT STUDENTS

The Springfield Board of Education realizes that in certain cases it may be in the best interest of a particular student to grant permission for non-resident status. However, in order to protect the interest and welfare of the student as well as the Springfield School System, the following conditions have been developed:

1. Each student will be considered for non-resident status on a case-by-case basis. The following priorities have been set:
 - a. Children of parents employed by the School District
 - b. Children of parents working in Springfield Township
 - c. Children with relatives residing in Springfield Township
 - d. Children whose families have moved to nearby communities
 - e. Other
2. The placement must receive Board approval upon recommendation from the Superintendent.
3. There must be sufficient classroom space and curricular materials available.
4. School assignment shall be at the discretion of the Superintendent, based upon the best interest of the educational process.
5. If the non-resident status of the student subsequently proves not to be in the best interest of the student or of the Springfield School District, recommendation for termination shall come from the Superintendent for Board approval.
6. Non-resident status shall be granted on a year-to-year basis only.
7. Application for non-resident status shall be made prior to the start of the school year whenever possible.
8. Application for subsequent years shall be made prior to May 15.
9. *The Board shall annually determine tuition rates for nonresident pupils.*
10. Tuition payments shall be made monthly in advance if paid by the individual; if paid by another school district, tuition can be paid quarterly.

11. Transportation to and from school shall be the responsibility of the parent or guardian, unless transportation is available under current laws for handicapped students.
12. "Non-resident students" shall be defined as those living outside the legal boundaries of Springfield Township.

Foreign Exchange Students

The Board may admit foreign exchange students into district schools in order to promote cultural awareness and understanding among students.

The Board may accept exchange students on a J-1 visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Tuition may be waived for students on a J-1 visa.

The Board may accept privately sponsored exchange students on an F-1 visa for attendance only in secondary schools upon payment of tuition at the established district rate. Tuition cannot be waived for students on an F-1 visa, and attendance in district schools shall not exceed 12 months. Students attending the schools of this district on an F-1 visa may not participate in any adult-education programs sponsored by the Board under any circumstances.

All potential organizations or individuals applying for admission shall forward the request to the Chief School Administrator by July 1 preceding the school year of attendance. Foreign exchange students shall comply with all immunization requirements for students of this district. The Chief School Administrator shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission.

Homeless Pupils

The district will determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as pertinent federal law.

Legal References:

- N.J.S.A. 18A:7F-3 Definitions
- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:36B-1 et seq. Interdistrict Public School Choice Program Act of 1999
- N.J.S.A. 18A:38-1 et seq. Attendance at school free of charge
- N.J.S.A. 18A:46-20 Receiving pupils from outside district; establishment of facilities
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.A.C. 6A:12-1.3 et seq. Interdistrict Public School Choice
N.J.A.C. 6A:17-1.1 et seq. Students at Risk of Not Receiving a Public Education
N.J.A.C. 6A:22 Student residency
N.J.A.C. 6A:22-3.1 Students domiciled within the school district
N.J.A.C. 6A:23-5.2 Method of determining the district of residence
N.J.A.C. 6A:23-5.3 Address submission for determining the district of residence

Illegal Immigrant and Immigration Responsibility Act of 1997, 8 U.S.C. § 1101

Board of Education of the Borough of Englewood Cliffs v. Board of Education of the
City of Englewood, 132 NJ 327; cert. denied, 510 U.S. 991 (1993); subsequent
listing 333 N.J. Super. (App. Div. 2000)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512 (App.Div
1999)

Cross References:

3240 Tuition income
5111 Admission
5114 Suspension and expulsion
6142.5 Travel and exchange programs
6151 Class size

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: TRANSFERS/WITHDRAWALS

Transfers

All transfers into the schools of the district shall be in accord with Policy 5111 Admission. Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of pupils or adult pupils transferring from the district shall notify the principal in a timely manner of their intention to leave the district.

Student records shall be transferred between Chief School Administrators within the time frame prescribed by law.

Withdrawals

The Board directs that whenever a pupil wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the district should be used to assist the pupil in reaching his/her career goals. No pupil under the age of 18 will be permitted to withdraw without the written consent of a parent/guardian. Pupils dropping out of school are encouraged to enroll in a general educational development program.

The administration shall keep figures on the number of dropouts and periodically report to the Board.

Dropout rates are to be compared with those available for other areas and the state as a whole, and used generally in curriculum evaluation.

The Superintendent shall develop procedures to implement this policy which:

- a. make counseling services available to any pupil who wishes to withdraw
- b. make every reasonable effort to satisfy the pupil's future educational needs
- c. help the pupil define his/her own educational life goals and help plan the realization of those goals
- d. inform the pupil of the high school equivalency and adult high school programs

- e. point out to the pupil the opportunities available in the armed forces
- f. ensure the timely return of all district-owned supplies and equipment in the possession of the pupil

Legal References:

N.J.S.A. 18A:7B-12 District of residence; determination
N.J.S.A. 18A:36-19a Newly enrolled students; records
and identification
N.J.S.A. 18A:36-25.1 Proof of child's identity required for
enrollment; transfer of record between districts
N.J.S.A. 18A:36B-1 et seq. Interdistrict Public School Choice Program
N.J.S.A. 18A:38-8 Duty to receive pupils from other Districts
N.J.A.C. 6A:12-3.2 Criteria to guide the Commissioner's approval of choice program
applications
N.J.A.C. 6A:23-5.2 Method of determining the district of Residence
N.J.A.C. 6A:32-8.2 School enrollment

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30,
2003

Cross References:

5111 Admission
5125 Pupil records
5131 Conduct/discipline
5131.5 Vandalism/violence
5141.3 Health examinations and immunizations

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: NEEDS ASSESSMENT OF INDIVIDUAL STUDENTS

Each pupil shall be assessed upon entrance into the district's schools and annually thereafter. The annual assessment shall be in terms of personal growth and progress toward district goals and objectives.

Procedures to implement a program of individual pupil needs assessment shall include but not be limited to:

- A. Identifying district needs as the basis for development of mandated goals; development of staff inservice programs; selecting and approving instructional materials; staffing;
- B. Identifying and determining the needs of:
 - 1. Gifted and talented pupils;
 - 2. Disruptive pupils;
 - 3. Disaffected pupils;
 - 4. Potential dropouts;
 - 5. Pupils who require basic skills improvement programs;
 - 6. Pupils with limited English proficiency;
 - 7. Pupils who may require formal referral to the child study team for classification.
 - 8. At-risk pupils

Policies addressing these specific groups and appropriate educational programs for them are listed in the cross references to this policy.

Parents/guardians shall be informed of any specific needs identified for their child. Such identified needs shall form the basis of development of educational programs to meet them. Special attention shall be given to the assessment of and programs developed for students identified as having special needs.

- C. Disseminating results of such assessments to parents/guardians and to appropriate staff and state and federal agencies as required without invading the privacy of the individual pupil.

Legal References:

N.J.S.A. 18A:7A-10 Evaluation of performance of each school
N.J.A.C. 6A:8-3.1 et seq. Implementation of the Core Curriculum Content Standard
N.J.A.C. 6A:8-4.1 et seq. Implementation of the Statewide Assessment System
N.J.A.C. 6A:8-5.1 Graduation requirements
N.J.A.C. 6A:14-1.1 et seq. Special Education
N.J.A.C. 6A:15-1.1 et seq. Bilingual Education
N.J.A.C. 6A:16-8.1 Establishment of intervention and referral services
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-4.3(g)4 Evaluation of tenured and nontenured chief school administrators
N.J.A.C. 6A:32-4.4(f)4 Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-14.1 Review of mandated programs and services

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Cross References:

1100 Communicating with the public
1120 Board of education meetings
2240 Research, evaluation and planning
4010 Goals and objectives
4131/4131.1 Staff development; inservice education/visitations/conferences
5111 Admission
5119 Transfers
5124 Reporting to parents/guardians
5125 Pupil records
6010 Goals and objectives
6141 Curriculum design/development
6142.2 English as a second language; bilingual/bicultural
6146 Graduation requirements
6146.2 Promotion/retention
6147 Standards of proficiency
6147.1 Evaluation of individual student performance
6160 Instructional services and resources
6161 Equipment, books and materials
6161.1 Guidelines for evaluation and selection of instructional materials
6164.2 Guidance services
6164.4 Child study team
6171.1 Remedial instruction

6171.2 Gifted and talented
6171.3 At-risk and Title 1
6171.4 Special education
6172 Alternative educational programs

Approved: March 16, 1987
Revised: August 28, 1989
Revised: June 30, 1997
Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: REPORTING TO PARENTS/GUARDIANS

The Board believes that the cooperation of school and home is vital to the growth and education of the whole child. It recognizes its responsibility to keep parents/guardians informed of pupil welfare and progress in school.

The Board directs the establishment of a system of reporting pupil progress that shall include written reports, pupil-teacher conferences, and parent/guardian-teacher conferences. If the parent/guardian's primary language is other than English, translation shall be provided whenever possible.

The Chief School Administrator shall develop procedures for reporting pupil progress which:

- A. Use various methods of reporting appropriate to grade level and curriculum content;
- B. Ensure that both pupil and parent/guardian receive ample warning of a pending grade of "failure" or one that would adversely affect the pupil's status;
- C. Enable the scheduling of parent/guardian-teacher conferences in such places and at such times as will ensure the greatest degree of participation by parents/guardians;
- D. Specify the issuance of report cards at intervals of not less than four times during the school year and issuance of deficiency notices as required during the school year;
- E. Ensure the continual review and improvement of methods of reporting pupil progress to parents/guardians and involve pupils, staff and parents/guardians in that review.

A record shall be kept indicating the legal custodian of each pupil, so that reports can be made to and conferences arranged with the proper person.

Legal References:

- N.J.S.A. 18A:7E-2 through -5 School report card program
- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:35-4.9 Pupil promotion and remediation; policies and procedures

N.J.S.A. 18A:40A-12 Reporting of pupils under influence or believed to be using anabolic steroids; examination report, return home; treatment; evaluation of possible need and referral
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:8-4.3 Accountability
N.J.A.C. 6A:8-4.5 Public reporting
N.J.A.C. 6A:8-5.1 Graduation requirements
N.J.A.C. 6A:14-1.1 et seq. Special Education
N.J.A.C. 6A:15-1.1 et seq. Bilingual Education
N.J.A.C. 6A:16-1.4 District policies and procedures
N.J.A.C. 6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School District
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School District
N.J.A.C. 6A:32-7.1(d, k) General considerations
N.J.A.C. 6A:32-12.1 Reporting requirements

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Cross References:

1000/1010 Concepts and roles in community relations; goals and objectives
1120 Board of education meetings
1250 Visitors
2224 Nondiscrimination/affirmative action
3542.31 Free or reduced-price lunches/milk
5020 Role of parents/guardians
5113 Absences and excuses
5114 Suspension and expulsion
5120 Assessment of individual needs
5125 Pupil records
5126 Awards for achievement
5131 Conduct/discipline
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141 Health
5141.3 Health examinations and immunizations
5142 Pupil safety
5145.12 Search and seizure
5200 Nonpublic school pupils
6010 Goals and objectives
6142.1 Family life education
6142.2 English as a second language; bilingual/bicultural
6145 Extracurricular activities
6145.1/6145.2 Intramural competition; interscholastic competition
6146 Graduation requirements
6164.2 Guidance services

6164.4 Child study team
6171.1 Remedial instruction
6171.3 At-risk and Title 1
6171.4 Special education
6173 Home instruction
6178 Early childhood education/preschool

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: PUPIL RECORDS

The Board of Education shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing, allowing access to and destruction of student records.

The Chief School Administrator shall be responsible for the security of student records maintained in the school district. He/she shall formulate and the Board shall review administrative procedures to guarantee the safety and security of all student records, and to provide authorized persons and organizations access to these records at a convenient place and time within the limits stipulated by law, i.e., within 10 days of the request but prior to any review or hearing conducted in accordance with state board of education regulations.

Student records shall include all those mandated by the New Jersey administrative code or state statutes, or authorized by administrative directives, and such permitted records as the board of education shall authorize by resolution at a regular public meeting in order to promote the educational welfare of the student. Records so authorized must comply with code standards as to relevance and objectivity.

The Board of Education shall report annually at a public meeting a description of the types of student records it has authorized certified school personnel to collect and maintain.

Student records shall contain only such information as is relevant to the education of the student, and is objectively based on the personal observations or knowledge of the originator of the record.

All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.

Parents/guardians and adult students shall be notified annually in writing of their rights in regard to student records. Such rights include:

- A. Notification of rights in writing, in dominant language of parent/adult student, if possible. When the parent or adult student's dominant language is not English, or the parent/adult student is deaf, the district shall provide interpretation of the record in the dominant spoken or sign language;
- B. Copies of applicable state and federal laws and local policies made available on request;

- C. Should the parental rights of one or the other parent/guardian be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review student records should be denied the person whose rights have been terminated;
- D. Parents/guardians or adult students have the right to seek to include in the records material they think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the student's present educational situation or otherwise improperly contained in the student's record. Parents/adult students have the right to request an immediate stay of disclosure pending final determination of the challenge procedure. They also have the right to challenge the district's granting or denial of access to the student's records;

The Chief School Administrator shall devise procedures to review such requests. These procedures shall include an appeal process as required by New Jersey administrative code.

Student Information Directories

The district shall compile, publicize and make available a "student information directory" as defined in the administrative code. Such directory information and school facilities shall be available to educational, occupational and military recruiters as required by law.

The district must notify parents/guardians and adult students annually in writing of their rights in regard to student participation in educational, occupational and military recruitment programs.

Such rights include:

- A. Notification of these rights in writing, in dominant language of parents/guardians or adult student.
- B. A 10-day period in which to submit a written statement to the Chief School Administrator prohibiting the district from including any or all types of information about the student in any student information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters pursuant to statute.
- C. Copies of applicable state and federal laws and local policies will be made available on request.

District Review of Student Records

The Chief School Administrator shall require all permitted student records of students currently enrolled in the regular educational program to be reviewed annually by

certified school personnel to determine the educational relevance of the material contained therein. The reviewer shall cause to be deleted from the records data no longer descriptive of the student or educational situation.

Such information shall be destroyed and shall not be recorded elsewhere nor shall a record of such deletion be made.

Such data may not be removed from the record of a disabled student without prior parental notice.

Records of Classified Students

All records of disabled students shall be maintained in accordance with administrative code and established procedures that will ensure proper accessibility and confidentiality.

A special confidential file shall be maintained listing the code numbers assigned to disabled students on whose behalf the board of education must take public action. Motions concerning disabled students shall be anonymous and refer to this confidential file. This shall be maintained in accordance with N.J.A.C. 6A:32-7.

Parents/adult students or designees shall be permitted to inspect and review the contents of the student's record maintained by the district without unnecessary delay and before any meeting regarding the student's IEP. Any consent required for disabled students under N.J.A.C. 6A:32-7 shall be obtained according to N.J.A.C. 6A:14-1.3 "Consent" and N.J.A.C. 6A:14-2.3.

Transfer of Student Records

- A. The Chief School Administrator shall request records of a newly enrolled student from the district of previous attendance as soon as possible after enrollment, but in any case within the time limit prescribed by the administrative code.
- B. The Chief School Administrator shall forward mandated student records as soon as possible upon receipt of the request from the chief school administrator of the district to which the student has transferred, but in any case within the time limit prescribed by the administrative code. Permitted records shall be forwarded in the same manner at the same time if parental permission was given at the time the student's parents/guardians informed the district of the transfer.

Permitted Access to Student Records

A nonadult student may assert rights of access only through his/her parent/guardian. However, certified school personnel may, in their discretion, disclose student records to nonadult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other

persons.

A parent/guardian or adult student shall either have access to or be specifically informed about only that portion of another student's record that contains information about his/her own child or himself/herself.

A student record may be withheld from a parent of a student under 18 or from an adult student only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld.

The Board shall limit access to, disclosure of and communication regarding student records and health records to authorized organizations, agencies or persons as defined by code.

Particular attention shall be paid to the development of procedures whereby student records are made accessible to assigned secretarial and clerical staff in the performance of their duties, and to compliance with requirements for the security of computerized student records that will limit access to authorized persons. Limited access shall be granted to secretarial and clerical personnel under the direct supervision of certified school personnel to those portions of the record and to the extent necessary to record data and conduct routine clerical tasks.

The district shall make a charge for copies.

School personnel are not prohibited from disclosing information in a student's health record to the student or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with this policy all individuals shall adhere to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 20 U.S.C. 1232g; 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions of Access

No student record shall be altered or destroyed during the time period between a request to review the record and the actual review of the record. Those from outside the school whose access requires consent of parents/adult students must submit the request in writing, together with any required authorization, to the chief school administrator/designee. District regulation shall be developed in accordance with code to ensure that records are not altered, damaged or lost during inspection, and that records of access granted are complete.

Retention and Destruction of Records

The Chief School Administrator shall develop regulations in accordance with the administrative code concerning retention and destruction of student records. No additions may be made to the record after the graduation or permanent departure of a student without the prior written consent of the parent/adult student.

New Jersey district of last enrollment must keep in perpetuity: name, date of birth, gender, citizenship, address, phone number, *health history and immunization, standardized assessment and test answer sheet (protocol)*, grades, attendance, classes attended, grade level completed, year completed, names of parent(s), citizenship status and years of attendance.

Liability

Liability shall not be attached to any member, officer or employee of the board of education permitting access or furnishing student records in accordance with these rules and regulations. It shall be the responsibility of the Chief School Administrator to keep abreast of all changes in state and federal law and regulation concerning student records.

Legal References:

- N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
- N.J.S.A. 18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
- N.J.S.A. 18A:36-19a Newly enrolled students; records and identification
- N.J.S.A. 18A:36-19.1 Military recruiters; access to schools and student information directories
- N.J.S.A. 18A:36-35 Disclosure of certain student information on Internet prohibited without parental consent
- N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of students; health records
- N.J.S.A. 18A:40-19 Records and reports of tuberculosis testing; disposition; inspection
- N.J.S.A. 26:5C-7 through -14 Acquired Immune Deficiency Syndrome
- N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
- N.J.S.A. 47:3-15 et seq. Destruction of Public Records Law
- N.J.S.A. 52:17B-9.8a through -9.8c Marking of missing child's school record
- N.J.A.C. 6A:8-4.2 Documentation of student achievement
- N.J.A.C. 6A:14-1.1 et seq. Special Education
- N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-7.1 et seq. Student records
N.J.A.C. 6A:32-8.1 School register
N.J.A.C. 6A:32-14.1 Review of mandated programs and services
N.J.A.C. 8:61-1.1 Attendance at school by students or adults infected by Human
Immunodeficiency Virus (HIV)
N.J.A.C. 15:3-2 State records manual

20 U.S.C.A. 1232g - Family Educational and Privacy Rights Act

42 U.S.C.A. 4541 et seq. - Comprehensive Alcohol Abuse and Alcoholism Prevention
Treatment and Rehabilitation Act of 1980

42 CFR Part II

Owasso Independent School District No. □-001 v. Falvo, 534 U.S. (2002)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Cross References:

1110 Media
1120 Board of education meetings
3543 Office services
3570 District records and reports
5113 Absences and excuses
5124 Reporting to parents/guardians
5131 Conduct/discipline
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141.2 Illness
5141.3 Health examinations and immunizations
5142 Student safety
6145.1/6145.2 Intramural competition; interscholastic competition
6147.1 Evaluation of individual student performance
6164.2 Guidance services
6171.4 Special education
9322 Public and executive sessions

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: AWARDS FOR ACHIEVEMENT

General

The Board of Education believes that pupil achievement should be recognized at all levels in a manner appropriate to the pupil's accomplishment.

The Board directs the Chief School Administrator/designee to develop criteria and procedures for presenting awards to pupils for scholarship and outstanding accomplishments in the arts, athletics and citizenship.

The Chief School Administrator shall review and advise the Board on acceptance of proposed trophies, prizes, scholarships or other awards from nonschool donors. Any such proposed award shall be free from bias as outlined in the district's affirmative action policies.

Criteria regarding eligibility and selection for awards shall be disseminated annually to all pupils and parents/guardians.

Academic Recognition

The Board directs the Chief School Administrator/designee to establish criteria and procedures for placing pupils in grades *6 through 12* on academic honor rolls.

Athletic Participation

The Board wishes to recognize the achievements of pupils who give many hours of their time to represent the school in interscholastic athletics. Requirements for awards in each sport shall be decided by a committee composed of coaches, athletic director and principal.

Service Participation

School service groups shall be recognized for participation in order to emphasize the importance of good citizenship in school life as outlined in the course of study.

Legal References:

N.J.S.A. 18A:36-20 Discrimination; prohibition

N.J.S.A. 18A:71-2 Higher education; scholarship funds; establishment; administration

Cross References:

1322 Contests for pupils
3280 Gifts, grants and bequests
5120 Assessment of individual needs
5125 Pupil records
5127 Commencement activities
5131 Conduct/discipline
6145.1/6145.2 Intramural competition; interscholastic competition
6147 Standards of proficiency

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: COMMENCEMENT ACTIVITIES

The Board endorses graduation activities and ceremonies. The date of graduation shall annually be recommended by the Chief School Administrator and approved by the Board.

Graduation shall not occur prior to completion of the required 180 days of pupil instruction.

Guidelines for Graduation Year Activities

Pupil participation in special graduation year activities will require conduct of the highest caliber in all school situations.

Criteria for exclusion from these activities concern consistent behavioral patterns and shall include, but not be limited to:

- A. Consistent involvement in disciplinary action(s);
- B. Suspension;

The final decision shall be made by the Chief School Administrator.

Pupils and parents/guardians shall be given advance notification of these criteria.

Graduation Procedures and Ceremonies

No pupil shall be barred from participation in graduation ceremonies for arbitrary or discriminatory reasons. A pupil who may be prevented from participation and his/her parents/guardians shall be so notified in advance and no later than 10 days prior to the close of the school year.

The Board reserves the right to deny participation in graduation activities when extreme circumstances warrant it. Such denial shall be treated in the same manner as a suspension and the pupil so affected shall be afforded the rights of review provided in policies of this Board. The Board reserves the right to withhold a diploma and transcripts until all fines are paid.

Awarding of Diplomas

The President of the Board of Education and/or another designated member of the Board shall award the diplomas. Board members and former board members shall be afforded the opportunity to award diplomas to their own children.

Legal References:

N.J.S.A. 18A:7C-5.1 Boards of education prohibited from excluding students from graduation ceremony or from obtaining yearbook for inability to pay fees

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:36-18 Books containing organic laws at graduation

N.J.S.A. 18A:37-2 Causes for suspension or expulsion of pupils

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.A.C. 6A:8-5.1 et seq. Implementation of Graduation Requirements

N.J.A.C. 6A:16-7.1 et seq. Student Conduct

Ballato v. Long Branch Board of Education, 1990 S.L.D. (August 20)

R.L. v. Kingsway Regional Board of Education, 95 NJAR2d (EDU) 296

D.C. v. Parsippany Troy Hills Board of Education, 96 NJAR2d (EDU) 697

DO'G v. Ridgely Park Board of Education, 96 NJAR2d (EDU) 820

R.F. v. Park Ridge Board of Education, 97 NJAR2d (EDU) 1

American Civil Liberties Union v. Blackhorse Pike Regional Board of Education, 84 F.3d 1471 (3d Cir. 1996)

Cross References:

5113 Absences and excuses

5114 Suspension and expulsion

5126 Awards for achievement

5131 Conduct/discipline

6111 School calendar

6115 Ceremonies and observances

6141.2 Recognition of religious beliefs and customs

6146 Graduation requirements

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: CONDUCT/DISCIPLINE (INCLUDING HARASSMENT)

The Board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupils' ability to grow in self-discipline.

The Board directs the Chief School Administrator to develop and implement a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions, and as appropriate, conduct away from school grounds. The Board shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Chief School Administrator shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English. (Similar to Springfield, however, taken from NSJBA)

The Chief School Administrator shall develop regulations that:

- A. Require pupils to conform to reasonable standards of socially acceptable

- behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;
- B. Establish the degree of order necessary to the educational program in which pupils are engaged.

The Chief School Administrator shall annually:

- A. *Disseminate the code of student conduct to all staff, students and parents;*
- B. *Report on the implementation of the code of student conduct to the board of a education at public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv.*
- C. *Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.*

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be

immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Chief School Administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of this board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this board.

Harassment, Intimidation or Bullying

The board of education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The board prohibits acts of harassment, intimidation or bullying against any pupil.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or*
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.*

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school property, at any school-sponsored function or on a school bus.

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the appropriate school official designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying

The Chief School Administrator shall develop appropriate procedures addressing:

- A. A mechanism for reporting acts of harassment, intimidation or bullying, including a means of anonymous reporting;*
- B. The prompt investigation of reports of such acts, identifying either the principal or the principal’s designee as the person responsible for the investigation;*
- C. The range of ways in which a school will respond once an incident of harassment, intimidation or bullying is identified; and*
- D. Consequences, discipline and remedial action for a person who commits an act of harassment, intimidation or bullying, who engages in an act of reprisal or retaliation against a person who reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation or bullying.*

The Chief School Administrator shall take all necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation or bullying is prohibited on school property or any school-sponsored function. This information shall also be incorporated into the student handbook and employee training programs.

Disabled

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all pupils with disabilities.

Implementation

The Chief School Administrator shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The Board shall review all related policies on a regular basis.

Legal references:

N.J.S.A. 2C:12-1 Definition of assault
N.J.S.A. 2C:33-19 Paging devices, possession by students
N.J.S.A. 2C:39-5 Unlawful possession of weapons
N.J.S.A. 18A:6-1 Corporal punishment of pupils
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:36-1 Newly enrolled students; records and identification
N.J.S.A. 18A:37-1 et seq. Discipline of Pupils
N.J.S.A. 18A:40A-1 et seq. Substance Abuse
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-12.2 School-level planning

P.L. 2007, c.129, amends N.J.S.A. 18A:37-15 and includes electronic communication in the definition of public school “harassment, intimidation or bullying”

20 U.S.C.A. 1415(k) Individual with Disabilities Education Act Amendments of 1997

Bethel School District No. 403, v. Fraser, 478 U.S. 675 (1986)

Hazelwood v. Kuhlmeier 484 U.S. 260 (1988)

Honig v. Doe, 484 U.S. 305 (1988)

See also Commissioners’ Decisions indexed under “Pupils – Punishment of” in Index to N.J. School Law Decisions

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but

failed to take reasonable remedial actions. The matter was remanded to the Director of the Division of Civil Rights.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Cross References:

1220 Ad hoc advisory committees
1410 Local units
3517 Security
3541.33 Transportation safety
4131 Staff development; inservice education/visitation conferences
4148 Employee protection
4231 Staff development; inservice education/visitation conferences
4248 Employee protection
5000 Concepts and roles in pupil personnel
5010 Personal goals and objectives for pupils
5020 Role of parents/guardians
5113 Absences and excuses
5114 Suspension and expulsion
5124 Reporting to parents/guardians
5127 Commencement activities
5131.5 Vandalism/violence
5131.6 Drugs, alcohol, tobacco (substance abuse)
5131.7 Weapons and dangerous instruments
5132 Dress and grooming
5145 Rights
5145.2 Freedom of speech/expression
5145.4 Equal educational opportunity
5145.6 Pupil grievance procedure
5145.11 Questioning and apprehension
5145.12 Search and seizure
6145 Extracurricular activities
6164.4 Child study team
6171.4 Special education
6172 Alternative educational programs

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: PUPIL VEHICLES

Student Motor Vehicles – Use of Student Motor vehicles to and From School

Licensed students are permitted to drive cars to school subject to rules and regulations set forth by the administration. Each student will receive a copy of the rules.

The principal shall have the right to withdraw and/or withhold such permits as circumstances may dictate.

Use of Student Motor Vehicles Between High School and the Union County Vocational Technical School

Students are not permitted to drive their private motor vehicles between the high school and the Union County Vocational-Technical School except when approved by the principal. Students must use transportation provided by the district

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: VANDALISM/VIOLENCE

Vandalism

The Board of Education views vandalism against school property by pupils as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the Board, the principal of the school shall notify the chief school administrator. The Board will hold the pupil or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If pupils have taken part in the vandalism, the appropriate administrator shall:

- A. Identify the pupils involved;
- B. Call together persons, including the parents/guardians, needed to study the causes;
- C. Decide upon disciplinary and/or legal action possibly including suspension.
Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
- D. Take any constructive actions needed to try to guard against further such pupil misbehavior;
- E. Seek appropriate restitution.

Violence

Physical violence including assault with or without a weapon, against another pupil, a staff member *or Board member* is prohibited and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported by the classroom teacher to the school principal, unless instructed otherwise, so that possible program adjustments may be identified.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm or any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Chief School Administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the district public school(s) should complete the standard report form and submit it to the school principal who is responsible for preparing the official report to the Chief School Administrator.

The Chief School Administrator shall annually:

- A. Report to the Board of Education at a public meeting in October, all acts of violence and vandalism in the district that occurred during the previous school year;*
- B. Ensure that a transcript of the annual report of violence and vandalism is kept on file at the Board office and made available to the public;*
- C. Forward the transcript of the public hearing on violence and vandalism to the Department of Education by November 1;*
- D. Notify the County Superintendent of action taken regarding incidents of violence.*

Threats of Violence

The Board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate pupil threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the board of education.

Pupils shall inform a teacher, guidance counselor or principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

Pupils who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

Unsafe School Choice Option

The Chief School Administrator shall comply with all requirements of the Unsafe School Choice Option policy adopted by the State Board of Education for schools in districts that receive funds under the No Child Left Behind Act of 2001. He/she shall keep the Board informed of all state requirements and actions taken to implement the policy.

Particularly, if a school in the district is designated as “persistently dangerous” as defined in the policy, corrective action plans shall be prepared and presented to the Board for review. The corrective action plans shall be in the format provided by the Department of Education and shall describe how the schools will reduce the number of incidents of violence as determined by the Electronic Violence and Vandalism Reporting System (EVVRS).

Likewise, if a student while at school or on school grounds becomes a victim of a violent criminal offense as defined by state statute, he/she shall be offered the option of transferring to another safe school within the district.

Parents/guardians shall be informed according to law and policy.

The Board shall be provided with access to a copy of the current statewide Unsafe School Choice Option Policy.

School Violence Awareness Week

This school district shall observe School Violence Awareness Week, the week beginning on the third Monday in October of each year. Organized activities focused on the prevention of school violence will be offered to students, employees and board members. Local law enforcement personnel will be invited to participate.

Violence and Vandalism Reporting

The Chief School Administrator will annually submit a report utilizing the Electronic Violence and Vandalism Reporting system (EVVRS) accurately reporting on each incident of violence, vandalism and alcohol and other drug abuse within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee’s prior employment record.

Implementation

The Chief School Administrator shall oversee the development of implementing regulations on all aspects of this policy, including the establishment of procedures for cooperation between school staff and law enforcement officials for all situations involving firearms or other deadly weapons.

Legal References:

N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure

N.J.S.A. 2A:53A-15 Liability of parent or guardian for willful destruction Of property by infant under 18

N.J.S.A. 2C:39-5 Unlawful possession of weapons

N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report

N.J.S.A. 18A:25-2 Authority over pupils

N.J.S.A. 18A:36-5.1 School Violence Awareness Week

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

N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion

N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

"H.A." v. Warren Hills Regional School District, 1976 S.L.D. 336

See also Commissioners' Decisions indexed under "Pupils – Punishment of" in Index to N.J. School Law Decisions

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

Cross References:

1120 Board of education meetings

3250 Income from fees, fines, charges

4248 Employee protection

5114 Suspension and expulsion

5119 Transfers

5124 Reporting to parents/guardians

5131 Conduct/discipline

5131.4 Campus disturbances

5131.6 Drugs, alcohol, tobacco (substance abuse)

5131.7 Weapons and dangerous instruments

6114 Emergencies and disaster preparedness

6172 Alternative educational programs

Approved: August 31, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield Public Schools

POLICY: DRUGS, ALCOHOL, TOBACCO

Drugs, Alcohol, Tobacco, and Steroids

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

- A. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline, that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.
- B. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The Superintendent shall prepare and

submit to the board for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to N.J.S.A. 18A:40A-1 et seq. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum. Additionally, the district will offer a special class or course designed to meet the needs of pupils with alcohol or other drug use problems.

- C. All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the superintendent of schools. The Board of Education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, tobacco and/or steroids, and in helping pupils with drug, alcohol, tobacco and steroid-related problems in a program of rehabilitation. The Board directs the establishment of a program designed to provide short-term counseling and support services for pupils who are in care or returning from care for alcohol and other drug dependencies. The district shall establish a parent/guardian substance abuse program offered at times and places convenient to the parents/guardians of the district on school premises or other facilities.
- D. The Superintendent shall develop administrative regulations for:
 - 1. A comprehensive program of drug, alcohol, tobacco and steroid education;
 - 2. The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
 - 3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
 - 4. The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the department of health; and
 - 5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.
- E. The Board of Education shall establish an annual process to review the effectiveness of its alcohol and other drug policies and procedures. The board of education shall solicit community input as well as consult with local agencies recommended by the state department of health in the review process. Alcohol and other drug policies and procedures for discipline, evaluation, and treatment of

pupils shall be made available annually to all school staff, pupils, and parent/guardians. This policy shall be in each building, and notification of its availability shall appear annually in the parent's handbook.

- F. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq.
- G. All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.

Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.

- H. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.

Enforcement of Drug-free School Zones

The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county superintendent of schools. The Memorandum of Agreement shall be consistent with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions).

Law Enforcement Liaison

In order to ensure that such cooperation continues, the Board directs the Superintendent to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

Undercover Operations

The Board hereby recognizes that the Superintendent may request that law

enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the superintendent to request such intervention under these circumstances. The Board recognizes that the superintendent is not permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the superintendent to request that an undercover operation be established in a district school. The Board recognizes that the superintendent is prohibited from discussing the request with the board. The Board hereby authorizes the superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The Board directs the Superintendent and school principals to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The superintendent, principal, or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the Superintendent shall report to the Board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances, including anabolic steroids, or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to the Superintendent. The Superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent or the principal shall immediately notify the student's parent/guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the Superintendent, the Superintendent shall report the reason the police were summoned and any pertinent information to the board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., U.S. 325 (1985), and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the Superintendent who shall immediately, in turn, notify the appropriate law enforcement agency. The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Superintendent shall request that the law enforcement officials conduct the search, seizure, or interrogation.

Police Presence at Extracurricular Activities

The Superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the Superintendent believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

Resolving Disputes Concerning Law Enforcement Activities

The Board authorizes the Superintendent to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the Superintendent shall work in conjunction with the County Prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the attorney general whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 CFR 2 and N.J.A.C. 6A:16-6.5.

Inservice Training

The superintendent will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with board policies and N.J.A.C. 6A:16-3.1.

Annual Review

The board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the board will consult with the county superintendent, local community members, and the county prosecutor's office.

Availability of Policy

The policies and procedures contained herein shall be made available to all staff, pupils, and parents/guardians on an annual basis.

Legal References:

N.J.S.A. 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability

N.J.S.A. 2C:29-3a Hindering apprehension or prosecution

N.J.S.A. 2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty
N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
N.J.S.A. 2C:33-19 Paging devices, possession by students
N.J.S.A. 2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987
N.J.S.A. 2C:35-10.4 Definitions
N.J.S.A. 9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes
N.J.S.A. 9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
N.J.S.A. 18A:25-2 Authority over pupils
N.J.S.A. 18A:36-19.2 Student locker or other storage facility; inspections; notice to students
N.J.S.A. 18A:37-1 Submission of pupils to authority
N.J.S.A. 18A:37-2 Causes for suspension or expulsion of pupils
N.J.S.A. 18A:38-25 Attendance required of children between six and sixteen, exceptions
N.J.S.A. 18A:38-31 Violation of article by parents or guardian, penalties
N.J.S.A. 18A:40A-1 et seq. Substance abuse
N.J.S.A. 24:21-2 Definitions (New Jersey controlled dangerous substances)
N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act

P.L. 2005, c. 209 Random student drug testing

N.J.A.C. 6A:8-3.1 Curriculum and instruction
N.J.A.C. 6A:9-13.2 Substance awareness coordinator
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
N.J.A.C. 6A:32-13.1 et seq. Pupil Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in the Interest of T.L.O. 94 N.J. 331 (1983), Rev'd, 469 U.S. 325 (1985)

State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)

Honig v. Doe 484 U.S. 305 (1988)

Vernonia School District v. Acton, 515 U.S. 646 (1995)

In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)

Board of Education of Independent School District No. 92 of Pottawatomie County et al.
v. Earls et al., 536 U.S. _____ (2002)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

A Uniform State Memorandum of Agreement Between Education and Law
Enforcement Officials (1999 Revisions)

Cross References:

1330 Use of school facilities

1410 Local units

4131.1 Inservice education/visitations/conferences

4231.1 Inservice education/visitations/conferences

5114 Suspension and expulsion

5124 Reporting to parents/guardians

5125 Pupil records

5131 Conduct/discipline

5131.7 Weapons and dangerous instruments

5141.3 Health examinations and immunizations

5141.21 Administering medication

5145.12 Search and seizure

6145.1/6145.2 Intramural competition; interscholastic competition

6154 Homework/makeup work

6172 Alternative educational programs

6173 Home instruction

Approved: June 30, 1997

Revised: December 22, 2003

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while enroute to or from school or any school function.

For the purpose of this policy "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r. The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the Board to remove the pupil from the regular education program for a period of not less than one calendar year.

The principal/designee shall be responsible for the removal of such a pupil and shall immediately report the removal to the Chief School Administrator. The Chief School Administrator may modify a pupil's removal on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal shall immediately inform the chief school administrator/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved.

Assault by a student with a weapon on a teacher, administrator, board member or other employee of the board is strictly prohibited and shall result in the student's immediate removal from the general education program for a period not exceeding one calendar year. Subject to a hearing before the board, the student shall be placed in an alternative education program.

The Chief School Administrator shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

Disciplinary action shall be taken against students who possess, handle, transmit or

use firearms, other weapons, or dangerous instruments. Classified students shall be disciplined in accordance with their IEP and in compliance with law and administrative code. As in all disciplinary cases, due process will be provided (see policies 5114 Suspension and expulsion and 5131 Conduct/discipline).

A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon, or dangerous instrument.

Remotely Activated Paging Devices (Beepers) or Cell Phones

No student shall bring or possess a remotely activated paging device or cellular phone on any property used for school purposes without the written permission of the Board. Permission shall not be granted unless and until the student has established a reasonable basis for possessing the device.

Student members of a volunteer fire company or first aid, ambulance or rescue squad may carry remotely activated paging devices provided that:

- A. The student is required to respond to an emergency, and
- B. A copy of the statement by the chief executive officer of the volunteer fire company or first aid, ambulance or rescue squad authorizing the possession of the paging device is in the possession of the student at all times while the student is in possession of the remotely activated paging device.

Implementation

The Board directs the Chief School Administrator to develop regulations to implement this policy.

Legal References:

N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for
N.J.S.A. 2C:12-1 Definition of assault
N.J.S.A. 2C:33-19 Paging devices, possession by students
N.J.S.A. 2C:39-1 Definitions
N.J.S.A. 2C:39-5 Unlawful possession of weapons
N.J.S.A. 2C:39-6 Exemptions
N.J.S.A. 18A:6-1 Corporal punishment of pupils
N.J.S.A. 18A:36-19.2 Student locker or other storage facility; inspections;
notice to students
N.J.S.A. 18A:37-1 Submission of pupils to authority
N.J.S.A. 18A:37-2 Causes for suspension or expulsion of pupils

N.J.S.A. 18A:37-2.1 through -2.5 Assaults by pupil upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings ...

N.J.S.A. 18A:37-7 Zero Tolerance for Guns Act

N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsion

N.J.A.C. 6A:16-1.1et seq. Programs to Support Student Development

P.L. 103-382, Improving America's Schools Act of 1994

Section 1702, Prohibits possession or discharge of a firearm in a school zone,

Pub. L. 101-647 Attorney General's Executive Directive No. 1988-1, Memorandum of Agreement (revised, amended)

State in Interest of T.L.O., 94 N.J. 331, 346 (1983), rev'd 515 U.S. 646 (1985)

See also Commissioners' Decisions indexed under "Pupils – Punishment of" in Index to N.J. School Law Decisions

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Cross References:

5114 Suspension and expulsion

5131 Conduct/discipline

5131.5 Vandalism/violence

5131.6 Drugs, alcohol, tobacco (substance abuse)

5145.11 Questioning and apprehension

5145.12 Search and seizure

6172 Alternative educational programs

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: GAMBLING

Students are not permitted to gamble while in school on school property, in school vehicles or while in transit from home to school or school to home. Those who are found to be betting, playing cards, flipping or matching coins, rolling dice for money or involved in any other form of gambling shall be reported to the principal or assistant principal. Appropriate discipline will be administered in accordance with the district's code of student conduct and discipline policies.

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: HEALTH

The Board of Education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the Board directs the Chief School Administrator to develop pupil health services that employs professional personnel and interacts with both parents/guardians and community health agencies. The program shall include but not be limited to:

- A. Employment of a medical inspector to perform those duties required by law, and to advise the chief school administrator on all matters affecting the health of pupils;
- B. Employment of at least one certified school nurse to assist with physical examinations; conduct biennial scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health concerns; train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other nursing tasks; provide appropriate response to Do Not Resuscitate (DNR) orders; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information for the Child Study Team; write and update annually the accommodation plan under Section 504 for any student who requires one;
- C. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
- D. Establishment of a system of pupil health records in compliance with state law;
- E. Implement the Core Curriculum Content Standards in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;
- F. Development of rules and procedures to foster good pupil health, and periodic dissemination of these rules and procedures to the staff;
- G. Development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in

- sanitary condition in accordance with law;
- H. Development and enforcement of an eye protection program as required by statute and administrative code;
 - I. A regular report to the board on progress and accomplishments in the field of pupil health;
 - J. Health services to staff that support pupil health;
 - K. Provision of emergency services for injury and sudden illness;
 - L. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;
 - M. Development of all regulations and procedures necessary for evaluation of pupils suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;
 - N. Encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations for scoliosis.
 - O. *Preparation for the potential disruption of a pandemic flu outbreak, such as avian flu, by filling out a school preparedness checklist available from www.pandemicflu.gov or NJSBA, with periodic reports to the school board on steps the district has already taken, as well as additional steps that need to be taken, to prepare for a flu pandemic.*

Annual Nursing Plan

The Chief School Administrator (or his/her designee) in conjunction with the school physician and the certified school nurse shall develop an annual Nursing Services Plan that details the provision of nursing services based upon the needs of the students in this school district. The Nursing Services Plan shall be adopted annually at a regular meeting and submitted to the county superintendent of education for review and approval. The Nursing Services Plan shall include:

- A. *A description of the basic nursing services provided all students;*
- B. *A summary of specific medical needs of individual students and the services required to address the needs;*
- C. *A description of how nursing services will be provided in an emergency;*
- D. *Detailed nursing assignments for all school buildings;*

E. The nursing services and additional medical services provided to nonpublic schools.

Nonpublic School Pupils

The board shall provide mandated nursing services to nonpublic school pupils as required by law. See policy 5200.

The operation of the pupil health program shall be in compliance with the rules and regulations of the state department of education, local board of health and the state department of health and senior services, and state department of human services. The board shall review and adopt the regulations developed to implement the district's health services.

Automated Electronic Defibrillator (AED)

Because the Board recognizes that medical emergencies may occur that justify the use of AEDs, the Board may acquire and maintain this equipment for use by qualified staff members. An applicable patient would exhibit all of the following signs as per AHA standards on AED use:

- A. is unconscious*
- B. is not breathing*
- C. has no signs of circulation (as confirmed by a pulse check)*

Only those staff members documented as having completed the required training are authorized to use an AED. The Superintendent may establish additional guidelines for use of the AED.

Any employee, student or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses an AED. All usage will be reported to the Board of Education.

Legal References:

N.J.S.A. 18A:16-6, -6.1 Indemnity of officers and employees against civil actions.

N.J.S.A. 18A:35-4.6 et seq. Parents Right to Conscience Act of 1979

N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules

N.J.S.A. 18A:40-3 Lectures to teachers

N.J.S.A. 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian

N.J.S.A. 18A:40-5 Method of examination; notice to parent or guardian

N.J.S.A. 18A:40-6 In general
N.J.S.A. 18A:40-7, -8, -10, -11 Exclusion of pupils who are ill.
N.J.S.A. 18A:40-23 et seq. Nursing Services For Nonpublic School Pupils
N.J.S.A. 18A:40A-1 et seq. Substance Abuse
N.J.S.A. 44:6-2 Maintenance by Boards of Education of clinics for indigent children
N.J.S.A. 2A:62A-23 to 26 AED emergency medical services, 1999 statute
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of School
N.J.A.C. 6A:26-12.3
N.J.A.C. 8:57-1.1 et seq. Reportable Communicable Diseases
N.J.A.C. 8:61-1.1 Attendance at school by pupils or adults Infected by
Human Immunodeficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987), guidelines for admission of children with AIDS, the right to call witnesses and attendant right to cross-examine must be provided automatically upon request of the parties

Cross References:

1410 Local units
3510 Operation and maintenance of plant
3516 Safety
3542 Food service
4112.4 Employee health
4131/4131.1 Staff development; inservice education/visitations/conferences
4212.4 Employee health
4251.2 Family illness/quarantine
5111 Admission
5125 Pupil records
5131 Conduct/discipline
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141.1 Accidents
5141.2 Illness
5141.3 Health examinations and immunizations
5141.4 Child abuse and neglect
5141.21 Administering medication
5142 Pupil safety
5200 Nonpublic school pupils
6142.4 Physical education and health
6142.12 Career education

Adopted: December 16, 1991

Revised: June 30, 1997

Revised: January 12, 2004

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ACCIDENTS

Each principal shall develop a program of accident prevention suited to his/her school. The chief school administrator shall review and approve such programs. When unforeseen situations arise, and an accident occurs, a school nurse or other assigned staff member shall be responsible for providing emergency services to a child or staff member

Guidelines for Dealing with Accident/Injury

- A. The school nurse or another trained person shall be responsible for administering first aid. Universal precautions shall be taken in the handling of blood and body fluids to ensure the containment of bloodborne pathogens. (See policies and regulations 4112.4/4212.4 Employee health and 5141.2 Illness).
- B. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent/guardian and/or family physician immediately.
- C. Parents/guardians shall be requested to pick up their child. If a parent/guardian is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured shall not be taken home unless it is known that someone is there to receive him/her.
- D. In extreme emergencies, the school nurse, school doctor or principal may make arrangements for immediate hospitalization of injured pupils, contacting parents/guardians in advance if at all possible.
- E. The teacher or other staff member who is responsible for a child at the time an accident occurs shall make out a report within 24 hours on an official form providing details about the accident. This shall be required for every accident whether first aid is necessary or not.
- F. Any injuries or accidents to pupils shall be reported as soon as possible to the chief school administrator and the board.

Staff shall be informed at the beginning of each school year of the accident prevention program and procedures to be followed in case of an accident/injury.

Emergency Medical Procedures for Sports/Athletics

The Board of Education recognizes its responsibility for pupil safety encompassing all aspects of sports and athletic events in both intramural and interscholastic programs. The Board directs the Chief School Administrator to develop and implement emergency medical procedures to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual pupils or teams of the schools of this district whether among themselves or with pupils of other districts.

The Board further directs that these emergency medical procedures be disseminated to appropriate personnel within this district and address practice sessions and both home and away events.

Legal References:

N.J.S.A. 18A:11-3 Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
N.J.S.A. 18A:16-6 Indemnity of officers and employees against civil actions
N.J.S.A. 18A:16-6.1 Indemnity of officers and employees in certain criminal actions
N.J.S.A. 18A:40-25 Boards of education to provide nursing care to students in nonpublic schools
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
N.J.A.C. 6A:26-12.2(a)2iii Policies and procedures for school facility operation
N.J.A.C. 6A:27-12.2 Accident reporting
N.J.A.C. 6A:32-9.1 et seq. Athletics Procedures
N.J.A.C. 8:61-1.1 et seq. Participation and Attendance at School by Individuals with HIV Infection

HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools,
SDOE Division of Student Services, Sept. 1996, Doc. #P101400-31

Cross References:

3516 Safety
3541.33 Transportation safety
4112.4/4212.4 Employee health
4123 Classroom aides
5113 Absences and excuses
5125 Pupil records
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141 Health
5141.2 Illness
5141.4 Child abuse and neglect
5141.21 Administering medication
5142 Pupil safety
5200 Nonpublic school pupils

6114 Emergencies and disaster preparedness
6142.12 Career education
6145.1/6145.2 Intramural competition; interscholastic competition
6153 Field trips

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ILLNESS

When pupils are taken suddenly ill in school, they shall be sent or escorted to the nurse's office. If the nurse is not in the medical office, the pupil shall be sent or taken to the building principal's office. In general, the same procedures that apply to accidents shall apply to sudden pupil illness. The Chief School Administrator, in cooperation with the medical inspector, shall implement this policy.

Control of Contagious Diseases or Conditions

In order to protect the health of the pupils in our schools, all regulations of the State Department of Education, the State Department of Health and the local Board of Health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Pupils who have been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the medical inspector.

The school nurse shall observe pupils who show evidence of communicable disease and recommend their exclusion to the school principal. Recommendations shall be consistent with reporting requirements on communicable diseases as set forth in the New Jersey Health Code. Such pupils shall be isolated in the nurse's office until a parent/guardian picks them up, and any necessary measures have been taken to prevent spread of the infection. The school nurse, under the direction of the medical inspector, shall instruct all teachers in the symptoms of the most common diseases or conditions at least once a year.

Any student with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS shall not be excluded from general education, transportation services, extracurricular activities, athletic activities, assigned to home instruction or classified as eligible for special education because of the HIV infection. The school nurse shall recommend the exclusion of any individual with weeping skin lesions that cannot be covered.

In addition to the review of health and safety measures required by law, the school nurse shall individually instruct teachers from whose classrooms a pupil has been excluded in the symptoms of the disease for which the pupil was excluded. Student rights and confidentiality shall be protected in accordance with law. No teacher shall attempt to diagnose any illness of a pupil, but shall refer suspected cases to the nurse immediately.

Handling Blood and Body Fluids

The Chief School Administrator and medical inspector shall develop detailed routine procedures based on New Jersey administrative code and guidelines from the Centers for Disease Control for proper handling of blood and body fluids resulting from illness/accidents in the schools. These procedures shall be disseminated to all district staff and volunteers.

The medical inspector shall report all cases of communicable disease to the local board of health as required by law.

Legal References:

N.J.S.A. 18A:16-6 Indemnity of officers and employees against civil actions
N.J.S.A. 18A:16-6.1 Indemnity of officers and employees in certain criminal actions
N.J.S.A. 18A:40-3 Lectures to teachers
N.J.S.A. 18A:40-7 Exclusion of pupils who are ill
N.J.S.A. 18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness
N.J.S.A. 18A:40-10 Exclusion of teachers and pupils exposed to disease
N.J.S.A. 18A:40-11 Exclusion of pupils having communicable tuberculosis
N.J.S.A. 18A:40-12 Closing schools during epidemic
N.J.S.A. 18A:40-25 Boards of education to provide nursing care to students in nonpublic schools
N.J.S.A. 26:4-6 Prohibiting attendance of teachers or pupils
N.J.S.A. 26:4-15 Reporting of communicable diseases by physicians
N.J.S.A. 26:5C-1 et seq. AIDS Assistance Act
N.J.S.A. 26:2T-1 Newly diagnosed Hepatitis C case; information, reports
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
N.J.A.C. 8:57-1.1 et seq. Reportable Communicable Diseases
N.J.A.C. 8:61-1.1 Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

Cross References:

1410 Local units
4112.4 Employee health
4131/4131.1 Staff development; inservice education/visitations/conferences
4212.4 Employee health
5113 Absences and excuses
5125 Pupil records
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141 Health
5141.1 Accidents
5141.4 Child abuse and neglect
5200 Nonpublic school pupils

6142.13 HIV prevention education

Approved: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: HEALTH EXAMINATIONS AND IMMUNIZATIONS

Pupils who enter the district schools for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. "Medical home" means a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A pupil shall be exempted from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Every pupil who enters the district schools for the first time shall present an immunization record as required by law.

In order to protect the health of the children and staff in district schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions. Pupils seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine and reporting.

The Chief School Administrator or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16. The Chief School Administrator shall also formulate regulations for this policy and for regular pupil health examinations at appropriate grade levels; before participation in sports programs; and for tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The board shall review the regulations and adopt those required by law.

Legal References:

- N.J.S.A. 18A:35-4.6 through -4.8 Parents Right to Conscience Act of 1979
- N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of pupils; health records
- N.J.S.A. 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
- N.J.S.A. 18A:40-4.4 Exemption
- N.J.S.A. 18A:40-4.5 Immunity from action of any kind due to provisions of act
- N.J.S.A. 18A:40-5 Method of examination; notice to parent or guardian
- N.J.S.A. 18A:40-6 In general
- N.J.S.A. 18A:40-11 Exclusion of pupils having communicable tuberculosis
- N.J.S.A. 18A:40-16 through -19 Tuberculosis infection; determination of presence ...
- N.J.S.A. 18A:40-20 Immunization at public expense
- N.J.S.A. 18A:61D-8 through -10 Findings, declarations relative to Hepatitis B vaccinations....
- N.J.S.A. 26:1A-9.1 Exemption of pupils from mandatory immunizations
- N.J.S.A. 26:4-6 Prohibiting attendance of teachers or pupils
- N.J.S.A. 26:2T-5 through -9 Findings, declarations relative to Hepatitis C
- N.J.A.C. 6A:14-3.4 Evaluation
- N.J.A.C. 6A:16-1.1et seq. Programs to Support Student Development
- N.J.A.C. 6A:32-9.1 Athletics Procedures
- N.J.A.C. 8:57-2 Reporting of acquired immunodeficiency syndrome and infection with Human Immunodeficiency Virus
- N.J.A.C. 8:57-4.1 Applicability
- N.J.A.C. 8:57-4.2 Proof of immunization
- N.J.A.C. 8:57-4.3 Medical exemptions
- N.J.A.C. 8:57-4.4 Religious exemptions
- N.J.A.C. 8:57-4.5 Provisional admission
- N.J.A.C. 8:57-4.6 Documents accepted as evidence of immunization
- N.J.A.C. 8:57-4.7 Records required
- N.J.A.C. 8:57-4.8 Reports to be sent to the State Department of Health
- N.J.A.C. 8:57-4.9 Records available for inspection
- N.J.A.C. 8:57-4.10 Diphtheria and tetanus toxoids and pertussis vaccine
- N.J.A.C. 8:57-4.11 Poliovirus vaccine
- N.J.A.C. 8:57-4.12 Measles virus vaccine
- N.J.A.C. 8:57-4.13 Rubella vaccine
- N.J.A.C. 8:57-4.14 Mumps vaccine
- N.J.A.C. 8:57-4.15 Haemophilus influenza type b (Hib) conjugate vaccine
- N.J.A.C. 8:57-4.16 Providing immunization
- N.J.A.C. 8:57-4.17 Emergency powers of the State Commissioner of Health
- N.J.A.C. 8:61-2.1 Attendance at school by pupils or adults infected by Human Immuno-deficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Cross References:

1410 Local units
4123 Classroom aides
5111 Admission
5113 Absences and excuses
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141 Health
5141.21 Administering medication
5200 Nonpublic school pupils
6142.4 Physical education and health
6145.1/6145.2 Intramural competition; interscholastic competition
6162.5 Research
6164.4 Child study team
6171.4 Special education

Approved: April 27, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised: January 12, 2004

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: QUESTIONING AND APPREHENSION

In order to protect pupils' rights during the time they are under school control, the principal shall interview every person who wishes to question a pupil on school property during the school day. The Chief School Administrator shall be informed of such incidents.

Law Enforcement Officers

- A. If a law enforcement officer has an arrest warrant, the principal shall ensure that all procedural safeguards as prescribed by law are observed. No pupil shall be taken from the school without the knowledge of the principal or other person in charge of the school. The principal shall make every reasonable effort to notify parents/guardians. The Chief School Administrator shall be informed whenever such apprehensions take place.
- B. If a law enforcement officer has a juvenile complaint or wants to question a student on school property, the principal shall request that the questioning be delayed if possible until the parents/guardians can be present. If the officer refuses and the principal is convinced that the situation justifies questioning, he/she must attempt to have the parents/guardians informed immediately and shall remain with the student during the questioning.
- C. If the law enforcement officer is an agent of the Division of Youth and Family Services (DYFS), the agent shall determine whether the presence of a parent/guardian or school employee is appropriate.

Private Persons

If a private person wishes to question a pupil on school property during the school day, generally parents/guardians shall be notified of the request and give their permission before the principal will permit the private person to question the pupil. In cases involving possible harm to another pupil which might be prevented by early information, the principal may permit such questioning if the parent/guardian cannot be reached. The principal shall be present during the questioning.

Weapons and Substance Abuse Questioning by Staff

When questioning any pupil about possible possession, use, or distribution of proscribed substances, drug paraphernalia, alcohol, firearms or other deadly weapons, staff shall follow procedures in compliance with administrative code.

Generally

The Chief School Administrator shall notify the Board President when the police have sought to question a pupil in school, and the outcome of the incident. The district shall make every effort to establish close and cordial relationships with local law enforcement and other agencies, while ensuring that the parents/guardians are informed and pupil rights protected.

Legal References:

N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2C:35-5 Comprehensive Drug Reform Act of 1986
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:16-4. Adoption of policies and procedures for the intervention of student alcohol and other drug abuse
N.J.A.C. 6A:16-5.1 et seq. School Safety
N.J.A.C. 6A:16-6.1 et seq. Law Enforcement Operations for Substances, Weapons,
N.J.A.C. 6A:32-7 et seq. Student records

New Jersey Constitution, Article I, para. 7

U.S. Constitution, Amendment IV, V, XIV

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

In re Gault, 387 U.S. 1 (1967)

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

Cross References:

5114 Suspension and expulsion
5131 Conduct/discipline
5131.6 Drugs, alcohol, tobacco (substance abuse)
5131.7 Weapons and dangerous instruments
5145.12 Search and seizure

Approved: August 31, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: ADMINISTERING MEDICATION

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, and all non-prescription "over-the-counter" medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, for prescribed medication, the Board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse. The district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications whether prescribed or over-the-counter shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the school nurse is present;
- B. Medications shall be securely stored and kept in the original labeled container;

- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

Pupil Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequel that may indicate the potential loss of life; e.g., adrenaline injection in response to anaphylaxis. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/ guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The Chief School Administrator shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

The Board will permit the self-administration of medication during a field trip only for asthma and other potential life-threatening illnesses by pupils in all grades upon written approval of parents/guardians. All conditions established by law and board policy shall be met.

Emergency Administration of Epinephrine

The Board shall permit the school nurse or medical inspector to administer epinephrine via epi-pen in emergency situations. In their absence, a designee or designees who are employees of the board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

The Board shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen to the pupil.

Parents/guardians shall provide the Board with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epi-pen by the school nurse or designee(s);

- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epi-pen by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen to the pupil.

Permission for the administration of epinephrine via epi-pen shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

The Board shall allow Epinephrine to be administered via EpiPen to students in emergencies on field trips by the school nurse, his/her designee(s), the student's parent or guardian or the student himself/herself, and /or other authorized medical personnel in accordance with this policy.

Implementation

The Board shall adopt regulations on all aspects of the administration of medication.

Legal References:

- N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
N.J.S.A. 18A:40-3.2 et seq. Medical and Nursing Personnel
N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of pupils
N.J.S.A. 18A:40-7 Exclusion of pupils who are ill
N.J.S.A. 18A:40-12.3 Self-administration of medication by pupil; conditions
N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent
N.J.S.A. 18A:40-12.7 Nebulizer
N.J.S.A. 18A:40-12.8 Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. 45:11-23 Definitions
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development

Bernards Township Education Association v. Bernards Township Board of Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication By a Pupil, New Jersey State Department of Education, June 5, 1995.

Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998 P.L. 2007, c. 57 amends N.J.S.A. 18A-40-12 to encourage recruitment and training of additional school employees to administer epinephrine and the placement of a pupil's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function.

Cross References:

5131.6 Drugs, alcohol, tobacco (substance abuse)

5141.2 Illness

5141.3 Health examinations and immunizations

6153 Field trips

Adopted: June 24, 1991

Revised: August 22, 1994

Revised: June 30, 1997

Revised: September 12, 2005

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: PHOTOGRAPHS OF PUPILS

Taking pictures of district pupils and buildings for commercial purposes is prohibited without written approval of the Chief School Administrator.

"Commercial purposes" in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

"School pupils" in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Pictures of children with educational disabilities shall not be disseminated in any way unless permission is granted by parents/guardians. Photographs of children placed in the district by the Division of Youth and Family Services (DYFS) shall not be published without permission of the division case worker.

Photographs on the District Web Site

Pictures of district pupils shall not be posted on the web site, except under the following conditions:

- A. Prior written permission has been obtained from the pupil's parent/guardian or from the adult pupil;
- B. Group photographs may identify the group, but not the individuals in the group;
- C. Prior written permission has been obtained from the pupil's parent/guardian or from the adult pupil, if the pupil is receiving an award or special recognition.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:36-35 Disclosure of certain student information on internet
prohibited without parental consent
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Cross References:

- 1100 Communicating with the public
- 1110 Media
- 1120 Board of education meetings
- 1140 Distribution of materials by pupils and staff
- 1250 Visitors
- 1320 Participation in out-of-school community activities
- 5125 Pupil records
- 5141.4 Child abuse and neglect
- 5145.12 Search and seizure
- 6142.10 Technology
- 6145.3 Publications
- 6145.4 Public performances and exhibitions
- 6171.4 Special education

Approved: August 28, 1989

Revised: June 30, 1997

Revised: January 12, 2004

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: PUPIL GRIEVANCE PROCEDURE

Each school shall establish procedures for the consideration of pupil problems and for the processing of their complaints and appeals. These procedures should be developed through the cooperative efforts of pupils, faculty and administrators. The chief school administrator or designee shall establish and maintain procedures for appeals beyond the decision of the principal. Details of those procedures should be made known to pupils and staff, and pupils who wish to use them should be assured of access to the appropriate personnel within a reasonable period of time.

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:16-7.1 Code of student conduct

Cross References:

1251 Loitering or causing disturbance
1312 Community complaints and inquiries
5113 Absences and excuses
5114 Suspension and expulsion
5131 Conduct/discipline
5131.4 Campus disturbances
5145.4 Equal educational opportunity

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

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N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:16-7.1 Code of student conduct

Cross References:

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5131 Conduct/discipline
5131.4 Campus disturbances
5145.4 Equal educational opportunity

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils *and their parents/guardians* shall be informed of this policy when lockers are assigned.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. *Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present.* The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil. *Before instituting such a search, the principal shall try to inform the parents/guardians and request their presence, except in cases of emergency.*

School personnel shall not conduct strip searches or body cavity searches of any pupils under any circumstances.

***Searches for Controlled Dangerous Substances/Drug
Paraphernalia/Alcohol/Firearms/Other Deadly Weapons***

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

Legal References:

- N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
- N.J.S.A. 18A:11-1 General mandatory powers and duties
- N.J.S.A. 18A:36-19.2 Student lockers or other storage facility; inspection; notice to students
- N.J.S.A. 18A:37-6.1 Strip and body cavity searches prohibited
- N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.A.C. 6A:16-6.1 et seq. Law Enforcement Operations for Substances,
Weapons and Safety

State in interest of T.L.O., 94 NJ 33 (1983); New Jersey v. T.L.O., 469 U.S.
325, 53 (1985)

Vernonia School District 47J v. Acton et ux., Guardians ad litem for Acton,
U.S. , 115 S.Ct. 2386 (1995)

Joye v. Hunterdon Central Regional High School Board of Education, Superior Court
of New Jersey, Law Division Dkt. No. HNT-C-14031-00 (Jan. 4, 2001)

Board of Education of Independent School District No. 92 of Pottawatomie County
et al. v. Earls et al., 536 U.S. _____ (2002)

The New Jersey School Search Policy Manual, New Jersey Attorney General
(1998)

A Uniform State Memorandum of Agreement Between Education and Law Enforcement
Officials (1999 Revisions)

Cross References:

1410 Local units
5114 Suspension and expulsion
5131 Conduct/discipline
5131.6 Drugs, alcohol, tobacco (substance abuse)
5131.7 Weapons and dangerous instruments
5145.11 Questioning and apprehension

Approved: August 31, 1987

Revised: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: NONPUBLIC SCHOOL PUPILS

New Jersey statute and regulations of the State Board of Education require the Board of Education to provide certain services and supplies to those New Jersey children whose parents/guardians enroll them in nonpublic schools within the confines of the district. Out-of-state pupils enrolled in nonpublic schools within the district are not included.

Nursing Services

The Board of Education shall, within the funding limitations as determined by the state's appropriations and nonpublic school enrollment, provide the mandated nursing services for pupils enrolled full-time in nonpublic schools located within the district. Specified nursing services include:

- A. Assistance with medical examinations including dental screening;
- B. Hearing screenings;
- C. Maintenance of student health records and notification of local or county health officials of improperly immunized pupils;
- D. Conducting of scoliosis examinations for pupils between the ages of 10 and 18.

The district shall extend to pupils enrolled full-time in nonpublic schools in the district who are injured or become ill at school or during participation on a school team or squad the emergency care provided to public school pupils up to the limit of state aid provided.

No district shall be required to make expenditures for purposes of this act in excess of the amount of state aid received for these purposes.

Federal Requirements

All requirements of federal law shall be obeyed, particularly those addressed in provision of Title I program services, and IDEA.

Implementation

1600 Relations between other entities and the district
3541.1 Transportation routes and services
5131.6 Drugs, alcohol, tobacco (substance abuse)
5141.1 Accidents
5141.2 Illness
5141.3 Health examinations and immunizations
6145.1/6145.2 Intramural competition; interscholastic competition
6171.3 At-risk and Title I
6171.4 Special education
6174 Summer school

Approved: August 28, 1989

Revised: June 30, 1997

Revised: August 18, 2008

The Chief School Administrator shall develop rules, regulations and procedures for the efficient and economical delivery of such services and supplies as are mandated by law. Wherever possible, already existing means and procedures for delivering those same supplies and services to the pupils attending the district's public schools shall be utilized.

Legal References:

- N.J.S.A. 18A:39-1 et seq. Transportation [To and From Schools] of pupils
N.J.S.A. 18A:40-3.2 et seq. Medical and Nursing Personnel
N.J.S.A. 18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
N.J.S.A. 18A:40A-1 et seq. Substance Abuse
N.J.S.A. 18A:46-19.1 et seq. Remedial services for handicapped children in nonpublic schools ...
N.J.S.A. 18A:46A-1 et seq. Auxiliary services (nonpublic school pupils)
N.J.S.A. 18A:58-37.3 Purchase and loan of textbooks
N.J.A.C. 6A:14-1.1 et seq. Special Education
N.J.A.C. 6A:16-1.4(a)9 District policies and procedures
N.J.A.C. 6A:16-2.5 School health services to nonpublic school students
N.J.A.C. 6A:23-6.1(b) Eligibility
N.J.A.C. 6A:23-6.2 Responsibility of the district board of education
N.J.A.C. 6A:27-2.1 et seq. Nonpublic School Transportation
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-14.1 Review of mandated programs and services
- 20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act)--Part B
- No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
- Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)
- Agostini v. Felton, 521 U.S. 203 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)
- Mitchell v. Helms, No. 98-1648, 2000 U.S. Lexis 4485 (June 28, 2000) ____ U.S. ____ (June 28, 2000)
- Parents for Student Safety, Inc. v. Board of Education of the Morris School District, 1986 S.L.D. (February 5), St. Bd. rev'g 1984 S.L.D. (August 24)

Cross References:

1330 Use of school facilities