

Policy List 6/20/16 Agenda

Policy/Regulation Name	Number		Notes:
Student Attendance High School	5113	revision	updates
Student Attendance Elementary Schools	5113.1	revision	updates
Student Dress Code	5132	revision	description list change
Student Supervision After School Dismissal	5142	revision	updates
Pupil Safety	5142.3	revision	updates
Extracurricular Activities	6145	revision	"Attendance Standards" word changes
Promotion and Retention	6146.2	revision	updates, add legal references
Early Childhood Education/Preschool	6178	new	new policy
Grading System	R6147.1	revision	updates
Grading System Grades 4 and 5	R6147.2	revision	updates
Grading System Grades K-3	R6147.3	revision	updates
Class Rank Policy	R6147.12	revision	updates

COMPREHENSIVE EQUITY PLAN
POLICY RE-APPROVALS

Section	Policy Name
<u>3327</u>	Relations with Vendors
<u>4111</u>	Recruitment, Selection and Hiring
<u>R4111.1</u>	Prohibition of Sexual Harassment
<u>4160</u>	Staff Acceptable Use of Technology
<u>4131/4131.1</u>	Staff Development; Inservice Education/Visitations/Conferences
<u>4211</u>	Recruitment, Selection and Hiring
<u>4211.1</u>	Nondiscrimination/Affirmative Action
<u>4260</u>	Staff Acceptable Use of Technology
<u>5111</u>	Admission
<u>5118</u>	Nonresidents
<u>R5118</u>	Eligibility of Non-Resident Pupils
<u>5131.1</u>	Harassment, Intimidation and Bullying
<u>5134</u>	Married/Pregnant Pupils
<u>5145.4</u>	Equal Educational Opportunity
<u>R5145.4</u>	Prohibition of Sexual Harassment Regulation
<u>5145.6</u>	Pupil Grievance Procedure
<u>R5145.6</u>	Pupil Grievance Procedure Regulation
<u>6121</u>	Nondiscrimination/Affirmative Action
<u>6140</u>	Curriculum Adoption
<u>6141</u>	Curriculum Design/Development
<u>6142.10</u>	Internet Safety and Technology
<u>6142.2</u>	English As A Second Language
<u>R6142.2</u>	Entrance and Exit Policy for ESL
<u>6142.4</u>	Physical Education and Health
<u>6143</u>	Curriculum Guides
<u>6143.1</u>	Lesson Plans
<u>6147</u>	Standards
<u>6161.1</u>	Guidelines for Evaluation and Selection of Instructional Materials
<u>6163.1</u>	Media Center/Library
<u>6164</u>	Student Disabilities Pursuant to Section 504
<u>R6164</u>	Grievance Procedure for Complaints Concerning The Board's Obligation to Disabled Persons
<u>6164.2</u>	Guidance Services
<u>6171</u>	Special Instructional Programs
<u>R6171.2</u>	Gifted and Talented
<u>6171.3</u>	At-Risk and Title I
<u>6171.4</u>	Special Education
<u>R6171.4</u>	Special Education
<u>6300</u>	Evaluation of the Instructional Program

STUDENT ATTENDANCE ELEMENTARY SCHOOLS

Absence from school restricts and inhibits the ability of the student to successfully complete the prescribed curriculum requirements. It also violates New Jersey State Law (N.J.S.A. 18A-38:25-26) requiring students to regularly attend school.

Every parent, guardian or other persons having custody and control of a child between the ages of six (6) and sixteen (16) years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive instruction elsewhere than at school.

In keeping with the prevailing laws of the state, the Rutherford Board of Education recognizes and accepts its responsibility to provide a thorough and efficient education for all students within the district. Since diplomas awarded by the Rutherford Board of Education are based upon verification of student growth and development by course and by competency, it is the paramount obligation of parents and students to accept student responsibility to attend school as scheduled.

The Rutherford Board of Education will neither condone nor permit student absences from school for any reason not specified in the law, nor will the Board issue credit if maximum attendance for each student is not achieved.

Only those students who have successfully completed the requirements for graduation as approved by the Rutherford Board of Education and have met the attendance requirements shall be eligible for the Diploma and be permitted to participate in the graduation ceremony.

I. ABSENTEEISM

Statistical evidence indicates that normal absenteeism for legitimate illness ranges between five and eight percent of the student body on a daily basis. The school curriculum is designed to adequately compensate for this level of absenteeism by providing all students the opportunity to make up the missed instruction.

All students and parents will be notified upon the student's entrance to Rutherford Schools of the attendance policy and will be urged to guardedly conserve the allowable number of absences for such unforeseen necessities as accidents or sudden illnesses. Special provisions are made for certified hospital stays and other illnesses requiring long recuperations. Written medical verification will be required and must be submitted immediately upon the student's return to school. Homebound instruction is also available and periods of time under homebound instruction are not considered absences for the purposes of this policy.

A. Loss of Course Credit Due to Excessive Absenteeism

Students missing over eighteen (18) school days will not qualify for promotion.

It is the intention of this policy that eighteen (18) absences per year will provide for normal illnesses. Those students who use their quota for other reasons will not be

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able to claim relief on the basis that they did not expect to become ill after using the absences for other purposes.

B. Absence Verification

School attendance is a basic responsibility of students and their parents. Students who shirk responsibility for learning by absenting themselves from school/class are clearly impeding and complicating the learning process.

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. The chief school administrator shall develop procedures for the attendance of pupils which:

1. Ensure a school session which is in conformity with requirements of the rules of the state board;
2. Identify potentially missing and/or abused pupils;
3. Govern the keeping of attendance records in accordance with rules of the state board at N.J.A.C. 6A:6-1.1 et seq. including pupils serving in-or out-of-school suspensions, or excluded for health and cleanliness reasons;

When students are absent for any time whatever, they must, upon return to school, present a written explanation signed by one parent to the homeroom teacher. If the student has been treated by a physician, the parent may submit a note from the physician to support the student's absence. Students may be sent home for written verification if they fail to present a note from their parent.

C. Incomplete School Day

1. Students must complete one (1) hour per session to be counted present for that session.
2. Students leaving school prior to completion of their regularly scheduled day, except as provided under Section II, will have their excuses reviewed by the Administration.

D. Potentially Missing Children

1. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them.
2. If no telephone contact can be made, the attendance officer shall investigate.
3. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities.
4. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

E. Marking Missing Child's School Record

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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.

F. Removal from School Roll

1. Students missing ~~five (5)~~ four (4) consecutive school days, who do not appear on home instruction, are not medically certified as incapacitated, and/or whose parents or guardians have not been accessible to contact from the school will be issued written notification to report back to school within five school days. Failure to do so could result in the removal of erring students from school rolls.
 - a. Parents of students under the compulsory age shall be served a formal written notice to cause their children to attend school. Failure to comply with the provisions of the law may cause a parent to be deemed a disorderly person and be subjected to a fine. (N.J.S.A. 18:38-31)
 - b. Students above the compulsory age, having been dropped from the rolls for not complying with the notice to return to school, may present a written petition to the Attendance Committee for re-admittance. Each case will be reviewed separately and each decision will be based upon the merits of the petition.
2. Students over 16 years of age who miss more than thirty (30) days of school, even though these days are non-consecutive, will be notified and dropped from the rolls. Notification will take the form of a personal conference with the parents(s), student, and Assistant Principal. Parents of those students under 16 years of age shall be notified by the Attendance Office that credit for the course has been denied and the course must be audited for the remainder of the school year. Due process will be exercised to the fullest.

G. Unexcused Absences

Students who absent themselves from school without the knowledge of parents or guardians will be considered "truant" and may be suspended from school until a conference is held with the student, a parent, and the Assistant Principal.

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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.

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall:

1. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
2. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence.
3. Develop an action plan to assist the student to return to school and maintain regular attendance.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

H. Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

1. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
2. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;
3. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence;
4. The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher,

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school nurse, guidance counselor, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

- a. Referral or consultation with the building's Intervention and Referral Services team;
- b. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
- c. The consideration of an alternate educational placement;
- d. Referral to a community-based social and health provider agency or other community resource;
- e. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
- f. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

I. Religious Observance

Religious observances –In accordance with statute, no pupil absent for religious observances of a day recognized by the commissioner of education or this board of education shall be charged with an 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.

II. 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. Illnesses which manifested themselves after the student reported to school
- B. Medical or dental appointments which cannot be scheduled outside of school hours
- C. Driver's tests with verification of appointments
- D. Emergencies sanctioned at the Principal's discretion
- E. Interview for college entrance or employment

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III. HOME INSTRUCTION

Home instruction may be initiated upon request by parents if the student is absent for ten consecutive days. A statement by a medical examiner giving a prognosis for the length of time a student will be absent and the nature of the illness must be filed in the Superintendent's office before home instruction may commence. Students on home instruction are considered present for attendance purposes.

IV. MAKE-UP WORK

Although students are provided an opportunity to complete assignments missed due to absences, it would be unwise to suppose that they could compensate for the group interaction they missed in the learning activity of a total class meeting.

- A. The rule of thumb for time allowed to make up work missed due to absence is equal to the total absences, except that the make-up period is not to exceed five days without the permission of the Principal or his delegate. Students have a responsibility to make up work missed.
- B. Students choosing to be absent from classes without excuse (cut) or otherwise found to be truant may not make up work missed during these infractions and may be subject to suspension.
- C. Students may complete assignments for time missed from school due to actions initiated by the authorities of the school (suspension, exclusion, etc.)

V. APPEALS

The Board is cognizant of possible unforeseen factors which may create hardships relating to the operation of the attendance policy.

- A. Appeals may be made for relief from any measure related to this policy.
- B. Petition for a hearing must be presented to the principal by a parent or guardian within five (5) days of the receipt of any notice regarding student attendance and/or any action being taken thereon.
- C. Petition will be heard by the Attendance Committee, which may excuse one or more absences for reasons of illness, hardship, or other extenuating circumstances. Academic standing, general behavior, and course standings will be weighed by the Committee.
- D. All Attendance Committee decisions will be based on a simple majority vote.
 - 1. The Committee will be appointed by the Superintendent of Schools.
 - 2. The Committee shall consist of the school principal or assistant principal, one guidance counselor, one school nurse, and two teachers.
- E. Decisions of the Attendance Committee may be appealed to the Superintendent of

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Schools. Such appeals must be made in writing within seven (7) days of receipt of the decision of the Attendance Committee.

- F. Decisions of the Superintendent may be appealed to the Board of Education. Such appeals must be made in writing within ten (10) days of receipt of the decision of the Superintendent.
- G. Decisions of the Board of Education may be appealed to the Commissioner of Education.

VI. RECORD KEEPING

- A. Reporting student absences is a primary responsibility of the school and shall be accomplished in the following manner:
 - 1. Absences from school will be recorded in an appropriate manner on report cards issued every marking period. Attendance recorded on report cards is an unofficial record of student absences.
 - 2. The Attendance Office will mail a letter of notification to parents or guardians alerting them of the danger of the student's noncompliance with the attendance requirements. Letters will be mailed on the tenth (10th) and fifteenth (15th) absence. These letters are in addition to normal office procedures of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.
 - 3. Homeroom teachers will record the daily attendance for each session as directed by the Attendance Office.
 - 4. Homeroom teachers will record the daily class attendance for each session as directed by the Attendance Office.
 - 5. Every teacher will record the daily class attendance for each pupil in his or her grade book.

B. Other Procedures

- 1. Transfers from Rutherford Elementary Schools to other districts during the school year will include notification of grades earned, promotion status, and an explanation of the policy regarding absences and grades.
- 2. Students who enter Rutherford Elementary Schools after the opening of school shall have the number of absences prorated.

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Adopted: June 8, 1987
Revised: April 14, 2003
Renumbered: 00/00/00 (2300)
Revised: March 12, 2007
Revised: May 13, 2013

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

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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)

Student Attendance Policies and Procedures Compliance Checklist, New
Jersey Department of Education

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Only those students who have successfully completed the requirements for graduation as approved by the Rutherford Board of Education and have met the attendance requirements shall be eligible for the Diploma and be permitted to participate in the graduation ceremony.

I. ABSENTEEISM

Statistical evidence indicates that normal absenteeism for legitimate illness ranges between five and eight percent of the student body on a daily basis. The school curriculum is designed to adequately compensate for this level of absenteeism by providing all students the opportunity to make up the missed instruction.

All students and parents will be notified upon the student's entrance to Rutherford Schools of the attendance policy and will be urged to guardedly conserve the allowable number of absences for such unforeseen necessities as accidents or sudden illnesses. Special provisions are made for certified hospital stays and other illnesses requiring long recuperations. Written medical verification will be required and must be submitted immediately upon the student's return to school. Homebound instruction is also available and periods of time under homebound instruction are not considered absences for the purposes of this policy.

A. Loss of Course Credit Due to Excessive Absenteeism

Students missing over eighteen (18) school days will not qualify for receipt of assigned credit.

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It is the intention of this policy that eighteen (18) absences per year will provide for normal illnesses. Those students who use their quota for other reasons will not be able to claim relief on the basis that they did not expect to become ill after using the absences for other purposes.

B. Absence Verification

School attendance is a basic responsibility of students and their parents. Students who shirk responsibility for learning by absenting themselves from school/class are clearly impeding and complicating the learning process.

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. The chief school administrator shall develop procedures for the attendance of pupils which:

1. Ensure a school session which is in conformity with requirements of the rules of the state board;
2. Identify potentially missing and/or abused pupils;
3. Govern the keeping of attendance records in accordance with rules of the state board at N.J.A.C. 6A:6-1.1 et seq. including pupils serving in-or out-of-school suspensions, or excluded for health and cleanliness reasons;

When students are absent for any time whatever, they must, upon return to school, present a written explanation signed by one parent to the homeroom teacher. At times some illnesses are treated by a doctor and it may become necessary to substantiate these absences during an appeals hearing if it is invoked against a student. Therefore medical excuses must be submitted immediately upon return to school, where they will become a part of the student's permanent attendance record. The school will not honor retroactive medical excuses from doctors. According to the Age of Majority Law effective January 1, 1973, students 18 years of age or older may sign their own absence excuses. This excuse should state the reason for and date(s) of absence. If there is any question regarding the written explanation, the teacher may refer the matter to the Assistant Principal. ~~Students may be sent home for written verification when failing to present a written excuse when due, or be required to sign an Absence Verification Form in the Attendance Office.~~

C. Incomplete School Day

1. Students must ~~complete 7 periods~~ arrive no later than 9:30 am and leave no earlier than 1:30 pm to be counted present for a full day of school and three academic periods to be counted present for a half day of school.

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2. Students with an abbreviated schedule (fifth year students) must be present for seventy seven per cent (77%) of their schedule to be counted present for a full day of school and for thirty-three per cent (33%) of their schedule to be counted present for a half day of school.
3. Students leaving school prior to completion of their regularly scheduled day, except as provided under Section II, will have their excuses reviewed by the Administration.

D. Potentially Missing Children

1. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them.
2. If no telephone contact can be made, the attendance officer shall investigate.
3. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities.
4. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

E. 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.

F. Removal from School Roll

1. Students missing ~~five (5)~~ four (4) consecutive school days, who do not appear on home instruction, are not medically certified as incapacitated, and/or whose parents or guardians have not been accessible to contact from the school will be issued written notification to report back to school within five school days. Failure to do so could result in the removal of erring students from school rolls.

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- a. Parents of students under the compulsory age shall be served a formal written notice to cause their children to attend school. Failure to comply with the provisions of the law may cause a parent to be deemed a disorderly person and be subjected to a fine. (N.J.S.A. 18:38-31)
 - b. Students above the compulsory age, having been dropped from the rolls for not complying with the notice to return to school, may present a written petition to the Attendance Committee for re-admittance. Each case will be reviewed separately and each decision will be based upon the merits of the petition.
2. Students over 16 years of age who miss more than thirty (30) days of school, even though these days are non-consecutive, will be notified and dropped from the rolls. Notification will take the form of a personal conference with the parents(s), student, and Assistant Principal. Parents of those students under 16 years of age shall be notified by the Attendance Office that credit for the course has been denied and the course must be audited for the remainder of the school year. Due process will be exercised to the fullest.

G. Unexcused Absences

Students who absent themselves from school without the knowledge of parents or guardians will be considered "truant" and may be suspended from school until a conference is held with the student, a parent, and the Assistant Principal.

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.

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall:

1. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
2. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence.
3. Develop an action plan to assist the student to return to school and maintain regular attendance.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures

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required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

H. Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

1. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
2. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;
3. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence;
4. The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, guidance counselor, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

- a. Referral or consultation with the building's Intervention and Referral Services team;
- b. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
- c. The consideration of an alternate educational placement;
- d. Referral to a community-based social and health provider agency or other community resource;
- e. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
- f. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

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I. Religious Observance

Religious observances –In accordance with statute, no pupil absent for religious observances of a day recognized by the commissioner of education or this board of education shall be charged with an 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.

II. 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. Illnesses which manifested themselves after the student reported to school
- B. Medical or dental appointments which cannot be scheduled outside of school hours
- C. Driver's tests with verification of appointments
- D. Emergencies sanctioned at the Principal's discretion
- E. Interview for college entrance or employment

III. HOME INSTRUCTION

Home instruction may be initiated upon request by parents if the student is absent for ten consecutive days. A statement by a medical examiner giving a prognosis for the length of time a student will be absent and the nature of the illness must be filed in the Superintendent's office before home instruction may commence. Students on home instruction are considered present for attendance purposes.

IV. MAKE-UP WORK

Although students are provided an opportunity to complete assignments missed due to absences, it would be unwise to suppose that they could compensate for the group interaction they missed in the learning activity of a total class meeting.

- A. The rule of thumb for time allowed to make up work missed due to absence is equal to the total absences, except that the make-up period is not to exceed five days without the permission of the Principal or his delegate. Students have a responsibility to make up work missed.

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- B. Students choosing to be absent from classes without excuse (cut) or otherwise found to be truant may not make up work missed during these infractions and may be subject to suspension.
- C. Students may complete assignments for time missed from school due to actions initiated by the authorities of the school (suspension, exclusion, etc.)

V. COURSE CREDIT

Students who have accrued more than eighteen (18) absences but less than thirty (30) absences are considered to be in a NON-CREDIT STATUS. The school maintains a consistent obligation requiring all students to be present in school in order that they may be taught. The Non-Credit Status is a condition predicated upon attendance and performance. Students in this category may participate in all school related activities.

A. Requirements for Completion of Courses

Students in NON-CREDIT STATUS who remain in class throughout the regular school year may complete a course's requirements in a summer school if they do not exceed the maximum number of allowable absences thirty (30), and if said course is offered. (Summer school class sessions total sixty (60) hours of instruction, thereby properly permitting the make-up of the lost time.) A student may take only two (2) courses during any one summer session.

B. Withdrawal from Course

Students in a NON-CREDIT STATUS who subsequently withdraw from school will have a Withdrawal Passing (WP) or Withdrawal Failure (WF) on their permanent records. Subjects from which students have withdrawn cannot be made up in a remedial summer school program.

VI. ATTENDANCE POLICY FOR SHARED TIME SCHOOL

Due to unique circumstances which are relative to students who attend the shared-time vocational school known as Shared Time School, a special attendance policy will apply to the time spent at Shared Time School.

Any student who attends the Shared Time School in the A.M. or P.M. session and who accrues more than eighteen (18) absences from the said program will be withdrawn from that program and thereby receive no credit or Shared Time School. When a student accrues the nineteen (19) absences and is withdrawn from the program, said student will be permitted to attend his or her remaining classes at Rutherford High School. Said student may not return to the vocational school during that school year.

STUDENT ATTENDANCE HIGH SCHOOL

Those students who are dropped from Shared Time School prior to the completion of the first semester at Rutherford High School, may have their second semester schedules adjusted in order to begin second semester courses at Rutherford High School thereby ensuring a full day of classes.

Those students who are dropped from Shared Time School after the beginning of the second semester at Rutherford High School will attend Rutherford High School on a part-time basis and will not be able to avail themselves of courses or credits for the other half of the school day.

VII. APPEALS

The Board is cognizant of possible unforeseen factors which may create hardships relating to the operation of the attendance policy.

- A. Appeals may be made for relief from any measure related to this policy.
- B. Petition for a hearing must be presented to the principal by a parent or guardian within five (5) days of the receipt of any notice regarding student attendance and/or any action being taken thereon.
- C. Petition will be heard by the Attendance Committee, which may excuse one or more absences for reasons of illness, hardship, or other extenuating circumstances. Academic standing, general behavior, and course standings will be weighted by the Committee.
- D. All attendance Committee decisions will be based on a simple majority vote.
 - 1. The Committee will be appointed by the Superintendent of Schools.
 - 2. The Committee shall consist of the school principal, assistant principal, one department chairperson, one guidance counselor, and one teacher.
- E. Decisions of the Attendance Committee may be appealed to the Superintendent of Schools. Such appeals must be made in writing within seven (7) days of receipt of the decision of the Attendance Committee.
- F. Decisions of the Superintendent may be appealed to the Board of Education. Such appeals must be made in writing within (10) days of receipt of the decision of the Superintendent.
- G. Decisions of the Board of Education may be appealed to the Commissioner of Education.

VIII. RECORD KEEPING

- A. Reporting student absences is a primary responsibility of the school and shall be accomplished in the following manner:

STUDENT ATTENDANCE HIGH SCHOOL

1. Absences from school will be recorded in an appropriate manner on report cards issued every marking period. Attendance recorded on report cards is an unofficial record of student absences.
2. The Attendance Office will mail a letter of notification to parents or guardians alerting them of the danger of the student's noncompliance with the attendance requirements. Letters will be mailed on the tenth (10th) and fifteenth (15th) absence. These letters are in addition to normal office procedures of random telephone calls checking on absences, reporting absences on report cards, and the use of progress reports.
3. Notification will be mailed to parents or guardians informing them of a student's Non-Credit Status. Copies will be forwarded to the student's guidance counselor and subject teachers.
4. Homeroom teachers will record the daily class attendance for each session as directed by the Attendance Office.
5. Every teacher will record the daily class attendance for each pupil in his or her grade book.

B. Other Procedures

1. Transfers from Rutherford High School to other districts during the school year will include notification of grades earned, promotion status, and an explanation of the policy regarding absences and grades.
2. Students who enter Rutherford High School after the opening of school shall have the number of absences prorated.

Adopted: June 8, 1987
Revised: April 14, 2003
Renumbered: 00/00/00 (2300)
Revised: March 12, 2007
Revised: May 13, 2013
Revised:

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:35-4.9	Pupil promotion and remediation; policies and procedures
	<u>N.J.S.A.</u> 18A:36-14,-15,-16	Religious holidays; absence of pupils on; effect ...
	<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
	<u>N.J.S.A.</u> 18A:36-24	

STUDENT ATTENDANCE HIGH SCHOOL

through -26	Missing children; legislative findings and declarations
<u>N.J.S.A.</u> 18A:38-25	Attendance required of children between six and 16; exceptions
<u>N.J.S.A.</u> 18A:38-26	Days when attendance required; exceptions
<u>N.J.S.A.</u> 18A:38-27	Truancy and juvenile delinquency defined
<u>N.J.S.A.</u> 18A:38-31	Violations of article by parents or guardians; penalties
<u>N.J.S.A.</u> 18A:38-32	District and county vocational school attendance officers
<u>N.J.S.A.</u> 18A:40-7	Exclusion of pupils who are ill
<u>N.J.S.A.</u> 18A:40-8	Exclusion of pupils whose presence is detrimental to health and cleanliness
<u>N.J.S.A.</u> 18A:40-9	Failure of parent to remove cause for exclusion; penalty
<u>N.J.S.A.</u> 18A:40-10	Exclusion of teachers and pupils exposed to disease
<u>N.J.S.A.</u> 18A:40-11	Exclusion of pupils having communicable tuberculosis
<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 52:17B-9.8a	
through -9.8c	Marking of missing child's school record
<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
<u>N.J.A.C.</u> 6A:16-1 <u>et seq.</u>	Programs to support student development.
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u>	Student Attendance and Accounting
<u>N.J.A.C.</u> 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)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey Department of Education

STUDENT DRESS CODE

The Rutherford Board of Education believes that the clothes students wear ought to be appropriate within reasonable limits and ought not to be in any significant way distracting from educational activities.

Students are expected to attend classes in clothing that is neat and clean. The school authorities have no intention of dictating the specific types of hair styles and grooming to be worn by the students. However, certain commonsense rules should govern the manner in which students are groomed for class, for school social affairs, and for off-campus school activities.

The following types of clothing will be deemed inappropriate by the Principal or his/her designee:

- ~~1) — underwear as outer clothing;~~
- ~~2) — clothing that exposes midriff;~~
- ~~3) — dresses, skirts or shorts that are shorter than fingertip length;
Spandex shorts or biker shorts are not acceptable except in gym class.~~
- ~~4) — midriffs, halters, transparent blouses or shirts;~~
- ~~5) — fishnet, perforated low cut tops; tops with no backs or low sides that reveal undergarment;~~
- ~~6) — clothing that has any symbol that holds the American Flag up to ridicule;~~
- ~~7) — torn or ripped clothing;~~
- ~~8) — footwear that is considered unsafe or dangerous;~~
- ~~9) — any apparel or signs, patches or symbols that are vulgar, lewd, obscene or plainly offensive or which are likely to disrupt or materially interfere with school activities or discipline;~~
- ~~10) — any apparel, signs, patches or symbols which can reasonably be viewed to bear the Board's imprimatur and which contain a message that is ungrammatical, poorly written, inadequately researched, biased, prejudiced, vulgar, profane, or unsuitable for immature audiences.~~
- ~~11) — any apparel that displays symbols or advertisements of illegal substances, alcohol, or tobacco;~~
- ~~12) — hats or other headwear unless for medical or religious reasons.~~

1. Extremely low cut, transparent clothes, bare midriffs, revealing undergarments.
2. Dresses, skirts or shorts that are shorter than mid-thigh; spandex shorts are not acceptable except in gym class.
3. Hats, headbands, bandannas and sunglasses unless for medical or religious reasons (documentation may be requested).
4. Clothing, patches, or symbols which contain profane, obscene, offensive, and inappropriate language, references to alcohol, sex, tobacco or drugs; or demeaning references to specific gender, nationality, ethnicity, race, or religion.
5. Torn or ripped clothing.
6. Outdoor jackets or coats except when entering or leaving the building.
7. Footwear that is considered unsafe or dangerous.

Implementation of Policy:

1. When a pupil is not in compliance with the Student Dress Code, the teacher or other staff member shall send the pupil to the Principal or his/her designee with a written report.
2. The Principal or his/her designee, after discussion with the pupil, shall contact the parent. The parent shall be requested to bring a change of clothing to school to enable the pupil to return to class.

STUDENT DRESS CODE

3. If the parent is unable to bring a change of clothing, the pupil shall be sent to another area where he or she will be given the assignments for the day.
4. Repeated offenses shall be cause for suspension and/or any other disciplinary action deemed necessary by the Principal or his/her designee.

Adopted: November 9, 1987
Revised: October 10, 1994
Revised: July 13, 1998
Revised: August 5, 2002

PUPIL SAFETY

The board of education recognizes the safety of its pupils as a consideration of utmost importance. The chief school administrator shall consult law enforcement agencies, health and social services providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The chief school administrator shall oversee development of a district-wide safety program with emphasis on accident prevention.

Facilities

The chief school administrator shall maintain all facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with state law on the handling, labeling and storing of hazardous substances. Safety regarding all aspects of playground equipment and activity will be maintained and supervised in compliance to law and code.

Staff Education and Training

All teachers shall be familiar with the provisions of this program that particularly concern them.

The chief school administrator shall inform all newly employed staff of school safety rules and regulations within 60 days of the effective date of their employment. All district employees will receive the appropriate inservice training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the district safety plans, procedures and mechanisms. The district safety plan will be updated annually and all employees will be notified of updates and changes to the safety plan in writing. Regulations concerning use and maintenance of eye protective devices shall be scrupulously enforced by all staff.

The staff must maintain complete classroom and playground supervision during regular school hours. The chief school administrator shall seek the cooperation of parents/guardians to prevent any children being unsupervised on school property during lunch hour and during morning arrival and afternoon dismissal times. Further, the chief school administrator shall seek the cooperation of the police and other appropriate agencies in providing for the safety of pupils on or around school property. The board shall adopt the necessary regulations governing supervision of pupil safety.

The curriculum shall include courses in safety as required by state law. The chief school administrator shall oversee development and implementation of a vocational education safety program correlated with coursework. In development of courses, the safety of participating pupils shall be a primary consideration.

Dismissal from School

Pupils shall leave school property promptly at the end of the school day unless involved in an activity conducted under the supervision of a staff member. Parents of students in grades ~~K-5~~ PreK-6 shall make arrangements for their child to travel home upon school dismissal. In the event that

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a child in the PreK-6 ~~K-5~~ level is not picked up from school within 45 minutes after dismissal, the child will be given over to the custody of the police department and will remain at police headquarters until picked up by the parent or other responsible adult. Once the child is turned over to the police, the school's responsibility ends.

No pupil shall leave the school before the end of the school day without permission of the principal. Employers of work/study pupils are required to report to the assistant principal if a pupil has not reported for work within one hour of the expected arrival time. Other pupils leaving before regular dismissal must be met in the school office and signed out by a parent/guardian or a person authorized to act in his/her behalf.

Whenever schools have an unscheduled early dismissal, every effort shall be made to contact the parent or emergency contact using the district emergency notification system. No child in grades PreK-6 ~~K-5~~ shall be dismissed from school without a contact having been verified. In the event that a contact cannot be made and the child is not picked up within 45 minutes of the dismissal, the child will be given over to the custody of the police department and will remain at police headquarters until picked up by the parent or other responsible adult. Once the child is turned over to the police, the school's responsibility ends. In grades 7-12 ~~6-12~~ a parent contact will be attempted using the district emergency notification system. Students will be dismissed without the verification of the contact. Parents will be informed of these procedures and advised to plan appropriately for unscheduled early dismissals.

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the chief school administrator of any change in the pupil's custody. If one parent/guardian has been awarded custody of the pupil in a divorce, the custodial parent must provide a copy of the divorce decree wherein the custodial arrangements are specified. 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. The principal may take reasonable steps to verify the letter. It is the responsibility of the person or agency having custody to inform the school that such authorization will be required.

No pupil shall run errands on school business off the school property.

Voluntary Fingerprinting Program

~~The board of education shall facilitate a voluntary fingerprinting program for the protection of its pupils. This program shall be carried out in cooperation with the county sheriff's office and local law enforcement officials in accordance with the requirements of law.~~

Potentially Missing Children

Attendance practices, the dismissal precautions addressed in this policy and ~~voluntary fingerprinting~~ are part of the district's effort toward early identification of potentially missing children.

The chief school administrator will develop procedures that ensure cooperation with law

PUPIL SAFETY

enforcement for substances, weapons and safety. This may include cooperation with law enforcement in the activation of an "Amber Alert" which provides for the rapid dissemination of information, including a description of the missing child through broadcast media.

Release to an Individual Impaired by Drugs/Alcohol Prohibited

The board believes that allowing a child to be released into the custody of a parent/guardian or other authorized individual who appears to be impaired by drugs or alcohol can have tragic consequences. Therefore, the board prohibits release of a pupil into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the pupil if released to such a person. The chief school administrator/designee shall make the final determination as to whether an individual is impaired.

Possessions

Parents/guardians are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books and personal items. The board is not responsible for items destroyed or stolen from lockers.

Megan's Law

Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The chief school administrator and principals in affected schools shall receive notification from the county prosecutor's office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the district. Principals shall inform those employees/volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the property of the school. Principals shall determine whom to notify on the basis of this

definition, as well as on specific job duties carried out in their schools. If private vendors perform any of these functions, the chief school administrator shall inform the vendor.

Notification may include, but is not limited to:

- A. Aides
- B. Bus drivers
- C. Coaches
- D. Maintenance staff
- E. Professional support staff
- F. School level administrative staff

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G. Security personnel

H. Teachers' aides

I. Teachers

School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the county prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the county prosecutor.

District personnel shall not notify the following of the presence of Tier Two or Tier Three offenders:

A. Members of PTO, PTA, HSA, PTSA, etc.

B. Organizations using school facilities

C. Other schools

D. Press

The principal shall provide registration forms to any organization that uses the school facilities, including parent-teacher organizations, that wishes to be notified by the county prosecutor's office of the presence of a Tier Two or Tier Three offender in the community.

In addition to the school personnel identified by the principal, students and parents/guardians shall be notified of the presence of Tier Three offenders. The prosecutor's office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the county prosecutor's office. Confidentiality shall be a prime consideration in all communications with students and parents/guardians, and all directives of the county prosecutor and Attorney General's offices shall be observed.

When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint.

Newly hired staff and newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the principal that notice cannot be given.

Students and district employees shall not be liable in any civil or criminal action for providing or

PUPIL SAFETY

failing to provide information relevant to notification. The chief school administrator shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law.

School Violence Awareness Week and Annual Public Hearing

The school shall observe "School Violence Awareness Week". This week will include discussions, presentations, and training for both students and staff, focused on the topic of preventing violence in school. Law enforcement personnel will be invited to join school teaching staff presenting age appropriate opportunities for students to discuss issues including but not limited to conflict resolution, student diversity and tolerance.

The board of education shall hold a public hearing on violence and vandalism pursuant to N.J.S.A. 18A: 17-46 and N.J.A.C. 6A: 16-5.3. The requirements of the public hearing are covered in greater detail in file code 5131.5 of this manual.

Adopted: April 14, 2003

Revised: January 8, 2007

Revised: March 16, 2009

Revised: November 11, 2013

Revised:

Legal References:

<u>N.J.S.A. 2C:7-2 et seq.</u>	Registration and Notification of Release of Certain Offenders
<u>N.J.S.A. 2C:39-5</u>	Unlawful possession of weapons
<u>N.J.S.A. 18A:6-2</u>	Instruction in accident and fire prevention
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-42,</u> -43 and -45 through -48	Public School Safety Law
<u>N.J.S.A. 18A:20-21</u>	Supervisors and other employees
<u>N.J.S.A. 18A:35-5</u>	Maintenance of physical training courses; features
<u>N.J.S.A. 18A:35-5.1</u> through -5.3	Lyme disease prevention; public school health curriculum
<u>N.J.S.A. 18A:36-24</u> through -25	Missing children; legislative findings and declarations
<u>N.J.S.A. 18A:36-29 et seq.</u>	Voluntary fingerprinting ...
<u>N.J.S.A. 18A:40-12.1, -12.2</u>	Protective eye devices required for teachers, pupils and visitors in certain cases ...
<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire drills and fire protection
<u>N.J.S.A. 30:5B-26</u> through -29	Child care before and after school hours

PUPIL SAFETY

...

N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act
N.J.S.A. 39:4-183.1a Traffic control devices
N.J.S.A. 52:27D-123.9 et seq. Definitions relative to playground safety
N.J.A.C. 5:23-11 to 11.4 Playground Safety Sub code

N.J.A.C. 6:8-3.1 Curriculum and instruction
N.J.A.C. 6A:8-5.1 Graduation requirements
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
See particularly:
 N.J.A.C. 6A:16-2.1, -5.1,
 -5.2, -5.5, -5.6, -5.7, -6.1,
 -6.2, -6.4, -6.5
N.J.A.C. 6A:19-6.1 et seq. Safety and Health Standards
See particularly:
 N.J.A.C. 6A:19-6.5
N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of Facilities
See particularly:
 N.J.A.C. 6A:26-12.2, -12.5
N.J.A.C. 6A:27-11.1 et seq. Safety

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education ~~does not~~ may provide transportation for students who live more than two miles away from middle/elementary school or 2.5 miles away from high school. ~~either to or from school.~~ Many ~~S~~students walk to and from school, either by themselves or with an escort. The Board recognizes that that some students, due to their age, may not be able to fully appreciate the dangers that may be present when they are walking unescorted from school after dismissal to either their home or another location. Although it is a parent's option as to whether or not his or her child should be permitted to leave school grounds after dismissal without an escort, the Board shall ensure that students are supervised after dismissal in accordance with this Policy.

I. Dismissal Procedures

- A. Each school Principal, in conjunction with the Superintendent of Schools or his/her designee, shall promulgate specific written dismissal procedures for his/her school building. The dismissal procedures shall, at a minimum, specify:
 - 1. Starting and dismissal times for regular school days, early dismissal days, and/or any other starting or dismissal times whether due to emergencies, weather, or other events.
 - 2. The number of staff members assigned to student supervision duties at dismissal;
 - 3. The responsibilities of said staff members;
 - 4. Where the staff members shall be located and/or patrol during dismissal;
 - 5. How long the staff members will perform such supervision duties;
 - 6. Designated pick up areas at each school building;
 - 7. The locations and work hours of any crossing guards employed by the municipality;
 - 8. The procedures for early-dismissal days;
 - 9. Where a student that is ineligible to leave school grounds after dismissal without an escort shall be supervised if his/her parent(s), legal guardian(s) or designated escort(s) do not arrive to escort the student from school grounds within the time frame specified in such dismissal procedures, as well as the specific procedures to be followed by staff members when such events take place; and
 - 10. The procedures that parent(s) or legal guardian(s) shall follow when notifying school officials of any change in his/her student's dismissal preferences.
- B. Each school's dismissal procedures shall be incorporated into this Policy by reference, and copies of said procedures shall be part of any and all student

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

handbooks.

II. Students' Eligibility to Leave School Grounds After Dismissal

- A. A student in grades 4 through 12 shall be permitted to leave school grounds after dismissal unescorted unless otherwise instructed by a parent/legal guardian in writing.
- B. A student in grades PreK through 3 shall not be permitted to leave school grounds after dismissal unescorted unless his/her parent(s)/legal guardian(s) provide the Principal of his/her child's school with written notice that his/her child is permitted to leave school grounds after dismissal unescorted.
 - 1. The written notice shall be on a form provided by the Board to all parent(s)/legal guardian(s) before the beginning of each school year, shall be made available on the Board's website, and shall be provided to any parent(s) or legal guardian(s) upon request. This notice shall be valid for the entire school year unless the child's parent(s) or legal guardian(s) advise the Principal of his/her child's school that his/her child is not permitted to leave school grounds after dismissal unescorted. The Principal shall, on the same day notice is received, notify all staff members providing supervision at dismissal time of any changes applicable to an individual student's dismissal protocol.
 - 2. Students who are not permitted to leave school grounds after dismissal unescorted shall be supervised by the staff members until the student's parent(s), legal guardian(s) or other escort(s) designated by the parent(s)/legal guardian(s) arrive to escort the student from school grounds in accordance with the school's specific written dismissal procedures. The Building Principal shall keep a record of any and all individuals other than the parent(s) or legal guardian(s) designate as eligible to escort a student from school grounds for each student enrolled in his/her school.
 - 3. In the event that a student's parent(s), legal guardian(s) or other designated escort(s) do not arrive to escort the student from school grounds within 45 minutes of school dismissal, the child will be given over to the custody of the police department and will remain at police headquarters until picked up by the parent or other responsible adult.

III. Notification to Parents

- A. The Board shall ensure that a copy of this policy is incorporated into any and all student handbooks, along with a copy of the school's written dismissal procedures.
- B. The Board shall ensure that each student's parent(s) and/or legal guardian(s) are

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

provided with information regarding the availability of any after-school services offering supervision after school dismissal, as well as enrollment procedures for the same.

- C. The Board shall ensure that a copy of the school calendar is distributed to each student's parent(s) or legal guardian(s) at the beginning of each school year, and that each student's parent(s) or legal guardian(s) are promptly notified of any and all changes to the school calendar.

Adopted: March 10, 2008
Revised: November 16, 2015
Revised:

Legal References:

N.J.S.A. 18A:17-42, -43
and -45 through -48

Public School Safety Law

N.J.S.A. 18A:20-21

Supervisors and other employees

N.J.S.A. 30:5B-26 through -29

Child care before and after school hours ...

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 Facilities

Manual for the Evaluation of Local School Districts

Jenkins v. Anderson, 191 N.J. 285 (2007)

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.

EXTRACURRICULAR ACTIVITIES

Only persons in the employ of a 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 board.

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, familial status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, nationality, pregnancy, or socioeconomic status.

Attendance Standards

Attendance standards shall be those set in policy 5113 ~~Absences and excuses~~ Student Attendance High School. 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.

A student must be ~~in school for a minimum of seven (7) consecutive periods~~ marked present for the full day in order to participate in an activity that day. Exceptions will be made for excused absences such as medical appointments, college visitations, funerals, etc.

Completion of the activity is required in order for the student to be eligible for any awards.

Unexcused absences from scheduled events may result in disciplinary action by the advisor. It is the responsibility of the student to obtain permission from the advisor for any anticipated absence or problem in schedules due to conflicts with other co-curricular activities. Every attempt should be made to resolve these conflicts by the parties concerned.

Adopted: June 14, 2004
Revised: March 12, 2007
Revised: May 11, 2015
Revised:

<u>Legal References:</u>	<u>N.J.S.A.</u> 10:5-1 <u>et seq.</u>	Law Against Discrimination
	<u>N.J.S.A.</u> 18A:11-3	Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
	<u>N.J.S.A.</u> 18A:19-14	Funds derived from pupil activities
	<u>N.J.S.A.</u> 18A:35-20	Participation in courses in which verbalization unessential to understanding of subject matter; location of and children in bilingual programs
	<u>N.J.S.A.</u> 18A:42-5, -6	Certain student organizations declared harmful
	<u>N.J.S.A.</u> 34:13A-1 <u>et seq.</u>	<u>New Jersey Employer-Employee Relations Act</u>
	<u>N.J.A.C.</u> 6A:7-1.1 <u>et seq.</u>	Managing for Equality and Equity in Education

EXTRACURRICULAR ACTIVITIES

<u>N.J.A.C.</u> 6A:8-3.2	Career education and counseling
<u>N.J.A.C.</u> 6A:9-5.19	Athletics personnel
<u>N.J.A.C.</u> 6A:16-2.2	Required health services
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-9.1 <u>et seq.</u>	Athletics Procedures
<u>N.J.A.C.</u> 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

PROMOTION AND RETENTION

The Board of Education requires that all pupils move through the program of instruction in the public schools of this district in accordance with their individual academic and social growth. Promotion in grades kindergarten through 6 shall be based on consideration of each child's academic achievement as determined by teacher judgement using report card grades, achievement testing, and daily teacher observation as criteria. Social and emotional maturity will also be considered. The final determination for promotion resides with the building principal.

To be promoted from grade 7 to grade 8 and from grade 8 to grade 9 a pupil ~~can not fail more than one of the following major subjects: reading, English, mathematics, social studies, or science.~~ must receive a final passing grade in ELA literacy and mathematics. Furthermore, a pupil must receive a final passing grade in two out of three following core subjects: science, social studies and world languages. With the approval of the principal a pupil may attend an approved summer school to makeup a failed subject(s). The pupil must successfully pass the subject in order to be promoted to the next grade. Online ~~distance learning and correspondence~~ courses are not accepted for credit as a new course. Online courses taken for a course previously failed will be accepted with prior approval of the principal.

In any event when a pupil is in danger of being retained at a grade level, prior notification of the parent is required. This notification must be made early enough so as to allow for the parent to participate in the development of intervention strategies that could assist the pupil in meeting grade level course requirements.

No pupil should be retained more than one time without Child Study Team consultation.

Adopted: December 8, 1980
Revised: December 10, 1984
Revised and Renumbered: (5410) May 10, 2004
Revised: August 14, 2006
Revised: April 16, 2012
Revised:

<u>Legal References: N.J.S.A. 18A:4-24</u>	<u>Determining efficiency of schools; report to state board</u>
<u>N.J.S.A. 18A:7C-2</u>	<u>Boards of education; establishment of standards</u>
<u>N.J.S.A. 18A:35-4.9</u>	<u>Pupil promotion and remediation; policies and procedures</u>
<u>N.J.A.C. 6A:8-4.1</u>	<u>Statewide assessment system</u>
<u>N.J.A.C. 6A:8-4.2</u>	<u>Documentation of student achievement</u>
<u>N.J.A.C. 6A:8-5.1</u>	<u>Graduation requirements</u>
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	<u>Evaluation of the Performance of School Districts</u>
<u>N.J.A.C. 6A:32-14.1</u>	<u>Review of mandated programs and services</u>
<u>Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851</u>	
<u>No Child Left Behind Act of 2001, PL. 107-110, 20 U.S.C.A. 6301 et seq.</u>	

EARLY CHILDHOOD EDUCATION/PRESCHOOL

The board of education believes that preschool educational experiences contribute to later academic success for all children. Therefore, within the limits of the budget and as required by law, the chief school administrator shall recommend to the board for approval programs designed for district children under the age required for regular admission. Programs shall address the needs of children who have been identified as requiring special education. General education students may be enrolled on a tuition basis.

The preschool curriculum shall consist of developmentally appropriate experiences that provide each child with individual opportunities to develop positive self-esteem, social/emotional growth, language skills, motor development and conceptual skill development.

All preschool programs sponsored by the board shall be consistent with the overall philosophy of the school district and aligned with the Core Curriculum Content Standards. They shall be coordinated with other relevant district programs such as special education and Title I and articulated with the K-12 curriculum.

Proof of immunizations against communicable diseases and examinations shall be in accord with requirements for kindergarten and first grade admission (see policy file code 5111 *Admission*).

The board of education shall ensure that the preschool program:

- A. Maintains classroom enrollments of no more than **18** children with one certified teacher and one appropriately qualified assistant;
- B. Is developmentally appropriate to the age and skill level of the young child;
- C. Is designed to meet the New Jersey Preschool Teaching and Learning Standards of Quality, the New Jersey Preschool Program Implementation Guidelines and the New Jersey Core Curriculum Content Standards;
- D. Includes transition activities, programs, and services between preschool programs and kindergarten programs;
- E. Coordinates with all other relevant school district programs, for example, special education and bilingual education; and
- F. Includes an annual program evaluation.

The preschool programs and curricula shall be based on student needs, strengths and interests that focus on all aspects of development: cognitive, social, emotional and physical. Curriculum and assessment strategies and/or resources shall be developmentally appropriate and include performance-based assessment measures.

The board shall ensure that instructional methods and/or strategies are congruent with the cognitive, social, emotional and physical skills of the young child. Instruction shall balance teacher-directed and child-initiated experiences.

EARLY CHILDHOOD EDUCATION/PRESCHOOL

The board shall provide professional development and training specific to preschool education for all early childhood education administrators, teachers and teacher assistants.

The board shall designate an administrator to oversee the preschool program. He/she shall ensure adherence to all applicable laws and regulations in pursuing funding at the federal and state levels, as well as from private sources.

Adopted:

Legal References: N.J.S.A. 18A:7F-54

N.J.S.A. 18A:44-4

N.J.A.C. 6A:8-2.1

N.J.A.C. 6A:8-3.4

N.J.A.C. 6A:9-6.1

N.J.A.C. 6A:9-8.1

N.J.A.C. 6A:9-9.2

N.J.A.C. 6A:13A-1.1 et seq.

N.J.A.C. 6A:23A-8.7

N.J.A.C. 6A:26-3.11

N.J.A.C. 6A:30-1.1 et seq.

N.J.A.C. 6A:32-8.3

Access to full-day preschool; calculation of preschool education aid

Funding of Preschool programs

Authority for educational goals and standards

Requirements for early childhood education programs

Standard certificate

Requirements for certificates of eligibility

Endorsements and authorizations

Element of high quality preschool programs

Tuition rate adjustment by districts receiving preschool expansion aid or opportunity aid

ECPA district community early childhood educational facilities projects

Evaluation of the Performance of School Districts

School attendance

GRADING SYSTEM – GRADES FOUR AND FIVE 4-6

It is the policy of the Board of Education that all grades be determined on the basis of fairness and nondiscrimination. It is the responsibility of the teacher to determine a grade for each pupil in his/her class and to furnish reasons, supported by evidence, to substantiate any grade given.

The grading practices and policies in grades 4-6 are as follows:

1. The grading system consists of twelve letter grades as follows:

<u>A+</u>	<u>B+</u>	<u>C+</u>	<u>D+</u>	<u>F</u>
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	
<u>A-</u>	<u>B-</u>	<u>C-</u>		

In equating daily/quarterly averages to the twelve-grade format, the following percentage equivalents shall apply, but this does not preclude normal distribution of grades (curving of test results) in a particular set of tests to insure fairness to students as it applies to validity and reliability:

<u>97 and above</u>	<u>A+</u>
<u>93-96</u>	<u>A</u>
<u>90-92</u>	<u>A-</u>
<u>87-89</u>	<u>B+</u>
<u>83-86</u>	<u>B</u>
<u>80-82</u>	<u>B-</u>
<u>77-79</u>	<u>C+</u>
<u>73-76</u>	<u>C</u>
<u>70-72</u>	<u>C-</u>
<u>67-69</u>	<u>D+</u>
<u>63-66</u>	<u>D</u>
<u>53-62</u>	<u>F</u>

The first number of the range is the minimum number to achieve the grade and the number averages shall not be rounded up.

2. The report card grade will be recorded indicating the letter grade. The final grade on the report card will be recorded as a letter grade.
3. In addition to letter grades the following subjects: English Language Arts, Mathematics, Social Studies, and Science will also have standards-based grades using the following scale:

4 Exceeding Grade Level Expectations

3 Meeting Grade Level Expectations

2 Approaching Grade Level Expectations

1 Below Grade Level Expectations

NA Not assessed at this time

~~1. The report card is standards based with grades as follows:~~

~~4 Exceeding expectations~~

~~3 Meeting expectations~~

~~2 Working toward expectations~~

~~1 Not meeting expectations~~

~~N/A Not assessed at this time~~

~~2.~~ 4. Pupils/Parents have the right to see their grades, if they so request, at a time convenient to the teachers. Pupils are to be informed by their teachers of the grading system at the beginning of the school year.

~~3.~~ 5. A marking period grade may include but not limited to, tests, quizzes, homework, projects, papers (ex. – research), laboratory performance, preparedness, effort and class participation.

~~4.~~ 6. A marking period grade shall not include penalties for attendance, tardiness or behavior. Absences at approved school functions shall not count against a grade as long as the work which can be made up is made up within the appropriate amount of time.

Adopted: July 10, 2006

Revised: March 12, 2007

Revised: November 11, 2013

Revised:

GRADING SYSTEM

It is the policy of the Board of Education that all grades be determined on the basis of fairness and nondiscrimination. It is the responsibility of the teacher to determine a grade for each pupil in his/her class to furnish reasons, supported by evidence, to substantiate any grade given.

The grading practices and policies in grades ~~6-12~~ 7-12 are as follows:

1. The grading system consists of twelve letter grades as follows:

A+	B+	C+	D+	F
A	B	C	D	
A-	B-	C-		

In equating daily/quarterly averages to the twelve-grade format, the following percentage equivalents shall apply in every department, but this does not preclude normal distribution of grades (curving of test results) in a particular set of tests to insure fairness to students as it applies to validity and reliability:

97 and above	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
53-62	F

The first number of the range is the minimum number to achieve the grade and the number averages shall not be rounded up.

2. The report card grade will be recorded in a numerical average and its equivalent letter

~~3. Final Examination at the high school will count as 1/5 of the final grade.~~

3. The final grade for a course is determined by the numerical average of all quarter averages. The final grade on a report card grade will be recorded in a numerical average and its equivalent letter. A student must achieve a final numerical average of 63 or above to earn credit in a course.

GRADING SYSTEM

4. The following grade point average equivalents shall apply in determining the grade point average for class rank:

A+	4.3	B+	3.3	C+	2.3	D+	1.3	WF	0.0
A	4.0	B	3.0	C	2.0	D	1.0	WP	1.0
A-	3.7	B-	2.7	C-	1.7	F	0.0	NF	0.0

5. In grades 9-12, a pupil receiving three quarter grades of “F” – one of which results in a final failure – will be prohibited from attending remedial summer school for said course. A pupil with 3 or more F’s may, however, attend summer school for said subject as a new course. One semester courses are not affected by this section of this policy. A student who fails physical education with 3 F’s may not attend a remedial summer school.
6. Pupils have the right to see their grades, if they so request, at a time convenient to the teachers. Pupils are to be informed by their teachers of the grading system at the beginning of the course.
7. All homework will be discussed, graded, or checked. Regular assignments in English, Science, Mathematics, Social Studies, Business, Foreign Language, and Health will count as no less than 10% or more than 15% of each marking period’s grade.
8. A quarter grade may include projects, papers (ex. – research), laboratory performance, preparedness, effort, ~~and~~ class participation and quarterly benchmarks.
9. A quarter grade shall not include penalties for attendance, tardiness or behavior. Absences and approved school functions shall not count against a grade as long as work which can be made up is made up within the appropriate amount of time.
10. Pupils who cut a class are to receive a zero for all work missed and shall not have the option to make up missed work.
11. In addition to the letter grades and their numerical equivalents, the following grades shall be recognized:

I	=	Incomplete
N	=	for LEP students only with administrative permission
WP	=	Withdrew passing
WF	=	Withdrew failing
NP	=	Noncredit passing
NF	=	Noncredit failing
Au	=	Audit
X	=	Excused

~~13 The SA grade (grade 6-8 only)~~

GRADING SYSTEM

- ~~a. SA — indicates work below grade but recognized effort and achievement equivalent to the child's present capabilities.~~
- ~~b. The teacher planning the utilization of the SA grade shall do this in consultation with guidance and/or Child Study team and/or the building administrator.~~

Adopted: August 11, 1986
Revised: July 14, 2003
Revised: September 13, 2004
Revised: November 9, 2009
Revised:

CLASS RANK POLICY

Effective with the incoming freshman class, September 2003 2016, the GPA and class rank shall be calculated as follows:

- A. All courses shall be included, except for correspondence courses or distant learning network programs.
- B. All students shall be included.
- C. The weighted rank shall be used for all purposes.
- D. Class Rank is the student's placement in the class according to Weighted Grade Point Average (~~Wt.G.P.A.~~) (WGPA). ~~Wt.G.P.A.~~ WGPA is calculated by using the final letter grade point numeric average equivalents in each course, and then multiplying the numeric grade equivalents times the course credits. The sum of the grade equivalents/course credits is then divided by the total credits producing the ~~Wt.G.P.A.~~ WGPA.

Before doing final calculations, 0.5 is added to all final numeric equivalents in Honors and 1.0 is added for Advanced Placement courses for grades B- and higher.

The following areas shall be taken into account to calculate GPA.

- 1. final grades received
- 2. number of credits attempted

The following is an example of the method used to compute the GPA and rank:

COURSE	FINAL GRADE	NUMERIC AVERAGE EQUIVALENTS	CREDITS		TOTAL POINTS
English 1 Honors	A	4.5	5	=	22.5
Algebra 1	C	2	5	=	10
Physical Education	A+	4.3	3.75	=	16.125
Health 9	A	4	1.25	=	5
Basic Drawing/Design 1	A	4	2.50	=	10
Environmental Science	C	2	5	=	10
World Cultures	B-	2.7	5	=	13.5
Spanish 1	A	4	5	=	20
Computer Programming 1	A	4	2.50	=	10
		<u>Total:</u>	35		117.125

Divide total credits into total numeric quality points to determine GPA.

$$117.125 \div 35 = 3.346$$

CLASS RANK POLICY

AP COURSES (*add 1)	HONORS COURSES (*add 0.5)	REGULAR
A = 5*	A = 4.5*	A = 4
B = 4*	B = 3.5*	B = 3
C = <u>2.3*</u>	C = <u>2.25*</u>	C = 2
D = <u>1.2*</u>	D = <u>1.15*</u>	D = 1
F = 0	F = 0	F = 0
WP = 1	WP = 1	
WF = 0	WF = 0	

- E. Honors and advanced placement courses shall be so designated on transcripts.
- F. If a student's record includes courses marked in a nontraditional fashion, e.g. Pass/Fail, the grade point average shall be based on those courses with traditional marks only.
- G. All failing marks, as well as passing marks, shall be used in the calculation of the GPA.
- H. Class rank will be computed at the end of the school year based on the final grades beginning in the ninth grade.
- I. For the purpose of commencement only, the student receiving the highest GPA shall be designated Valedictorian and the student receiving the next highest GPA shall be designated Salutatorian.
- J. In order to be eligible for designation as valedictorian or salutatorian, a student must attend at least six semesters of high school including the two of senior year.
- K. Any student who transfers into the high school after completing more than six semesters in another high school or has been home schooled during high school shall not be eligible for designation as valedictorian or salutatorian.

Adopted: September 8, 1975
Revised: December 10, 1984
Revised: July 8, 1996
Revised: July 14, 2003
Revised: August 14, 2006
Revised:

GRADING SYSTEM – GRADES K-3 PRESCHOOL THROUGH GRADE 3

It is the policy of the Board of Education that all grades be determined on the basis of fairness and nondiscrimination. It is the responsibility of the teacher to determine a grade for each pupil in his/her class and to furnish reasons, supported by evidence, to substantiate any grade given.

The report card is developmentally and sequentially based. It talks about children in the process of learning and assumes that children will move through developmental stages and skill levels. Through the year(s) the report cards will show continual learning progress from ~~kindergarten~~ preschool through grade three. It gives parents a sense of specifics being taught, as well as the expectations for their child.

The grading practices and policies in grades preK-3, preK-4, K, one, two and three are as follows:

1. Pupils/Parents have the right to see their grades, if they so request, at a time convenient to the teachers. Pupils/Parents are to be informed by their teachers of the grading system at the beginning of the school year.
2. Students at these grade levels will be assessed on academic ability. Assessment may include tests, quizzes, homework, projects, reports, work samples and teacher observation.
3. Students may also be assessed on any or all of the following - effort, preparedness, age appropriate motor skills, responsibility, participation, and/or the ability to follow directions.
4. A trimester grade shall not include penalties for attendance, tardiness or behavior. Absences at approved school functions shall not count against a grade as long as the work, which can be made up, is made up within the appropriate amount of time.
5. The report card is standards-based with grades as follows:
For grades ~~Kindergarten~~ PreK-3 to Grade 3 – Level of Performance:

- 4 – Exceeding expectations
- 3 – Meeting expectations
- 2 – Working toward expectations
- 1 – Not meeting expectations
- N/A – Not assessed at this time

6. ~~A grade will also be given for the "special" classes:~~
 - ~~a. Kindergarten – Music and Physical Education~~
 - ~~b. Grade one – Music, Enrichment, Physical Education, Art, Library~~
 - ~~c. Grade two – Music, Enrichment, Physical Education, Art, Library~~
 - ~~d. Grade three – Music, Physical Education, Art, Library~~

When classes such as physical education, music, art, enrichment and library are offered, a grade will also be given.

GRADING SYSTEM – GRADES K-3 PRESCHOOL THROUGH GRADE 3

7. In the “special”-classes stated above, the students may be assessed on any or all of the following - effort, preparedness, age appropriate motor skills, responsibility, participation, and/or the ability to follow directions.
8. Trimesters consist of twelve weeks. In order for a student to receive a grade in an academic subject, the child must be present for (at least) 50% of the trimester. For specials that meet once a week, a child must be present for (at least) six classes. Specials that meet twice a week, a child must be present for (at least) twelve classes.

Adopted: March 12, 2007
Revised: July 13, 2009
Revised: November 11, 2013
Revised: May 11, 2015
Revised: