

MANASQUAN PUBLIC SCHOOLS
Manasquan, New Jersey
September Enrollment Figures

Date: September (1st day, 1st Friday, 2nd Friday)

Each of the days requested by the Superintendent's Office -- a teacher should report the total number of pupils who have actually enrolled in school to date.

In the column provided, please add the number of students expected to report, but who have not done so because of vacation, illness or other reasons.

Elementary School

Grade	Boys	Girls	Total Present 1st Day	Students Not Present	Student Expected Enrollment	# Sections
PreK	24	17	39	2	41	3
K	20	22	41	1	42	2
1	25	23	46	2	48	3
2	17	27	43	1	44	3
3	28	23	50	1	51	3
4	24	24	48	0	48	3
5	15	28	41	2	43	3
6	24	31	52	3	55	3
7	22	19	40	1	41	3
8	26	35	60	1	61	4
TOTALS	225	249	460	14	474	30

High School

Grade	Students on Roll	Students Not Present	Total Present 2nd Friday
9	222	0	222
10	221	2	219
11	231	0	231
12	245	0	245
Totals	919	2	917

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2024-2025 school year

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
August 1st	11:00a.m.	10 minutes		Fire Drill
August 6th	9:00a.m.	30 minutes		Tabletop Security Meeting

MANASQUAN SCHOOL DISTRICT FINAL SSDS Report for 23.24 School Year

School	Submission Status	Incidents in Progress	Incidents Completed	Total Incidents	Total Restraint/Seclusion Incidents	Trainings Completed	Programs Completed
050-Manasquan High School	Final Submitted	0	30	30	0	6	7
060-Manasquan Elementary School	Final Submitted	0	7	7	0	0	7
District-Wide						2	6

Summary for 050-Manasquan High School

2023-24 School Year

Incidents(Violence, Vandalism, Substances, Weapons and HIB Confirmed)	9
Other Incidents Leading to Removal	20
Restraint/Seclusion	0
HIB Alleged	1
HIB Trainings	6
HIB Programs	7

Official School Data Submission

First Name: <i>Craig</i>	Last Name: <i>Murin</i>
Position Title: <i>District Anti-Bullying Coordinator</i>	

Summary for 060-Manasquan Elementary School

2023-24 School Year

Incidents(Violence, Vandalism, Substances, Weapons and HIB Confirmed)	2
Other Incidents Leading to Removal	2
Restraint/Seclusion	0
HIB Alleged	3
HIB Trainings	0
HIB Programs	7

Official School Data Submission

First Name: <i>Craig</i>	Last Name: <i>Murin</i>
Position Title: <i>District Anti-Bullying Coordinator</i>	

Manasquan Elementary School Code of Conduct 2024-2025

STUDENT RIGHTS

Students have the right to:

1. a quality education
2. be recognized as an individual with unique needs, aspirations, and competencies
3. attend Manasquan Elementary School without fear or abuse
4. expect fair and equitable treatment by staff and peers
5. confidentiality regarding student records as per federal and state laws
6. due process appeal procedures and policies
7. parent notification consistent with the policies and procedures.
8. advance notice of behaviors that result in suspensions and expulsions that have been identified pursuant to N.J.S.A. 18A:37-2
9. education that supports students' development into productive citizens
10. attendance in safe and secure school environments
11. attendance at school irrespective of students' marriage, pregnancy, or parenthood
12. due process appeal procedures and policies, pursuant to 6A:3-1.3 through 1.17; N.J.A.C. 6A:4; and, where applicable, 6A:14-2.7 and 2.8, and 6A:16-7.2 through 7.5
13. parent notification consistent with the policies and procedures established pursuant to 6A:16-6.2(b)3, this section, and 6A:16-7.2 through 7.8
14. protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; 6A:16-3.2, Confidentiality of student alcohol and other drug information; 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; 6A:14-2.9, Student records; as well as other existing Federal and State laws and rules pertaining to student protections;

STUDENT RESPONSIBILITIES

You have a responsibility to gain full measure of benefit from your education experience. You have a responsibility to perform your best academically, arrive to school and classes on time, and be in attendance daily. You have a responsibility for your own actions and a responsibility for accepting appropriate consequences in a gracious fashion. You have the responsibility to display kindness and consideration to all staff and peers.

CODE OF PUPIL CONDUCT

The school is a community and the rule and regulations of a school are the laws of that community. The following rules and regulations are designed to protect all members of the educational community in the exercise of their rights and responsibilities, and to best insure the maintenance of a proper learning environment. The Code of Pupil Conduct supports the establishment and maintenance of civil, safe, supportive, and a disciplined school environment conducive to learning.

Students who demonstrate good conduct and academic success are integral to a positive learning environment and school culture. Those students who embody the Six Pillars of Character will serve as leaders and examples in our school community.

The Code of Pupil Conduct for Manasquan Elementary School is based on the following core ethical values:

Pillars of Character

1. Respect
2. Responsibility
3. Trustworthiness
4. Caring
5. Fairness
6. Citizenship

The following behaviors are considered unacceptable and will not be tolerated:

1. Any behavior involving intimidation, harassment, or bullying.
2. Obscene, vulgar, immoral/indecent language (including racial and ethnic remarks), writing, gestures, signs or acts.

3. Any bias incident regarding race, color, religion, ancestry, national origin, sexual orientation, gender, or disability.
4. Malicious destruction, damage or defacing of school property and equipment including textbooks.
5. Lack of respect for school personnel, other adults, and classmates.
6. Violation of safety rules and regulations in school and outside of school at extra-curricular activities.
7. Dressing inappropriately.
8. Enter school premises or any specific portion of the premises without permission and without authority.
9. Physical assault on another student or staff member. (N.J.A.C. 6:A16-5.7)
10. Possession or use of weapons or any implement intended to harm others. (N.J.A.C. 6:A16-5.5)
11. Any act of theft of property of other students, staff member, or the district.
12. Acts so recklessly as to endanger the safety of others.
13. Cheat or otherwise engage in academic dishonesty.
14. Smoking, drinking alcoholic beverages and/or the use of any illegal substance.
15. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstances hazardous to others.

Since discipline is the key to good conduct and proper consideration for other people, violation of the Code of Pupil Conduct will result in appropriate disciplinary action according to the school's Discipline Policy. In addition to the counseling and support services provided to our families by the Manasquan School District, www.monmouthresourcenet.org provides a variety of community-based health and social service provider agencies available to support our students' and family needs.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil, and expectations and consequences are consistent with board of education [policy 5512](#). This is pursuant to N.J.A.C 6A:16-7.7. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Pupils are expected to behave in a way that creates a supportive learning environment and is consistent with the Code of Pupil Conduct. School procedures are in place to ensure that both appropriate consequences and remedial responses are implemented for pupils who commit one or more acts of harassment, intimidation, or bullying. An Anti-Bullying Specialist for the school, a School Safety Team, and a District Anti-Bullying Coordinator are in place to ensure that incidents of harassment, intimidation, or bullying are completely investigated, properly addressed, and clearly reported. The Anti-Bullying Specialist serves as the Chairperson of the School Safety Team. The School

Safety Team's primary responsibility is to review and strengthen the policies and procedures of the school to prevent and address harassment, intimidation, and bullying of students and to further develop, foster, and maintain a positive and respectful school climate. At Manasquan Elementary School, we firmly believe that bullying is a serious problem and students who have been bullied need help from the educational community to stop those who continuously harass, intimidate, or bully. Our goal is to ensure that students feel safe and know that there is help available in their school to deal with bullying adequately and effectively should they become a victim.

- PreK – 8 Anti-Bullying Specialist: Mrs. Leigh Busco
- District Anti-Bullying Coordinator: Mr. Craig Murin

AFFIRMATIVE ACTION

The Manasquan Board of Education hereby reaffirms its policy to ensure equal opportunity for all persons/students and to prohibit discrimination because of race, color, creed, religion, affectional or sexual orientation, sex, ancestry, national origin, or socioeconomic status. Policy confirms compliance with Section 504 of the Rehabilitation Act of 1973. An intensive affirmative action program shall be an integral part of every aspect of student life, not limited to, but including student participation in the classroom, grading, extra-curricular activities, sports, honors, course selections, and guidance services. Neither harassment nor favoritism shall be permitted in any of the above.

Students shall be protected from all types of needless labeling. Any use of stereotype identifications will be construed by the Board of Education as discrimination and will be ordered by the Chief School Administrator to cease. If any student, or parent, feels that they have been discriminated against, please follow the grievance procedure.

An Affirmative Action Officer is appointed by the district.

District Affirmative Action Officer: Mr. Donald Bramley

Mr. Bramley is located at Manasquan High School, 732-528-8820 x 1020,
dbramley@manasquan.k12.nj.us

MANASQUAN PUBLIC SCHOOL DISTRICT

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

In keeping with federal/state antidiscrimination legislation, the Board of Education has adopted and hereby publishes the Grievance Procedure provided for the resolution of student, employee, and parent complaints.

PURPOSE

To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, affectional or sexual orientation, sex, ancestry, national origin, or socioeconomic status.

DEFINITION

- **Grievance:** A formal written complaint
- **Grievant:** Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.
- **Affirmative Action Officer:** The district employee designated to coordinate efforts with antidiscrimination legislation and charged with the responsibility of investigating complaints.

PROCEDURE

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|--------|---|
| Step 1 | The grievant must present the complaint in written form to the responsible person designated as the Affirmative Action Officer. (Use Grievance Report – Form A) |
| Step 2 | The Affirmative Action Officer has five working days in which to investigate and respond to the grievant. (Affirmative Action Officer is to use the space provided on Grievance Report – Form A) |
| Step 3 | If not satisfied, the grievant may appeal within ten working days to the Superintendent or designee (not Affirmative Action Officer). (Use Appeal – Form B) |
| Step 4 | Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal – Form B) |
| Step 5 | If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. (Use Appeal – Form C) Local Board hearing shall be conducted to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statement. The decision of the Board shall be by a majority of the members at a meeting which shall be public. |

- Step 6 The Manasquan Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for an Appeal – Form C)
- Step 7 If the grievant is not satisfied with Board's decision, the grievant can have it referred to the Monmouth County Superintendent of Schools.
- Step 8 The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:
1. The Commissioner of Education
Bureau of Controversies and Disputes
New Jersey Department of Education
PO Box 500
Trenton, New Jersey 08625
Phone:(609) 292–5706
 2. Equal Employment Opportunity Commission Newark District Office
1 Newark Center, 21st Floor
Newark, New Jersey 07102
Phone:(973) 645–6383 or (800) 669–4000
 3. U.S. Office for Civil Rights
U.S. Department of Education
75 Park Place, 14th Floor
New York, New York 10007
Phone:(212) 264–3313 or (212) 637–6330
 4. New Jersey Division on Civil Rights
31 Clinton Street, 3rd Floor
Newark, New Jersey 07102
(973) 648–2700

Discipline Policy

Philosophy

The Board of Education 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 believes that the best discipline is self-imposed and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions. 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. Furthermore, such rules and regulations are in place to ensure that the school operates in a manner that will provide for the welfare and safety of all students who attend.

To ensure that all students obtain the best education possible in a positive social climate, it is important that students understand that acceptable standards of behavior are expected at all times. Most importantly, Manasquan Elementary School students are expected to be respectful, kind, and courteous at all times. Each student should conduct himself/herself in an orderly manner within the entire building, on the playground, at all extra-curricular activities, assembly programs, and on field trips. Any act of harassment, intimidation, or bullying will not be tolerated. Disciplinary actions will be administered when an individual's actions interfere with the rights of teachers to teach and the rights of students to learn. Students who violate

established school rules and do not adhere to the Code of Pupil Conduct shall be referred to the Principal and/or the Discipline Committee. Appropriate disciplinary measures will then be imposed on an individual basis. The Discipline Policy presents a fair, firm, and orderly process for handling individual and repeated infractions of school rules and regulations. Specific judgments regarding consequences will be based on Board Policy, severity, frequency, and the number of prior behavioral infractions committed during the school year.

School Behavioral Goals

Manasquan Elementary School maintains the following behavioral goals:

- (1) to educate children academically, socially, and emotionally;
- (2) to create a safe, positive learning environment; and
- (3) to teach good citizenship skills.

Our school's overall behavioral objective is to foster a school-wide atmosphere of mutual respect. To successfully achieve these goals, the following guidelines for student behavior will be implemented.

Attendance and Tardies

Manasquan Elementary School believes that attendance is critical to student success in all aspects of education. Expectations and consequences for issues with attendance will be consistent with district [policy 5200](#) for attendance and district [policy 5240](#) for tardiness. This is pursuant to N.J.A.C 6A:16-7.6.

Disciplinary Measures

Teachers will first attempt to contact parents when the behavior of a pupil creates a situation where the education of the child and those around him or her is disrupted. Teachers are responsible for handling minor infractions including, but not limited to, incomplete assignments, unprepared/forgotten materials, lateness to class, gum chewing, excessive talking/calling out in

class, failure to return paperwork requiring a parent signature, and other common classroom situations.

Minor Infractions:

First Offense	Verbal Warning from Teacher
Second Offense	Verbal Warning and Teacher Conference with student
Third Offense	Teacher Detention and Parent Notification

Teacher Detention

Teacher detention may be assigned for disciplinary reasons or to complete missed work. For grades 1–2, detention with the classroom teacher may be assigned from 3:00 – 3:10 p.m. For grades 3–8, teachers may keep a student after school anytime up until 3:30 p.m. In all grade levels, a teacher may also have the option of keeping a student in for lunch/playground detention. In all cases of teacher detention, a parent must be notified by the teacher of the student's infraction with either a phone call or in writing. Parents must be notified with a phone call *prior* to the end of the school day regarding any student being kept after school. If a parent cannot be contacted, the student will be detained the following school day. In addition, please note that attendance at extracurricular activities (sports, clubs, etc.) are not acceptable reasons for missing teacher detention. An unexcused absence at a teacher–assigned detention will result in a formal disciplinary referral.

When the teacher has exhausted the usual means to ensure control and has followed the sequence of responses to minor infractions as listed above, the situation shall then result in a formal referral to the Administration should the inappropriate behavior(s) continue. Habitual problems or those of such a nature that disrupt the educational process will not be tolerated.

Central Detention:

Central Detention (CD) may only be assigned by the Principal for students in grades 3–8. Parents will be notified from the office of their child's Central Detention obligation by the Principal or by the student. CD will be assigned for the following day after the referral to allow for written notification. Student Central Detention is served from 3:00 p.m. – 4:00 p.m. in a designated area with a CD Proctor who is a certified teacher. Any student who misses CD without a note from the parent explaining a legitimate reason (i.e., doctor's appointment or religious obligation), will be assigned three (3) additional days of CD. Please note that

attendance at extracurricular activities (sports, clubs, etc.) **are not** acceptable reasons for missing Central Detention.

Special Education Students

Classified students are subject to the same school disciplinary procedures and may be disciplined in accordance with their Individual Education Plan (I.E.P.) in consultation with the Child Study Team. However, before disciplining a classified student, it must be determined that (1) the student's behavior is not primarily caused by his/her educational handicap; and (2) the program that is being provided meets the student's needs. The administration and staff shall comply with the Manasquan Board of Education's physical restraint and seclusion policy and regulation #5561 (Use of Physical Restraint and Seclusion Techniques for Students with Disabilities) and of the New Jersey statutes N.J.S.A. 18A:46–13.4 et seq. when dealing with an emergency in which a student is exhibiting behavior that places the student or others in immediate physical danger. This is in accordance with the provisions of N.J.S.A 18A:46-13.4 et seq. For students with disabilities, the behavior interventions and supports shall be determined and provided by N.J.A.C 6A:14

Discipline Expectations and Progressive Discipline:

Students should fully understand that any teacher or paraprofessional in the building has the authority to correct misconduct at any time and submit formal disciplinary referrals to the Administration. Disciplinary measures by Administration may include any combination of the following: lunch/recess detention, Central Detention (CD), Parental Conferences, ineligibility to participate in extra-curricular activities and/or school sponsored events, referral to the Child Study Team, and/or the possibility of in-school or out-of-school suspensions.

Consequences are determined on a case-by-case basis utilizing a progressive discipline approach. This means that behavioral issues will be monitored, and consequences will be more severe with repeated infractions. In all circumstances, the individual needs of the student and the details of the infraction will be considered when determining an appropriate consequence.

Behavioral Supports:

Students will be provided with comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the district board of education. These supports may include: positive reinforcements for good conduct and academic success; supportive interventions and referral services; and remediation of problem behavior that takes into account the behavior's nature, students' developmental ages, and students' histories of problem behaviors and performance.

Disciplinary Actions:

Listed below are examples of unacceptable behaviors that will justify formal Disciplinary Referrals to the Principal. Please note this list is not exhaustive and is provided as a frame of reference. Such behaviors will then be subject to disciplinary actions by Administration. *Students should fully understand that any teacher or paraprofessional in the building has the authority to correct misconduct at any time and submit formal disciplinary referrals to the Administration.* Disciplinary measures by Administration may include any combination of the following: lunch/recess detention, Central Detention (CD), Parental Conferences, ineligibility to participate in extra-curricular activities and/or school sponsored events, Discipline Committee Conferences, referral to the Child Study Team, assignment of a work-related task to emphasize the importance of civic responsibility, and/or the possibility of in-school or out-of-school suspensions (as further clarified under "Suspensions and Expulsions").

Level 1 Infractions:

Infraction	1 st Action	2 nd Action	3 rd Action
Tardiness to school Policy 5240	Defined as 3 infractions: Lunch Detention	Defined as 6 infractions: Central Detention	Defined as 9 infractions: 2 days Central Detention
Tardiness to class Policy 5240	Defined as 3 infractions: Teacher Detention	Defined as 6 infractions: Lunch Detention	Defined as 9 infractions: Central Detention
Failure to wear or present a student ID Policy 5517	Defined as 3 infractions: Lunch Detention	Defined as 6 infractions; Lunch Detention	Defined as 9 infractions: Lunch Detention
Classroom disturbance which disrupts instruction Policy 5560	Teacher Detention with parent contact	Lunch Detention	Central Detention
Violation of electronic use policy	Teacher Detention with parent contact	Lunch Detention	Central Detention

Policy 2361 , Policy 7523			
Excessive horseplay without injuries Policy 5600	Lunch Detention	Central Detention	2 days Central Detention
Use of inappropriate language Policy 5600	Lunch Detention	Central Detention	2 days Central Detention
Violation of dress code Policy 5511	Meeting with Administration	Lunch Detention and Parent Conference	Central Detention and Parent Conference

Level 2 Infractions:

Infraction	1 st Action	2 nd Action	3 rd Action
Cuts to class or lunch/recess Policy 5600	Central Detention	2 days Central Detention	In-School Suspension
Repeatedly disruptive behavior that substantially interferes with the teacher's authority and ability to instruct, resulting in removal from class Policy 5560 , Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension
Indecent gestures, abusive/indecent language directed at student or students Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension
Intentional damage to school property or the property of another student Policy 5513 , Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension
Disruptive or inappropriate behavior at	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension

assemblies or school trips Policy 5600 , Policy 5850			
Unexcused absence from detention Policy 5600	Serve original detention plus one additional detention	Serve original detention plus 2 days Central Detention	Serve original detention plus Before-school detention
Violation of safety rules in cafeteria, hallway, bathroom, or playground Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	Before-School Detention
Cheating, copying, or other academic integrity violation Policy 5701	Teacher conference and academic consequence	Meeting with Administration plus academic consequence	Parent Conference plus academic consequence
Initiating unwanted and/or aggressive physical contact with intent to annoy, embarrass, or provoke another student Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension

Level 3 Infractions:

Infraction	1 st Action	2 nd Action	3 rd Action
Defiance or disrespect toward any staff member Policy 5600	2 Days of Central Detention, Meeting with Administration, Parent Conference, and Mandatory Counseling Session	In-School Suspension	2 days In-School Suspension
Inciting a riot (e.g. food fight) Policy 5600	2 Days of Central Detention, Meeting with Administration, Parent Conference and Mandatory Counseling Session	In-School Suspension	2 days In-School Suspension
Theft Policy 5600	2 Days of Central Detention, Meeting with Administration, Parent Conference, and Mandatory Counseling Session	In-School Suspension	2 days In-School Suspension

Purposeful physical aggression with the intent to cause harm. This includes but is not limited to pushing, shoving, and/or tripping Policy 5600	2 Days of Central Detention, Meeting with Administration, Parent Conference, and Mandatory Counseling Session	In-School Suspension	2 days In-School Suspension
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Level 4 Infractions:

Infraction	1 st Action	2 nd Action	3 rd Action
Verbal or criminal physical assault of an individual, including but not limited to staff, guests, or parents/guardians Policy 5600 , Policy 5612	3 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, 5 days in-school suspension, Parent Conference, and Mandatory Counseling Session
Physical altercation/fighting, defined as fighting or provoking a fight. This is the mutual engagement in a physical confrontation that may result in bodily injury. It is recognized that one student may initiate a fight, and another may defend, but all students who fight will be suspended. Policy 5600	3 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, 5 days in-school suspension, Parent Conference, and Mandatory Counseling Session
Recording students or staff and sharing this recording with others without the permission of the staff member or student and their parent/guardian via social media, text,	Up to 3 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, 5 days in-school suspension, Parent Conference, and Mandatory Counseling Session

email, or any other method. Policy 5516			
Acts of harassment, intimidation, or bullying Policy 5751 , Policy 5512	Up to 10 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Sessions including follow-up		
Possession, sale, and/or use of alcohol or drugs, or refusal to undergo substance abuse screening Policy 5530	5 days Out-Of-School Suspension, 5 days In-School Suspension and referral to Student Assistance Counselor, Mandatory Counseling Sessions including follow-up	10 days Out-Of-School Suspension and referral to Student Assistance Counselor, Mandatory Counseling Sessions including follow-up	
Use/possession or distribution of a dangerous/deadly weapon Policy 8467 , Policy 5613	Up to 10 days In-School or Out-Of-School Suspension and Administrative Review pursuant to Law and Board Policy		
Possession and/or use of a firearm/fireworks Policy 8647 , Policy 5611			

Participation in Extra-Curricular Activities:

Students demonstrating habitual disciplinary problems may lose their extra-curricular privileges. This policy is in effect for all extra-curricular activities including, but not limited to, athletics, clubs, class trips, dances, plays, concerts, and graduation exercises. Habitual disciplinary problems may result in the consequences below:

- Three disciplinary referrals during a marking period – minimum loss of privileges for one week
- Five disciplinary referrals during a marking period – minimum loss of privileges for two weeks
- Eight accumulated referrals during the school year – loss of privileges for the remainder of the school year

- After any disciplinary referral, upon discretion of the Administration, depending upon the severity of the infraction.

Suspension and Expulsion

The Board of Education realizes exclusion from the educational program of the schools, by suspension or expulsion, is the most severe sanction to be imposed on a student and one that cannot be imposed without due process, since exclusion deprives a child of the right to an education in our district.

For the purposes of this policy, “suspension” shall be *temporary* exclusion, by the school Principal, of a student from his/her regular school program. Such suspension may take place within (in-school suspension) or outside school facilities. A “short-term suspension” shall be a suspension of *not more than five school days*.

“Expulsion” is permanent exclusion of a student from the schools of this district. No student below the age of sixteen should be expelled from school without provision for an alternate educational program.

No student otherwise eligible for attendance at schools of this district shall be excluded from school unless he/she has interfered, materially and substantially, with the maintenance of good order in the schools or because it is necessary to protect the student’s physical or emotional safety and well-being.

A student may be suspended by the building Principal, who shall report such action to the Superintendent as soon as possible; the Superintendent shall report the action to the Board of Education at its next regular meeting. The suspended student may be reinstated by the Principal within five days of the suspension, by the Superintendent at any time before the second meeting of the Board following such suspension, or the Board at their first such meeting. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate, continue the suspension of, or expel the student.

No student shall be deprived of the right to an education in the public schools of this district without being given notice of the charges and an opportunity to be heard on his/her behalf before the person or body holding authority to reinstate him/her. Each student shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension within one day thereafter (except that when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit).

Students suspended for a period of time longer than a “short-term” suspension shall be afforded a formal hearing which shall take place not later than twenty-one days after the suspension occurred. The Board requires each such hearing shall be closed to the public (but the hearing may be publicly held should all parties thereto agree).

Each suspended student who has requested a formal hearing shall be restored to a regular educational program pending outcome of the hearing except when, in the opinion of the Superintendent, the presence of the student in school poses such a danger to himself or others as to warrant continued absence.

The Board of Education, consistent with the provisions of N.J.A.C. 6A:16-7 and Board of Education Policy/Regulation #5610 (Suspensions) requires the oral or written notification to the student's parent/guardian of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student.

Students referred to the Principal for infractions including, but not limited to, the following are subject to suspension/expulsion:

1. fighting on school grounds
2. continuous willful disobedience and/or open defiance toward staff members
3. physical assault on another person
4. physical assault on another person with a weapon (Manasquan Board of Education Policy #5613)
5. willfully causing or attempting to cause damage (i.e. cut/deface/otherwise injure) to School property
6. taking personal/school property from another person by force or fear
7. smoking or chewing tobacco in school or on school grounds
8. habitual use of profanity/obscene language
9. use of profanity/obscenity toward any staff member
10. verbal assault/threat toward any staff member
11. unauthorized assembly/occupancy and failure to disperse when directed to do so by the principal or others in authority
12. incitement which could possibly disrupt normal school functioning or causes violent behavior and/or truancy by students
13. continuous and deliberate class disruption
14. conduct of such character as to constitute a continuing danger to the physical well-being of other students
15. possession and/or use of drugs, alcohol, and/or other controlled dangerous substance

16. causing false alarm(s)
17. stealing
18. physical assault upon a board member or employee (Manasquan Board of Education Policy #5612).
19. lewd/obscene exposure
20. possession of a weapon(s) and/or item(s) which may present a danger to others (Manasquan Board of Education Policy #5611)

Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law (exceptions as allowed in N.J.S.A. 18A:6–1) but may remove pupils from the classroom or school by the lawful procedures established for the suspension and expulsion of pupils. Any pupil who commits assault upon a teacher, administrator, board member, other employee of a school board, or another student, with a weapon, on any school property, on a school bus, or at a school–sponsored function shall be immediately removed from the school's regular education program pending a hearing before the local board of education. A student who is removed from the regular education program pursuant to N.J.S.A. 18A:37–2.2 must be placed in an alternative education program. If an alternative education program is not available, the student must be provided home instruction or other suitable facilities and programs until placement is possible.

The Administration reserves the right to deny any student the privilege of participation in extra–curricular activities including (but not limited to) clubs, athletic events, social activities, and class trips if the student has been suspended from school (2) or more times during the school year for disciplinary reasons as indicated:

Second suspension: loss of participation/privileges for 30 days

Third suspension: loss of participation/privileges for the remainder of the school year (This includes the Eighth Grade Graduation Ceremony, Eighth Grade Breakfast, and the Graduation Dance.)

Rules and regulations regarding suspensions shall be in effect at all times a student is under authority of the school. This includes (but is not limited to) the regular school day, field trips, athletic events, social events such as dances/plays, etc., in, on, and/or off Board of Education property.

Rules governing suspensions:

1. Suspension begins at the end of the school day in which the infraction was committed and extends to the beginning of the school day the student is scheduled to return.

2. Making up class assignments missed during suspension is the responsibility of the student. Work must be made up and submitted upon the day of the student's return to school to receive credit.
3. For a student to be re-admitted, a parent/guardian must accompany that student upon return to school.
4. Suspended students may not be on school grounds during the period of suspension.
5. Students under suspension may not take part in or attend any school-sponsored activity in, on, or off school property.
6. The Principal or designee will notify the parent/guardian of the suspension by both phone call and registered letter.
7. Failure to abide by the rules governing suspension may result in
 - Additional suspension period
 - Police action
 - Expulsion
8. Additional offenses or actions of extreme severity, dangerous to the well-being of other students or interfering with orderly functioning of the school will result in recommendations to the Board for expulsion and/or filing of appropriate complaints or juvenile petition.

Considerations:

- A. These rules and regulations shall be in affect at all times a student is under authority of the school. This includes (but is not limited to) the regular school day, field trips, athletic events, social events such as dances, plays, etc., in on, and/or off Board of Education property.
- B. When a student is suspended, the parent must be notified in writing.
- C. Students under suspension are ineligible to participate in all extra-curricular activities during the period of the administrative action.
- D. Continued disciplinary infractions may result in suspension or exclusion from participating in extra-curricular activities including athletics, clubs, dances, and the graduation ceremony.

MANASQUAN**Professional Days**

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
September 12, 2024 October 10, 2024 November 21, 2024 December 12, 2024 January 9, 2025 February 6, 2025 March 13, 2025 April 10, 2025 June 6, 2025	Christin Walsh	Monmouth University	Monmouth County Curriculum Consortium	No	Mileage - \$17.86 <i>per meeting</i>
October 17, 2024	Madeline Wyville	Princeton	AENJ Conference	Yes	Mileage - \$37.78 Registration - \$215.00
October 10, 2024	Laura Jensen	Middletown	Yearbook Software Training	Yes	Mileage - \$11.47 Registration - \$10.00
October 10, 2024	Teresa Reichey	Middletown	Yearbook Software Training	No	Registration - \$10.00
October 15, 2024	Kim Ward Mark Levy Kirt Wahl	Monmouth University	NJ Coalition for the Gifted and Talented Sharefest	Yes – 3	Mileage - \$8.69 Registration - \$40.00
September 20, 2024 December 13, 2024 March 14, 2025 June 6, 2025	Kim Ward Christin Walsh	9/20 - Hazlet 12/13 – Oceanport 3/14 – Spring Lake 6/6 – Bradley Beach	NJ Shore Consortium for the Gifted and Talented	Yes – 1	Mileage - \$47.90
October 10, 11, 2024	Harmony Schwier	Edison	School Counselor Conference	No	Mileage - \$77.08 Registration – \$199.00

Costs per traveler unless otherwise noted.

MANASQUAN**Student Action**
Field Trips

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Funds</u>
October 18, 2024	Brianna Yeager Nurse – TBD	Grade K	Jakes Branch Park	Senses Unit Instruction	Yes – 1	Bus - \$360	None
October 3, 2024	Cathy Taft Brianna Snel Samantha Hagel Meghan Dullea Nurse - TBD	Grade 4	Manasquan Library	Library Tour	Yes – 1	None	None
October 8, 2024	Oriana Kopec Jestine Jones Nancy Knitter Nurse – TBD	Student Council	Ewing, TCNJ	Student Council Fall Conference	Yes – 4	None	Bus - \$1000 Maximum (Student Funded)

REGULATION GUIDE

STUDENTS
R 5200/page 1 of 16
Attendance
M

R 5200 ATTENDANCE

A. Attendance Recording

1. School Register – ~~{N.J.A.C. 6A:32-8.1}~~

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner **of Education** will issue and publish on the **New Jersey Department of Education's (NJDOE)** website guidance for recording student attendance in all public schools of the State operated by district Boards ~~of Education~~, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance **issued by the Commissioner in accordance with** ~~at~~ N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and **N.J.A.C.** 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



REGULATION GUIDE

STUDENTS
R 5200/page 2 of 16
Attendance

- (1) “Days in membership” means the number of school days in session in which a student is enrolled **in accordance with N.J.A.C. 6A:32-2.1**. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
2. Day in Session – ~~(N.J.A.C. 6A:32-8.3)~~
 - a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
 - b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.
3. Student Attendance – ~~(N.J.A.C. 6A:32-8.4)~~
 - a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
 - b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



REGULATION GUIDE

STUDENTS
R 5200/page 3 of 16
Attendance

- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; ~~and~~



REGULATION GUIDE

STUDENTS
R 5200/page 4 of 16
Attendance

- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and-
- (7) **Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.**
 - (a) **“Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.**
 - (b) **The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.**
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.



REGULATION GUIDE

STUDENTS
R 5200/page 5 of 16
Attendance

4. Average Daily Attendance – (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.
5. Absentee and Chronic Absenteeism Rates – (N.J.A.C. 6A:32-8.6)
 - a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.
 - (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
 - b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
 - c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.
- B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy
 1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – **Attendance** and this Regulation.



REGULATION GUIDE

STUDENTS

R 5200/page 6 of 16

Attendance

2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of ~~Education~~ policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.

- a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.
- b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

The student’s illness supported by a **medical excuse** ~~written letter from the parent~~ upon student’s return to school;

The student’s required attendance in court;

Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;

The student’s suspension from school;

Family illness or death supported by a written letter from the parent upon the student’s return to school;

College visit(s), up to five days per school year for students in grades eleven and twelve;

Interviews with a prospective employer or with an admissions officer of an institution of higher education;

Examination for a driver’s license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day **supported by documentation upon student’s return to school;**



REGULATION GUIDE

STUDENTS
R 5200/page 7 of 16
Attendance

Take Our Children to Work Day;

Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner of Education and/or a ~~NJDOE New Jersey Department of Education~~ rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – **Tardiness**.

C. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. **However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.



REGULATION GUIDE

STUDENTS
R 5200/page 8 of 16
Attendance

3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

D. Readmission to School After an Absence

1. A student returning from an absence of **five consecutive school days** ~~any length of time~~ **may be required to** ~~must~~ provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of four school days duration.



REGULATION GUIDE

STUDENTS
R 5200/page 9 of 16
Attendance

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

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from eight or more days from a semester course or sixteen or more days from a full-year course, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.



REGULATION GUIDE

STUDENTS
R 5200/page 10 of 16
Attendance

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

A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class twelve or more days from a semester course or twenty or more days from a full-year course.

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

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy – (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);



REGULATION GUIDE

STUDENTS

R 5200/page 11 of 16

Attendance

- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;



REGULATION GUIDE

STUDENTS

R 5200/page 12 of 16

Attendance

- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and



REGULATION GUIDE

STUDENTS
R 5200/page 13 of 16
Attendance

4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.



REGULATION GUIDE

STUDENTS
R 5200/page 14 of 16
Attendance

- (1) The sending school district shall proceed in accordance with the Board's of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – **Attendance** and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A **parent of a student or an adult student** who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – **Promotion and Retention**.



REGULATION GUIDE

STUDENTS

R 5200/page 15 of 16

Attendance

3. A **parent of a student or an adult student** who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. ~~The student shall file~~ A written appeal **shall be filed with** ~~to~~ the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the **written student's** appeal.
 - c. If the **parent or adult** student is not satisfied, the **parent or adult** student may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. **In response to** ~~On a student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the ~~student's~~ appeal. The student's parent, **the student**, and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the **parent and** student in writing within seven school days of the meeting.



REGULATION GUIDE

STUDENTS
R 5200/page 16 of 16
Attendance

- f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of ~~Education~~, and the Commissioner of ~~Education~~ in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the **NJDOE** ~~New Jersey Department of Education~~. The school district will comply with all attendance requirements and any improvement plans as required by the **NJDOE** ~~Department of Education~~.

Adopted: 14 June 2011
Revised: 22 March 2016
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POLICY GUIDE

STUDENTS
5240/page 1 of 1
Tardiness

5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. **Students** ~~Pupils~~ who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a **student's** ~~pupil's~~ illness, an emergency in the **student's** ~~pupil's~~ family, the observance of a religious holiday, a death in the **student's** ~~pupil's~~ family, or by the **student's** ~~pupil's~~ compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused **and subject to disciplinary consequences as prescribed by the school's code of conduct.**

An unexcused tardy of more than ten minutes will equal one unexcused absence and three unexcused tardies of less than ten minutes will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on promotion and Policy No. 5460 on high school graduation.

A **student** ~~pupil~~ who develops a pattern of tardiness, excused or unexcused, will be **required to attend** ~~offered~~ counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

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POLICY GUIDE

STUDENTS

5514/page 1 of 1

Student Use of Vehicles

5514 STUDENT PUPIL USE OF VEHICLES

The Board of Education regards the operation by **students pupils** of any vehicle for transportation to and from school as a matter subject to Board authority because **student pupil** safety is of paramount concern to the Board.

~~The Board will permit the use of motor vehicles by pupils in accordance with district rules provided that such pupils present written parental approval, have been granted permission by the Building Principal to operate a motor vehicle on school grounds, possess a valid New Jersey driver's license, and have successfully completed a course in driver education.~~

Students may drive their automobile to and from school, but there is no student parking on school grounds during the school day unless expressly authorized by the Principal for an individual student. A student who drives their automobile to and from school shall be responsible to comply with all State and local laws regarding parking.

Students may ride ~~The Board will permit the use of non-motorized bicycles by pupils in accordance with district rules provided such pupils present written parental approval, have been granted permission by the Building Principal.~~ **to school but must comply with all applicable State and local laws for operating a bicycle. The Principal of each school may develop school rules for the operation of the student's bicycle on school grounds. Students must park and lock their bicycles in an area outside the school building designated by the Principal. A bicycle may not be brought into the school building without the Principal's permission.**

Students are permitted to bring on school grounds non-motorized skateboards, scooters, roller skates, or any other non-motorized mode of transportation the student may use to get to and from school. The Principal shall determine if such items may be brought into the school building during the school day. Students that bring these items to school must comply with all applicable State and local laws for operation. The Principal of each school may develop school rules for the operation of the student's non-motorized items on school grounds and if such items can be brought into school and where such items shall be stored, in or outside the building, during the school day.



POLICY GUIDE

Students are not permitted to bring any motorized bicycle, low-speed electric bicycle, scooter, low-speed electric scooter, motorized skateboard, motorized roller skates, hoverboard, golf cart, or any other motorized mode of transportation on school grounds.

~~The Superintendent shall develop and disseminate regulations for the operation and parking of vehicles on school grounds. Permission to operate a vehicle on school grounds may be revoked for a pupil's failure to observe rules.~~

The Board will not be responsible for any vehicle that is lost, stolen, or damaged.

N.J.S.A. 39:4-10 et seq.; 39:4-10.5

Adopted: 14 June 2011

Revised: 17 September 2024



REGULATION GUIDE

STUDENTS
R 5530/page 1 of 18
Substance Abuse
M

R 5530 SUBSTANCE ABUSE

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. “Evaluation” means procedures used by a certified or licensed professional to make a positive determination of a student’s need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student’s family.
2. “Other drugs” mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. “Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. “Referral for evaluation” means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student’s need for services that extend beyond the general school program.
5. “Referral for treatment” means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family’s request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.



REGULATION GUIDE

STUDENTS
R 5530/page 2 of 18
Substance Abuse

6. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.
7. “Substance” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
8. “Substance abuse” means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
9. “Under the influence” of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.



REGULATION GUIDE

STUDENTS
R 5530/page 3 of 18
Substance Abuse

B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:
 - a. First offense:
 - (a) Parent(s) or legal guardian(s) notified;
 - (b) Referral to SAC for assessment; ~~and~~
 - (c) Possible referral to I&RS;
 - (d) Five-day out-of-school suspension; and**
 - (e) Five-day in-school suspension.**
 - b. Second offense:
 - (a) **Ten-day two-day out-of-school** suspension plus (a) **through (c) all of the first offense consequences** above.
2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:
 - a. First offense:
 - (a) Parent(s) or legal guardian(s) notified
 - (b) Referral to SAC for assessment
 - (c) Possible referral to I&RS
 - ~~(d) Suspension from all extracurricular activities for a period of one year from the date of the incident~~

C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.



REGULATION GUIDE

STUDENTS
R 5530/page 4 of 18
Substance Abuse

- a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.
- b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:
 - (1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - (2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
 - (3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
 - (4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)



REGULATION GUIDE

STUDENTS
R 5530/page 5 of 18
Substance Abuse

- a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.
- b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - (1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - (2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.



REGULATION GUIDE

STUDENTS
R 5530/page 6 of 18
Substance Abuse

- e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.
 - (1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.
 -
 - f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)



REGULATION GUIDE

STUDENTS
R 5530/page 7 of 18
Substance Abuse

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - (1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - (2) The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on the Student Safety Data System (SSDS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
- b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
 - (1) Immediately notify the student's parent and the Superintendent or designee;
 - (2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
 - (3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.



REGULATION GUIDE

STUDENTS
R 5530/page 8 of 18
Substance Abuse

- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
 - (1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who is selected by the parent.
 - (1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.
 - (2) The examination shall be at the expense of the parent and not the district Board of Education.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician.
 - (1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - (2) The student's parent, if available, shall also accompany the student.



REGULATION GUIDE

STUDENTS
R 5530/page 9 of 18
Substance Abuse

- (3) When the medical examination is conducted by the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education.
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
 - (1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and
 - (2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.
 - (1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.
 - (2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.



REGULATION GUIDE

STUDENTS
R 5530/page 10 of 18
Substance Abuse

- h. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.
 - (1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided.
 - (2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.
- k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:
 - (1) The student will be returned as soon as possible to the care of the parent;



REGULATION GUIDE

STUDENTS

R 5530/page 11 of 18

Substance Abuse

- (2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.
 - (a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.
 - (3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.
- 1. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:
 - (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.
 - (a) The findings of the assessment alone shall not prevent a student from attending school; and



REGULATION GUIDE

STUDENTS

R 5530/page 12 of 18

Substance Abuse

- (2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.
- m. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.
 - (1) The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
- n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

- 1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.
- 2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.



REGULATION GUIDE

STUDENTS
R 5530/page 13 of 18
Substance Abuse

- a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
- b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.
- c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of the student believed to have been in possession of the substance or paraphernalia.
- d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.
 - (1) For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment.



REGULATION GUIDE

STUDENTS
R 5530/page 14 of 18
Substance Abuse

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.
5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.



REGULATION GUIDE

STUDENTS

R 5530/page 15 of 18

Substance Abuse

6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;



REGULATION GUIDE

STUDENTS
R 5530/page 16 of 18
Substance Abuse

- c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
 - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
 - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
- a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

- 1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
- 2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.



REGULATION GUIDE

STUDENTS

R 5530/page 17 of 18

Substance Abuse

3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
 - c. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.



REGULATION GUIDE

STUDENTS
R 5530/page 18 of 18
Substance Abuse

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

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

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

4. Each incident of substance abuse shall be reported to the Commissioner on the SSDS.

Issued: 14 June 2011
Revised: 22 March 2016
Revised: 14 May 2019
Revised: 17 September 2024



REGULATION GUIDE

STUDENTS

R 5600/page 1 of 14

Student Discipline/Code of Conduct

M

R 5600 STUDENT PUPIL DISCIPLINE/CODE OF CONDUCT

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1.



REGULATION GUIDE

STUDENTS

R 5600/page 2 of 14

Student Discipline/Code of Conduct

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;



REGULATION GUIDE

STUDENTS

R 5600/page 3 of 14

Student Discipline/Code of Conduct

10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights

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

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.9; and



REGULATION GUIDE

STUDENTS

R 5600/page 4 of 14

Student Discipline/Code of Conduct

7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. Senior Open Lunch
- b. Eligibility for extra-curricular activity
- c. **Other positive reinforcement programs** Merit System



REGULATION GUIDE

STUDENTS

R 5600/page 5 of 14

Student Discipline/Code of Conduct

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.



REGULATION GUIDE

STUDENTS

R 5600/page 6 of 14

Student Discipline/Code of Conduct

c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:
 - a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
 - b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;



REGULATION GUIDE

STUDENTS

R 5600/page 7 of 14

Student Discipline/Code of Conduct

- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.



REGULATION GUIDE

STUDENTS

R 5600/page 8 of 14

Student Discipline/Code of Conduct

4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.



REGULATION GUIDE

STUDENTS

R 5600/page 9 of 14

Student Discipline/Code of Conduct

6. Grade Adjustment

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

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

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

9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.



REGULATION GUIDE

STUDENTS

R 5600/page 10 of 14

Student Discipline/Code of Conduct

H. Chart of Discipline

1. A Chart of Student Discipline listing school responses to violations of behavioral expectations shall be approved by the Board and included in each school's student handbook.
2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.



REGULATION GUIDE

STUDENTS

R 5600/page 11 of 14

Student Discipline/Code of Conduct

- a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
 - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
 - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.
2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.



REGULATION GUIDE

STUDENTS

R 5600/page 12 of 14

Student Discipline/Code of Conduct

5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.



REGULATION GUIDE

STUDENTS

R 5600/page 13 of 14

Student Discipline/Code of Conduct

3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.



REGULATION GUIDE

STUDENTS

R 5600/page 14 of 14

Student Discipline/Code of Conduct

4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 14 June 2011
Revised: 19 December 2013
Revised: 22 March 2016
Revised: 14 May 2019
Revised: 17 September 2024



MANASQUAN SCHOOL DISTRICT

Job Description

TITLE:	Supervisor of Athletics & Co-Curricular Activities
QUALIFICATIONS:	<ol style="list-style-type: none">1. Valid New Jersey Administrative Certificate with Supervisor, Principal, or School Administrator Endorsement Certificate.2. Minimum experience as determined by the board3. Demonstrated leadership in the organization and administration of a district-level athletic program4. Ability to maintain a positive learning environment and high standards of conduct for athletes.5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Building Principals and Superintendent of Schools
SUPERVISES:	Coaches, Athletic Trainers, Teaching Staff Members as Assigned by the Principal, and Athletic Department Support Staff. co-curricular advisors
JOB GOAL:	To provide leadership in the development, implementation and coordination of the district's athletic and co-curricular programs in order to provide students with the opportunity to develop physical skills, knowledge, and understanding of sports and the principles of fair play.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.2 . Provides leadership in the selection, assignment and evaluation of athletic coaches and athletic trainers. and co-curricular advisors.3. Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians, and security personnel.4. Provide for effective coordination and development of all co-curricular programs.5. Develop and coordinate the co-curricular program 9-12.

6. Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.
7. Arranges for the transportation for athletic competitions.
8. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
9. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
10. Prepares and administers the athletic program budget and requisitions program supplies and equipment.
11. Supervise all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
12. Coordinates the schedule for ~~Arranges field and gym practice schedules and athletic practices and secures appropriate facilities for practices.~~
13. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
14. Arranges for the physical examination of all athletes prior to each season.
15. Maintains records of athletic contests and award winners and plan and supervises an annual recognition program for athletes.
16. Promotes good school-community relations and support through effective communication regarding the district's athletic program.
17. Upholds and enforces school rules, administrative regulations and board policy.
18. Assists in the instruction of the student body by teaching and being responsible for assigned class sections according to need.

19. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
20. Meets on a regular basis with all department chairpersons and subject area, special area and guidance directors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
21. Conducts classroom observations and provides supervision/evaluation of assigned teaching teachers and support non-certified staff as requested by building principals or central office administrative staff.
22. Performs other duties within the scope of his/her employment and certification as may be assigned by the superintendent under the authority of the Board of Education.

TERMS OF EMPLOYMENT:

Twelve month year, calendar year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals. Professional Personnel.

Approved by the Manasquan Board of Education

Adopted: March 22, 2016

Revised: September 17, 2024

MANASQUAN/SENDING DISTRICTS**Professional Days**

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
October 16, 2024 December 11, 2024 February 26, 2025 June 5, 2025	Charles Rotunno	Marlboro, NJ	Monmouth County Technology Council	No	Mileage - \$20.30 <i>per meeting</i>
September 24, 2024	Dr. Peter Crawley	Mt. Laurel, NJ	NJASBO Meeting	No	Mileage: \$57.34
September 24, 2024	Tara Tholen-Lobel	Mt. Laurel, NJ	NJASBO Meeting	No	Mileage: \$57.34
Various Dates	Dr. Peter Crawley	Various Locations	MCASBO Meeting	No	Mileage: Max \$25.00 <i>per meeting</i>
October 9, 2024	Linda Hoeler	Kean University	FBLA Advisor Training	Yes	Mileage - \$46.52
September 30, 2024	Leigh Busco	Ocean County College	HIB Training	No	Registration - \$145.00
September 9, 2024	Andrew Bilodeau	Fort Monmouth	NJSIAA Coaching Clinic	Yes	None
September 12, 2024 October 10, 2024 November 21, 2024 December 12, 2024 January 10, 2025 February 6, 2025 March 13, 2025 April 10, 2025 June 25, 2025	Margaret Polak	Monmouth University	NJDOE Curriculum Updates	No	Mileage - \$17.00 <i>per meeting</i>
September 11, 2024 October 9, 2024 November 13, 2024 January 8, 2025 February 12, 2025 March 12, 2025 April 14, 2025 May 14, 2025 June 11, 2025	Matthew Hudson	Spring Lake Manor	NJSBGA Facilities Management Meetings	No	None
October 2, 2024	Claire Kozic	Rutgers University	Health Careers Advisory Workshop	Yes	Mileage - \$19.27
September 20, 2024 October 18, 2024 November 22, 2024 December 13, 2024 January 17, 2025 February 21, 2025 March 21, 2025 April 25, 2025	Leigh Busco	Various Locations Monmouth County	ASAP – NJ SAC Monthly Meeting	No	None

Costs per traveler unless otherwise noted.

MANASQUAN/SENDING DISTRICTS**Student Action**
Field Trips

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Funds</u>
October 7, 14, 2024 November 4, 11, 2024	Kimberly Murin Liz Walling Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders Peter Balon	ABA Program	Liberty Haven Farm ShopRite - Wall	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
October 21, 28, 2024	Kimberly Murin Liz Walling Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders Peter Balon	ABA Program	Liberty Haven Farm ShopRite - Belmar	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
October 11, 2024	Kimberly Murin Liz Walling Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders Peter Balon	ABA Program	Eastmont Orchard	Community Based Instruction - AFLS	No	District Bus (\$55.00 per hour)	None
October 18, 2024	Kimberly Murin Liz Walling	ABA Program	Howell Lanes	Community Based Instruction - AFLS	No	District Bus	None

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	Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders Peter Balon					(\$55.00 per hour)	
November 18, 2024	Kimberly Murin Liz Walling Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders Peter Balon	ABA Program	ShopRite - Belmar	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
October 2024 (Tuesdays, Thursdays and Fridays)	Kimberly Murin Liz Walling Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders Peter Balon	ABA Program	Planet Fitness	Option 2 - AFLS	No	District Bus (\$55.00 per hour)	None
November 1, 12, 14, 15, 19, 21, 2024	Kimberly Murin Liz Walling Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders Peter Balon	ABA Program	Planet Fitness	Option 2 - AFLS	No	District Bus (\$55.00 per hour)	None

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September 24, 2024 October 22, 2024 November 14, 2024	John Driscoll Linda Hoeler Nurse – TBD	Academy of Finance	Monmouth University	Financial Literacy Program	Yes – 3	Bus - \$350.00 per trip	None
March 19, 2025	Amy Edwards Jason Snyder Lawrence Chiang Nurse – TBD	STEM Academy	Rutgers – Piscataway	Engineering Career Day	Yes – 4	Bus – 400.00	Student Funds
2024-2025 SY	Jill Santucci	Peer Leadership	Various Manasquan Town Locations	Support Academy Students	No	None	None