Attachment "A"
January 27, 2014

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drillls and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 12/12/13

Time of day the drill was conducted: 8:10am

School Name: Central Park School

Location of the Emergency Evacuation Drill: In Front of Building

Route Number(s): 510b, 710b, 810b

Name of the school principal/person(s) overseeing the drill: Mrs Julia Walls

Other information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: December 12, 2013

Time of day the drill was conducted: 8:10 a.m.

School Name: Penn Beach Elementary

Location of the Emergency Evacuation Drill: Front entrance driveway

Route Number(s): 110b (29); 210b (6); 310b (33); 410b (15); 610b (4); Q0114a (34)

Name of the school principal/person(s) overseeing the drill: Mark Zoppina

Other information relative to the emergency evacuation drill:

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills must be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drillls and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

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(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: 12/11/13 and 12/12/13

Time of day the drill was conducted: 9:10 a.m and 12:55 p

School Name: Valley Park School

Location of the Emergency Evacuation Drill: Valley Park School

63 Mahoney Road, Pennsville, NJ 08070

Route Number(s): 410c; 510c; 1010b; 710c; 910b; 1511a; 1511b; 1511c; 1511d; 110b; 1110b

Name of the school principal/person(s) overseeing the drill: Bobbie-Ann Jordan

Other information relative to the emergency evacuation drill:

The drill was conducted in a safe, organized, and efficient manner. Drills for 1 of the routes that only has one student had to be conducted the next day because the student was absent on the original day of the drill.

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drillls and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: December 10, 2013

Time of day the drill was conducted: **7:10-7:30 a.m.**

School Name: Pennsville Middle School

Location of the Emergency Evacuation Drill: Bus entrances at Pennsville Middle School

4 William Penn Avenue, Pennsville, NJ 08070

Route Number(s): 610a, 510a,810a,1010a,410a, 710a,110a,310a,910a, 1110a

Name of the school principal/person(s) overseeing the drill: Tom Agnew, Matt McFarland, Alicia Busillo

Other information relative to the emergency evacuation drill:

MONTHLY FIRE/SECURITY DRILL REPORT

Central Park School

Date Submitted to
Superintendent's Office –11/13/13

DATE OF FIRE DRILL	TIME TO COMPLETE DRILL	CONDITIONS	WEATHER
10/06/13 1:47pm	59 seconds	Pull Station 0022	sunny °69 F
Staff in Building = 34	Substitutes = 3	Students 241	Visitors = 3

SECURITY DRILL	TIME TO COMPLETE DRILL	TYPE OF DRILL	WEATHER
10/05/13 10:01 a.m.	4 minutes 30 seconds	Lock Down	Sunny 50° F
Staff in Building = 38	Substitutes = 1	Students 249	Visitors = 1

Julia B. Walls

Julia B. Walls, Principal

FIRE/SECURITY DRILL REPORT
Penn Beach School: DECEMBER 2013

FIRE DRILL:

DATE/TIME OF FIRE DRILL	DURATION OF DRILL	WEATHER CONDITIONS	CONDITIONS
12/19/13 10:05am	1 minute 3 seconds	36 & Sunny	Room 123 Pull Station
STAFF: 33 SUBSTITUTES: 0 VISITORS: 4 STUDENTS: 255			

SECURITY DRILL:

DATE/TIME OF CRISIS DRILL	TYPE OF DRILL	DURATION OF DRILL	WEATHER CONDITIONS	PARTICPANTS OF DRILL	BRIEF DESCRIPTION OF WHAT WAS DRILLED
12/18/13 1:43pm	Lockdown	4 minutes	37 & Sunny	School Staff	An announcement to go into lock-down was made and staff followed the prescribed crisis plan procedures. Security team members monitored the building to ensure the proper procedures took place. An announcement was made which ended the drill. Security team members then communicated to staff pertinent information regarding the drill procedure.
STAFF: 33 SUBSTITUTES: 3 VISITORS: 1 STUDENTS: 252					

Mark Zoppina

Mr. Mark Zoppina
Principal

FIRE/SECURITY DRILL REPORT
VALLEY PARK SCHOOL
December 2013

FIRE DRILL

DATE/TIME OF FIRE DRILL	DURATION OF DRILL	WEATHER CONDITIONS	CONDITIONS
12/20/13 1:15 p.m.	@ 1 min 0 seconds	56 degrees	Fire alarm panel
STAFF: 40	SUBSTITUTES: 1	VISITORS: 0	STUDENTS: 270

SECURITY DRILL

DATE/TIME OF CRISIS DRILL	TYPE OF DRILL	DURATION OF DRILL	WEATHER CONDITIONS	PARTICPANTS OF DRILL	BRIEF DESCRIPTION OF WHAT WAS DRILLED
12/19/13 2:55 p.m.	Lock-in	9 min.	47 degrees Mostly sunny	Staff Students	Bomb threat protocol
STAFF: 38		SUBSTITUTES: 0		VISITORS: 0	STUDENTS: 285

Bobbie-Ann R Jordan

Miss Bobbie-Ann Jordan
Principal

MONTHLY FIRE/EMERGENCY DRILLS

Middle School

Submitted to Superintendent's Office
for month of December 2013

Fire Drill Date	Time to Complete Drill	Conditions	Weather Conditions
12-19-13	1 minute, 35 seconds 7 minutes, 46 seconds	Regular drill	Sunny, 34°

Accountability of Students/Staff/Substitutes/Visitors in Building

Students	Staff	Substitutes	Visitors
435	63	7	0

EVACUATION/LOCKDOWN (NON-FIRE) DRILL

Lockdown Drill Date	Time to Complete Drill	Conditions	Weather Conditions
12-12-13	4 minutes, 48 seconds	Lockin	Sunny, 26°

Accountability of Students/Staff/Substitutes/Visitors in Building

Students	Staff	Substitutes	Visitors
434	64	6	1

Sheila R. Burris
Principal

MONTHLY FIRE/EMERGENCY DRILLS

Submitted to Superintendent's Office
for month of December 2013

High School

FIRE DRILL

Date of Fire Drill	Time to Complete Drill	Conditions	Weather Conditions
12/3/2013	1.45	Normal	Cloudy, 41°

Accountability of Students/Staff/Substitutes/Visitors in Building

Students	Staff - All	Substitutes	Visitors
517	85	4	0

LOCK-DOWN DRILL

Date of Lock-Down Drill	Time to Complete Drill	Conditions	Weather Conditions
12/16/2013	4.0	Normal	Cloudy, 27°

Accountability of Students/Staff/Substitutes/Visitors in Building

Students	Staff - All	Substitutes	Visitors
511	84	5	0

Principal's Signature

WORKSHOP REPORTS – DECEMBER 2013

Dates	Attendees	Name of Workshop
12/04/13	Miller, Ron	Best iPad Apps to Enhance Content Instruction Gr. 6-12
12/05 & 12/06/13	Maniglia, John Shute, Geoffrey	U.S. All Star Track & Field Clinic
12/06/13	Baker, Kyle Wardell, Linda	Assessments in the Cloud
12/06 - 12/08/13	Richman, Candelle	Presidents and the Constitution: James Madison
12/09/13	Bonowski, David	PARCC Technology Readiness
12/06/13	Carney, Lynda	Preventing Litigation with Functional Behavioral Assessments
12/12/13	Neff, Christina	Strengthen Students' Writing of Multiple Paragraph Essays
12/13/13	Warrington, Nicole	School Safety Team Training
12/18/13	Mancine, Jenifer Sennstrom, Marian	Close Reading Strategies
12/19/13	Rosado, Felicita	Using Cutting-Edge Technology in the World Language Classroom
12/20/13	Lattin, Elena	Math Lessons through Three Act Videos

PENNSVILLE BOARD OF EDUCATION **FILE CODE: 5020**

ROLE OF PARENT/GUARDIANS

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

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

Parents/guardians are requested to keep the school apprised of changes in factors in the home situation which may affect pupil conduct or performance. Parents/guardians are specifically requested to inform the school of any changes in legal custody of the child, including providing copies of any Court Orders which modifies or alters custody or parenting time schedules which may affect student attendance, tardiness, or dismissal.

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

The chief school administrator shall develop procedures and regulations to implement this policy. These regulations shall include use of the parent/guardians native language when necessary.

Date: February 10, 1998
Reviewed/Revised: February ___, 2014

Legal References:

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

N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.1	Reporting requirements
N.J.A.C. 6A:32-12.2	School-level planning

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

Manual for the Evaluation of Local School Districts

Possible Cross References:

1220	Ad hoc advisory committees
1230	School-connected organizations
1250	Visitors
5113	Attendance
5114	Suspension and expulsion
5120	Assessment of individual needs
5124	Reporting to parents/guardians
5125	Pupil records
5131.5	Vandalism/violence
5131.6	Drugs, alcohol, tobacco (substance abuse)
6142.2	Citizenship Education
6146	Graduation requirements/Early Graduation
6146.2	Class Rank
6147.1	Evaluation of individual student performance
6162.4	Community resources
6171	Special Education
6171.1	Remedial instruction
6171.3	Compensatory

PENNSVILLE BOARD OF EDUCATION **FILE CODE: 5111**

ADMISSION

Eligibility

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

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

The Board reserves the right to verify the residency or anticipated residency of any person who claims eligibility for enrollment pursuant to Proof of Eligibility below.

Proof of Eligibility

The Board may accept any of the forms of documentation that are listed in the applicable provisions in the New Jersey Administrative Code when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the District. The Board will consider the totality of the information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The Board shall not require or request any information or document protected from

disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.

Kindergarten

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

A. The child will have attained the age of five years on or before October 1 of that school year; (Parent/guardian will present to the school: birth certificate and social security card for child).
B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.

Grade One

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

A. The child will have attained the age of six years on or before October 1 of that school year; (Parent will present to the school: birth certificate and social security card for child).
B. He/she has been in the first grade in another public school;
C. Proof has been furnished of immunization against communicable diseases.

Transfers Into Grades Two through 12

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

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

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

Affidavit Pupils

A child of school age who resides with a District resident other than his/her parent or guardian will be admitted to school provided the following sworn statements are executed and filed with the District:

A. The statement of the child's parent/guardian that he or she is not supporting the child, is not capable of supporting or caring for the child because of economic or family hardship, and is not sending the child to live in the District solely to receive a free public education from the District. The statement must be accompanied by appropriate documentations which validate the statement; and

B. The statement of the district resident that he or she is a resident of this district, supports the child gratis, will assume all personal obligations for the child beyond the end of the school year. The statement shall be supported by evidence of district residency.

The Board reserves the right to verify the validity of the statements submitted and may, if validity is in doubt, deny admission and notify the parent/guardian of their right to Petition the Commissioner of Education within twenty-one (21) days should they choose to challenge the Board's decision. Should the parent or guardian choose to challenge the Board's decision, the child will be admitted to school pending the Commissioner's decision.

If the Board has reason, after the child has enrolled, to believe that a fraudulent filing has taken place, it may require the parent/guardian to appear before the Board. The Board determines that the child is not a resident under the law, it may remove the child from school. The Board will inform the parent/guardian of their right to Petition the Commissioner within 21 days. Should the parent/guardian appeal the Board's decision to the Commissioner, the child will be permitted to remain in school pending the Commissioner's decision.

Should the Commissioner decide that the child is ineligible, the Commissioner is then required to order the parent/guardian to pay tuition for the ineligible period of attendance within the District. Should the parent/guardian decide not to contest the Board's decision, the Board may change the parent/guardian tuition for the period the ineligible attendance.

If the Board has reason to believe that a district resident has fraudulently allowed a child of another person to use his or her residence and is not the primary financial supporter of that child or that a parent/guardian has fraudulently claimed to have given up custody of his or her child, the Board may report any such person to municipal authorities for prosecution as appropriate.

Joint Custody

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

Nonresidents

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

Students returning from County Detention

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

Verification

The board reserves the right to verify the residency of any pupil and the validity of any affidavit of guardianship and therefore, requires proofs of residence (copy of lease, agreement of sale, tax bills, etc.).

Homeless Pupils

The district will determine the educational placement of homeless students and response to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey Statutes and Administrative Code, as well as, pertinent federal law.

The Board will make this policy available to parents and the public.

Date: February 10, 1998
Date Revised: February ___, 2014

Legal References:

N.J.S.A. 18A:7B-12	District of residence; determination
N.J.S.A. 18A:7B-12.1	Homeless child; responsibility for education; determination of placement; payment of costs
N.J.S.A. 18A:7C	High School Graduation Standards
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:36-25.1	Proof of child's identity required for enrollment; transfer of record between districts
N.J.S.A. 18A:38-1	Attendance at school free of charge
N.J.S.A. 18A:38-2	Free attendance at school by nonresidents placed in district under court order
N.J.S.A. 18A:38-3	Attendance at school by nonresidents
N.J.S.A. 18A:38-4	Free attendance to persons over age
N.J.S.A. 18A:38-5	Admission of pupils under age
N.J.S.A. 18A:38-5.1	No child to be excluded from school because of race, etc.
N.J.S.A. 18A:38-6	Time of admission of pupils; first school year
N.J.S.A. 18A:38-7.7	Legislative findings and declarations
N.J.S.A. 18A:38-8	Duty to receive pupils from other districts
N.J.S.A. 18A:38-25	Attendance required of children between six and 16; exceptions
N.J.S.A. 18A:40-20	Immunization at public expense
N.J.S.A. 18A:44-1	Establishment of nursery schools or departments; eligibility for admission
N.J.S.A. 18A:44-2	Establishment of kindergarten; eligibility for admission
N.J.S.A. 26:1A-9.1	Exemption of pupils from mandatory immunization
N.J.S.A. 26:4-6	Prohibiting attendance of teachers or pupils
N.J.A.C. 6A:12-3.1	Choice district application procedures
N.J.A.C. 6A:14-1.1 et seq.	Special Education
N.J.A.C. 6A:16-2.2	Required health services
N.J.A.C. 6A:16-2.4	Required student health records
N.J.A.C. 6A:17-1.1 et seq.	Students at Risk of Not Receiving a Public Education
N.J.A.C. 6A:22-1.1 et seq.	Entitlement to Attend School Based on Domicile or Student Residency

See particularly:

N.J.A.C. 6A:22-3.1, 3.2, 3.3, 3.4	
N.J.A.C. 6A:23-5.2, -5.3	Method of determining the district of residence
N.J.A.C. 6A:32-8.2	School enrollment
N.J.A.C. 8:57	Communicable diseases

See particularly:

N.J.A.C. 8:57-2	
N.J.A.C. 8:61-1.1	Attendance at school by pupils or adults infected by Human Immuno-Deficiency Virus (HIV)

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

Tepper v. Board of Education of the Township Hackensack, Bergen County, 1971 S.L.D. 549
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
Plyler v. Doe, 457 U.S. 202 (1982)
Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)
J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512 (App.Div.1999)
"Pupil Residency": Who is Eligible for a Free Public Education," by Donna Kaye, Esq. In N.J. School Leader (July-August 2002).

Possible Cross References:

5118	Nonresidents
5120	Assessment of individual needs
5141	Health
5141.2	Illness
5141.3	Health examinations and immunizations
6142.5	Travel and exchange programs
6164.4	Child study team
6171	Special education
6174	Summer school/Evening Program
6178	Early childhood education/preschool

PENNSVILLE BOARD OF EDUCATION **FILE CODE: 5114**

SUSPENSION AND EXPULSION

The Board believes the conduct of pupils in the school should enable pupils to derive the greatest benefits from the educational program offered by this Board and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions. Pupils are required to conform to reasonable standards of acceptable behavior; to respect the rights, person, and property of others; preserve the degree of order necessary for the conduct of the educational program; and obey those in authority.

Every pupil enrolled in this district shall observe widely known rules and regulations and submit to the discipline imposed for infraction of those rules.

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

Pupils who indulge in disruptive behavior may be suspended or expelled.

For purposes of this policy, "suspension" means the temporary removal of a pupil from the regular instructional program.

A "short term suspension" means a suspension for a term of ten (10) consecutive school days or less and "long term suspension" means a suspension for more than ten (10) consecutive school days.

For purposes of this policy, "expulsion" means the permanent exclusion of a pupil from the schools of this district. A pupil may be expelled from this District only on formal action of the Board duly taken.

Disruptive behavior includes, but is not limited to:

A. Continued and willful disobedience;
B. Open defiance of the authority of any teacher or person having authority over a pupil;
C. Actions that constitute a continuing danger to the physical well-being of other pupils;
D. Physical assault upon another pupil, a teacher, or any school employee with or without a firearm or other weapon;
E. Taking, or attempting to take, personal property or money from another pupil whether by force or fear;
F. Willfully causing, or attempting to cause, substantial damage to school property;
G. Taking part in any unauthorized occupancy of a District facility and refusing to leave promptly when directed to do so by a person in authority;

H. Inciting others to take part in an unauthorized occupancy;
I. Inciting other pupils to truancy;
J. Truancy and class cutting; leaving school property without permission;
K. Poor attendance and lateness;
L. Use or possession of unsafe or illegal articles;
M. Use of any tobacco product on school property;
N. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
O. Use of profanity or abusive language;
P. Turning in a false alarm;
Q. Tampering with or damaging property of other pupils or staff members;
R. Selling or buying lottery tickets, non-school raffles, or any other gambling paraphernalia on school property;
S. Being convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus or at a school-sponsored function;
T. Harassment, intimidation or bullying;
U. Any other conduct that is in violation to the Board's Code of Student Conduct.

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

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

The Building Principal or his/her designee shall be responsible for the removal of such students and shall immediately report them to the Superintendent. The Building Principal or his/her designee shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent or his/her designee will determine at the end of the year whether the student is prepared to return to the regular educational program, in accordance with procedures established by the Commissioner of Education.

General

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

Except when special considerations warrant (at the discretion of the administration), every pupil will be given a written warning in the form of a disciplinary notice that subsequent violation of school regulations may result in his/her exclusion or suspension.

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

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

Making Up Missed Work

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

In accordance with Board Regulation 6147.1R it is the responsibility of the student to obtain and complete any assignments that were missed as a result of a suspension, and such assignments must completed within the time frame provided by Board Regulation 6147.1R. Any assignments that are missed can be obtained from the classroom teacher directly or through Power School and/or teacher homework websites.

Upon their readmission, failure to complete any makeup assignments will be handled in accordance with applicable Board Policies and Regulations.

Procedures

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

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

These regulations shall also include safeguards for the dismissal of pupils suspended from school, procedures for immediately contacting parents by phone, email and/or calling an immediate conference with parents/guardians, limitations on the length of suspension, and specifics for the reinstatement of pupils.

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

When the Building Principal or Superintendent imposes a suspension, he/she must report it to the Board. No suspension may continue beyond the second regular meeting of the Board following the suspension without Board action. No suspension for assault may be continued beyond thirty (30) days without Board action. A suspended pupil may be reinstated by the Building Principal or Superintendent before board action.

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

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

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

Each such pupil suspended from the schools of this district shall receive individual instruction commencing not later than five (5) school days after the suspension occurs, except that the board may, on the recommendation of the Superintendent or his/her designee, assign the pupil to an alternate educational program to meet his/her particular needs (see policy #6172).

Expulsion

The board will consider expulsion only if:

A. The Superintendent with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or
B. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

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

The child shall remain out of school until either:

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

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

The pupil must receive:

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

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

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

Implementation

The Superintendent or his/her designee shall develop detailed written procedures to implement this policy. He/she shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

When an alternative educational program is provided for a pupil identified as disruptive but not disabled, the Superintendent shall inform the board.

Date: February 10, 1998
Date Reviewed/Revised: December 19, 2011
Date Reviewed/Revised: February ___, 2014

Legal References:

N.J.S.A. 2C:12-1	Definition of assault
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:37-1 et seq.	Discipline of pupils

See particularly:
N.J.S.A. 18A:37-2.1 through -2.5, 18A:37-7 through -12
N.J.S.A. 18A:40A-1 et seq. Substance abuse
See particularly:
N.J.S.A. 18A:40A-9, -10, -11, -12
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8 Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1 et seq. Programs to Support Student Development
See particularly:
N.J.A.C. 6A:16-1.3, -4.3, -5.1, -5.5, -5.6, -5.7
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-12.2 School-level planning

20 U.S.C.A. 1400 et seq. – Individuals with Disabilities in Education Act ("IDEA")
P.L. 103-382, Improving America's Schools Act of 1994
Goss v. Lopez, 419 U.S. 565, 581 (1975)
Tibbs v. Franklin Township Board of Education, 114 N.J. Super. 287 (App. Div.) aff'd 59 NJ 506 (1971)
R.R. v. Shore Reg. Board of Education, 109 N.J. Super. 337 (Ch. Div. 1970)
H.A. v. Board of Education Warren Hills Regional, 1976 S.L.D. 336
82: July 28, C.F. v. Board of Education of the Upper Freehold Regional School District
Honig v. Doe, 484 U.S. 305 (1988)
Somerset County Educational Services Commission v. North Plainfield Board of Education, 1999 S.L.D. September 7
State in re G.S. 330 N.J. Super. 383 (Ch. Div. 2000)
See also Commissioners' Decisions indexed under "Pupils—Punishment of" in Index to N.J. School Law Decisions
Manual for the Evaluation of Local School Districts
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (2007 Revisions)

Possible Cross References:

5113	Attendance
5124	Reporting to parents/guardians
5131	Conduct/discipline
5131.5	Vandalism/violence
5131.6	Drugs, alcohol, tobacco (substance abuse)
5131.7	Weapons and dangerous instruments
6147.1	Evaluation of Individual Student Performance
6147.1R	Evaluation of Individual Student Performance
6154	Homework/makeup work
6164.2	Guidance services
6164.4	Child study team
6171	Special education
6172	Adaptations/Alternative educational programs
6173	Home instruction

PENNSVILLE BOARD OF EDUCATION **FILE CODE: 5119**

TRANSFERS

General

All transfers into the District's schools shall be in accord with Board Policy 5111 Admission. Students transferring into the District are expected to present copies of records from the previously attended school district to aid in placement, as well as provide proof of immunizations and identity.

Parents/guardians of pupils or adult pupils transferring from the District shall notify the Building Principal or his/her designee in a timely manner of their intention to leave Pennsville.

Student records shall be transferred between the Superintendent or his/her designee within the time frame prescribed by applicable law.

Intradistrict Transfers in Compliance with No Child Left Behind

When a school in the District fails to achieve adequate yearly progress as defined by the State for two consecutive years, parents/guardians shall be informed of options for students in that school, including, if applicable, the option of transferring to another school in the District. Notices to parents/guardians shall list the possible accepting schools and describe information on their performance. Only schools that have achieved adequate yearly progress shall be included on the list.

The lowest-achieving students from the lowest-income families, as identified through federal free or reduced-price lunch statistics, shall be given priority in transferring.

Transportation, if normally provided, shall be provided at no cost to transferring students until the school that they are leaving demonstrates adequate improvement. Funding of transportation shall not exceed the limits described in NCLB. Students may remain in the school into which they have transferred until they have completed the highest grade in that school.

Unsafe School Choice Option

If a school in the District is identified as "persistently dangerous" by the New Jersey Department of Education, all students in that school shall be offered on a space available basis the option of transferring into another school in the District that has not been so designated. Parents/guardians shall be notified within fifteen (15) calendar days after the District is notified of the school's status, and all transfers shall be completed by the beginning of the school year following. To the extent possible, transfers shall be into schools in the District that are making adequate yearly progress. Students may remain in the school into which they have transferred until the school of origin is no longer identified as "persistently dangerous."

In addition, any student who becomes a victim of a violent criminal offense while in school or on school grounds shall be offered the option of transferring into a safe school within the District, if applicable. The student shall be given the option within ten (10) days of the incident, and the transfer shall occur within thirty (30) days of determination that the student was a victim. Applicable definitions and criminal offenses shall be as listed in the statewide policy.

Transportation [chose one: will /will not] be provided to students transferring out of "persistently dangerous" schools and student victims of violent criminal offenses.

If the Board cannot offer a safe school alternative within the District to students choosing to transfer out of a "persistently dangerous" school or to a student who has been a victim of a violent criminal offense, the Superintendent or his/her designee shall attempt to establish an agreement with a neighboring district. The Board shall review and approve any such agreement prior to its application.

The Superintendent or his/her designee shall ensure that the District complies with all applicable requirements of Federal and State law and regulations.

Date: February ___, 2014

Legal References

N.J.S.A. 18A:7B-12	District of residence; determination
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:36-25.1	Proof of child's identity required for enrollment; transfer of record between districts
N.J.S.A. 18A:36B-1 *et seq.*	Interdistrict Public School Choice Program
N.J.S.A. 18A:38-8	Duty to receive pupils from other districts
N.J.A.C. 6A:12-3.2	Criteria to guide the Commissioner's approval of choice program applications
N.J.A.C. 6A:23A-19.2	Method of determining residency
N.J.A.C. 6A:32-8.2	School enrollment

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

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

Cross References:

5111	Admission
5119.1	Interdistrict Public School Choice
5125	Pupil records
5131	Conduct/discipline
5131.5	Vandalism/violence
5141.3	Health examinations and immunizations

PENNSVILLE BOARD OF EDUCATION **FILE CODE: 5120**

ASSESSMENT OF INDIVIDUAL NEEDS

Each pupil will be assessed upon entrance into the district's schools and beginning in grade three (3) will be assessed annually thereafter, to identify pupils not meeting District proficiency levels.

The Superintendent or his/her designee will develop procedures to implement a program of individual pupil needs assessment that shall include but not be limited to:

A. Identifying district needs as the basis for development of mandated goals; development of staff in-service programs; selecting and approving instructional materials; staffing;

B. Identifying and determining the needs of:

1. Gifted and talented pupils;
2. Disruptive pupils;
3. Disaffected pupils;
4. Potential dropouts;
5. Pupils who require basic skills improvement programs;
6. Pupils with limited English proficiency;
7. Pupils who may require formal referral to the child study team for classification;

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

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

The Superintendent or his/her designee will review all individual assessment procedures annually to ensure that they serve the purposes for which they are intended. At all times, these procedures will be in full conformity with applicable Federal and State law and regulations.

Date: February ___, 2014

Legal References:

N.J.S.A. 18A:7A-10	Evaluation of performance of each school
N.J.A.C. 6A:8-3.1 et seq.	Implementation of the Core Curriculum Content Standard
N.J.A.C. 6A:8-4.1 et seq.	Implementation of the Statewide Assessment System

See particularly:

N.J.A.C. 6A:8 4.1(d), 4.3(c)(d), -4.4	
N.J.A.C. 6A:8-5.1	Graduation requirements
N.J.A.C. 6A:14-1.1et seq.	Special Education

See particularly:

N.J.A.C. 6A:14-3.3, 3.4, 3.8, 4.11, 4.12
N.J.A.C. 6A:15-1.1 et seq. Bilingual Education

See particularly:

N.J.A.C. 6A:15 1.3, 1.10, 1.11
N.J.A.C. 6A:16-8.1 Establishment of intervention and referral services
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:32 2.1 Definitions
N.J.A.C. 6A:32 4.3(g)4 Evaluation of tenured and nontenured chief school administrators
N.J.A.C. 6A:32 4.4(f)4 Evaluation of tenured teaching staff members
N.J.A.C. 6A:32 14.1 Review of mandated programs and services

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

Cross References:

1100	Communicating with the public
1120	Board of education meetings
2240	Research, evaluation and planning
4010	Goals and objectives
4131/4131.1	Staff development; inservice education, visitations and conferences
5111	Admission
5119	Transfers
5124	Reporting to parents/guardians
5125	Pupil records
6010	Goals and objectives
6141	Curriculum design/development
6142.2	English as a second language; bilingual/bicultural
6146	Graduation requirements
6146.2	Promotion/retention
6147	Standards of proficiency
6147.1	Evaluation of individual student performance
6160	Instructional services and resources
6161	Equipment, books and materials
6161.1	Guidelines for evaluation and selection of instructional materials
6164.2	Guidance services
6164.4	Child study team
6171.1	Remedial instruction
6171.2	Gifted and talented
6171.3	At-risk and Title 1
6171.4	Special education
6172	Alternative educational programs

PENNSVILLE BOARD OF EDUCATION **FILE CODE: 5124**

REPORTING TO PARENTS/GUARDIANS

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

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

The Superintendent or his/her designee will develop procedures for reporting pupil progress which:

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

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

Parental Notification

To the extent not already addressed by applicable Board Policies, the Superintendent or his/her designee will develop Regulations to ensure that parents/guardians are notified in instances when the law and/or the best interests of the pupil and the District require it.

Date: February ___, 2014

Legal References

N.J.S.A. 18A:7E-2 through -5	School report card program
N.J.S.A. 18A:11 1	General mandatory powers and duties
N.J.S.A. 18A:35 4.9	Pupil promotion and remediation; policies and procedures
N.J.S.A. 18A:40A 12	Reporting of pupils under influence or believed to be using anabolic steroids; examination report, return home; treatment; evaluation of possible need and referral

N.J.A.C. 6A:8 4.3	Accountability
N.J.A.C. 6A:8-4.5	Public reporting
N.J.A.C. 6A:8-5.1	Graduation requirements
N.J.A.C. 6A:14-1.1 et seq.	Special Education
See particularly:	
N.J.A.C. 6A:14 1.1, -2.3, -2.4, -2.5, -2.6, -3.5, -7.9	
N.J.A.C. 6A:15-1.1 et seq.	Bilingual Education
See particularly:	
N.J.A.C. 6A:15-1.13, -1.15	
N.J.A.C. 6A:16-1.4	District policies and procedures
N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32 7.1(d, k)	General considerations
N.J.A.C. 6A:32 12.1	Reporting requirements

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

Cross References:

1000/1010	Concepts and roles in community relations; goals and objectives
1120	Board of education meetings
1250	Visitors
2224	Nondiscrimination/affirmative action
3542.31	Free or reduced price lunches/milk
5020	Role of parents/guardians
5113	Absences and excuses
5114	Suspension and expulsion
5120	Assessment of individual needs
5125	Pupil records
5126	Awards for achievement
5131	Conduct/discipline
5131.6	Drugs, alcohol, tobacco (substance abuse)
5141	Health
5141.3	Health examinations and immunizations
5142	Pupil safety
5145.12	Search and seizure
5200	Nonpublic school pupils
6010	Goals and objectives
6142.1	Family life education
6142.2	English as a second language; bilingual/bicultural
6145	Extracurricular activities
6145.1/6145.2	Intramural competition; interscholastic competition
6146	Graduation requirements
6164.2	Guidance services
6164.4	Child study team
6171.1	Remedial instruction
6171.3	At-risk and Title 1
6171.4	Special education
6173	Home instruction
6174	Summer school
6178	Early childhood education/preschool

PENNSVILLE BOARD OF EDUCATION **FILE CODE: 5125**

STUDENT RECORDS

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the District's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

Definitions

For purposes of this Policy:

1. "Adult student" means a student who is at least eighteen years of age, or is attending an institution of postsecondary education, and is an emancipated minor.

2. "Parent" means the natural or adoptive parent, the legal guardian, surrogate parent, or a person acting in place of a parent in accordance with applicable State or Federal law or regulation. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights with respect to access to student records. "Parent" shall also include, where applicable and appropriate, the adult student. A foster parent may act as a parent under the provision of N.J.A.C. 6A:32-1.1 et seq. if the parent's authority to make educational decisions on the pupil's behalf has been terminated by a court of appropriate jurisdiction.

General Considerations

The Board will conform in all respects to the requirements of State and Federal law and regulations concerning the gathering, maintaining, securing, disclosing, allowing access to and destruction of student records.

The Superintendent or his/her designee will be responsible for the security of student records maintained within the District. He/she shall formulate, and the Board shall review and approve regulations and/or procedures to guarantee the safety and security of all student records, and to provide authorized persons and organizations access to these records at a convenient place and time within the limits stipulated by applicable law or regulation.

Student records shall include all those mandated by the New Jersey Administrative Code or State Statutes, Congressional Federal Register or Federal law, or authorized by administrative directives, and such permitted records as the Board will authorize by resolution at a regular public meeting in order to promote the educational welfare of the student. Any additional records so authorized by the Board must comply with applicable laws or regulations as to relevance and objectivity.

Student records shall contain only such information as is relevant to the education of the student, and is objectively based on the personal observations or knowledge of certified school personnel who originate the record. All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.

Nothing in this Policy shall be construed to prohibit certified school personnel, at their discretion, from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with the provisions of the Administrative Code.

Rights of Parents/Guardians and Adult Students

The District will notify parents and adult students annually in writing of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Such rights include:

A. Notification of rights in writing, in dominant language of parent/adult student, if possible. When the parent or adult student's dominant language is not English, or the parent/adult student is deaf, the District will provide interpretation of the record in the dominant spoken or sign language;

B. Copies of applicable state and federal laws and local policies made available on request;

C. Should the parental rights of one or the other parent/guardian be terminated by a Court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the District that the right to review student records should be denied to the person whose rights have been terminated; and

D. Parents/guardians or adult students have the right to seek to include in the records material they think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the student's present educational situation or otherwise improperly contained in the student's record. Unless applicable State or Federal laws or regulations provide otherwise, parents/guardians and adult students have the right to request an immediate stay of disclosure pending final determination of the challenge procedure, as well as the right to challenge the District's granting or denial of access to the student's records.

Student Information Directory

In accordance with applicable provisions of the New Jersey Administrative Code, the District will compile, publicize and make available a "student information directory" as defined in the New Jersey Administrative Code. Such directory information and school facilities shall be available to educational, occupational and military recruiters as required by law.

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

Such rights include:

A. Notification of these rights in writing, in dominant language of parents/guardians or adult student;

B. A 10 day period in which to submit a written statement to the Superintendent or his/her designee prohibiting the District from including any or all types of information about the student in any student information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters pursuant to statute;

C. A 10-day period to submit a written statement to the Superintendent excluding information from any school directory for official use; and

D. Copies of applicable state and federal laws and local policies will be made available on request.

School Contact Directory

The District will compile and maintain, but need not publish, a school contact directory for official use, which is separate and distinct from the student information directory. School personnel will provide information from the school contact directory for official use only to judicial, law enforcement, and medical personnel who are currently providing services to the student in question. In order for a parent/guardian or adult student to exclude any information from the school contact directory for official use, the parent or adult student shall notify the Superintendent or his/her designee in writing on a form prescribed by the Commissioner of Education.

Records of Classified Students

All records of disabled students will be maintained in accordance with applicable State and Federal law and regulation, as well as established procedures that will ensure proper accessibility and confidentiality.

A special confidential file shall be maintained listing the code numbers assigned to disabled students on whose behalf the Board must take public action. Motions concerning disabled students shall be anonymous and refer to this confidential file.

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

District Review of Student Records

The Superintendent or his/her designee shall require all permitted student records of students currently enrolled in the regular educational program to be reviewed annually by certified school personnel to determine the educational relevance of the material contained therein. The reviewer shall cause to be deleted from the records data no longer descriptive of the student or educational situation. Such information shall be destroyed and shall not be recorded elsewhere, nor shall a record of such deletion be made. Such data may not be removed from the record of a disabled student without prior parental notice.

Maintenance and Security of Student Records

The Superintendent or his/her designee will be responsible for the security of student records maintained in the District. Records for each individual student will be maintained in a central file at the school attended by the student. When records are maintained in different locations, a notation in the central file as to where such other records may be found is required.

Student health records will be maintained and located in a locked cabinet or room in the school building where the student is assigned. Records kept in electronic form shall be both accessible and secure. Student health records shall be maintained separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Security blocks will be installed for records stored in any computer system to protect against any security violations of the records stored therein. To guard against the loss of student records, the District will maintain an updated hard copy and backup versions of student records.

The District internet website will not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

Access to Student Records

The District shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to those authorized organizations, agencies, and persons under the conditions permitted by Federal and State statute and regulations. The District will charge a reasonable fee for reproduction, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or under rules and regulations regarding students with disabilities. Access to and disclosure of a student's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

As noted above, nothing in this Policy shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons. In providing access to student records in accordance with N.J.A.C. 6A:32-7.5, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Student Records

All authorized organizations, agencies, and persons with access to student records shall have access to the records of a student subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.

2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit their request in writing together with any required authorization to the Superintendent or designee.

3. The Building Principal or his/her designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the names of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.

4. Unless otherwise judicially instructed, the District shall, prior to the disclosure of any student records to organizations, agencies, or persons outside the school district pursuant to a Court Order, give the parent or adult student at

least three days' notice of the name of the requesting agency and the specific records requested. Such notification shall be provided in writing if practicable. Only those records related to the specific purpose of the Court Order shall be disclosed.

5. A record may be withheld from a parent/guardian of a student under eighteen or from an adult student only when the District obtains a Court Order or is provided with evidence that there is a Court Order revoking the right to access. Only that portion of the record designated by the Court may be withheld. When the District has or obtains evidence of such Court Order, the parent/guardian or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

Rights of Appeal for Parents/Guardians and Adult Students

Student records are subject to challenge by parents/guardians and adult students on the grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons pursuant to the New Jersey Administrative Code.

In order for a parent/guardian or adult student to request a change to the student record or to request a stay of disclosure pending final determination of the challenged procedure, the following procedures shall be followed:

1. A parent/guardian or adult student shall notify the Superintendent or Building Principal in writing of the specific issues relating to the student's record.

2. The Building Principal will, within ten (10) days of the receipt of the request, meet with the parent(s) or legal guardian(s) or adult student to review the issues and allegations raised and the relief sought.

3 If the relief sought by the parent/guardian or adult student is not granted at the review meeting, the parent(s) or legal guardian(s) or adult student will be notified of his/her right to appeal the matter to the Board of Education or the Commissioner of Education in writing within ten days of the meeting.

4. An appeal to the Board will be promptly heard in Executive session, unless the parent/guardian or adult student requests that it take place in public session, and the Board will issue a written determination within twenty days of the receipt of the written request for appeal to the Board. The Board determination will include notification of the right of the parent/guardian or adult student to appeal to the Commissioner.

5. At all stages of the appeal process the parent/guardian or adult student will be afforded a full and fair opportunity to present evidence relevant to the issue.

6. A record of the appeal proceedings and outcome will be included in the student file and copies will be made available to the parent/guardian or adult student.

Appeals relating to student records for students with disabilities shall be processed in accordance with the applicable provisions of the New Jersey Administrative Code, as well as requirements of 1 through 6 above.

Regardless of the outcome of any appeal, a parent/guardian or adult student shall be permitted to place a statement in the student's record commenting upon the information in the student's record or setting forth any reasons for disagreement with the decision of the agency. Such statements shall be maintained as part of the student's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Transfer of Student Records

The Superintendent, Building Principal or his/her designee will request records of a newly enrolled student from the district of previous attendance as soon as possible after enrollment, but in any case within the time limit prescribed by the Administrative Code.

The Superintendent, Building Principal or his/her designee will forward mandated student records as soon as possible upon receipt of the request from the Superintendent or designee of the District to which the student has transferred, but in any case within the time limit prescribed by the Administrative Code.

Retention and Disposal of Student Records

A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 *et seq.*, while the student is enrolled in the District.

The District will retain student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled pupils, other than those described below, may be disposed of after the information is no longer necessary to provide educational services to a pupil. Such disposition shall be accomplished only after written parental or adult pupil notification and written parental or adult pupil permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful.

Upon graduation or permanent departure of a pupil from the school district, the parent/guardian or adult pupil will be notified in writing that a copy of the entire pupil's

record will be provided to them upon request. Information in student records -- other than the type described below -- may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 *et seq.* Such disposition shall be accomplished only after written parental or adult pupil notification and written parental or pupil permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful and prior written authorization has been obtained from the New Jersey Department of State, Records Committee.

In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the pupil from the school district will keep for one hundred (100) years a mandated record of a pupil's name, date of birth, name of parents, gender, citizenship, address, telephone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult pupil.

Dated: June 24, 1997
Reviewed/Revised December 21, 2009
Reviewed/Revised February ___, 2014

Legal References:

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

N.J.A.C. 6A:14-1.1 *et seq.*	Special Education
See particularly:	
N.J.A.C. 6A:14-1.3, -2.3, -2.9, -7.9	
N.J.A.C. 6A:16-1.1 *et seq.*	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-1.4, -2.2,-2.4, -3.2, -5.4, -6.5, -10.2	
N.J.A.C. 6A:30-1.1 *et seq.*	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1	Definitions
N.J.A.C. 6A:32-7.1 *et seq.*	Student records
N.J.A.C. 6A:32-8.1	School register
N.J.A.C. 6A:32-14.1	Review of mandated programs and services
N.J.A.C. 8:61-1.1	Attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV)
N.J.A.C. 15:3-2	State records manual

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

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

42 CFR Part II

Owasso Independent School District No. I001 v. Falvo, 534 U.S. (2002)
Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)
Manual for the Evaluation of Local School Districts
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Cross References:

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

PENNSVILLE BOARD OF EDUCATION **FILE CODE: 5126**

AWARDS FOR ACHIEVEMENT

General

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

The Board directs the Superintendent or his/her designee to develop criteria and procedures for presenting awards to students for scholarship and outstanding accomplishments in the arts, athletics and citizenship.

The Superintendent or his/her designee shall review and advise the Board on acceptance of proposed trophies, prizes, scholarships or other awards from non-school donors. Any such proposed award shall be free from bias as outlined in the District's Affirmative Action program.

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

Academic Recognition

The Board directs the Superintendent or his/her designee to establish criteria and procedures for placing pupils in grades 1 through 12 on academic honor rolls.

Athletic Participation

The Board wishes to recognize the achievements of student who give many hours of their time to represent the District in interscholastic athletics. Requirements for awards in each sport will be decided by a committee composed of Coaches, the Athletic Director and Building Principal.

Service Participation

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

Date: February 10, 1998
Reviewed/Revised: February ____, 2014

Legal References:

N.J.S.A. 18A:36-20	Discrimination; prohibition
N.J.S.A. 18A:71-27	Higher education; scholarship funds; establishment; administration

Cross References:

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

COMMENCEMENT ACTIVITIES

The Board endorses graduation activities and ceremonies. The date of graduation will be held on the last day of high school student attendance or another date authorized by the Superintendent.

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

Guidelines for Graduation Year Activities

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

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

A. Consistent involvement in disciplinary action(s);
B. Suspension;
C. Collaborative evaluation by the staff.

The final decision shall be made by the Superintendent. Students and parents/guardians shall be given advance notification of these criteria.

Voting Information and Registration

Prior to graduation, the Board will provide a voter registration form and material describing the role of a citizen and the importance of voting to each eligible high school student.

Graduation Procedures and Ceremonies

No student will be barred from participation in graduation ceremonies for arbitrary or discriminatory reasons. A student who qualifies for graduation may be prevented from participation and his/her parents/guardians shall be so notified in advance and, circumstances permitting, no later than five (5) days prior to the close of the school year.

When a student or his/her parents/guardians experience financial hardship and is unable to pay the costs of participation in graduation ceremonies, the Board will assume the costs of the following items:

A. Rental or purchase of cap and gown;
B. One year book; and
C. Other, as may be determined by the Board.

Financial hardship shall be defined by eligibility standards for free and reduced price meals under the state school lunch program.

The Board reserves the right to deny participation when extreme circumstances warrant it. Such denial shall be treated in the same manner as a suspension and the pupil so affected shall be afforded the rights of review provided in policies of this Board.

The Board reserves the right to withhold a diploma and transcripts until all fines are paid.

Awarding of Diplomas

Board members and former board members shall be afforded the opportunity to award diplomas to their own children.

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

Date: February 10, 1998
Reviewed/Revised: February ___, 2014

Legal References:

N.J.S.A. 18A:7C-5.1	Boards of education prohibited from excluding students from graduation ceremony or from obtaining yearbook for inability to pay fees
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:36-18	Books containing organic laws at graduation
N.J.S.A. 18A:36-27	Voting information
N.J.S.A. 18A:37-2	Causes for suspension or expulsion of pupils
N.J.A.C. 6A:8-5.1 et seq.	Implementation of graduation requirements
N.J.A.C. 6A:16-7.1 et seq.	Student conduct

Ballato v. Long Branch Board of Education, 1990 S.L.D. (August 20)
Lee v. Weisman, 112 S.Ct. 2649 (1992)
R.L. v. Kingsway Regional Board of Education, 95 NJAR2d (EDU) 296
D.C. v. Parsippany Troy Hills Board of Education, 96 NJAR2d (EDU) 697
DO'G v. Ridgefield Park Board of Education, 96 NJAR2d (EDU) 820
R.F. v. Park Ridge Board of Education, 97 NJAR2d (EDU) 1
American Civil Liberties Union v. Blackhorse Pike Regional Board of Education, 84 F.3d 1471 (3d Cir. 1996)

Cross References:

5113	Absences and excuses
5114	Suspension and expulsion
5126	Awards for achievement
5131	Conduct/discipline
5131R	Code of Conduct
6111	School calendar
6115	Ceremonies and observances
6141.2	Recognition of religious beliefs and customs
6146	Graduation requirements