

Fairfield Township School

375 Gouldtown-Woodruff Road

Bridgeton, NJ 08302

Phone: 856-453-1882 / Fax: 856-459-1369

Dr. Ja'Shanna Jones

Assistant Principal

jjones@fairfield.k12.nj.us

Phone: 856-453-1882 ext. 8021

Dr. James Ruffin, Jr.

Interim Superintendent/ Principal

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PARENT HANDBOOK

Early Childhood Program - Preschool



Home of the Jaguars

General Information

Fairfield Township School District
375 Gouldtown-Woodruff Road
Bridgeton, NJ 08302
(856) 453-1882
(856) 459-1369 (Fax)
www.fairfield.k12.nj.us

Preschool Hours: 9:20 a.m. - 3:20 p.m.
Preschool Hours (half day schedule): 9:20 a.m. - 1:20 p.m.

Fairfield Township School District Mission Statement

The mission of the Fairfield Township School District is to ensure all students an equal opportunity to participate in a diverse instructional program that promotes self-worth, citizenship and the achievement of high standards. In a modern and safe learning environment, students will become successful and contributing members of a democratic society.

Fairfield Township Members of the Board of Education

Mrs. Michelle Kennedy, President
Mrs. Alta Lloyd, Vice President
Ms. Ruth Butler
Ms. Mattie Gibbons
Mr. Mark Henry, Sr.
Mr. Darlington Henry, Jr.
Mrs. Marge Neild
Ms. Treemanisha Stewart
Ms. Robin Winrow

Fairfield Township School District Administrators

Dr. James Ruffin, Jr., Interim Superintendent / Principal
Dr. Ja'Shanna Jones, Assistant Principal

Fairfield Township District Office Staff

Ms. Debra Clark, Accounts Payable Clerk / Transportation Specialist
Mrs. Ashley Schilling, Secretary to the Superintendent

Fairfield Township School Secretarial Staff

Mrs. Janice Carter
Mrs. Valerie Lollie

Early Childhood Supervisor

Dr. Ja'Shanna Jones

Preschool Teachers and Assistants

Teachers	Assistant	Class / Age	Room #
Nicole Brown	Rebekah Eddy	Preschool 3/4	A110
Erika Wright	Maria Lopez	Preschool 3/4	A113
Christine Crispin	Leeann Perry	Preschool 3/4	A107
Marybeth Franckle	Shellie Valentine	Preschool 3/4	A108
Sarah Holmstrom	Bobbie Turner	Preschool 3/4	A109
Melanie Norbury	Shelli Horowitz	Preschool 3/4	A111
Jamie Vitagliano	Cathy Kitzmiller	Preschool 3/4	A104
Eileen Zarbo	Paula Blacksten	Preschool 3/4	A106

Support Staff

Mrs. Monique Braxton, Preschool Master Teacher / PIRT Coordinator
Mr. Charles Weidler, School Psychologist / Child Study Team Case Worker
Mrs. Mia Gould, Guidance Counselor
Mrs. Diane Griffiths, School Nurse
Ms. Carol Novick, ELL Teacher

Preschool Intervention Referral Team

Dr. Ja'Shanna Jones
Mrs. Monique Braxton
Mrs. Diane Griffiths
Mrs. Mia Gould

Maintenance

Mr. Ron DiPietro

Food Service Coordinator / Cafeteria

Ms. Pat Pangborne

GENERAL CODE OF CONDUCT

Expectations of Student Behavior

1. Students are to prepare themselves mentally and physically for the process of learning:
 - Be nourished, well rested, display good hygiene and properly dressed and groomed.
 - Be prepared to learn.
 - Observe proper safety habits at all times.
2. Students are to take responsibility for their own behavior and learning both in school and at all school related activities:
 - Recognize that academic development is the primary purpose.
 - Complete all class work, homework and other assigned tasks.
 - Make appropriate decisions.
 - Accept constructive criticism as part of the learning process.
 - Accept disagreement when necessary and appropriate.
 - Accept the consequences for their actions.
3. Students are to demonstrate respect for self and for others:
 - Are honest, courteous and polite.
 - Respect the opinions of others.
 - Are respectful of different cultures.
 - Settle differences peacefully and appropriately.
 - Display good sportsmanship.
4. Students are to respect the natural and physical environment:
 - Participate in the maintenance and cleanliness of school facilities and property.
5. Students are to share responsibilities when working as a member of a group or team:
 - Cooperate, contribute and share in the work of the group.
 - Accept and assume leadership when appropriate to do so.
 - Listen to the viewpoints of others.
6. Students are to use their time and resources in a responsible manner:
 - Attend school regularly and on time.
 - Use learning materials and equipment appropriately.
7. Students are to communicate appropriately with parents and school personnel regarding their needs and goals:
 - Take time to discuss academic learning and school programs.
 - Transmit information to parents and return responses to school personnel (in a timely fashion) when appropriate.
 - Seek assistance from appropriate school personnel in time(s) of need.
8. Students are to be responsible for meeting individual class requirements:
 - Participate actively in learning activities.
 - Follow all class rules and procedures.
 - Arrive to class on time with all appropriate materials.

9. Students are to work to their potential, monitor their progress and seek help when necessary.

General strategies and consequences for Unacceptable Conduct:

Consequences for non-compliance can include any of the following depending upon the seriousness and/or frequency of the matter: (listed in progressive order) See Discipline Policy

- Adult to pupil conference (warning)
- Time outs
- Home contacts
- Parent-pupil-teacher conferences
- Detention (early morning or after school)
- Parent-pupil-principal conference
- Loss of privileges (i.e. field trips, extracurricular activities)
- In school suspension

Please remember that our actions involving disciplinary measures are meant to correct inappropriate school behaviors. Our goal (the school and parent's) is common: to produce happy, healthy, well-adjusted individuals who will lead successful adult lives. Please support our school's efforts to have students behave appropriately while at school, on a trip and on the school bus.

DISCIPLINE POLICY

It is very important that the teacher clearly establishes herself/himself as the source of authority in the classroom and does not continually rely on the administration to resolve minor conflicts. As a matter of practice, teachers handle minor disciplinary problems on their own. Every effort will be made by the teacher to notify the parent when behaviors are disrupting classroom activities. Only with ongoing school and home communication can we maintain a school climate conducive to learning.

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 the pupils.

The Board believes that the best discipline is self-imposed and that the pupils should learn to assume responsibility for their own behavior and the consequences of their action.

It is important that each teacher regularly reviews with all students the classroom and school rules and regulations as well as the consequences of continued improper behavior.

When severe disciplinary matters are referred to the Administration, teachers are expected to complete the school's disciplinary referral form. The completed form should clearly describe the problem as well as outline the actions taken by the teacher prior to the referral.

Please see Appendix A (Preschool Code of Conduct).

Please see Appendix B (Policy #5131 – Conduct / Discipline).

Please see Appendix C (Policy #5131.7 – Weapons & Dangerous Instruments).

Please see Appendix D (Policy #5132 – Student Dress Code).

STUDENT ATTENDANCE

Absences

Attendance is an important factor in ensuring your child's success in school. Students are expected to attend school on a regular basis unless they are ill or have been seriously injured. Parents/guardians must call the school before 9:30 a.m. whenever their child is absent. All students must bring to school, on the morning following their absence, a written excuse signed by a physician stating the reason for the absence. *Please review the Early Childhood Attendance Policy.* If the school is not notified of the reason for your child's absence, the following attendance policies and procedures will be implemented for chronic absences:

- | | |
|--|--|
| • Child absent 1 to 4 days: | -School Secretary calls home (school procedure) |
| • Child absent 5 days: | -Parent letter sent home |
| • Child absent 7 days: | -Parent letter sent home |
| • Child absent 10 consecutive days: | -Parent letter sent home and student may be dropped from the Preschool program |
| • Child absent 25 Unexcused accumulative days: | -Parent letter sent home and student may be dropped from the Preschool program |

Please see Appendix E (Policy #5113.5 Early Childhood (Pre-K & Kindergarten) Attendance).

Lateness

The school day begins promptly at 9:20 a.m. It is important for students to arrive at school on time each day. This helps students acclimate to attending school and daily routines. When your child exhibits excessive tardiness the following school procedure will be implemented:

- | | |
|--|---|
| • Child late 3 to 4 days in 1 marking period: | -Parent conference with Guidance |
| • Child late 5 or more days in 1 marking period: | -Parent conference with Administrator and Guidance Letter |

STUDENT DROP-OFF & PICK-UP

Parents/Guardians dropping their children off at school must park in a designated parking space, and walk their child to the A-wing entrance at 9:20 a.m. Please be advised that preschool students may not be dropped off at school prior to 9:20 a.m. Should students arrive before 9:20 a.m., the adult dropping the child off will be required to wait with the student in the office until 9:20 a.m.

Parents/Guardians picking their children up at the end of the day must park in a designated parking space, and wait outside the A-wing entrance. Sign-out begins at 3:15 p.m. Please be prepared to show proof of identification.

BUS RIDERS

The school bus will drop-off and pick-up preschool students at the A-wing exit which faces Gouldtown-Woodruff Road. Please make sure that a responsible adult is present at your child's assigned 'bus stop' during pick-up and drop-off times. At no time are parents permitted to go on the school bus.

For security reasons, students will only be released to parents/guardians and/or other adults listed on the student's Emergency Contact Form. Please be prepared to show proof of identification to the driver or the aide when requested. When the bus driver and the aide determine that there is no one and/or a designated adult supervisor at the drop-off site, students will then be returned to the school. Parents will be notified to make arrangements for immediate pick up from the school.

In order to ensure that your child is safely secured on the bus, we have assigned aides to the following bus routes:

	Frog 1	Frog 2	Frog 3
A.M.	Maria Lopez	Rebekah Eddy	Leeann Perry
P.M.	Cathy Kitzmiller	Paula Blacksten	Shelli Horowitz

If you need to request an alternate bus route for your child, please contact Ms. Debra Clark at ext. 8015.

COMMUNITY & PARENT INVOLVEMENT

Open House / Meet and Greet

The Fairfield Township School Early Childhood Program offers an opportunity for students and families to become familiar with the preschool program, and to meet the teachers and staff. This open house takes place prior to the beginning of the school year, and provides a general overview of the program curriculum, schedule and procedures. During this time, parents and students can visit a general Preschool classroom and become familiar with the classroom environment and routines. Parents/guardians are also able to pick up and fill out important school documents including their child's bus pass, lunch applications, etc.

- Wednesday, August 19, 2015, 4:30 -6:30 p.m. Preschool Open House and Program Overview

Classroom Newsletter

Classroom newsletters are distributed weekly by the preschool teacher. Newsletters are designed to keep parents informed of classroom activities, important dates, school activities, upcoming events, as well as skills and concepts taught during the week. The preschool master teacher will also send out a newsletter that will outline upcoming events, field trips, and parent-night activities.

Parent-Teacher Conferences

Preschool Parent-Teacher conferences will be held on the following dates:

Date	Day	Times
November 23, 2015	Monday	1:40-3:40 p.m.
November 24, 2015	Tuesday	6:00-8:00 p.m.

*Indicates early dismissal and conferences for Preschool students only.

Parents will be notified in advance to schedule times during the above conference dates. However, parents are free to schedule a conference with their child's teacher at any time during the school year. Please adhere to the Visitation policy.

The Early Childhood Advisory Council

Everyone benefits when families, schools and the community are invested in the school district's successful implementation of the preschool program. Fairfield Township School welcomes support from parents and community members. The Early Childhood Advisory Council will provide an opportunity for everyone who is vested in the education and welfare of preschool-age children to give input towards the overall implementation of the preschool program. Interested parents should contact the preschool Master Teacher, Mrs. Monique Braxton at (856) 453-1882, ext. 1101, to join the Early Childhood Advisory Council.

Classroom Visits

All parents are encouraged to visit their child's classroom. When doing so, please adhere to the following procedures:

- Please notify the teacher and administrator 48 hours in advance to the requested classroom visit.
- All visitors must report to the Main Office (located in the Main entrance near the Flag Pole) to obtain a visitor's pass.
- Parents will be escorted to and from their destination by the preschool supervisor or his/her designee.
- Please note, that a teacher and/or administrator may request that a visit be delayed or rescheduled.

Please see Appendix F (Policy #1250 – Visits to the School).

Field Trips

Preschool students have many opportunities to attend enriching field trips throughout the school year. Permission slips will be sent home prior to each field trip. A signed permission slip must be returned in order for students to participate. The Fairfield Township School District covers all bus and admission costs for preschool students. Parents are always welcome and encouraged to attend field trips. Parents will be responsible for their own admission fees for trips and are expected to submit payment by the deadline indicated on the permission slip. Parents, additional adults and children will be required to follow the buses or to meet at the field trip destination.

Classroom Celebrations

Throughout the school year, the preschool classes will participate in birthday and seasonal celebrations. Parents may bring in snacks and/or refreshments for their student's birthday and/or seasonal celebration. Healthy snacks are preferred. Please make all arrangements with your student's teacher. Parents/Guardians may drop off the snack and/or refreshment at the Early Childhood and/or Main Office to be delivered to their student's class. Please adhere to the following regulations based on the *New Jersey School Nutrition/Wellness Policy* and to the Visitation Policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All foods and beverage items listing sugar, in any form, as the first ingredient;
- All forms of candy.

Please see Appendix F (Policy #1250 – Visits to the School).

THE EARLY CHILDHOOD CURRICULUM

Creative Curriculum

In order to ensure that your child will receive an enriched learning experience from our certified preschool teachers, the Fairfield Township School District has adopted the *Creative Curriculum*. *Creative Curriculum* provides young children a developmentally appropriate approach to learning through hands-on exploratory learning. Teachers facilitate instruction through studies that include interactive experiences with detailed instruction and materials. Teachers and instructional aides receive on-going training, professional development, and support from an Early Childhood Liaison and Creative Curriculum Consultant.

The Classroom Schedule

Young children require a consistent routine of events, which will give them a basic understanding of the curriculum and what to expect throughout the day. Consistency in the schedule will also allow students to successfully transition from one activity to another without problems. Teachers establish a daily routine in their schedules that outline each activity within the *Creative Curriculum*. The following curriculum components are included in the classroom schedule.

- Group Meetings / Question of the Day
- Read Aloud
- Large Group Instruction
- Centers
- Guided Reading
- Small Group Instruction
- Outside / Gross Motor Play
- Questions and Reflections

Evaluation of Preschool-Age Students' Learning

Each student in the Early Childhood Preschool program is evaluated by their classroom teacher, using the *Teaching Strategies GOLD Assessment System*. Classroom teachers are responsible for collecting and evaluating student data based on 38 Objectives for Development and Learning. These objectives are outlined within the following learning domains:

- Social / Emotional Development
- Physical Development
- Language Development
- Cognitive Development
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts
- English Language Acquisition

Student *Family Conference Forms* will be available during parent/teacher conferences.

Objectives for Development & Learning

Social / Emotional

1. Regulates own emotions and behaviors
 - a. Manages feelings
 - b. Follows limits and expectations
 - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
 - a. Forms relationships with adults
 - b. Responds to emotional cues
 - c. Interacts with peers
 - d. Makes friends
3. Participates cooperatively and constructively in group situations
 - a. Balances needs and rights of self and others
 - b. Solves social problems

Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
 - a. Uses fingers and hands
 - b. Uses writing and drawing tools

Language

8. Listens to and understands increasingly complex language
 - a. Comprehends language
 - b. Follows directions
9. Uses language to express thoughts and needs
 - a. Uses an expanding expressive vocabulary
 - b. Speaks clearly
 - c. Uses conventional grammar
 - d. Tells about another time or place
10. Uses appropriate conversational and other communication skills
 - a. Engages in conversations
 - b. Uses social rules of language
 - c. Shows flexibility and inventiveness in thinking

Cognitive

11. Demonstrates positive approaches to learning
 - a. Attends and engages
 - b. Persists
 - c. Solves problems
 - d. Shows curiosity and motivation
12. Remembers and connects experiences
 - a. Recognizes and recalls
 - b. Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
 - a. Thinks symbolically
 - b. Engages in socio-dramatic play

Literacy

15. Demonstrates phonological awareness
 - a. Notices and discriminates rhyme
 - b. Notices and discriminates alliteration
 - c. Notices and discriminates smaller and smaller units of sound
16. Demonstrates knowledge of the alphabet
 - a. Identifies and names letters
 - b. Uses letter-sound knowledge
17. Demonstrates knowledge of print and its uses
 - a. Uses and appreciates books
 - b. Uses print concepts
18. Comprehends and responds to books and other texts
 - a. Interacts during read-alouds and book conversations
 - b. Uses emergent reading skills
 - c. Retells stories
19. Demonstrates emergent writing skills
 - a. Writes name
 - b. Writes to convey meaning

Objectives for Development & Learning, continued:

Mathematics

- 20. Uses number concepts and operations
 - a. Counts
 - b. Quantifies
 - c. Connects numerals with their quantities
- 21. Explores and describes spatial relationships and shapes
 - a. Understand spatial relationships
 - b. Understands shapes
- 22. Compares and measures
- 23. Demonstrates knowledge of patterns

Science and Technology

- 24. Uses scientific inquiry skills
- 25. Demonstrates knowledge of the characteristics of living things
- 26. Demonstrates knowledge of the physical properties of objects and materials
- 27. Demonstrates knowledge of Earth's environment
- 28. Uses tools and other technology to perform tasks

Social Studies

- 29. Demonstrates knowledge about self
- 30. Shows basic understanding of people and how they live
- 31. Explores change related to familiar people or places
- 32. Demonstrates simple geographic knowledge

The Arts

- 33. Explores the visual arts
- 34. Explores musical concepts and expression
- 35. Explores dance and movement concepts
- 36. Explores drama through actions and language

English Language Acquisition

- 37. Demonstrates progress in listening to and understanding English
- 38. Demonstrates progress in speaking English

STUDENT SUPPORT SERVICES

The Preschool Intervention Referral Team

The Preschool Intervention Referral Team (PIRT) assists preschool teachers in working with children who exhibit difficulty in the classroom as indicated through the screening process or observations. The role of the PIRT member is to monitor students' progress through the development and implementation of an intervention plan.

Screening

Every student enrolled in the preschool program must be tested using the Early Screening Inventory-Revised (ESI-R). The ESI-R is designed to identify children who might be at risk for having learning difficulties and/or developmental delays. Information from the screening instrument will not be used to determine or deny placement in the preschool program. The following areas will be assessed:

1. Visual Motor / Adaptive
2. Gross and Fine Motor Skills
3. Language and Reasoning

Interested parents should contact the preschool Master Teacher at (856) 453-1882, ext. 2 regarding further information on the screening process.

Health Services and Information

The Health Office handles emergency conditions at any time. Other times are spent performing required screening tests as required by law.

Student Absences

A child, who is out of school for illness **five consecutive days**, must see the nurse before being admitted. All student absences must be verified by a parent or doctors note the day the student returns to school. Otherwise, this is considered an unexcused absence and can result in administrative action being taken.

Please see Appendix G (Policy #5132.6 – Re-admittance After Absence Due to Illness).

Medications

Administration of medications is not the responsibility of the school. All requests for the administration of prescription medications must be in the form of a written note from the doctor and parent. All prescription medication to be dispensed in the Health Office must be in the original container with the name of the student, medication, doctor, and the times it is to be administered on the containers.

Students are not permitted to carry or take medication of any kind in school. This also includes over-the-counter medicines (i.e. aspirin, cough drops, etc.).

Please see Appendix H (Policy #5141.21 – Administering Medication).

Please see Appendix I (Policy #5131.6 – Substance Abuse).

No student can be released from school for reasons of illness unless he/she is seen first in the Health Office.

Under no circumstances should students come to school when they are ill. For attendance purposes, students who do not attend classes are considered ill. The Health Office cannot provide proper treatment or care for students who come to school ill.

STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET.

For additional information or questions, please contact Mrs. Griffiths in the Health Office at (856) 453-1882, ext. 5.

FOOD SERVICES

Nutritious meals are provided to all students enrolled at Fairfield Township School District free of charge for the 2015-2016 school year. Meals include breakfast and lunch. Snack and alternative drinks are available for the 2015-2016 school year at the following prices:

Snacks:

Cookie	\$0.35	Chips	\$0.75	Ice Cream	\$0.75	.
Funnel Cake	\$1.00	Small Snacks	\$0.35	Small Pretzel	\$0.50	

Drinks:

Vitamin Water/Switch	\$1.10	8 oz. Water	\$0.50
Snapple 100% Juice	\$1.00	4 oz. Juice	\$0.35
16 oz. Water	\$1.00	Milk	\$0.40

Parents who wish to inquire about their child's cafeteria account status should contact Ms. Debbie Clark in the Board Office at (856) 453-1882, ext. 8015.

Parents can contact the Food Service Coordinator, Ms. Pat Pangborne at (856) 453-1882, ext. 2113 or use the Parent Portal regarding their child's account as well.

Menus are available on the school website, and will also be sent home with each child monthly.

Fairfield Township School's Preschool Code of Conduct
2015-2016

Philosophy:

Fairfield Township School is committed to excellence in its school program, and considers discipline essential to the educational process.

The district believes that all students can behave appropriately at school, and have the responsibility to behave in a manner that allows teachers to teach and students to learn in a way that does not violate the best interest of any person in the school community.

The district believes that student behavior should be maintained with procedures that will advance the purpose of education while remaining consistent with applicable state law and established Fairfield Board of Education School Policies.

In order to provide students a calm, safe and secure environment for education, Fairfield Township School, Preschool through 4th Grade, practices techniques from the Assertive Discipline Plan based on the following precepts:

Student Rights:

1. To be provided with a classroom atmosphere most conducive to learning.
2. To have a teacher who will provide positive support of a student's appropriate behavior.
3. To be provided with a teacher who will help the student limit his/her inappropriate behavior.

Teacher Rights:

1. To have a classroom that provides the optimal learning environment.
2. To determine and request appropriate behavior from students.
3. To ask for help from parents, the principal and other personnel when assistance is needed for a student.

Parent/Guardian Rights:

1. To receive timely communication regarding their child's progress and programs at school.
2. To be informed about school policies and procedures.
3. To have their inquiries responded to by an appropriate school employee.

The Administrators' Plan:

Whenever a student is sent to see the Administrator for disciplinary reasons this will be regarded as a serious matter. The student will have received warnings and teacher consequences before being sent to administration. Consequences for inappropriate behavior will be determined through fair and effective dispositions that promote student growth in becoming self-disciplined.

An Administrator will:

- A. Counsel the student and parents will be called either by a school secretary assigned to discipline referrals or an Administrator.
- B. A discipline referral will be completed with a copy going to the teacher and parent, and placed in the student's file.
- C. A consequence will be assigned by the administrator. The focus is on helping the student to understand that he/she is responsible for his/her behavior, and that there are consequences for inappropriate actions.
 - Consequences include, but are not limited to the following: loss of recess, loss of special events such as assemblies and field trips, after-school detention and in-school suspension.

Assertive Discipline:

Assertive Discipline is a method of discipline being used in many school districts throughout the country. It was developed by Lee Canter, a child management expert, after studying discipline practiced in various schools. It is a positive approach that is effective for teachers and beneficial to students. We have based our system of discipline on this approach, but have modified it to be "user friendly" while maintaining its integrity.

We, at Fairfield Township School, believe that by implementing Assertive Discipline techniques, student discipline will improve, communication with parents will increase, consistency of discipline methods used by teachers will be achieved, and students will grow toward becoming self-disciplined school citizens.

Objectives:

1. To create the best classroom environment for learning and for teaching.
2. To increase student time on task.
3. To achieve consistency in discipline in the school.
4. To provide students with clear expectations concerning behaviors.
5. To improve communications between home and school and cooperation for the benefit of the students.
6. To recognize and promote positive behaviors through the "Blue Ribbon" Club and teacher incentives.

Rules:

Classroom Rules/Recess Rules: (posted in classrooms)

1. Be safe
2. Be ready
3. Be respectful and kind
4. Be your best

Bathroom Rules: (posted in bathrooms)

1. Go in
2. Use lavatory
3. Wash hands
4. Trash paper towel

Hall Rules: (posted in various hallways)

1. Eyes forward
2. Stay in line
3. Hands at sides
4. Quiet voices

Cafeteria Rules: (posted in the cafeteria)

1. **S** – Show good table manners.
2. **T** – Talk in quiet and appropriate voices.
3. **A** – Act appropriately in line.
4. **R** – Remain seated until give permission to do otherwise.
5. **S** – Speak politely at the table.

Bus Rules: (posted at the various school entrances)

1. Food and drink is not allowed on the school bus.
2. Students must be seated, with seat belts fastened at all times.
3. Be at the bus stop on time.
4. Children must be escorted to the bus stop by a responsible adult.

Fairfield Township School

Preschool Code of Conduct

It is important to note: The Preschool Code of Conduct is a guide. In areas that are not specifically covered by the code, discipline will be administered at the discretion of the Administration. Administrators may modify a particular disciplinary action based upon the unique circumstance of the offense. Furthermore, the Administration reserves the right to act upon any behavior which is deemed as being detrimental to the promotion of a safe environment, or prohibits the learning of students.

Level 1

Code	Types of Level One Behaviors	1 st – 3 rd Offense Action	4 th Offense Action	5 th Offense Action	6 th or more Offenses
101	Dress Code Violation	Teacher interventions and consequences	Administrator Conference with Parent, Teacher and Student	Administrator Conference with Parent, Teacher and Student	PC/AD (1)/SP
102	General Misconduct (Classroom/School)	Teacher interventions and consequences	PC/AD (1)/SP	PC/AD (2)/SP	PC/ISS (1-3)/SP

Level 2

Code	Types of Level Two Behaviors	1 st – 3 rd Offense Action	4 th Offense Action	5 th Offense Action	6 th or more Offenses
201	Late to school	3 lates in 1 marking period – Parent/Student conference with Administrator	4 lates in 1 marking period – Parent/Student conference with Administrator	5 lates in 1 marking period – Parent/Student conference with Administrator/Truancy Letter	6 or more lates in 1 marking period – Parent/Student conference with Administrator/Truancy Letter
202	Leaving class without permission	Mandatory PC/AD (1)/SP	Mandatory PC/AD (2)/SP	Mandatory PC/ISS/SP	Mandatory PC/ISS/SP
203	Forgery on a school document	PC/TD (1)	PC/TD (2)	PC/SP	PC/SP
204	Cheating on a test/quiz	PC/TD (1)	PC/TD (2)	PC/SP	PC/SP
205	Inappropriate language to teachers	Mandatory PC/TD (2)	Mandatory PC/AD (1)/SP	Mandatory PC/AD (2)/SP	PC/SP/ISS
206	Inappropriate language to students	Mandatory PC/TLD/TD (1)	Mandatory PC/TLD/TD (2)	Mandatory PC/TD (1)	Mandatory PC/AD/ISS/SP
207	Destroying/defacing individual-school property	Mandatory PC/AD (1)	Mandatory PC/ISS (1)/SP	Mandatory PC/ISS (2)/SP	Mandatory PC/ISS/SP
208	Endangering the safety of others; scuffling; pushing; shoving; hitting (indent to do harm)	Mandatory PC/ISS (1-3)/SP	Mandatory PC/ISS (1-3)/SP	Mandatory PC/ISS (1-3)/SP	Mandatory PC/ISS (1-3)/SP
209	Stealing – taking a possession of school property and/or of another person without permission	Mandatory PC/TD (1)	Mandatory PC/AD (1)/SP	Mandatory PC/AD (2)/SP	Mandatory PC/ISS/SP

210	Use of cell phone	PC/cell phone confiscated/AD (1)/SP	PC/cell phone confiscated/AD (2)/SP	PC/cell phone confiscated/ISS (1-3)/SP	PC/cell phone confiscated/ISS (1-3)/SP
211	Possession of inappropriate materials (lighters, matches, stink bombs, caps, cigarettes or tobacco products, etc)	Mandatory PC/ISS (1-3)/SP	Mandatory PC/ISS (1-3)/SP	Mandatory PC/ISS (1-3)/SP	Mandatory PC/ISS (1-3)/SP
212	Harassment – (Sexual, Verbal, Cyber Bullying)	Mandatory PC for victim and offender – AD/ISS/SP	Mandatory PC for victim and offender – AD/ISS/SP	Mandatory PC for victim and offender – AD/ISS/SP	Mandatory PC for victim and offender – AD/ISS/SP

Level 3

Code	Types of Level Three Behaviors	1st – 3rd Offense Action	4th Offense	5th Offense	6th or more Offense
301	Extreme disrespect to an adult	Mandatory PC/ISS (1-3)/SP	Mandatory PC/ISS (1-3)/SP	Mandatory PC/ISS (4-10)/SP	Mandatory PC/ISS (4-10)/SP
302	Extortion – to obtain money or something of value by force or threat of harm	Mandatory PC/ISS (Min. 3)/SP/SR			
303	Incitement to fight – repeatedly encouraging others to fight	Mandatory PC/AD (1-2)/SP	Mandatory PC/ISS (1-2)/SP	Mandatory PC/ISS (1-2)/SP	Mandatory PC/ISS (2-5)/SP
304	Assault – student / teacher/administrator /board member, other board employee	ISS – (2-10 days) /Immediate removal from school program, placement on home instruction, criminal complaint may be filed by/SR			
305	Possession of deadly weapon	ISS – (2-10 days) /Immediate removal from school program, placement on home instruction, criminal complaint may be filed by/SR			

Key to Discipline Code: PC – Parent Contact, SP – Social Probation (Loss of participation in extracurricular activities), SR – Superintendent Review, TLD – Teacher Lunch Detention, TD – Teacher Detention, AD – Administrative Detention, ISS – In-School Suspension.

Behavior Modification System:

The following behavioral modification system is followed in some variation in **ALL** preschool through fourth grade classrooms.

Discipline Procedures/Blue Ribbon Behavior

Students will start each day with five colored cards. Each time a rule is broken or inappropriate behavior occurs, the color of card will change. Each color change warrants a consequence.

*Students will be provided opportunities to earn their way back to green card behavior.

1. Blue Card – Excellent Behavior

2. Green Card – Good Behavior (Student receives a verbal warning.)

3. Yellow Card – Fair Behavior (Student will be removed from the group and lose a classroom privilege.)

4. Orange Card – Poor Behavior (Student will be removed from the classroom for up to one hour, lose additional classroom privileges and be asked to complete a “Behavior Reflection” sheet. Parents will also receive a call or note from the teacher.)

5. Red Card – Unacceptable Behavior (Follow code of conduct.)

The “Blue Ribbon Behavior Club” will recognize students who exhibit positive behavior during the month and these students will be rewarded. Teacher (grade level teams) will reward students through parties, extended recess, movie days, popcorn days, etc. Students who received an office referral are not eligible for the monthly celebrations. In addition to monthly celebrations, “The Blue Ribbon Behavior Club” will be recognized at the quarterly awards’ assemblies and FBOE Meetings.

Revised: July 2014

Adopted by BOE: July 24, 2014

**Fairfield Township Board of Education
District Policy Manual**

Students

Series 5000

Conduct / Discipline

Policy 5131

Date Adopted: May 21, 1997

Date Revised: August 28, 2003, March 22, 2010

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

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

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

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

The Superintendent of Schools shall develop regulations that:

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

The Superintendent of Schools shall annually:

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

Pupils who display chronic behavioral or academic problems may be referred to the Fairfield Action Committee Team (FACT) or Preschool Intervention & Referral Team (PIRT) and the Child Study Team by the Superintendent of Schools for possible identification as disruptive or disaffected. Such referrals shall be in

strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services.

Pupils may be referred to the Alternative Placement Program (AP) at the discretion of the principal in accordance with the procedures as outlined in Fairfield Township Alternative Program . The AP is alternative education program that offers non-traditional, yet effective learning environments that provide flexible educational objectives closely related to the learning styles and needs of students while still addressing the Core Curriculum Content Standards.

The program at Fairfield Township School is a single-room, multi-year program for students in grades 6-8 who, through their inappropriate behavior, are not experiencing success in learning.

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

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

Substance Abuse

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

Weapons Offenses

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

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

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

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

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

Disabled

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

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

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

Implementation

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

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

Legal References

- NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
- 2C:12-1 Definition of assault
- 2C:33-19 Paging devices, possession by students
- 2C:39-5 Unlawful possession of weapons
- 18A:6-1 Corporal punishment of pupils
- 18A:11-1 General mandatory powers and duties
- 18A:25-2 Authority over pupils
- 18A:36-19a Newly enrolled students; records and identification
- 18A:37-1 et seq. Discipline of Pupils
- 18A:40A-1 et seq. Substance Abuse
- 18A:54-20 Powers of board (county vocational schools)

- NJAC 6A:14-2.8 Discipline/suspension/expulsions
- 6A:16-1.1 et seq. Programs to Support Student Development
- 6:32-12.1 Reporting requirements
- 6:32-12.2 School-level planning

Possible Cross References

1220, 3517, 3541.33, 4148, 5000, 5010, 5020, 5113, 5114, 5124, 5127, 5131.5, 5131.6, 5131.7, 5132, 5145, 5145.2, 5145.4, 5145.6, 6145, 6164.4, 6171.4, 6172

**Fairfield Township Board of Education
District Policy Manual**

Students

Series 5000

Weapons & Dangerous Instruments

Policy 5131.7

Date Adopted: September 25, 1995	Date Revised: March 22, 2010, May 22, 2014	
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The Board of Education prohibits the possession and/or use of weapons or other instruments that can be used as weapons or perceived to be weapons on school property, at any school function or while en-route to or from school or any school function. A violation of this policy will result in disciplinary action, depending on severity and occurrence.

The Superintendent of Schools shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its potential uses posing a threat to students, staff or property.

A student found or observed on school property or at a school event or en-route to and/or from school or a school event in possession of a weapon or dangerous instrument shall be reported to the Superintendent of Schools immediately. The Superintendent of Schools shall immediately contact the NJ State Police and provide all known information concerning the matter, including the identity of the pupil involved.

Possession or use of laser pointers is also strictly forbidden.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons, or dangerous instruments. As in disciplinary cases, due process will be provided, depending on severity and occurrence.

Disciplinary action/consequences include but are not limited to: out-of-school suspension, immediate removal of the student from the school program and a mandatory parent conference to be held with the Superintendent or a Board hearing at the discretion of the Superintendent, depending on the severity and occurrence of the incident. Should a parent/guardian contest the assigned disciplinary action, they have the right to appeal within 10-15 school days. The Board of Education shall determine appropriate action in the case of appeal.

Students cannot learn and teachers cannot teach when danger of violence is present. Accordingly, P.L. 127 and P.L. 128 were developed in order to prevent assaults with weapons from being committed upon students and teachers and to remove students from school who are found to be in possession of firearms. Both of these laws carry severe mandatory penalties, therefore it is very important that we all understand what acts are prohibited and the penalties that will be imposed on those who violate the laws.

P.L. 127, also known as the “Zero Tolerance for Guns Act” mandates that any pupil who is convicted or adjudicated delinquent for the possession of firearms or a crime while armed with a firearm, or who is knowingly in possession of firearms on any school property; on a school bus, or at any school sponsored function shall be immediately removed from the school’s regular education program, pending a hearing before the local Board of Education, for a period of not less than one calendar year. In addition, any pupil so removed shall be reported to the police for a possible violation of a criminal statute. It is important to note that items such as pellet guns and air guns are considered as a firearm for the purpose of this law.

P.L. 128 provides that any pupil who commits an assault upon a teacher, administrator or other employee of a school Board or another student with a weapon, on a school bus or on school property, or at any school sponsored function shall be immediately removed from the school's regular education program, pending a hearing before the local Board of Education for a period not to exceed one calendar year. It is important to note that the word weapon as it is used in this law, includes numerous items such as knives, sling- shots, throwing stars, blackjacks, tear gas or even a common kitchen knife, if it is used during an assault.

The Board is committed to maintaining a safe and orderly learning environment for our students and staff. It is important that our school community clearly understand the laws and that they will, when necessary, be enforced.

Fireworks

Fireworks are illegal in the State of New Jersey. Therefore, no fireworks will be allowed at school or on school properties. Fireworks are considered dangerous and will be treated in the same manner as weapons.

Legal References

- NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
2C:12-1 Definition of assault
2C:33-19 Paging devices, possession by students
2C:39-5 Unlawful possession of weapons
2C:39-6 Exemptions
18A:6-1 Corporal punishment of pupils
18A:36-19.2 Student locker or other storage facility; inspections; notice to students
18A:37-1 Submission of pupils to authority
18A:37-2 Causes for suspension or expulsion of pupils
18A:37-2.1 through -2.5 Assaults by pupil upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings ...
through -12 18A:37-7 Zero Tolerance for Guns Act
- NJAC 6A:14-2.8 Discipline/suspension/expulsion
6A:16-1.1et seq. Programs to Support Student Development
- P.L. 103-382, Improving America's Schools Act of 1994
Section 1702, Prohibits possession or discharge of a firearm in a school zone,
Pub. L. 101-647
Attorney General's Executive Directive No. 1988-1, Memorandum of Agreement
(revised, amended)
State in Interest of T.L.O., 94 N.J. 331, 346 (1983), rev'd 515 U.S. 646 (1985)
See also Commissioners' Decisions indexed under "Pupils - Punishment of" in Index
to N.J. School Law Decisions
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)
A Uniform State Memorandum of Agreement Between Education and Law
Enforcement Officials

**Fairfield Township Board of Education
District Policy Manual**

Students

Series 5000

Student Dress Code

Policy 5132

Date Adopted: March 29, 2007

Date Revised: May 29, 2008, Mar. 22, 2010, July 28, 2011,
Aug. 23, 2012, July 25, 2013, Aug. 22, 2013, Feb. 26. 2015

The Board of Education believes that neatly attired students take pride in themselves; therefore, they are more likely to practice habits of self-discipline and display a positive attitude and demeanor in the school setting. Therefore school uniforms shall be worn since they have been requested by the principal, staff and parents. The school principal shall ensure that assistance is provided to economically disadvantaged students. The assistance may include, but not be limited to, providing information about how and where to obtain the uniform considering the parent's budget limitations. The specific uniform has been determined by the principal, staff and parents of the individual school as appears below. Any changes to the required uniform must be approved by the Board of Education not less than three months before implementation.

This policy shall not preclude students who participate in a nationally recognized youth organization, which is approved by the Board of Education, from wearing uniforms to school on days that the organization has scheduled a meeting. The principal may authorize exceptions to the uniform requirements on an individual event basis such as Individual Picture Day, Spirit Day or Character Ed activities.

In addition the following general dress code regulations apply:

1. All students are expected to wear the entire uniform at all times whenever they are on school property or are attending a school activity unless permission is expressly granted for a game or dance, etc.
2. Transfer students will be allowed two days grace time to acquire the uniform.
3. Total uniform must be visible at all times.
4. No hats (or headgear of any type) may be worn indoors.
5. No coats, jackets, or other outerwear, including sweatshirts or hooded sweatshirts, may be worn indoors.
6. No decorations, logos or writing allowed on the outside of the uniform. Polo style shirts with the school logo may also be worn.
7. No large jewelry; if worn, necklaces must be worn under the tops.

The following are examples of unacceptable attire for students during school hours:

1. Torn and/or dirty clothing
2. Tight/form-fitting clothing
3. Dark eye glasses (except for medical reasons)
4. Combs and picks worn in the hair
5. Any accessory that may be used as a potential weapon.
6. Any gang-related accessory.

The approved uniform shall consist of:

Shirts & Tops

- Permitted colors for shirts are royal blue; and navy blue. No other colors are permitted;

- Long or short sleeve polo style shirt with a collar (Must not be tight, form-fitting or oversized, no tee-shirts.)
 - Tops must be worn tucked into bottoms or tucked in and bloused;
- A royal blue, black or navy blue cardigan (without hoods) may be worn in addition to a polo shirt;
- Turtlenecks, if worn, must be worn under the polo shirt and be royal blue or navy blue;
- Undershirts may be short-sleeved or long-sleeved and may be solid white, solid royal blue, solid black or solid navy blue only. No other color undershirt is permitted.
- No tops containing logos, writing or other illustrations may be worn, with the exception of the Fairfield Township School logos and/or name.

Khaki bottoms

- Slacks (Must be worn with a belt at the waistline.);
- Skirts, jumper dresses, shorts and skorts must be no shorter than 2 inches above the knee;
- Cargo and Painter type shorts and shorts with ties on the leg are not permitted;
- Capri pants;
- Jeggings and yoga attire are not permitted.

Bottom Guidelines

- All bottoms must be proper fit (not tight, not baggy and worn at the waistline.);
- “Cargo-Style” pants with pockets alongside the leg are not permitted;
- Pants with ties on the legs are not permitted;
- Stretch pants are not permitted;
- Tights must be neutral (skin-toned), royal blue, navy blue, black or white.

Footwear

- Shoes, sneakers and athletic shoes of any color are permitted;
- Boots, with no ornamentation other than a company name are permitted in any solid color;
- Pants must be worn over boots; not inside;
- Shoe laces or Velcro closure straps must be same color as the shoes;
- All footwear must cover the entire foot;
- Open toe shoes and flip-flops are not permitted;
- No heels;
- No bedroom slippers;
- Footwear must be tied or Velcro closure strapped at all times;
- Shoes with wheels and/or lights are not permitted.

Socks

- Must be white, black, royal blue or navy blue;
- Tights / stockings are acceptable;
- Leggings, below or at the knee may be worn under shorts, skorts or jumpers and must not contain sparkles, names faces;
- Leggings must be ankle or knee high.

Belts

- Must be black, brown, beige/khaki or white with a small buckle (3” or less) and no ornamentation;
- Must be worn with pants that have belt loops. Note: Pants without belt loops will not require a belt.
- Belts are optional for Pre-K, through 2nd grade students. Students are required to wear belts beginning in the 3rd grade.

Jewelry & Body Ornamentation

- Earrings may be worn provided they are no larger than a quarter;
- Visible body piercings and/or tattoos are not permitted.

Headbands

- Headbands of up to 2 inches in width may be worn, but must be white, black, navy blue or royal blue.

Book Bags / Backpacks

- Any book bag or backpack, with the exception of messenger bags, shall be permitted.
- Students are not to carry book bag during the course of the day. They are to be placed in cubbies or in lockers upon entering school, and students are given the opportunity to use lockers at designated times.

Students who choose not to comply with these guidelines shall be subject to disciplinary action in accordance with the current district discipline policy.

Legal References

- NJSA 18A:11-1 General Mandatory Powers and Duties
- 18A:11-7 Findings relative to school dress codes
- 18A:11-8 Adoption of dress code policy for school permitted
- 18A:11-9 Prohibition of gang-related apparel
- 18A:37-1 Submission of pupils to authority

Possible Cross References

5131

Fairfield Township Board of Education District Policy Manual

Students**Series 5000****Early Childhood (Pre-K & Kindergarten) Attendance****Policy 5113.5**

Date Adopted: December 19, 2013

Date Revised:

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

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

Parents/guardians have the primary responsibility for ensuring that those students between the ages of 3-6 in the pre Kindergarten and Kindergarten Early Childhood Program within their custody attend school regularly.

The Board of Education directs that each student enrolled shall attend the entirety of each day's program at his/her grade level in order to:

1. Participate in classroom activities;
2. Have contact with other students;
3. Have the tutelage of a competent teacher;
4. Minimize disturbance of the classroom routine;
5. avoid needless repetition of subject matter by teachers;
6. Benefit from regular continuity of instruction.

A student will be considered to be in attendance in school if present where any school-sanctioned/sponsored activity is being conducted. Students will not be penalized in any way for attending school-sanction activities that take place during school hours.

Students who miss class for any reason must complete assignments missed because of any absence. Exceptions to the previous statement will be made only at the discretion of the Principal.

Attendance shall be required of all students enrolled in the school during the days and hours that school is in session unless an acceptable cause exists and is presented to the Principal justifying the student's absence. In accordance with statutes, the Board shall require from the parent/guardian of each child who has been absent, a written statement of the reason for such absence. The board reserves the right to verify such statements and to investigate the cause of each absence and tardiness.

Therefore, every effort shall be made to identify the habitual truant student, investigate the cause(s) of his/her behavior and consider modification of his/her educational program to meet his/her particular needs and interests.

The Superintendent of Schools is directed to meet with the Child Study Team to consider the appropriateness of the educational program being offered to each student who is habitually and repeatedly absent from that program.

The Superintendent of Schools shall develop procedures that ensure a school session that:

1. Is in conformity with the requirements of the rules of the New Jersey Board of Education;
2. Govern the keeping of attendance records with the rules of the New Jersey State Board of Education;
3. Impose on truant students disciplinary measures appropriate for the infractions of school regulations.

A waiver of these attendance requirements may be granted for good cause by the Superintendent of Schools.

Documentation of the nature and causes of these absences shall be the responsibility of the parent/guardian.

Regulation/Procedures

1. The Principal will ensure that children who are listed as absent on the official school register may be accounted for by designating a staff member to call each absent child's home prior to 11:00 AM each day.
2. Attendance letter, informing parents/guardians of their child's attendance will be sent home by the Principal following the 5th, 7th and 10th consecutive absences in each calendar year. Absences that have been verified by a note from a physician, as well as those absences due to observations of religious holiday will not count toward these totals.
3. The attendance letters issued with the 5th, 7th and 10th consecutive absences will contain reference to the parents/guardians responsibility to ensure that the children attend school. Upon the 10th consecutive absence the Pre Kindergarten student will be removed from the Pre School program. The parents/guardians must re-register and if applicable be placed on a waiting list to re-enroll into the Pre Kindergarten program. Attendance letters are to be developed by the Principal and approved by the Superintendent of Schools each September. The Principal will forward a copy of all attendance letter sent to parents/guardians to the Superintendent of Schools.
4. Attendance letter, informing parents/guardians of their child's attendance will be sent home by the Principal following the 5th, 10th, and 20th absences in each calendar year. Absences that have been verified by a note from a physician, as well as those absences due to observations of religious holiday will not count toward these totals. The attendance letters issued with the 5th and 10th absences will contain reference to the parent/guardians legal obligation to ensure that children attend school. Attendance letters are to be developed by the Principal and approved by the Superintendent of Schools each September. The principal will forward a copy of all attendance letter sent to parents/guardians to the Superintendent of Schools.
5. The Principal will convene a meeting with the child's parent/guardian, counselor, and teacher following the 5th consecutive absence in any calendar year. The purpose of the meeting will be to devise and implement a written plan to improve the student's attendance record. Any such plan must not incur any expense to the Board of Education.
6. A child who is absent for 10 or more consecutive days must be dropped from the school rolls.
7. The scheduling of family vacations during regular school time is discouraged. It is expected that parents/guardians will endeavor to schedule family vacations at times when school is not in session.
8. A special education pupil, classified as chronically ill is exempt from this policy and regulation.
9. A child in the Early Childhood program or Pre Kindergarten program who accumulates more than 25 unexcused absences in a calendar year will be removed from the Pre K program.
10. A child in the Early Childhood program or grade kindergarten who accumulates more than 30 unexcused absences in a calendar year may be considered for retention.
11. Every effort shall be made to see that pertinent portions of these regulations are existent to every parent via the Early Childhood and Parent handbook. Excerpts from this regulation and from Policy 5115- Attendance Records/Registers will be published and distributed to parents annually.

Excused Absences

The Board considers the following as cause for excused absence:

- A. Disabling illness
- B. Recovery from accident
- C. Required court attendance
- D. Family illness (serious illness of a family member, residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
- E. Death in the family (death of a family member of the student, including but not limited to parent/guardian, sibling, grandparent, aunt, uncle, etc.)
- F. Religious observance-In accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or the right to take an alternate to a test or examination missed through such absence.
- G. Such good cause as may be acceptable to the Superintendent of Schools.

Attendance need not always be within school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board. The Board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reported daily or weekly, as prescribed, to such staff member that place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Students with Disabilities

For students with disabilities, attendance plans and punitive and remedial measures shall be established in accordance with the students'

- A. Individualized Education programs, pursuant to USC & 1400 et. Seq., the individuals with Disabilities Education Improvement act;
- B. Procedural safeguards as set forth in NJAC 6A:14;
- C. Accommodation plans under 29 USC & 794 and 750(20)
- D. Individualized health care plans, pursuant to NJAC 6A:16-2.3(b) 2ix.

Cases of Up to Four Unexcused Absences

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting investigation to determine that cause(s) of each unexcused absence. This investigation shall include contacting parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with parents/guardians.

Cases of Up to Five to Nine Unexcused Absences

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting investigation to determine that cause(s) of each unexcused absence. This investigation shall include contacting parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with parents/guardians. In addition, the assigned staff member(s) shall evaluate the appropriateness of the action plan pursuant to NJAC 6A:16-7.8(a) 41(3) and revise the action plan, as needed to identify patterns of unexcused absences and establish outcomes based on the student's needs and specify the interventions for achieving the outcomes supporting the student's return to school and regular attendance that may include any or all of the following:

- A. Refer or consult with the Intervention and Referral Services team, pursuant to NJAC 6A:16-8;
- B. Conduct testing, assessments, or evaluations of the student's academic, behavioral and health needs;
- C. Consider an alternate educational placement;
- D. Make a referral to a community-based social and health provider agency or other community resources;
- E. Refer to the court program (Grade K/Age 6 to 16) designated by the New Jersey Administrative Office of the Courts;
- F. Proceed in accordance with the provisions of NJSA 9:6-1 et seq. and NJAC 6A:16-11, if potentially missing or abused child situation is detected; and/or,
- G. Cooperate with law enforcement and other authorities as appropriate

Cases of Ten or More Cumulative Unexcused absences

In cases of 10 or more cumulative unexcused absences, the student between the ages of 6 and 16 shall be considered to be truant pursuant to NJSA 18A:38-37. In such cases, the following shall be instituted:

- A. A mandatory referral to court to the court program designated and required by the New Jersey Administrative Office of the Courts;
- B. A reasonable attempt to notify the student's parents/guardians of said mandatory referral;
- C. Continuation of consultations with the parents/guardians and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperation with law enforcement and other authorities and agencies, as appropriate;
- E. Proceed in accordance with the provisions of NJSA 18A: 38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes, as required.

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

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

Late Arrival and Early Dismissal

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

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

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

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

Legal Custody

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Board of any change in the pupil's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

Class Cutting and Truancy (Unauthorized absence)

Parents/Guardians who fail to comply with the compulsory attendance laws are subject to the penalties prescribed by law.

Make-Up Work

Students shall be provided the opportunity to make up all work and examinations missed because of absence. Failure to make up such work or take such examinations shall result in appropriate academic penalty.

Exclusions

When a student has been excluded from school in accordance with statute, he/she shall have the same opportunity to make up missed work as a student absent for any other reason. Such days of non-attendance shall be recorded as excused absences.

Potentially Missing Children

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

In accordance with Board Policies 5141.4 Child Abuse & neglect and 5141.5 Early Detection of Missing Children, and pursuant to NJSA 9:6-1 et. Seq. and NJAC 6A:16-11, any case in which it appears that the student who is absent is potentially missing or the victim of child abuse and/or neglect, the Superintendent/designee shall conduct an investigation of the circumstances and proceed in accordance with law and in cooperation with law enforcement official were appropriate.

Marking Missing Child's School Record

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

Regulations

The Superintendent of Schools shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the New Jersey State Board of Education;

- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the New Jersey State Board of Education, including pupils serving in or out of school suspensions, or excluded for health and cleanliness reasons;
- D. Impose truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;
- E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
- F. Address tardiness in terms of the intent of this policy;
- G. Ensure that pupils absent for any reason have an opportunity to make up work they missed;
- H. Recognize exemplary attendance.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
 18A:35-4.9 Pupil promotion and remediation; policies and procedures
 18A:36-14, -15, -16 Religious holidays; absence of pupils on; effect ...
 18A:36-19a Newly enrolled students; records and identification
 18A:36-24 through -26 Missing children; legislative findings and declarations ...
 18A:38-25 Attendance required of children between six and 16; exceptions
 18A:38-26 Days when attendance required; exceptions
 18A:38-27 Truancy and juvenile delinquency defined
 18A:38-31 Violations of article by parents or guardians; penalties
 18A:38-32 District and county vocational school attendance officers
 18A:40-7 Exclusion of pupils who are ill
 18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness
 18A:40-9 Failure of parent to remove cause for exclusion; penalty
 18A:40-10 Exclusion of teachers and pupils exposed to disease
 18A:40-11 Exclusion of pupils having communicable tuberculosis
 18A:40-12 Closing schools during epidemic
 18A:54-20 Powers of board (county vocational schools)
 52:17B-9.8a through -9.8c Marking of missing child's school record
- NJAC 6A:8-5.1 Graduation requirements
 6A:16-1 et seq. Programs to support student development.
 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
 6A:32-8.1 et seq. Student Attendance and Accounting
 6A:32-8.3 Student attendance
- Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794
 Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851
 C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

Possible Cross References

5020, 5111, 5114, 5115, 5124, 5141.2, 5141.4, 5142, 6146, 6147, 6147.1, 6154, 6171.4, 6173

Fairfield Township Board of Education
District Policy Manual

Visitors! Visiting! Visit! 1250!

Community Relations
Visits to the Schools

Series 1000
Policy 1250

Date Adopted: February 2, 2000

Date Revised: November 20, 2008, December 17, 2009, December 21, 2010, May 28, 2015

The Board of Education welcomes and encourages visits to school by parents, Board members, other adult residents of the community, and interested educators, when appropriate. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the following procedures have been established:

- A. All visitors shall be required to report directly to the Security Aide on duty upon entering the building, and are to sign in and secure a visitor's pass. Should the Security Aide be unavailable, visitors must report directly to the Main Office. Board Members will report to the Board Office to sign-in. At which time, they will receive an identification badge to be returned to the Board Office upon signing out. Board Members visiting the school shall be required to follow the same requirements as any other visitor and they shall not visit the school in an official role unless delegated by the full Board.
- B. A "visitor" is anyone other than a student enrolled in or a staff member employed in the school. Visitors may not consult with the teaching staff or pupils during class time without the permission of the Superintendent/Principal or designee. Visitors are not to monitor students.
- C. When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations related to visitations. The Superintendent/Principal shall seek confirmation of legal custodianship where necessary.
- D. Persons may not visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc. to staff.
- E. No visitor shall be allowed to deliver any address, lecture or provide instruction on any subject unless authorized by the Superintendent/Principal or designee.
- F. All visitors to the school must obey no smoking regulations and any other regulations designed to ensure orderly operating of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

After Hours Visits to the School

Visitors are not permitted to enter the school building after the school office has closed for the day or when school is not in session, other than at times when special, after hours events are being held at the school.

In order to protect pupil, district and staff property, and to ensure pupil safety and anonymity, no visitor shall be permitted to enter the school building, classrooms or other school rooms unless accompanied by an authorized district employee.

Employees are not permitted to allow entry to the school building, classrooms or other schoolrooms by visitors after hours. Employees who violate this policy shall be subject to disciplinary action, including termination.

Visitors who violate this policy may be considered to be trespassing and may be subject to prosecution.

Volunteers or other persons who may be in the school after hours shall not allow access to the school building, classrooms or other school rooms by others. Doing so compromises the safety, privacy and possessions of the district, employees and students. Violators of this policy may be subject to actions to be taken by the Board of Education.

School Visitation Procedures

- A. Any person wishing to visit a classroom during the school day must request permission from the Superintendent/Principal or designee a minimum of 48 hours in advance.
- B. The Superintendent/Principal or designee will consult the classroom teacher regarding the convenience of the proposed visit, and arrange accordingly.
- C. The time limit of visits shall be set by the Superintendent/Principal.
- D. No visitor shall interrupt the presentation of a lesson, talk to the students or distract the teacher's attention from the students.
- E. For the safety and security of our students and staff, a visitor must report to the office before visiting a classroom. It is the duty of every teacher and staff member upon seeing a stranger in the building to ask if they have been to the office. If the visitor has not, he/she should be directed to the office and the teacher should notify the office of the presence of the visitor, immediately.
- F. All bags and vehicles of a visitor are subject to being searched.

Parents/guardians of students, Board Members and other visitors shall always be made to feel welcome in the building while on school business. All visitors are to sign-in at the main office, show proper identification and otherwise follow such regulations as may be promulgated by the Superintendent/Principal.

All visitors, including parents/guardians and other visitors with a legitimate reason who want to make classroom visits are required to report to the school office, sign-in and obtain advance permission from the Superintendent /Principal. All classroom visits must be scheduled a minimum of 48 hours in advance.

When the parental rights of a parent/guardian have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations.

All visitors to the school must abide by the law of no smoking on school property.

Any person violating this policy shall be considered a "disorderly person" and subject to action in accordance with the appropriate statutes.

School Access & Security

1. The Superintendent /Principal will establish sign-in procedures for all visitors to a school. For the purposes of this policy and regulation, a "visitor" is defined as anyone who wishes to gain entrance to the school who is not an employee or student. The sign-in sheet is to be maintained by school secretary or a designee of the Superintendent/Principal. The sign-in sheet must minimally contain the following information: first and last name of visitor; date; time in; time out; and reason for the visit.
2. The Superintendent /Principal will ensure that the main entry to the school is the only point of entry for visitors. All other entry doors will be locked and posted with a sign directing visitors to the main entrance of the school.
3. The main entry to the school will be posted with a sign and map directing visitors to the main office to sign in. Where practical, entry to each building will be via a door with an intercom system and electronic striker operated from within the main office.
4. Upon sign-in, visitors will be issued a Visitor's Badge that will list their name and the date. The badge is to be returned to the secretary or designee when the visitor signs out.

5. Staff who invite multiple visitors into the school for any purpose will notify the Superintendent/Principal in advance, where possible, so that he/she is aware of the program.
6. Secretaries will encourage visitors who arrive without notice to make an appointment for a later visit. Impromptu parent-teacher conferences will be discouraged unless special circumstances exist. Under no circumstances will any visitor to the school be permitted to deliver anything to a child's classroom. Items to be delivered to a child will be held in the main office and the child called to the office to retrieve them.
7. Visitors who have established a bona fide reason to visit the school will be encouraged to schedule such appointments before or after the school day in order to minimize disruption to the educational program.
8. Parent/guardian visitations for the purpose of observing instruction in their child's classroom shall be arranged only in the event that a compelling need is established by the parent/guardian. Such observations shall be arranged at least one week in advance by the Superintendent/Principal and the teacher. A parent/guardian who arranges to observe instruction in accord with this regulation may not videotape instruction, nor may there be any interaction with any child or adult in the room.
9. The Superintendent/Principal may retain approved security personnel to assist with crowd control at sporting events, dances and similar activities.
10. Visitors who refuse to abide by the rules of conduct established by the Board of Education may be asked to leave the school building by the Superintendent/Principal or his/her designee. Refusal to leave the school premises when so asked, may result in prosecution as a disorderly persons offense under NJSA 2C:33-2

Regulations/Procedures to be Followed When Visiting the Schools

1. Parents/guardians of students, Board Members and other visitors shall always be made to feel welcome in the building on business.
2. All visitors, other than Board Members, are to:
 - Sign-in on a chronological log at the main school office
 - Show proper identification to the Secretary/Security Aide
 - State the reason for their visit
3. The Secretary/Security Aide will then contact the appropriate authority.
4. Teachers are not to be contacted directly when visitors are calling for them unless the teacher has notified the secretary of the visit in advance.
5. The Superintendent/Principal, and in his/her absence the Vice Principal, shall be informed and he/she will make the decision as to whether to call the teacher.
6. All visitors, including parents/guardians and other visitors with a legitimate reason, who want to make classroom visits, are required to obtain advance permission form the Superintendent/Principal. All classroom visits must be scheduled a minimum of 48 hours in advance. After receiving the advance permission, the visitor will follow normal sign-in procedures in the main school office.
7. In the event of an emergency evacuation or drill, a main office secretary will take the chronological log with him/her and inform the Superintendent/Principal if anyone is visiting during the evacuation.

Legal References

NJSA 2C:18-3 Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses □
 2C:33-2 Disorderly conduct □
 18A:11-1 General mandatory powers and duties □
 18A:54-20 Powers of board (county vocational schools) □ N.J.S.A.
 26:3D-55 et seq. New Jersey Smoke-Free Air Act

Possible Cross References

1220, 3327, 3515, 4131/4131.1, 5020, 5124, 5125, 5142, 5145.11, 6144, 9010

Fairfield Township Board of Education District Policy Manual

Students**Series 5000****Readmittance After Absence Due to Illness****Policy 5132.6**

Date Adopted: March 22, 2010

Date Revised:

Any student who has been absent for five consecutive school days shall be seen by the School Nurse prior to readmittance to class. The School Nurse shall notify the classroom teacher of the status of the student's health as it pertains to readmission.

Any student exhibiting symptoms of illness following any absence, as observed by any teacher or administrator, shall be seen by the School Nurse prior to re-admittance to class. The School Nurse shall notify the classroom teacher of the status of the student's health as it pertains to readmission.

Legal References

- NJSA 18A:16-6, -6.1 Indemnity of officers and employees against civil actions ...
 18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
 18A:40-3 Lectures to teachers
 18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
 18A:40-5 Method of examination; notice to parent or guardian
 18A:40-6 In general
 18A:40-7, -8, -10, -11 Exclusion of pupils who are ill ...
 18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
 18A:40A-1 et seq. Substance Abuse
 44:6-2 Maintenance by boards of education of clinics for indigent children
- NJAC 6A:16-1.1 et seq. Programs to Support Student Development
 8:57-1.1 et seq. Reportable Communicable Diseases
 8:57-2 Reporting of AIDS and HIV
 8:61-1.1 Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)
- Plainfield v. Cooperman, 105 NJ 587 (1987)

Possible Cross References

1410, 1420, 3510, 3516, 3542, 4112.4, 4131/4131.1, 4151, 4212.4, 4251.2, 5111,
 5125, 5131, 5131.6, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200

**Fairfield Township Board of Education
District Policy Manual**

Students

**Series
5000**

Administering Medication

Policy 5141.21

Date Adopted: October 24, 1983

Date Revised: March 22, 2010, December 19, 2013,
March 19, 2015

Page 1 of 6

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, “medication” shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee sting, etc., and all non-prescription “over the counter” medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication, including illness, injury, condition treated;
- B. The dosage;
- C. The time at which or the special circumstances under which the medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the School Nurse.

The district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications, whether prescribed or over the counter, shall be administered by the School Nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits and the School Nurse is present;
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The School Nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or end of the period of medication, whichever is earlier;
- E. A student may self administer medication without supervision of the School Nurse for asthma or other life-threatening illnesses. “Life-threatening illness” has been defined as an illness or condition that required an immediate response to specific symptoms or sequelae, that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.

The district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The Superintendent/Principal shall prepare and the Board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to, the following:

- A. Requirement that each School Nurse shall be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each School Nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;

Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

Pupil Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirement listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke the pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement of self-medicate. The Superintendent/Principal shall confer with the School Physician and School Nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

Emergency Administration of Epinephrine Regulations / Procedures

Parents/guardians shall provide the Board with the following:

- A. Written authorization for the administration of the epinephrine by the School Nurse or trained designees;
- B. A signed statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and that the parents/guardian indemnify and hold harmless the district and its employees or

agents against any claim(s) arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism; and,

- C. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements of this policy.

District Responsibilities:

The placement of a pupil's prescribed epinephrine shall be in a secure but unlocked location, easily accessible by the School Nurse/designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored event.

The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed.

The School Nurse/designee shall be promptly available on site at the school and school sponsored events in the event of an allergic reaction.

The pupil shall be transported to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have been resolved.

The School Nurse or other trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any pupil whose parents/guardians have not met the requirements of Items A, B & C (above), in that written notice has not been received by the district, allowing emergency administration of epinephrine via a pre-filled auto-injector mechanism, in cases where the School Nurse or designee, in good faith, believe that the pupil is having an anaphylactic reaction.

The district shall maintain a supply of epinephrine auto-injectors in a secure but unlocked location that is proscribed under a standing protocol from a licensed physician. The epinephrine shall be accessible to the School Nurse and trained designees for administration to a pupil having an anaphylactic reaction.

The School Nurse shall have primary responsibility for the administration of the epinephrine. The School Nurse shall designate, in consultation with the Superintendent/Principal, staff members who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the School Nurse is not physically present at the scene.

The School Nurse shall determine that designees have been properly trained the administration of epinephrine via a pre-filled auto-injector mechanism, using standardized training protocols established by the New Jersey Department of Education in consultation with the New Jersey Department of Health and Senior Services.

Nothing in the policy shall prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis by the School Nurse or designees when the pupil is authorized to self-administer epinephrine pursuant to the provisions of NJSA 18A:40-12.3 or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication or when the epinephrine is administered pursuant to the provisions of NJSA 18A:40-12.5.

No school employee, including a School Nurse or any other officer or agent of the Board of Education or a physician providing a prescription under a standing protocol for school epinephrine pursuant to the provisions of NJSA 18A:40-12.5 shall be held liable for any good faith act or omission consistent with the provisions of NJSA 18A:40-12.5, nor shall action before the New Jersey State Board of Nursing lie against a School Nurse

for any such action taken by a person designated in good faith by the School Nurse pursuant to the provisions of NJSA 18A:40-12.6.

Good faith shall not include willful misconduct, gross negligence or recklessness.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
18A:40-3.2 et seq. Medical and Nursing Personnel
18A:40-4 Examination for physical defects and screening of hearing of pupils
18A:40-7 Exclusion of pupils who are ill
18A:40-12.3 through -12.4 Self-administration of medication by pupil; conditions
18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils
18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent
18A:40-12.7 Nebulizer
18A:40-12.8 Administration of asthma medication by school nurse through nebulizer; training; pupil asthma treatment plan
45:11-23 Definitions

NJAC 6A:16-1.1et seq. Programs to Support Student Development

Bernards Township Education Association v. Bernards Township Board of Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)
Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91
Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication By a Pupil, New Jersey State Department of Education, June 5, 1995
Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998

Possible Cross References

5141.1, 5141.2, 6153

**Fairfield Township Board of Education
District Policy Manual**

Students

Series 5000

Substance Abuse

Policy 5131.6

Date Adopted: October 24, 1983

Date Revised: March 10, 1989, March 26, 2003, March 22, 2010,
September 3, 2014

Drugs, Alcohol, Tobacco & Steroids

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

Students

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

- A. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.
- B. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The Superintendent of Schools shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to NJSA 18A:40A-1 et seq. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum.
- C. All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent of Schools. The Board of Education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, tobacco and/or steroids, and in helping pupils with drug,

alcohol, tobacco and steroid-related problems in a program of rehabilitation.

- D. The Superintendent of Schools shall develop administrative regulations for:
- A comprehensive program of drug, alcohol, tobacco and steroid education;
 - The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
 - The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
 - The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the department of health; and
 - The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.
- E. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as provided for under NJSA 18A:40A-1 et seq.
- F. All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II. Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.
- G. Refusal or failure by a parent/guardian to comply with the provisions of NJSA 18A:40A-12 shall be deemed a violation of the compulsory education (NJSA 18A:38-25 and 18A:38-31) and/or child neglect (NJSA 9:6-1 et seq.) laws.

Enforcement of Drug-free School Zones

The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property.

The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county Superintendent of Schools of schools. The Memorandum of Agreement shall be consistent with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions).

Law Enforcement Liaison

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

Undercover Operations

The Board hereby recognizes that the Superintendent of Schools may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent of Schools to request such intervention under these circumstances. The Board recognizes that the Superintendent of Schools is not

permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

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

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

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

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

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

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

Whenever the police have been summoned to a school building by the Superintendent of Schools, he/she shall report the reason the police were summoned to the Board President.

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff

shall comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O., U.S. 325 (1985), and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the Principal. The Principal shall immediately notify the Superintendent of Schools who shall immediately, in turn, notify the appropriate law enforcement agency.

The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Superintendent of Schools shall request that the law enforcement officials conduct the search, seizure, or interrogation.

Police Presence at Extracurricular Activities

The Superintendent of Schools is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the Superintendent of Schools believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

Resolving Disputes Concerning Law Enforcement Activities

The Board authorizes the Superintendent of Schools to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the Superintendent of Schools shall work in conjunction with the county prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the Board and shall be resolved by the attorney general whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention & Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 CFR 2 and NJAC 6A:16-6.5.

Procedures

Identification and Remediation of Pupils Involved with Substances

1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.
2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the School Psychologist, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral. If appropriate, the Principal should notify the pupil's parents/guardians of the referral and discuss with the parents/guardians the possibility of medical or therapeutic treatment.

3. When a pupil involved with substances, but not under the influence, has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parents/guardians. When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal who shall determine whether to notify the pupil's parents/guardians and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

Reporting and Examination of Pupils Under the Influence of Anabolic Steroids

1. Whenever any teaching staff member, the School Nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids, that person must report the matter as soon as possible to the Principal or, in the Principal's absence to the Superintendent and to the School Nurse or to the School Psychologist.
2. The Principal/designee in response to every report shall immediately notify the pupil's parents/guardians and the Principal.
3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parents/guardians. If the physician selected by the parent/guardian is not available to perform the examination, the examination will be conducted by the School Physician. An examination conducted at parental request by a physician other than the School Physician shall not be at district expense.
4. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.
5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parents/guardians and to the Principal.
6. If it is determined that the pupil has been using anabolic steroids, the pupil and others shall be interviewed by the School Nurse, School Psychologist, or School Social Worker to assess alcohol and other drug abuse for the purpose of determining the extent of the pupil's involvement with substances and the possible need for referral for treatment. In order to make this determination, the staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and staff. The school staff member may also consult with physicians and such experts in the field of substance abuse as may be appropriate.
7. If it is determined that the pupil's use of steroids represents a danger to the pupil's health and well-being, the School Nurse, School Psychologist, or School Social Worker shall initiate a referral for treatment to appropriate community agencies as defined in NJAC 6A:126-4.1(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 appropriate drug and alcohol licensing boards.

Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids

1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the School Nurse and the Principal, or, in the Principal's absence, to a person designated by the Principal as required in NJSA 18A:40A-12. If the Superintendent of Schools and the School Nurse are not in attendance, the staff member responsible for the function shall be notified. The Principal shall complete the Violence, Vandalism and Substance Abuse Incident Report according to NJSA 18A:17-46 and NJAC 6A:16-5.3
2. The Principal/designee, in response to every report shall immediately notify the pupil's parents/guardians.
3. The Principal/designee, in response to every report shall arrange for the immediate examination of the pupil for the purposes of determining whether the pupil is under the influence of alcohol or other drugs,

other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy selected by the parents/guardians. If the physician selected by the parent/guardian is not available to perform the examination, the examination will be conducted by the School Physician or the hospital from which drug screening services have been contracted for examination. The pupil shall be accompanied by the pupil's parents/guardians if available and by a member of the school staff appointed by the Principal. Permission of the parents/guardians is not required for the School Physician or hospital examination. The parents/guardians may, but are not required to accompany the pupil to the School Physician or the hospital. The Principal/designee will supervise the pupil while the pupil is waiting for the parents/guardians to take the pupil to the physician or waiting for and receiving the examination by the School Physician or in the hospital. An examination conducted by a physician selected by the parents/guardians shall be at the expense of the parents/guardians and shall not be at the expense of the school district. An examination conducted by the School Physician or by a physician at the hospital shall be at the expense of the school district.

4. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with NJAC 6A:16-4.3 et. seq. The minimum requirements will be periodically reviewed and updated as needed. Any substance screening conducted by the School Nurse and/or other staff member is not a substitute for the medical examination required in NJSA 18A:40A-12.
5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parents/guardians, the Principal, and to the Superintendent of Schools within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. An examination conducted by a physician other the School Physician or hospital shall not be at the expense of the district.
6. When the medical examination is performed by a physician other than the School Physician, the parent/guardian is required to verify that the medical examination was preformed within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The verification will include the printed name, address and phone number, and signature of the examining physician indicating the required report is pending and the date by which it will be provided.
7. If the written report of the examination is not submitted to the parent/guardian, Principal or Superintendent of Schools within twenty-four hours of the referral of the pupil; the pupil will be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.
8. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's ability to perform in school, the pupil will be immediately returned to school.
9. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his/her physical or mental ability to perform in school, the pupil will be returned to the care of the parent/guardian as soon as possible. Attendance at school will not resume until a written report has been submitted to the parents/guardians, Principal and Superintendent of Schools from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his/her physical or mental ability to perform in school. The report must verify that the pupil's alcohol or drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be in accordance with NJSC 6A:14-2.8.
10. Refusal of a parent/guardian to comply with NJSA 18A:40A-12 that frustrates the operation of these regulations and the return of the pupil to school shall be deemed to have violated the Compulsory Education Act NJSA 18A:38-25 and 18A:38-31 and or the child neglect laws pursuant to NJSA 9:6-1 et seq., and may be subject to prosecution. Furthermore, refusal or failure of a pupil to comply with NJSA 18A:40A-12 shall be handled by the district in accordance with NJAC 6A:16-4.1(c)2.
11. While the pupil is home because of the medical examination or after the pupil returns to school, the School Nurse, School Psychologist, or School Social Worker shall (1) conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation for the purpose of making a preliminary determination of the pupil's need for educational programs, supportive services or treatment

which extends beyond the general school programs by virtue of the use of alcohol or other drugs by the pupil. The findings of the assessment alone shall not prevent a pupil from attending school; and (2) cooperate with community agencies as defined in NJAC 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.

12. While the pupil is at home because of the medical examination or after the pupil returns to school, the Principal or Superintendent of Schools may recommend or require alcohol and other drug assessments of the pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a pupil's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a pupil from attending school.

Presence of Substances on School Premises

1. A pupil's person, effects or school storage places may be searched for substances in accordance with Board policy.
2. The Principal conducting the search shall confiscate as evidence any substance found in the pupil's possession. Any controlled dangerous substances as defined in NJSA 23:21-1 or NJSA 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with regulations. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of the pupil, and the name of the school official who conducted the search and found the drug or evidence. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance.
3. The Principal has the right to search the pupil's person, property and locker. If a pupil refuses to consent to a search of his person or property, that pupil is presumed to be in possession and will be treated as such.

Discipline

1. Any violation of Board of Education rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:
 - First Offense: Student will be suspended for a minimum of five school days. Readmittance will be conditional on a statement from the examining physician that the student is not under the influence of alcohol or a dangerous controlled substance. The student will be required to attend a specific number of counseling sessions with either school personnel or an outside agency. The Principal shall file a New Jersey Department of Education Violence, Vandalism and Substance Abuse Incident Report.
 - Second Offense: Student will be suspended for ten school days. Readmittance will be conditional on a statement from the examining physician that the student is not under the influence of alcohol or a dangerous controlled substance. The student will be required to attend a specific number of counseling sessions with either school personnel or an outside agency. The Principal shall file a New Jersey Department of Education Violence, Vandalism and Substance Abuse Incident Report.
 - Third Offense: The same as the Second Offense
2. In accordance with NJAC 6A:16-4.1(c), the following disciplinary action will be taken in the event that pupil does not follow through on the recommendations of an evaluation for alcohol or other drug uses and related behaviors:
 - First Offense: In the case that an obligation is not satisfied during the suspension period or after the pupil returns to school, the pupil will not be allowed to return to school or can be removed from school until all obligations are fulfilled.

- Second Offense: The same as the First Offense
- Third Offense: The same as the First Offense

Student Returning from Rehabilitation

Any student returning to school from a rehabilitation program shall be subject to support services. Such services shall be designed by the Principal, School Nurse and School Psychologist as they deem most appropriate.

Procedures – Suspected Drug Use

1. Teacher informs:
 - School Nurse
 - Principal
2. Principal/designee informs:
 - Parent/guardian
 - Superintendent of Schools
3. Principal/designee arranges for an immediate examination of pupil by:
 - Physician selected by parent/guardian; or
 - School Physician; or
 - Physician in hospital from which drug screening services have been contracted.
4. Principal/designee will arrange for disciplinary action if administration feels such is warranted.

Procedures – Suspected Drug Possession

1. Teacher will:
 - Question student
 - Report student and call Principal
2. Principal/designee will inform:
 - Parent/guardian
 - Superintendent of Schools
 - School Nurse
 - Police
3. Principal/designee arranges for an immediate examination of pupil by:
 - Physician selected by parent/guardian; or
 - School Physician; or
 - Physician in hospital from which drug screening services have been contracted.
4. Principal/designee has the right to search the student’s person, property or locker.
5. Principal/designee will arrange for disciplinary action, if administration feels such is warranted.

Inservice Training

The Superintendent of Schools will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with Board policies and NJAC 6A:16-3.1.

Drug-Free School Zone

Fairfield Township School is located within a drug-free school zone. Any person caught with drugs in his/her possession or dealing or using drugs will be subject to a mandatory jail sentence, loss of license for a period of time and possible expulsion from school.

Annual Review

The Board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the Board will

consult with the county Superintendent of Schools, local community members, and the county prosecutor's office.

Availability of Policy

The policies and procedures contained herein shall be made available to all staff, pupils, and parents/guardians on an annual basis.

Legal References

- NJSA 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability
2C:29-3a Hindering apprehension or prosecution
2C:33-15 Possession or consumption of alcoholic beverage by person under legal age, penalty
2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons;
2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987
9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes
9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
18A:25-2 Authority over pupils
18A:36-19.2 Student locker or other storage facility; inspections; notice to students
18A:37-1 Submission of pupils to authority
18A:37-2 Causes for suspension or expulsion of pupils
18A:38-25 Attendance required of children between six and sixteen, exceptions
18A:38-31 Violation of article by parents or guardian, penalties
18A:40A-1 et seq. Substance abuse
24:21-2 Definitions (New Jersey controlled dangerous substances)
26:3D-55 et seq. New Jersey Smoke-Free Air Act
P.L. 2005, c. 209 Random student drug testing
- NJAC 6A:8-3.1 Curriculum and instruction
6A:9-13.2 Substance awareness coordinator
6A:14-2.8 Discipline/suspension/expulsion
6A:16-1.1 et seq. Programs to Support Student Development
6A:32-13.1 et seq. Pupil Behavior
Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308
Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)
42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records
F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382
G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2
State in the Interest of T.L.O. 94 N.J. 331 (1983), Rev'd, 469 U.S. 325 (1985)
State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)
In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)
Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. ____ (2002)
The New Jersey School Search Policy Manual, New Jersey Attorney General
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References

1330, 1410, 4131.1, 4231.1, 5114, 5124, 5125, 5131, 5131.7, 5141.3, 5141.21, 5145.12, 6145.1/6145.2, 6145.7, 6154, 6172, 6173