



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
January 20, 2015

6:30 P.M.
Central Office

<u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Yingchao Zhang	<u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold	<u>Guests:</u> Scouts
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1. Athletics
 - a. Approval to host Field Hockey NJSIAA Meet of Champions Quarter and Semi Finals at HSN on November 17 at 4 pm and November 19 at 3 pm and 5 pm. Jean Marie Seal, Athletic Director, asked that we consider hosting this event next year for the NJSIAA. The district has hosted such events for other sports in the past. The NJSIAA will provide an insurance certificate for the event and fund security and ticket takers. The HSN and HSS booster clubs will have the opportunity for concession sales on these two dates.
 - b. Review of the Lights Policy to allow for light usage in July to accommodate our sports teams to practice (not for outside groups). Discussion tabled pending further review.
 - c. Approval to have diving board removed from North (in exchange for service of board at South). Jean Marie Seal recommended the use of a vendor to remove the diving board at HSN, which has not been in use, and to allow the vendor to salvage the parts in exchange for a discounted price for work needed on the HSS diving board. The two diving teams practice and compete at HSS only, as there is only one coach.
2. Bachner Field Dedication. The Committee discussed the planning for the events surrounding the dedication of the High School North baseball field as the David J. Bachner Field. Administration will be meeting with representatives from the booster club on January 23; the dedication has been tentatively scheduled for April 25 at 11:00 am.
3. Capital Projects
 - a. Capital Project List. The Committee reviewed the most recent capital projects list provided by the Business Office.
 - b. Village Addition. The construction is progressing as projected. The architect prepared a new version of the district logo for use at the new space. The Committee provided feedback and has requested another version with a changed font.
 - c. Town Center. The administration reviewed architect plans to alter office spaces at Town Center Elementary School to make accommodations for increased Child Study teams and Special Services staff based upon increased programs to begin in 2015-2016 school year.
 - d. High School North. The administration is beginning to review options for the use of spaces currently occupied for storage, Buildings and Ground staff, and Aramark leadership.
4. 2016-2017 Calendar. The Committee reviewed the proposed calendar for the 2016-2017 school year. All district administration, district PTA leadership, and the Superintendent's Advisory Council, reviewed the proposed calendar. The Committee is moving the calendar forward for Board approval.

5. Technology Audit. The Board Committee chairs met with the administration and representatives from Promedia. The report shared favorable information related to our current configuration along with recommendations in consideration of long-term programmatic goals. The district's internal departments will continue to review the information shared to develop priorities for further consideration by the Board.
6. Eyes on the Door Update. The administration recommends the continuation of the Eyes on the Door Program. Surveys from the public, staff, and principals are supportive of the program. Surveys also inform future work around protocols and security staff assignments. The administration continues to work with building principals and The Davis Group to enhance the use of security personnel. On Tuesday, Gerard Dalton hosted an annual meeting with The Davis Group, district personnel, and local law enforcement. All parties participated in discussion and provided feedback on school security, drills, and procedures related to crisis situations.
7. E-mail Accounts for Board Members. The administration discussed the utilization of district-assigned e-mail accounts. It was suggested that the full Board discuss the matter.
8. Attendance Policy and Regulation (5200). In previous meetings, the Committee discussed the concern around extended absences for a variety of purposes. The administration has sought legal council as it relates to extended absences for the purpose of bereavement. The Committee is reviewing the policy as proposed and will provide feedback at the next meeting.
9. Committee Dates and Building Visits. The Committee reviewed the proposed meeting calendar. Typically, the Committee will meet once per month, but in March and May the committee will meet twice with the second meeting for the purpose of site visits to various facilities. Future Committee meeting dates: 2/9/15; 3/3/15; 3/31/15; 4/21/15; 5/5/15; 5/19/15; 6/2/15; 7/14/15; 8/18/15; and 9/1/15.

NEXT MEETING: February 9, 2015 at 6:30 p.m. at Central Office

POLICY

WEST WINDSOR-PLAINSBORO

REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

PUPILS

5200/Page 1 of 2

Attendance

M

FIRST READING:
SECOND READING:

5200 ATTENDANCE

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that **count** toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.



POLICY

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

PUPILS

5200/Page 2 of 2

Attendance

M

FIRST READING:
SECOND READING:

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:32-8.3

Adopted:



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 1 of 12
Attendance
Dec 14
M

R 5200 ATTENDANCE

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.



REGULATION WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 2 of 12
Attendance
Dec 14
M

2. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.
3. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
4. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
5. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
6. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.
7. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Unexcused Absences That Count Toward Truancy/Excused Absences

1. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 3 of 12
Attendance
Dec 14
M

2. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
 - a. The student’s illness supported by notification through call in system or in writing to the school by the student’s parent;
 - b. The student’s required attendance in court;
 - c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
 - d. The student’s suspension from school;
 - e. Family illness or death supported by notification through call in system or in writing to the school by the student’s parent;
 - f. Visits to post-secondary educational institutions;
 - g. Interviews with a prospective employer or with an admissions officer of an institution of higher education;
 - h. Examination for a driver's license;
 - i. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - j. Take Our Children to Work Day;
 - k. An absence considered excused by a New Jersey Department of Education rule;
 - l. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student’s parent stating



REGULATION WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 4 of 12
Attendance
Dec 14
M

the reason for the absence and requesting permission for the absence to be an excused absence;

3. Unexcused - An absence for the purpose of vacation may not be excused by the Principal and will be recorded as unexcused.
 4. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2 above shall be an **unexcused** absence counted toward truancy.
 5. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.
- D. Notice to School of a Student's Absence
1. The parent or adult student is requested to call the school office or reporting system before the start of the student's school day.
 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
 3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.
- E. Readmission to School After an Absence
1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
 2. A note explaining a student's absence for a non-communicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 5 of 12
Attendance
Dec 14
M

3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

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

G. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from ten percent (10%) or more of the class sessions, whatever the reason for the absence, except that absences for the



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 6 of 12
Attendance
Dec 14
M

observance of a religious holiday or absences caused by a student's suspension will not count toward the total.

- a. A secondary student who has been dropped from a course of study may be assigned to an alternate program.
- b. A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit. Credit completion must be approved by the Principal and/or designee.

3. An elementary student may be assessed for retention at grade level, in accordance with Policy 5410, when he/she has been absent 10% or more school days, whatever the reason for the absence, except that *excused* absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.

H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 7 of 12
Attendance
Dec 14
M

- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.



REGULATION WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 8 of 12
Attendance
Dec 14
M

- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
 4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 9 of 12
Attendance
Dec 14
M

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Discipline

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



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 10 of 12
Attendance
Dec 14
M

J. Recording Attendance

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

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/| Page 11 of 12
Attendance
Dec 14
M

- should either continue to be enrolled in the course or receive course credit for a class the student completed.
- b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

PUPILS
R 5200/ Page 12 of 12
Attendance
Dec 14
M

L. Attendance Records

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

Adopted:


