

# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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## R 2200 CURRICULUM CONTENT

Courses of study and instructional materials and programs shall be designed to eliminate discrimination and promote understanding and mutual respect between children of different race, colors creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, or sex, national origins, social or economic status, and/or disabilities.

In order to eliminate possible bias in the curriculum, staff shall use the following criteria:

- A. When instructional material contains stereotypes or discriminatory statements, staff shall help pupils identify the stereotypes or discriminatory statement(s) and discuss with pupils the consequences of repeated stereotyping and discriminatory statements.
- B. If a particular instructional material is highly objectionable, staff should not use it, N.J.A.C. 6:4-1.3(f); such material should be brought to the attention of the Building Principal so that the Affirmative Action Officer can evaluate the objectionable material. Alternatively, the teacher might discuss the questionable material instead of eliminating it, depending on the makeup and maturity of the class and the purposes of the instruction.
- C. Another recommended technique for handling materials that contain biases or stereotypes is to offset it by using unbiased supplementary materials, N.J.A.C. 6:4-1.3(f).
- D. Community involvement when developing instructional programs and attendant materials shall be encouraged.

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Constitution of Central Curriculum Planning Committee

### R 2210 CONSTITUTION OF CENTRAL CURRICULUM PLANNING COMMITTEE

#### A. Purpose

The overall purpose of the Central Curriculum Planning Committee (C.C.P.C.) shall be the improvement of the curriculum of the Parsippany-Troy Hills Township School District.

The mission of the C.C.P.C. is to:

1. Share new ideas related to curriculum.
2. Provide input on all aspects of curriculum (research, development, dissemination, implementation).
3. Recommend curriculum strategies to the Board through the Superintendent.

#### B. Membership

The membership of the C.C.P.C. shall include:

Chairperson of Each Curriculum Standing Committee

- Visual and Performing Arts
- Language Arts Literacy
- Health and Physical Education
- Mathematics
- Science
- Social Studies
- World Language (including ESL)
- Applied Technology  
(Business/Vocational/Industrial Arts/ Family & Consumer Sciences)
- Guidance
- Special Programs  
Special Education/Gifted Education

Assistant Superintendent of Curriculum and Instruction  
Elementary Council Representative  
Secondary Council Representative  
One Supervisor  
PTHEA Representative



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Teacher-members shall have been employed in Parsippany-Troy Hills Township School District for at least two years.

Each of the above members shall have one vote on all matters brought before C.C.P.C.

In accordance with the Agreement, the Association shall designate one member of the committee, who shall be a voting member.

Each standing committee Chairperson shall be selected by the members of the standing committee. Standing committee representatives shall be selected in May of the school year and will serve for two years effective July 1, following selection.

The Chairperson of the C.C.P.C. shall be selected by the membership. Chairpersons shall serve a two year term concurrent with the two year membership cycle. An alternate Chairperson shall be selected annually.

### C. Responsibilities

The responsibility of the C.C.P.C. shall be as follows:

1. Consider for recommendation to the Board of Education the proposals from program areas which have curriculum implications resulting in new courses, revisions of current courses, and other curricular reform.
2. Act as a communication link between the various groups within the school system, apprising all segments of current curriculum activities, and disseminating the results of such activities to all concerned.
3. Review long-range planning in all matters pertaining to curriculum.
4. Recommend priorities for curriculum development.
5. Review and approve recommended textbooks.
6. Recommend that items approved by majority of membership be submitted by the Superintendent to the Board for its approval.



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### D. Standing Committees

Standing committees representing the curriculum interests of the ten content areas previously named shall:

- identify curriculum needs
- initiate proposals for curriculum revision
- evaluate initial proposals for curriculum revision
- review new and revised curriculum
- recommend, through the standing committee Chairperson, approval of curriculum that has been reviewed
- review textbooks that have been recommended by textbook selection committees
- discuss other programs that supplement the curriculum

Each standing committee shall be constituted as follows:

- Every effort shall be made to include representation from all buildings.  
Delegates shall be from the elementary, middle and high school levels with the following limitation:

- elementary – up to 4 members (no more than one from any school)
- middle – up to 2 members (no more than one from any school)
- high school – up to 2 members (no more than one from any school)

- In the event that representatives cannot be present, an alternate may be sent in their place.

Content area supervisors shall be ex-officio members of each committee.

Meetings of the standing committees shall take place bi-monthly, alternating with scheduled meetings of the C.C.P.C.

### E. Committees

Ad hoc committees may be formed by C.C.P.C.

These committees shall be required to submit a report to the committee periodically. These reports shall include concrete suggestions, recommendations and evaluation procedures. Both majority and minority positions may be presented.



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### F. Meetings

The C.C.P.C. shall meet bi-monthly. Operating procedures shall be determined at the June reorganization meeting.

Additional meetings shall be held at the request of the Chairperson whenever particular situations warrant same.

A quorum shall consist of nine voting. A majority vote shall be required on all matters. A tie vote shall be resolved by the Board.

The Chairperson shall see that minutes are provided and distributed to the professional staff and the Board.

All meetings shall be conducted according to Roberts Rules of Order.

### G. Agenda/Meeting Packet

One week prior to each meeting, an agenda/meeting packet shall be distributed to the members of the C.C.P.C. The preparation and distribution of the agenda/meeting packet shall be the responsibility of the Chairperson.

Items for the agenda may be submitted by any member of the professional staff, through a committee member, or through the curriculum office.

### H. Amendments

Amendments may be prepared by any member of the Committee. Adoption shall require a two-thirds (2/3) vote of the Committee and approval by the Board.

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## R 2230 COURSE GUIDES

A course guide will be prepared for each course of study to be taught in this district. Course guides should be planned and organized to provide sequential learning experiences in the grade levels concerned.

### A. Preparation

1. The preparation of course guides is the responsibility of the Assistant Superintendent of Curriculum.
2. Course guides are best developed with the assistance of the teaching staff members who will use them. Accordingly, appropriate staff representatives will be appointed to committees to study, revise, and/or develop course guides.

### B. Content

1. Content standards should be broad statements related to district educational goals and arising from the philosophy of the course.
2. Performance indicators should be specific statements of behavioral objectives, that is, the concepts, skills, attitudes, and appreciations to be achieved. The degree of specificity should be consistent with the nature of the course.
3. Teaching strategies should include, where appropriate, specific instructional methods/modalities, the time to be spent on tasks, recommended pupil activities, and resources.
4. Evaluation techniques should include such specific techniques as sample tests, suggested projects or performance outcomes, and individual study.

### C. Implementation

Teachers will adhere to the content of course guides in accordance with Policy No. 2230.

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## R 2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES COMPLAINT PROCEDURE

### A. Purpose and Application

1. The purpose of this procedure is to give any pupil or the parent(s) or legal guardian(s) of a pupil the opportunity to appeal an alleged violation of the district's Affirmative Action Plan for school and classroom practices, as set forth in Policy No. 2260.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual pupils.

### B. Definitions

1. "Affirmative Action Officer" means the district official responsible for the coordination of activities relating to compliance with the Affirmative Action Plan.
2. "Affirmative Action Plan" means the Affirmative Action Plan for school and classroom practices adopted by the Board.
3. "Board of Education" means the Board of Education of the Parsippany-Troy Hills Township School District.
4. "Complainant" means a pupil or parent(s) or legal guardian(s) who believes that he/she has been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan.
5. "Complaint" means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the Affirmative Action Plan.



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6. "Day" means a working or calendar day as identified.
  7. "Pupil" means an individual enrolled in any formal educational program provided by the school district.
  8. "School district" means the Parsippany-Troy Hills Township School District.
  9. "Violation" means the failure of a district official or employee to take the positive steps outlined in Policy No. 2260 and/or included in the Affirmative Action Plan.
- C. Procedure
1. A complainant shall discuss his/her complaint with the staff member most closely involved in an attempt to resolve the matter informally.
  2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
    - a. The pupil's name and, in the complaint of a person acting on behalf of the pupil, the name and address of the complainant,
    - b. The specific failure to act that the complainant complains of,
    - c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan,
    - d. The results of discussions conducted in accordance with paragraph C1, and
    - e. The reasons why those results are not satisfactory.
  3. The Affirmative Action Officer will investigate the matter and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.



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4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
  - a. The original complaint,
  - b. The response to the complaint,
  - c. The Superintendent's decision,
  - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
  - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.



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9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
  10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
  11. The complainant will be informed of his/her right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.
- D. Record

The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the pupil's cumulative file. A notation shall be made in the pupil's file of the presence of the record in the separate file.

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## R 2320 INDEPENDENT STUDY

Independent Study is an integral part of our curriculum. Students can work independently for their own academic enrichment or for credit. The nature of independent study is service projects, academic studies, and research. Independent study is work beyond the student's normal class work and not in lieu of class work. Any student wishing to undertake an independent study must meet with the Coordinator of Guidance. Approval for independent study must be given the semester before the course is to begin by the Principal and Assistant Superintendent.

1. **Course Work:** The sponsoring teacher, in consultation with the student, shall determine the specific work to be done, deadlines when work is due and all other aspects of the study. The written program outline is subject to the approval of the Coordinator of Guidance, the Principal, the Assistant Superintendent of Curriculum, and the Board of Education. No course presently in the curriculum should be taken for Independent Study credit.
2. **Credit:** All Independent Study is for credit, either full-year or single semester. A student must meet all deadlines in the application process in order to get credit. Applications for full-year or fall semester Independent Study must be submitted to the Assistant Superintendent of Curriculum in the spring of the previous year. Applications for spring semester must be received by the Assistant Superintendent no later than the second week of January.
3. **Grading:** Except for weighted grades, Independent Study shall be graded the same as any other course. Final examinations shall be at the discretion of the sponsoring teacher depending on the nature of the Independent Study. Requests for Honors credit for an independent study will be considered only if the time required to complete the independent study and the rigor of the program warrant it.
4. **Dropping Independent Study:** This may take two forms: a.) **Teacher Initiated:** A sponsoring teacher may elect to drop a student from the Independent Study Program for lack of participation. This would result in a grade FO in the current marking period followed by WF in the next marking period with no credit awarded. b.) **Student Initiated:** A student may elect to drop Independent Study. This would result in the earned grade for the current marking period followed by a WP or WF in the next marking period. Again, no credit will be awarded.



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5. Student Conduct: All students must adhere to the following rules: a.) No Independent Study student may be absent from his/her stated obligation unless such absence is legitimate under school rules. No "cut" is permissible. b.) No Independent Study student may leave school grounds during the Independent Study period. Attendance must be taken at each assigned Independent Study period. c.) No Independent Study student entrusted with the use of a school area and material may allow other students, not so entrusted, into the area or allow other students to use the given materials or equipment. d.) The grading of student work is entrusted by law of the state of New Jersey to teachers licensed to do so and accredited in the special area. No Independent Study student may grade any quiz, test, worksheet, program, project or any student work. E.) Failure to observe any of the above rules may result in loss of credit and being dropped from the Independent Study Program.
6. Course Load: Independent Study is always a seventh credit, acceptable only if a student retains his six credit course load. A student may take only one independent study per year. Note: A copy of the student's current schedule must be attached to the application.
7. Independent study courses may not be taken for courses already offered in our curriculum.

I have read the above conditions, understand and accept them if I am approved for the Independent Study Program.

Student Signature \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

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## R 2330 HOMEWORK

Research validates that homework is most effective when it:

1. Does not become routine.
2. Is clear to the pupil as to its relationship to class-work.
3. Is the basis of feedback by the teacher (not necessarily graded, but commented upon).
4. Promptly returned.

Teachers should be aware of and consider all of the four types of homework described below.

1. Practice homework - by far the most common type of homework involves the repetition of skills which were taught. It is assumed pupils are taught the skills or concepts during class time and the homework serves as a reinforcement of those skills.
2. Preparation homework - this type of homework is usually associated with the textbook. Pupils are assigned a section to read and answer questions concerning that section. It is assumed that the teacher reviews the material the next day.
3. Extension homework - this type of homework is assigned to determine if a pupil can transfer a skill or idea to a new or different situation.
4. Integrated homework - (based upon a synthesis of skills/concepts) - the idea behind this kind of homework is to ask pupils to blend concepts and skills and apply them in new and different ways. Integrated homework (putting together) is usually created by the teacher and may extend over a period of time.

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## R 2340 FIELD TRIPS

### A. Definition

A “field trip” is any journey by a group of pupils away from the school premises that has been duly approved in accordance with Policy No. 2340. A school sponsored trip taken by pupils as part of a co-curricular activity or a class trip is not a field trip and is governed instead by Regulation No. 5850.

### B. Approval of Trips

1. A list of field trips considered appropriate for each grade level or subject area will be prepared and approved by the Parsippany-Troy Hills Board of Education. The approved list will be reviewed annually for additions, deletions, and revisions and will be distributed to teachers as a suggested guideline. In addition, the curriculum guide for a specific course of study may include suggested field trips.
2. A teacher shall request approval of a specific field trip by submitting a written application to the Assistant Superintendent of Curriculum and Instruction prior to the announcement of the anticipated trip. Field trip application forms are available in the office of the Assistant Superintendent.
3. The field trip application will include:
  - a. Proposed date of the trip (which should be checked in advance against the school calendar) and any alternate date(s);
  - b. The proposed destination and program and, if the destination is not generally known, its description and the reason it is selected by the teacher;
  - c. The relationship of the trip to curriculum goals and objectives;
  - d. The location of the destination;
  - e. Transportation arrangements, the estimated cost of transportation;
  - f. The time of departure and the estimated time of return to the school;
  - g. Admission fees, meals, if any are required.



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4. The Assistant Superintendent of Curriculum and Instruction may deny a field trip request when:
  - a. The application is incomplete;
  - b. The anticipated cost is excessive;
  - c. The proposed trip bears insufficient relationship to the curriculum;
  - d. The pupils involved will have been taken from the class for the trip and other activities for an excessive amount of time;
  - e. The trip conflicts with other scheduled events or with other demands on school buses;
  - f. The class has exceeded its equitable allocation of field trips;
  - g. The trip will occur during an exam period or immediately before the end of a marking period; or
  - h. The destination and trip activity are inappropriate choices for pupils of the age and maturity typical of the class.
5. A request for an overnight field trip is subject to the approval procedures listed above and must receive the preliminary approval of the Assistant Superintendent of Curriculum and Instruction before it is submitted to the Board of Education.
6. The teacher will be given written approval or denial of the teacher's request for a field trip. A denial of approval will include the reason(s) for the denial.
7. One day class trips in Grades 5, 8, and 12 shall be permitted.

Principal, Superintendent, or Board may withdraw approval if safety concerns arise without liability to the Board for reimbursement. (Prior notification of this possibility required.)

### C. Planning and Preparation

1. Each teacher who plans a field trip should take the following preliminary steps:



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- a. Determine that the proposed trip is the best method available for achieving the desired learning outcomes. Consult the list of approved field trip destinations for alternatives;
  - b. Consult the school calendar for any conflicts with the projected date of the field trip and for any clusters of field trips on or about that date;
  - c. Determine whether classes can be combined in a joint field trip for maximum economy;
  - d. Gather the information necessary to fill out the field trip application form; and
  - e. Complete and submit the form.
2. If the field trip is approved, the teacher should take the following preparatory steps:
- a. Discuss the proposed trip with pupils, giving particular attention to:
    - (1) The purpose of the trip and its relationship to the course of study,
    - (2) What in the trip the pupils should give particular attention to and ask questions about,
    - (3) Any reports, note taking, sketching, or the like pupils should accomplish on the trip,
    - (4) The assignment of background materials and research to enhance the value of the trip, and
    - (5) Rules of conduct and expected behaviors, both at the trip destination and in transit to and from the destination.
  - b. Distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s).

The slip will include notice of:

    - (1) The date, departure time, and return time;



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- (2) The destination and its location;
- (3) The name of the teacher in charge;
- (4) The means of transportation; and
- (5) The purpose of the trip.

Signed permission slips will be filed with the school, who will file them until the end of the school year.

- c. Make arrangements for travel.
- d. Arrange with officials at the point of destination for:
  - (1) The pupils' admission;
  - (2) The provision of any materials that will enhance the trip;
  - (3) The services of guides, if necessary; and
  - (4) The provision of meals, if necessary.
- e. Arrange for chaperones, who may be other teaching staff members or volunteer parent(s) or legal guardian(s), and apprise them of their responsibilities.
- f. If unfamiliar with trip destination, make a reasonable effort to visit the premises to become acquainted with points of interest, special features, potential problem areas, and the food and restroom accommodations.
- g. Notify other teachers or departments, as appropriate, of the nature of the field trip and the pupils involved in the trips:
  - (1) To permit other teachers to plan for the absences; and
  - (2) To encourage other teachers to incorporate the field trip experience in their lesson plans.
- h. Prepare a roster of pupils who will participate in the field trip.
- i. Make alternate educational arrangements for any pupils who will not participate in the field trip.



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- j. Ascertain whether any pupil participating in the field trip will or may require medication in the course of the trip and arrange for the presence of the school nurse, a registered nurse, or the pupil's parent(s) or legal guardian(s) to administer the medication, except where pupils are allowed to self administer medication under statutory authority. If none can be present, report the matter to the Principal who may deny the pupil's participation.
3. On the day of the field trip, the teacher will:
    - a. If the weather is inclement and the trip is to take place out of doors or involves transportation that might be made hazardous by the weather.
      - (1) Check with the Superintendent who may determine to cancel or postpone the trip.
      - (2) If the trip is canceled or postponed, promptly inform chaperones.
    - b. Take attendance and deliver to the main office a roster of the pupils who are actually leaving on the field trip.
    - c. Ascertain that the full complement of assigned chaperones is present and prepared.
    - d. Ascertain that all pupils participating in the field trip have left the school by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Superintendent, may pupils be delivered directly to the destination by means other than those arranged by the teacher.
    - e. Take all reasonable steps to assure that pupils profit educationally from the trip.
    - f. Make no change or substitutions in the trip itinerary unless an emergency has occurred.
    - g. Ascertain that all pupils participating in the field trip have left the destination by the arranged method of transportation. Only in exceptional circumstances, approved in advance by the Superintendent, or in an emergency may pupils be taken from the destination by means other than those arranged by the teacher.



- h. If the trip will bring pupils back to school after the end of the school day, ascertain that the Principal will remain on the premises until the pupils' return or has appointed an emergency coordinator to remain on school premises. Plan to stay at the school or assign a certified staff member to stay at the school until the last pupil has been picked up or has departed for home by his/her regular transportation.

### D. Chaperones

1. The teacher in charge of the trip is responsible for appointing and training chaperones. Chaperones should be persons known to the teacher to be responsible, dependable, and comfortable with children of the pupil's age and maturity.
2. The Board will pay the expenses of chaperones to the extent that the expenses of pupils and teachers are paid.
3. Chaperones will be assigned a specific group of pupils and are accountable for the welfare of those pupils. Pupils must not be left unattended; if the chaperone must briefly leave his/her assigned pupils, the chaperone should ask the teacher or another chaperone to take his/her place for the absence.
4. Smoking and the use of alcohol or drugs or the possession of weapons is prohibited for both pupils and chaperones.
5. Prior to their arrival at the destination, chaperones should inform the pupils in their charge of:
  - a. The conduct expected of them,
  - b. The time and place of departure, and
  - c. Any other information necessary to the conduct of the trip, such as meal arrangements and the location of restrooms.
6. Chaperones should attempt to regulate pupil conduct. Any significant or persistent disciplinary problem should be reported to the teacher for appropriate action.



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### E. Emergencies

The following guidelines will be followed in the event of an emergency during a field trip.

1. An emergency on a school bus will be governed by the procedures set forth in Regulation No. 8630.
2. In the event a pupil is lost or missing, and all reasonable efforts to find him/her have failed, the teacher shall call the police and Principal. If the Principal is not immediately available, the teacher shall call the Superintendent's Office at 973-263-7200 ext. 7250 for further instructions.
3. In the event of a medical emergency, the teacher shall summon first aid and/or ambulance services. Any medical emergency shall be immediately reported to the Principal. Within twenty-four hours of the trip, the teacher shall file with the Principal a full written report of the emergency and the steps taken to protect the victim's health and safety.
4. In the event of a delay that will bring pupils back to school later than anticipated and after the end of the school day, the teacher will, as soon as he/she can estimate the actual time of arrival, call the Principal or a person designated by the Principal to remain at the school as emergency coordinator. The Principal or emergency coordinator will:
  - a. Inform parent(s) or legal guardian(s) of the delay by telephone;
  - b. Make the school facilities available to waiting parent(s) or legal guardian(s);
  - c. Remain at the telephone to answer incoming calls; and
  - d. Confer with the teacher to be certain all pupils have been safely dispatched.

### F. Overnight Trips

1. A field trip that will remove pupils from the district overnight must be specifically approved by the Board. The request and approval procedures outlined in paragraph B6 above must be followed and shall be subject to the following conditions:



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- a. The objective of travel to historic or other points of interest must be directly linked to specific outcomes defined in advance of the trip.
  - b. Travel in state and out-of-state for competitions, exhibitions, and performances shall be permitted.
  - c. Prior to any overnight field trip students and parents shall be provided with clear notice of the behavior expected of all participants and the sanctions for failing to comply with these standards and all other policies relevant to student travel.
2. All of the provisions of this regulation are applicable to overnight field trips.
  3. Pupils and their parent(s) or legal guardian(s) may be required, as a condition of their participation in the trip, to attend a meeting at which they will be informed of the:
    - a. Purpose of the trip;
    - b. The particulars of the trip such as itinerary, departure and return times, duration, overnight accommodations, and points of interest;
    - c. Rules of conduct and behavior expectations, both on the trip and at the destination;
    - d. Need, if any, for special clothing, supplies, apparatus, or equipment; and
    - e. Costs, if any, of the trip.
- G. Follow-up and Evaluation
1. The teacher in charge of the field trip should express his/her appreciation to:
    - a. The chaperones, both lay and professional;
    - b. The officials and guides at the destination; and
    - c. Any other persons or representatives who assisted in the conduct of the trip.



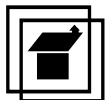
# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Field Trips

2. The teacher in charge should incorporate the field trip experience into pupil's learning by:
  - a. Conducting a discussion and a critical evaluation of the experience;
  - b. Building the field trip experience into subsequent learning activities.

Issued: 2 April 2009



# REGULATION

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of Technology

## R 2360 USE OF TECHNOLOGY

### MOVIE RATING SYSTEM

G	GENERAL AUDIENCES	ALL AGES ADMITTED
PG	PARENTAL GUIDANCE SUGGESTED	SOME MATERIAL MAY NOT BE SUITABLE FOR CHILDREN
PG-13	PARENTS STRONGLY CAUTIONED	SOME MATERIAL MAY BE INAPPROPRIATE FOR CHILDREN UNDER 13
R	RESTRICTED	UNDER 17 REQUIRES ACCOMPANYING PARENT OR ADULT GUARDIAN
NC-17	NO ONE 17 AND UNDER ADMITTED	NORMALLY "X" RATED MOVIES

### TELEVISION RATING SYSTEM

TV Y	ALL CHILDREN	THEME AND ELEMENTS IN THIS PROGRAM ARE SPECIFICALLY DESIGNED FOR A VERY YOUNG AUDIENCE
TV Y7	DIRECTED TO OLDER CHILDREN	MAY BE APPROPRIATE FOR CHILDREN WHO HAVE ACQUIRED THE DEVELOPMENTAL SKILLS NEEDED TO DISTINGUISH BETWEEN MAKE BELIEVE AND REALITY. THEMES AND ELEMENTS MAY INCLUDE MILD FANTASY VIOLENCE (FV) OR COMEDIC VIOLENCE, OR MAY FRIGHTEN CHILDREN UNDER THE AGE OF 7.
TV Y7 FV	DIRECTED TO OLDER CHILDREN	SIMILAR TO TV-Y7. FANTASY VIOLENCE MAY BE MORE INTENSE OR COMBATIVE.
TV G	GENERAL AUDIENCES	SUITABLE FOR ALL AGES. PROGRAMS CONTAIN LITTLE OR NO VIOLENCE, NO STRONG LANGUAGE AND LITTLE OR NO SEXUAL DIALOGUE OR SITUATIONS.
TV PG	PARENTAL GUIDANCE SUGGESTED	CONTAINS MATERIAL THAT MAY BE UNSUITABLE FOR YOUNGER CHILDREN. PROGRAMS MAY CONTAIN MILD VIOLENCE (V), SEXUAL SITUATIONS (S), COARSE LANGUAGE (L), OR SUGGESTIVE DIALOGUE (D).
TV 14	PARENTS STRONGLY CAUTIONED	UNSUITABLE FOR CHILDREN UNDER THE AGE OF 14. PROGRAMS CONTAIN ONE OR MORE OF THE FOLLOWING: INTENSE VIOLENCE (V), INTENSE SEXUAL SITUATIONS (S), STRONG COARSE LANGUAGE (L), OR INTENSELY SUGGESTIVE DIALOGUE (D).
TV MA	MATURE AUDIENCES ONLY	SPECIFICALLY DESIGNED TO BE VIEWED BY ADULTS AND MAY BE UNSUITABLE FOR CHILDREN UNDER 17. PROGRAM CONTAINS ONE OR MORE OF THE FOLLOWING: GRAPHIC VIOLENCE (V), EXPLICIT SEXUAL ACTIVITY (S), OR CRUDE INDECENT LANGUAGE (L).



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of Technology

### PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

Dear parents,

As part of our study of \_\_\_\_\_, our class is \_\_\_\_\_.

I plan to show the movie (or an episode of the television program) \_\_\_\_\_ so that students will \_\_\_\_\_.

This movie (or television program) is rated \_\_\_\_\_, because it contains \_\_\_\_\_.

I am requesting that you grant permission for your youngster to view this movie (television program) in class.

Students who have permission to watch the movie (television program) in class will be required to

\_\_\_\_\_ as a part of classroom instruction. I recommend that you review these assignments with your child at home to insure that they are getting the most out of this experience.

If you prefer that your youngster not view this movie (television program), he or she will be given an equivalent educational experience.

Please complete the form below indicating your preference.

Thank you.

STUDENT NAME \_\_\_\_\_

\_\_\_\_ MY SON/DAUGHTER HAS MY PERMISSION TO WATCH \_\_\_\_\_ WITH THE CLASS.

\_\_\_\_ I WOULD PREFER THAT MY SON/DAUGHTER BE GIVEN AN EQUIVALENT ASSIGNMENT.

PARENT (GUARDIAN) SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Date Adopted: 09-06-01  
Date Revised: 2 April 2009



## R 2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The “system administrators” referred to herein as employees of the school district who administer the school district computer network/computers and the system administrators reserve the right to monitor all activity on network/computer facilities/computers.

Because of the complex association between so many government agencies and computer networks/computers, the end user of these computer networks/computers must adhere to strict regulations. Regulations are provided here so that staff, community, and pupil users and the parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network and elsewhere. The signatures of the pupil and his/her parent(s) or legal guardian(s) on the district-approved consent and waiver agreement are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under Policy and Regulation No. 2361.

Pupils are responsible for good behavior on computer networks/computers just as they are in a classroom or a school hallway. Communications on the computer network/computers are often public in nature. Policies and Regulations governing behavior and communications apply. The school district's networks, Internet access and computers are provided for pupils to conduct research and communicate with others. Access to computer network services/computers is given to pupils who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege--not a right. Access entails responsibility. Individual users of the district computer network/computers are responsible for their behavior and communications over the computer network/computers. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network/computers who violate the policies and regulations of the Board.

Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Computer network/computer administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Acceptable Use of Computer Network/  
Computers and Resources

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on pupil rights and responsibilities, copies of these are available in school offices. Behavior including but not limited to the following are prohibited:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
5. Depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Harassing, insulting or attacking others;
7. Damaging computers, computer systems or computer network/computers;
8. Violating copyright laws;
9. Using another's password;
10. Trespassing in another's folders, work or files;
11. Intentionally wasting limited resources;
12. Employing the network/computers for commercial purposes; and/or
13. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Acceptable Use of Computer Network/  
Computers and Resources

### Internet Safety

#### Compliance with Children's Internet Protection Act

The school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, and 4 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district enforces Policy 2361.

#### Compliance with Neighborhood Children's Internet Protection Act

Policy 2361 and this Regulation establishes an Internet safety policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online;
4. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the visual depictions defined in the Children's Internet Protection Act and as defined in 2, 3, and 4 above, the Board shall determine Internet material that is inappropriate for minors. The Board will provide reasonable public notice at a annual meeting during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

#### Information Content and Uses of the System

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Acceptable Use of Computer Network/  
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Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) understand that the Board and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The Board will provide pupil access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Pupils and their parent(s) or legal guardian(s) are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having accounts on the system should be aware of the existence of such materials and monitor home usage of the school district computer network. Pupils knowingly bringing such materials into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupil's accounts on the computer network and their independent use of computers.

### On-line Conduct

Any action by a pupil or other user of the school district's computer network/computers that is determined by a system administrator to constitute an inappropriate use of computer network/computers resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending member's account and other action in compliance with the Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Users and their parent(s) or legal guardian(s) specifically agree to indemnify the Parsippany-Troy Hills Township School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the Board relating to, or arising out of any breach of this section by the user.

Computer network/computer resources are to be used by the user for his/her educational use only; commercial uses are strictly prohibited.



## Software Libraries on the Network

Software libraries on the network are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members' accounts on the school district computer network/computers (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately limit usage or terminate the account or take other action consistent with the Board's policies and regulations of a member who misuses the software libraries.

## Copyrighted Material

Copyrighted material must not be placed on any system connected to the network/computers without the author's specific written permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use in accordance with Policy and Regulation Nos. 2531, Copying Copyrighted Materials. Any member may also noncommercially redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

## Public Posting Areas (Message Boards/Usenet Groups)

Usenet messages are posted from systems connected to the Internet around the world and the school district system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which Usenet groups are most applicable to the educational needs of the school district and will carry these groups on the school district computer network. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Board policies and regulations. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or Usenet groups.

## Real-time, Interactive, Communication Areas

The system administrators, at their sole discretion, reserve the right to monitor and immediately limit the use of the computer network/computers or terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay chat).



## Electronic Mail

Electronic mail ("E-mail") is an electronic message sent by or to a member in correspondence with another person having Internet mail access. All messages sent and received on the school district computer network must have an educational purpose and are subject to review. Messages received by the system are retained on the system until deleted by the recipient or for a maximum of fifteen days. A canceled account will not retain its E-mail. Members are expected to remove old messages within fifteen days or the system administrators may remove such messages. The system administrators may inspect the contents of E-mail sent by one member to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the Board policy, regulation or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on the school district computer networks or computers.

## Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his/her quota of disk space will be advised to delete files to return to compliance with predetermined quotas. A member who remains in noncompliance of disk space quotas after seven school days of notification will have their files removed by a system administrator.

## Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on the computer network, the member must notify a system administrator. The member should not inform individuals other than the system administrators or other designated members of the school district staff of a security problem. Professional staff may allow individuals who are not members to access the system through the staff personal account as long as the staff person does not disclose the password of the account to the individuals and understands that the staff person assumes responsibility for the actions of individuals using his/her account. Members may not otherwise allow others to use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words, which could be found in a dictionary. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have limitations placed on usage of the computer network/computers or may be terminated as a user and be subject to other disciplinary action.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Acceptable Use of Computer Network/  
Computers and Resources

### Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other network/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

### Printing

The printing facilities of the computer network/computers should be used judiciously. Printing for other than educational purposes is prohibited.

### Internet Sites and the World Wide Web

The system administrator may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by the system administrator, who shall ensure that the content of the site complies with federal, state and local laws and regulations as well as Board policies and regulations.

### Violations

Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and Regulation Nos. 2361, Acceptable Use of Computer Network/Computers and Resources, No. 5600, Pupil Discipline, No. 5610, Suspension and No. 5620, Expulsion as well as possible legal action and reports to the legal authorities and entities.

### Determination of Consequences for Violations

The particular consequences for violations of this policy shall be determined by the Manager of Information Systems in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM  
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Acceptable Use of Computer Network/  
Computers and Resources

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of Computer Network/Computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

Decisions of the Manager of Information Systems may be appealed in accordance with Policy No. 5710 Pupil Grievances.

Issued: 2 April 2009



## R 2411 GUIDANCE AND COUNSELING

### A. Counseling Services

1. The purpose of guidance and counseling services is to assist pupils in self-examination, self-evaluation, and analysis of alternatives so that each pupil can benefit most fully from his/her education and life experiences.
2. Counseling services will include:
  - a. Career awareness and exploration, and academic planning through consideration of personal interests, past and potential performance, and present opportunities,
  - b. Personal/social development including adjustment to situational problems, understanding of the consequences of personal behavior, and referral to assistance where appropriate, and
  - c. Crisis counseling to assist pupils undergoing extreme emotional reactions that disrupt immediate functioning, including post-crisis planning and referral for treatment as necessary.
3. All counseling services shall be free of bias on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

### B. Career Awareness and Exploration

In fulfillment of the New Jersey Core Curriculum Content Standards, the school district shall provide a comprehensive program of guidance and counseling to facilitate career awareness and exploration for all pupils which shall be designed to:

1. Assist pupils in making informed educational and occupational choices;
2. Encourage pupils to maintain portfolios consisting of accomplishments related to the Cross Content Workplace Readiness Standards;
3. Develop pupil competency in self management, educational and occupational exploration and career planning;



4. Make pupils aware of the relationship among personal qualities, education, training and the world of work; and
  5. Acquaint pupils with the relationship between achieving academic standards and the attainment of career goals.
- C. Consulting Services
1. The purpose of consulting services is the improvement of the instructional program and the delivery of educational services by the collaboration of those staff members responsible for the instructional program and the development of individual pupils.
  2. Consulting services will include:
    - a. Identification of the needs of pupils,
    - b. Identification, evaluation, and program implementation of pupils with special needs,
    - c. Development and implementation of preventive and supportive programs to address such problems as pupil attendance, violence, and suicide,
    - d. Alerting professional staff to the purposes, functions, and availability of guidance and counseling services,
    - e. Encouragement of cooperation among teaching staff members and parent(s) or legal guardian(s) in resolving individual pupil problems and addressing pupil needs,
    - f. Establishment and maintenance of fruitful relationships with state and local agencies for the purpose of professional referral and the sharing of experiences,
    - g. Cooperation with business and industry to facilitate pupil job placement and vocational training, and
    - h. Maintenance of a library of occupational and educational information.



### D. Evaluation

The program of guidance and counseling will be reviewed annually to determine its strengths and weaknesses. The following information may be gathered and analyzed in that review:

1. Annual record of graduate placements in post-secondary situations;
2. Assessments of past graduates as to the effectiveness of guidance services received in the high school;
3. Results of surveys of parent(s) or legal guardian(s) and staff evaluations of guidance services;
4. Analysis of the efficacy of outside referrals;
5. Assessments by persons not employed in the school district and expert in the field of guidance and counseling; and
6. The personal evaluations of the guidance and counseling staff members to identify weaknesses in the administration of the program.

Issued: 2 April 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2412/page 1 of 3

Home Instruction Due to Health Condition

### R 2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

The Board of Education will provide instructional services to an enrolled pupil whether a general education pupil in Kindergarten through grade twelve or special education pupil age three to twenty-one, at the pupil's home or another suitable out-of-school setting such as a hospital or rehabilitation program when the pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting, whether general education or special education.

#### A. Request For Home Instruction Due To A Temporary or Chronic Health Condition

1. The parent(s) or legal guardian(s) shall submit a request to the school nurse that includes a written determination from the pupil's physician documenting the projected need for confinement at the pupil's residence or other treatment setting for ten consecutive school days or fifteen cumulative school days or more during the school year.
2. The school nurse shall forward the written determination to the school physician, who shall review the written determination and verify the need for home instruction. The school physician may contact the pupil's physician to secure additional information concerning the pupil's diagnosis or need for treatment and shall either verify the need for home instruction or shall provide reasons for denial to the Director of Special Services.
3. The school nurse shall notify the parent(s) or legal guardian(s) concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the pupil's physician.

#### B. Providing Services

1. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the pupil's confinement, during the first week of the pupil's confinement to the home or out-of-school setting.
2. The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency pursuant to N.J.A.C. 6A:14 for the following categories of pupils:



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2412/page 2 of 3

Home Instruction Due to Health Condition

- a. A pupil who resides within the area served by this Board of Education and is enrolled in a public school program; or
  - b. A pupil who is enrolled in a nonpublic school that is located within the area served by this Board of Education pursuant to N.J.S.A. 18A:46A-1 et seq.
- C. Requirements For Home or Out-of-School Instruction
1. The district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and pupil progress for each pupil receiving home or out-of-school instruction.
    - a. For a pupil without disabilities whose projected confinement will exceed thirty consecutive calendar days, the Director of Special Services shall coordinate the development of an Individualized Program Plan (IPP) for the pupil within no more than thirty calendar days from the date on which the school district received the school physician's verification that the period of confinement would likely exceed this thirty consecutive calendar day threshold.
  2. The teacher providing instruction shall be appropriately certified for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.
  3. The teacher shall provide one-on-one instruction for no fewer than five hours per week on three separate days of the week and, if the pupil is physically able, no fewer than five hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the pupil's classroom.
    - a. If home instruction is provided to pupils in a small group rather than through one-on-one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of pupils in the group by five hours. The hours of instruction shall be provided on no fewer than three separate days during the week.
  4. For a pupil with disabilities, the home instruction shall be consistent with the pupil's Individualized Education Plan (IEP) to the extent appropriate and shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8, Standards and Assessment. When the provision of home instruction will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the pupil's IEP.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Home Instruction Due to Health Condition

5. For a pupil without disability, the home instruction shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8, Standards and Assessment, and the district's requirements for promotion at that grade level. When the provision of home instruction will exceed sixty calendar days, the school district shall review the pupils progress, consult with the pupils parent(s) or legal guardian(s) and revise the Individualized Program Plan no less than every sixty calendar days.

Issued: 2 April 2009



## R 2414 AT RISK PUPILS

### A. Assessment

1. School district personnel will use a variety of tests and/or assessments to determine if a pupil should be categorized as at risk of not meeting the proficiencies of the New Jersey Core Curriculum Content Standards.
2. Information regarding the district's assessment program, along with interpretive materials, will be released to the public as required by rules of the State Board of Education.

### B. Basic Skills Improvement Program

The Basic Skills Improvement Program to be prepared and recommended to the Board for submission to the County Superintendent will provide for:

1. The enrollment in preventive and remedial programs shall be required for pupils at risk who do not meet New Jersey Curriculum Content Standards Assessments;
2. The screening of pupils, within one month of enrollment, to determine whether they should be enrolled in preventive and remedial programs;
3. Supplemental instructional and related activities and services responsive to identified deficiencies and designed to meet the academic, social, economic, and environmental needs of pupils;
4. Evaluation of the progress of pupils toward proficiency in meeting the New Jersey Core Curriculum Content Standards;
5. Evaluation of the effectiveness of the district at risk program, in terms of pupil gains and other relevant factors;
6. A detailed budget for the administration, personnel, supplies, equipment, training of staff, and health and community services required for the at risk program;
7. Both the pupil and the pupil's parent(s) or legal guardian(s) will be notified of the pupil's need for at risk education. Notification will be made in writing in the language or mode of communication that is understood by the pupil and the parent(s) or legal guardian(s);



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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At Risk Pupils

8. Continuing communication between teaching staff members and the parent(s) or legal guardian(s) of pupils receiving at risk education;
9. Evaluation and remediation of pupils who demonstrate deficiencies at the end of the eleventh grade and during the twelfth grade will be conducted in accordance with Policy No. 5460 on High School Graduation;
10. Programs and services may be offered during the regular school day, beyond the school day or in the summer; and
11. The Board shall provide training for the staff necessary to implement the programs and services for pupils at risk.

Issued: 2 April 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Title I Services  
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### R 2415 TITLE I SERVICES

The Board of Education elects to augment the instructional program of educationally deprived pupils by projects supported by federal funds allocated under Title I - The Improving America's Schools Act of 1994 (IASA) (Public Law 103-382) Part A and Part C Subpart 2.

#### Purpose

The purpose of Title I is to enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards developed for all children.

#### Title I Grants

The school district is eligible to receive a Basic Grant. The amount of the grant shall be in accordance with Federal and State Title I guidelines. The school district may be eligible for the following Title I grants:

- A. Basic Grant - The school district is eligible for a Basic Grant based on State expenditure levels, county poverty levels and number of eligible children in accordance with the Title I guidelines and regulations.
- B. Concentration Grants - The county may be eligible for a Concentration Grant based on the number of Title I eligible children in the county or on the county's poverty rate. The school district is eligible for the Concentration Grant if the county does not qualify for the grant and if the school districts where pupil poverty rates exceed those of the county where they live. Concentration Grants will be distributed to the county and/or the school district in accordance with all Title I guidelines and regulations.
- C. Target Grants - The school district is eligible to receive a Target Grant if it has at least ten formula children and if the number of low income children is at least five percent of the total school population, aged 5 to 17 years old. Target Grants will be distributed in accordance with the Title I guidelines and regulations.

#### Application Procedure

- A. The school district will submit an application and plan for Consolidated Grant funds to the New Jersey Department of Education for approval. The school district plan and application must describe:



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1. Any additional high quality assessments, if any, other than those described in the State Plan, that the school district and the individual schools will use to;
    - a. Determine success in meeting the State's pupil performance standards;
    - b. Provide information on individual pupil progress;
    - c. Assist in diagnosis, teaching and learning in the classroom that will enable children served under the Title I to meet the State standards and attain success in the local curriculum; and
    - d. Determine that revisions are needed to Title I projects to facilitate the above.
  2. Indicators that will be used to provide information on individual pupil progress toward meeting the State performance standards and to aid in improving instruction;
  3. The professional development activities;
  4. Poverty criteria used to select eligible school attendance areas;
  5. How pupils most in need of services in non school-wide schools will be selected;
  6. How the school district will coordinate and integrate services provided with other educational services, federal programs and programs provided by other State agencies, at the school district or individual school level;
  7. Plans to provide for and include eligible children in private schools;
  8. How school improvement and corrective action will be carried out;
- B. The school district will develop the Title I plan in consultation with parent(s) or legal guardian(s) of children in schools served under Title I.

### Program Requirement, Determination and Allocation of Funds

- A. Determination - Title I funds will be used only in eligible school attendance areas as designated in the Title I guidelines and regulations. In order for a school to be designated as an eligible school attendance area, for Title I purposes, the percentage of children from low-income families in the school attendance area must be at least as high as the percentage of children from low-income families in the school district as a whole.



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- B. Ranking Order - The school district may rank its attendance areas by grade-span grouping or for the entire school district. If funds are insufficient to serve all eligible school attendance areas, the school district will:
1. Annually rank, without regard to grade-span, eligible school attendance areas in which the concentration of children from low income families exceeds 75% from highest to lowest according to the percentage of children from low income families; and
  2. Serve such eligible school attendance areas in rank order.
- C. Remaining Funds - If funds remain after serving these eligible school attendance areas, a school district will:
1. Annually rank such agency's remaining eligible school attendance areas from highest to lowest either by grade span or for the entire local educational agency according to the percentage of children from low-income families; and
  2. Serve such eligible school attendance areas in rank order either within each grade-span grouping or within the school district as a whole.
- D. Measures of Identification - The school district will use the best available measure for identifying children from low-income families to identify eligible school attendance areas, determine the ranking of each area and to determine allocations. This measure shall be the number of children ages five through seventeen in poverty counted in the most recent census date, the number of children eligible for free and reduced-price lunches under the National School Lunch Act, the number of children in families receiving assistance under the Aid to Families with Dependent Children program, the number of children eligible to receive medical assistance under the Medicaid program, or a composite of such indicators. This requirement is not applicable if the school district has a total enrollment of less than 1,000 children.
- E. Waiver for Desegregation Plan - The U.S. Secretary of Education may approve the school district's written request for a waiver of the eligible attendance area requirements in accordance with Title I guidelines and regulations.
- F. School District Discretion - In general the school district may:
1. Designate as eligible any school attendance area or school in which at least 35% of the children are from low income families;



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2. Use Title I funds in a school that is not in an eligible school attendance area, if the percentage of children from low-income families enrolled in the school is equal to or greater than the percentage of such children in a participating school attendance area of such agency;
  3. Elect not to serve an eligible school attendance area or eligible school that has a higher percentage of children from low-income families if:
    - a. The school meets the comparability requirements;
    - b. The school is receiving supplemental funds from other state or local sources; and
    - c. The funds expended from other sources are equal to or exceed the amount that would be provided under Title I.
  4. **SPECIAL RULE:** If a Local Educational Agency (LEA) chooses not to serve an eligible school attendance area, the number of children attending private elementary and secondary schools who are to receive services, and the assistance such children are to receive under this part, shall be determined without regard to whether the public school attendance area in which such children reside receives Title I funds.
- G. Allocations: In general:
1. The school district will allocate Title I funds to eligible school attendance areas or eligible schools, in rank order, on the basis of the total number of children from low-income families in each area or school.
  2. The per-pupil amount of funds allocated to each school attendance area or school shall be at least 125% of the per pupil amount of funds the school district received for that year under the poverty criteria described by the school district's plan. This will not apply if the school district only serves schools in which the percentage of such children is 35% or greater.
  3. The school district may reduce the amount of funds allocated for a school attendance area or school by the amount of any supplemental state and local funds expended in that school attendance area or school for programs that meet the requirements for school-wide or target assistance schools.



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4. The school district will reserve Title I funds as necessary to provide services comparable to those provided to children in schools funded with Title I funds to serve:
  - a. Where appropriate, eligible homeless children who do not attend participating schools, including providing educationally related support services to children in shelters;
  - b. Children in local institutions for neglected or delinquent children; and
  - c. Where appropriate, neglected and delinquent children in community day school programs.
  
- H. Children Enrolled in Private Schools - The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children. The school district will contact the private school in writing and consult with private school officials before the school district makes any decision that affects the private school children. This consultation shall include the following:
  1. Criteria for low income;
  2. How the children's needs will be identified;
  3. What services will be offered;
  4. How and where the services will be provided; and
  5. How the services will be assessed and the size and scope of equitable services to be provided to the eligible private school children and the proportion of funds allocated for such services.

The school district will keep records of the consultation with the private school officials and funds will be allocated to private schools in accordance with Title I guidelines and regulations.
  
- I. Coordination Requirements - The school district will provide the State Department of Education assurances that it will provide the maximum coordination between the Title I program, the regular school program and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, disabled children and Limited English Proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I service, even if they arrive in the school year, are served.



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- J. Application Procedures - The school district may apply for Title I funds under Basic Grants, Concentration Grants and Local Neglected or Delinquent (N or D) Grants either individually or cooperatively with other school districts in accordance with Title I guidelines and regulations.
- K. Submission of Application - The school district will submit its Title I application and supporting information in accordance with Title I guidelines and regulations.
- L. Application Review - The Department of Education will review the school district's application in accordance with Title I guidelines and regulations.

### Fiscal Requirements

- A. The amount of funds the school district may be entitled to is based on the school district formula count as indicated in the Title I guidelines and regulations. The school district will use Title I funds for projects designed to provide supplemental services to meet the special educational needs of educationally deprived children at the preschool, elementary and secondary school levels. Title I funds will only be used to pay for authorized activities as indicated in the school district's application and plan and as provided for in the Title I guidelines and regulations.
- B. Utilization - The school district may use Title I funds for projects designed to provide supplemental services to meet the special education needs of educationally deprived children at the preschool, elementary and secondary school levels. Funds will be used and the funds will only pay for Title I activities in accordance with Title I guidelines and regulations.
- C. Maintenance of Effort - The school district may receive the full Title I allocation if the State Department of Education determines that either the school district's per pupil expenditures or aggregate expenditures of State and local funds for free public education in the preceding year were not less than 90% of the expenditures for the second preceding year. The school district's allocation will be reduced by the exact percentage that the school district failed to meet the 90% level.
- D. Comparability of Services - Title I funds will be used only to supplement the district's regular programs and will not be used to supplant state and local funds received by this district. The school district will use state and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. Moreover, state and local funds will be used to provide comparable services in all schools receiving Title I assistance.



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In order to achieve comparability of services, the Board directs the Superintendent to assign teachers, administrators, and auxiliary personnel and to provide curriculum materials and instructional supplies to schools and classes in such a manner as to ensure equivalence throughout the district in professional services and educational materials.

Title I services provided to private school pupils will be equivalent to those provided to public school pupils.

- E. Supplement - The school district will use Title I funds to supplement, and to the extent practicable, increase the level of funds that would, in the absence of such funds, be made available from non-federal sources for the education of pupils participating in Title I programs and projects.
- F. Capital Expenses - The school district may apply to the State Department of Education for costs associated with capital expenses incurred to provide equitable services for eligible private school children.
- G. Property - Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with state and federal guidelines.

20 U.S.C.A. 3801 et seq.

34 C.F.R. Part 200

20 U.S.C.A. 6301 et seq.

Title I Program Guidelines, New Jersey Department of Education

Issued: 2 April 2009



## 2415.04 TITLE I PARENTAL INVOLVEMENT

1. The Parsippany Troy Hills School District will invite parents annually to meet to provide input in the development of the district's Title I Parental Involvement Plan, based on the district's Title I Parental Involvement Policy.
2. The Parsippany Troy Hills School District will invite parents to participate in an annual survey to provide input regarding Title I program evaluation.
3. The Parsippany Troy Hills School District will provide the necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The district will support professional development opportunities to train teachers in the design and delivery of parent and/or family programs, provide the use of facilities for such activities, and provide financial support for teacher implementation of such programs.
4. In order to determine the effectiveness of the Title I Parent Involvement Policy, the Assistant Superintendent of Curriculum will conduct an annual survey of parents with results to be shared with parents at an annual meeting. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its Parental Involvement Policy and activities to design strategies for more effective parent involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
5. The Parsippany Troy Hills School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities:
6. Through annual parent meetings at the district and school levels, through "parent education nights," through participation on school objectives committees, through reports of testing results, and through regularly-scheduled parent conferences, the school district will provide assistance to Title I parents in understanding the following: the State's academic content standards, the State's student academic achievement standards, the State and local assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators.



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Title I Parental Involvement

7. Through school-based parent workshops, the district will provide materials and training to help parents work with their children to improve their children's academic achievement.
8. Through targeted professional development opportunities, the school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, Principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
9. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of Title I children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language parents can understand: school newsletters, parent notices sent home, website postings, PTA announcements.

This district-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I programs. The school district will distribute this policy to all parents of Title I children at the beginning of each academic year.

Issued: 2 April 2009



## R 2415.20 NO CHILD LEFT BEHIND COMPLAINTS

Pursuant to 20 USC 7844, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001 (NCLB), a Board of Education shall adopt a policy and written procedures that offer parent(s) or legal guardian(s), public agencies, other individuals, or organizations a method for receipt and resolution of complaints alleging violations in the administration of the NCLB programs.

- A. Complaint Procedure Alleging A Violation By A School, School District, Or Other Agency Authorized By The School District Or The New Jersey Department Of Education (NJDOE)
1. A Complaint is a written allegation that a school, school district, other agency authorized by the school district, or the NJDOE has violated the law in the administration of education programs required by the NCLB Act.
  2. A Complaint shall identify:
    - a. The alleged NCLB violation;
    - b. The facts supporting the alleged violation; and
    - c. Any supporting documentation.
  3. A Complaint may be submitted in writing or electronically. If a Complaint is submitted electronically, a hard copy should also be sent to the NJDOE via regular mail at the address indicated below.
  4. A Complaint shall be submitted to the Director of Special Services. The Complaint shall be in writing and shall be mailed, hand-delivered, or electronically submitted to the Director of Special Services.
  5. The Director of Special Services shall be responsible to coordinate the investigation of the allegations in the Complaint.
    - a. The Director of Special Services shall acknowledge receipt of the Complaint to the complainant within ten business days of receipt of the Complaint.



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- b. The Director of Special Services may meet with building and district administrative staff, teaching staff, support staff, pupils, and/or the complainant(s) to determine if a violation of the administration of a NCLB program has occurred.
  - c. The Director of Special Services may request additional information from the complainant regarding the Complaint.
  - d. The Director of Special Services shall submit a written report regarding the outcome of the investigation to the complainant.
  - e. If the outcome of the investigation concludes a violation has occurred, the Director of Special Services shall identify and impose the appropriate consequences or corrective action to resolve the Complaint.
  - f. The outcome of the investigation may conclude the Complaint alleges a violation in the administration of a program by the NJDOE and the complainant shall be informed of the NJDOE Complaint Policy and Procedures as outlined in B. below.
6. If the complainant is not satisfied with the outcome of the investigation, the complainant may initiate a Complaint by submitting a written Complaint to the NJDOE to the attention of the County Superintendent. A list of the County Offices of Education and County Superintendents can be found at <http://www.state.nj.us/njded/regions/> or by calling (609) 292-4469.
  7. When a written Complaint is received by the County Superintendent, the appropriate NJDOE personnel will issue a Letter of Acknowledgement to the complainant within ten business days of receipt of the Complaint. This letter shall contain the following information:
    - a. The date the Complaint was received;
    - b. A brief statement of the manner in which the NJDOE will investigate the Complaint;
    - c. If necessary, request for additional information regarding the Complaint;



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- d. The name and phone number of a contact person for status updates; and
- e. A tentative resolution date that is sixty days from the date the written Complaint was received by the County Office.

- (1) Based on the facts of the alleged violation, an extension of time may be required to resolve the Complaint. If an extension is required, the appropriate NJDOE personnel will issue a follow-up letter prior to the initial resolution date informing the complainant of the revised timeframe.

- 8. The County Superintendent will coordinate the investigation of a Complaint. When the investigation is complete, the County Superintendent will notify the complainant in writing regarding the outcome of the investigation.
- 9. If a violation has occurred, the Assistant Commissioner assigned to oversee the matter shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint.
- 10. If the complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary at:

Office of Hearings & Appeals  
400 Maryland Avenue, SW  
Washington, DC 20202-4611  
(202) 619-9700

or at their website at:

<http://www.ed-oha.org/index.html>

### B. Complaint Procedure Alleging A Violation By The New Jersey Department Of Education (NJDOE)

- 1. A Complaint is a written allegation the NJDOE has violated the law in the administration of education programs required by the NCLB.
- 2. A Complaint shall identify:
  - a. The alleged NCLB violation;



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- b. The facts supporting the alleged violation; and
  - c. Any supporting documentation.
3. To initiate a Complaint alleging the NJDOE has violated the administration of a NCLB program, a complainant must submit a written Complaint to the New Jersey Department of Education Chief of Staff or the United States Department of Education Secretary at the address indicated below. The NJDOE requests the complainant first contact the New Jersey Department of Education Chief of Staff to resolve the issue.

New Jersey Department of Education  
Office of the Chief of Staff  
P.O. Box 500  
Trenton, New Jersey 08625-0500  
(609) 292-4442

U.S. Department of Education  
Office of Hearings & Appeals  
400 Maryland Avenue, SW  
Washington, DC 20202-4611  
(202) 619-9700  
<http://www.ed-oha.org/index.html>

- a. The date the Complaint was received;
  - b. A brief statement of the manner in which the Department of Education will investigate the Complaint;
  - c. If necessary, request for additional information regarding the Complaint;
  - d. The name and phone number of a contact person for status updates; and
  - e. A tentative resolution date that is sixty days from the date that the written Complaint was received.
4. When a written Complaint is received by the NJDOE, the Chief of Staff will assign the investigation of this Complaint to the Office of Strategic Initiatives and Accountability or other designated office. This Office will issue a Letter of Acknowledgement to the complainant within ten business days of receipt of the Complaint. This letter shall contain the following information:



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- (1) Based on the facts of the alleged violation, an extension of time may be required to resolve the Complaint. If an extension is required, the appropriate NJDOE personnel will issue a follow-up letter prior to the initial resolution date informing the complainant of the revised timeframe.
5. The NJDOE Office of Strategic Initiatives and Accountability will coordinate the investigation of a Complaint concerning an alleged violation by the NJDOE. When the investigation is complete, the Chief of Staff will notify the complainant in writing regarding the outcome of the investigation.
6. If it is determined a violation by the NJDOE has occurred, the Chief of Staff shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint.
7. If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary at the address above.

New Jersey Department of Education 1/26/07 Memorandum – No Child Left Behind Complaint Policy and Procedure

Issued: 2 April 2009



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Pupil Intervention and Referral Services

### R 2417 PUPIL INTERVENTION AND REFERRAL SERVICES

- A. The Superintendent of Schools will establish and implement district-wide procedures for each school building in which general education pupils are served for the planning and delivery of intervention and referral services that are designed to assist pupils who are experiencing difficulties and to assist staff who have difficulties in addressing pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1.
- B. Each Building Principal will establish an Intervention and Referral Services Team referred to as the I&RS Team. The I&RS Team will be comprised of the following:
1. The Principal or a member of the teaching staff other than special education, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
  2. A member of the Child Study Team (CST);
  3. The staff member who referred a pupil in need of assistance or identified a school issue for discussion; and
  4. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular pupil.
  5. The district will provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services.
- C. Pupil Referral
1. A pupil not known to have a disability who is experiencing difficulty in the classroom may be referred to the I&RS Team by the classroom teacher or by his/her parent(s) or legal guardian(s). The pupil's parent(s) or legal guardian(s) shall be informed of any such referral.
    - a. The district will provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties.



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2. When it appears that a referred pupil may have a disability, the I&RS Team shall refer the pupil to the CST for evaluation pursuant to Policy No. 2460 for a determination of the pupil's eligibility for special education and/or related services.
  3. The I&RS Team shall consult with the pupil's regular classroom teacher, parent(s) or legal guardian(s), and any school employee as appropriate to gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.
  4. The school nurse shall review the pupil's health records and inform the committee of any condition relevant to the pupil's difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult pupil or the pupil's parent(s) or legal guardian(s).
  5. As appropriate, the I&RS Team may consult with community-based social and health agencies that provide services to the pupil or the pupil's family.
- D. Intervention and Referral Action Plans
1. The I&RS Team shall prepare a written action plan for referred pupils who require supportive services, modifications to their regular educational program, or assessment and referral to school or community-based social and/or health provider agencies.
  2. The intervention and referral services action plan shall:
    - a. Detail any modifications in the pupil's educational program,
    - b. List the persons who will implement the action plan,
    - c. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies,
    - d. Document parental notification of the pupil's referral and any change in educational placement or the withholding of parental notification because child abuse was suspected or federal rules mandated confidentiality in an alcohol or drug related matter,



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- e. The parent(s) or legal guardian(s) shall be actively involved in the development and implementation of any intervention and referral services action plans, and
  - f. Identify the committee member to monitor and review the pupil's progress.
3. The implementation and effectiveness of the intervention and referral services action plan shall be reviewed within eight calendar weeks from the beginning of its implementation. The committee shall consult the referring staff member for his/her assessment of the effectiveness of the plan.
  4. If the implementation of the action plan is determined to be ineffective, the plan shall be reviewed and amended as necessary. If the review indicates a disability, the pupil shall be referred to the CST.
- E. Records and Reports
1. Records of all requests for assistance, intervention and referral services action plans, and related pupil information shall be maintained in accordance with federal and State laws pursuant to N.J.A.C. 6A:16-8.2(a)9.
  2. At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and problems identified through committee discussions and documented in intervention and referral services action plans. The report shall include:
    - a. A description of the needs and issues identified through referrals to the committee,
    - b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year,
    - c. A description of activities planned in response to the needs and issues significant in school planning, and
    - d. The Principal's report shall be given to the Director of Special Services and kept on file as a public record.

Issued: 2 April 2009



## R 2423 BILINGUAL AND ESL EDUCATION

- A. Identification of Eligible Limited English Proficient (LEP) Pupils
1. The ESL teacher or guidance coordinator will determine the native language of each LEP pupil when the pupil enrolls in the school district. The Superintendent will:
    - a. Maintain a census indicating all pupils identified whose native language is other than English; and
    - b. Report annually to the New Jersey Department of Education as part of the Fall Report, the number of all LEP pupils whose native language is other than English and, of that group, the number who are LEP pupils.
  2. The Board approved screening process shall be conducted by a bilingual/ESL or other certified teacher who will distinguish those pupils who are fluent English speakers, from those whose English speech and comprehension are affected by language proficiency.
  3. The English language proficiency of all pupils whose native language is other than English will be determined by means of the administration of an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of pupils as well as standardized tests in English and reviewing the input of teaching staff members responsible for the educational program for the limited English proficient pupils. Pupils who do not meet the New Jersey Department of Education standard on a Department-approved language proficiency test and who have at least one other indicator, are pupils of limited English proficiency. The ESL teacher shall also use age appropriate assessment instruments to identify the English language proficiency and readiness of pre-school LEP pupils to determine individual pupil eligibility for bilingual, ESL, or mainstream classroom instruction.
  4. A New Jersey Department of Education approved language proficiency test will be administered to all limited English proficient pupils when they enter the school district after grade eight to determine their level of English language proficiency.



B. Bilingual Programs for Limited English Proficient Pupils

1. All Pre-kindergarten through twelfth grade LEP pupils enrolled in the district will receive required courses and support services outlined below to prepare LEP pupils to meet the Core Curriculum Content Standards for high school graduation:
  - a. English language services, in addition to the regular school program, designed to improve English language proficiency of LEP pupils whenever there are one or more, but fewer than ten LEP pupils enrolled within the schools of the district.
  - b. An ESL program that provides up to two periods of ESL instruction based on pupil needs whenever there are ten or more LEP pupils enrolled within the schools of the district.
    - (1) The ESL curriculum will address the Core Curriculum Content Standards and the ESL standards for Pre-K through twelfth grade pupils.
    - (2) The ESL curriculum will be cross referenced to the district's bilingual and content area curricula to ensure that ESL instruction is correlated to all the content areas being taught.
  - c. A bilingual education program will be established whenever there are twenty or more limited English proficient pupils in any one language classification enrolled in the district.
  - d. LEP pupils will be provided equitable instructional opportunities to participate in all non-academic courses necessary to meet the Core Curriculum Standards, including health and physical education, the visual and performing arts and career awareness programs.
  - e. Sufficient courses and other relevant supplemental instructional opportunities will be offered to grade nine through twelve LEP pupils to meet the Core Curriculum Content Standards for graduation. A bilingual class in a subject area will be established if there are a sufficient number of pupils. Plans for a class of this type will be developed with and approved by the New Jersey Department of Education.



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Bilingual and ESL Education

f. Additional programs and services will be designed to meet the special needs of eligible LEP pupils and will include, but not be limited to, remedial instruction through Title I programs; special education; school to work programs; computer training; and gifted and talented education services.

2. Appropriate instructional programs will be provided to all eligible Pre-K LEP pupils based on need according to N.J.A.C. 6A:15-1.3(b). These services may include tutoring, after school programs, summer programs and remedial services as needed by LEP pupils.

### C. Waiver Process

The school district may provide an instructional program alternative when there are twenty or more pupils eligible for the bilingual education program in grades K through twelve, and the district is able to demonstrate that due to age range, grade span and/or geographic location of eligible pupils, it would be impractical to provide a full-time bilingual program. An instructional program alternative must be established on an annual basis with the approval of the New Jersey Department of Education. An instructional program alternative, if established, will be pursuant to N.J.A.C. 6A:15-1.5 et seq.

### D. Department of Education Approval of Bilingual, ESL and/or English Language Services Programs

1. The school district's bilingual, ESL, and/or English Language Services program plans will be submitted to the New Jersey Department of Education every three years for approval. The plan will include the identification of pupils; program description; bilingual and ESL curriculum development; evaluation design; and review process for exit. The number of LEP pupils; the number of certified staff hired for the program; evaluation data to include achievement information in ESL and data on performance of eligible LEP pupils on the fourth, eighth and eleventh grade tests; exit data for LEP pupils enrolled in the district; and a budget for bilingual and LEP program and/or English Services programs must be submitted to the Department of Education on an annual basis.

2. The programs will be monitored and evaluated by the Office of Bilingual Education within the New Jersey Department of Education.



E. Supportive Services

Pupils enrolled in bilingual, ESL and/or English Services Programs will have full access to educational services available to other pupils. To the extent possible, the school administration will have supportive services to LEP pupils provided by personnel who are familiar with and knowledgeable of the unique needs and background of LEP pupils and parents.

F. In-service Training

1. In-service training will be provided for bilingual, ESL and mainstream teachers based on their needs and to include instructional strategies to help LEP pupils meet the Core Curriculum Content Standards and ESL standards for Pre-K through twelve pupils. All ESL and bilingual teachers will receive training in the use of the ESL curriculum
2. The Professional Improvement Plan of the Annual Report (N.J.S.A. 18A:7A-11(e)) will include the needs of bilingual and ESL teachers that should be addressed through in-service training.

G. Certification of Staff

All teachers in these programs will hold the following certifications:

1. Bilingual Classes - a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education.
2. ESL Classes - a valid New Jersey instructional certificate in English as a second language.
3. English Language Services - a valid New Jersey instructional certificate.

H. Bilingual, ESL and English Language Services Program Exit and Reentry

1. All LEP pupils from Pre-K through twelfth grade must be enrolled in the bilingual, ESL or English Services education program. LEP pupils enrolled in one of these programs will be placed in a monolingual English Program when they have demonstrated readiness to function successfully in an English only program. This process will be initiated by the pupil's level of English proficiency as measured by a Department of Education established standard on a English



language proficiency test, and readiness of the pupil will be further assessed on the basis of multiple indicators which will, at a minimum, include classroom performance, the pupil's reading level in English, the judgment of the teaching staff members responsible for the educational program of the pupil, and performance on achievement tests in English according to P.L. 1991c.12.

2. A parent(s) or legal guardian(s) may remove a pupil who is enrolled in a bilingual education program pursuant to provisions in P.L. 1995c.327.
3. Pupils enrolled in the bilingual, ESL or English services programs will be assessed annually for exit.
4. Newly exited pupils who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
  - a. After a minimum of one full semester and within two years of exit, the mainstream English classroom teacher, with the approval of the Building Principal, may recommend retesting.
  - b. A waiver of the minimum time limitation may be approved by the County Superintendent upon the request of the Superintendent if the pupil is experiencing extreme difficulty in adjusting to the mainstream program.
  - c. The recommendation for retesting will be based on the teacher's judgment that the pupil is experiencing difficulties due to problems in using English as evidenced by the pupil's inability to; communicate effectively with peers and adults; understand directions given by the teacher and/or comprehend basic verbal and written materials.
  - d. The pupil will be tested using a different form of the test or a different language proficiency test than the one used to exit pupils.
  - e. If the pupil scores below the state established standard on the language proficiency test, the pupil will be reenrolled into the bilingual or ESL program.



- f. When the exit review process is completed, the pupil's parent(s) or legal guardian(s) shall be informed by mail of the placement determination. If the parent(s), legal guardian(s) and/or teaching staff member disagrees with the placement he/she may appeal the decision in writing to the Principal, who will provide a written explanation for the decision within ten working days. The complainant may appeal the Principal's decision in writing to the Superintendent, which will respond in writing within ten calendar days. The complainant may appeal the Superintendents decision in writing to the Board, which will respond in writing within ten calendar days. A complaint not satisfied with the Board's explanation may appeal to the Commissioner of Education.

## I. Graduation Requirements for Limited English Proficient Pupils

All LEP pupils must satisfy requirements for high school graduation according to N.J.A.C. 6:3-4A.1, except LEP pupils who enter the school district in grades nine or later. These pupils, to be eligible for a State-endorsed high school diploma, may demonstrate they have attained minimum levels of proficiency established by the Department of Education through the Special Review Assessment in their native language, and by attaining a passing level of fluency as determined by a language proficiency test approved by the New Jersey Department of Education.

## J. Location of Programs

All bilingual, ESL and English Language programs will be conducted within classrooms approved by the County Superintendent of Schools within the regular school buildings of the district.

## K. Notification to Parents/Legal Guardians

1. The ESL teacher will notify the parent(s) or legal guardian(s) of the LEP pupil by mail that their child has been identified as eligible for enrollment in the bilingual, ESL and/or English language service program. The notice will inform the parent(s) or legal guardian(s) they have the option of declining enrollment and will be provided no later than ten days after the enrollment of the pupil. The notice will also include a statement to the parent(s) or legal guardian(s) regarding right of review and appeal. The notice will be in writing and in the language of which the child of the parent(s) or legal guardian(s) possesses a primary speaking ability and in English.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Bilingual and ESL Education

2. The parent(s) or legal guardian(s) will receive progress reports on the same basis of all pupils in the school district. These reports will be in English and the native language of the parent(s) of the pupil.
- L. Joint Programs
- The school district may join with another school district(s) on a case by case basis to provide bilingual, ESL or English language services provided approval from the County Superintendent is obtained.
- M. Parental Involvement
- The Assistant Superintendent will provide for maximum practicable involvement of parent(s) of LEP pupils in the development and review of program objectives and dissemination of information to and from Boards of Education and communities served by the bilingual, ESL or English language services education program. The Assistant Superintendent may establish a parent advisory committee on bilingual education on which the majority will be parents of pupils of Limited English Proficiency.

Issued: 2 April 2009



## R 2430 CO-CURRICULAR ACTIVITIES

This code of conduct supersedes any previously issued by the Parsippany-Troy Hills Township School District Board of Education or its employees. It governs participants in all co-curricular activities that are a part of any program sponsored by the Parsippany-Troy Hills Township School District Board of Education.

### A. Academics

Coaches and advisors will monitor the progress of their pupils. Extra academic help for pupils will take precedence over participation in practices, games and/or activities.

### B. Discipline

All pupils are expected to display acceptable behavior at all times. A pupil that receives a teacher or office detention is responsible for notifying the coach/advisor in advance of the day that it will be served, and will serve that detention before reporting to meeting, performance, competition, practice or game on the day of the detention. A pupil suspended from school or serving in-school suspension cannot practice or participate in a game or activity on that day. Additional disciplinary action may be taken at the discretion of the coach/advisor.

### C. Attendance at School

Any pupil who is absent from school may not practice or participate in a game or in an activity on that day. Pupils will be considered absent from school if they sign in to school after 10:30 a.m. or sign out of school before 12:00 noon. Pupils signing out after 12 noon must receive prior permission from the Principal or his/her designees in order to return. In cases of extenuating circumstances, permission must be granted by building administration, and the coach/advisor must be notified in advance.

### D. Substance Abuse

Any pupil involved in a co-curricular activity, including athletics, who is involved in the sale, consumption or distribution of illegal drugs or alcohol will be suspended from participation in activities for the period of out-of-school suspension (5 days) mandated by school district policy governing substance abuse. Upon return from suspension, the pupil may not participate in co-curricular activities until he/she returns to a physician for medical clearance. Medical clearance is also required for those pupils testing positive for drugs/alcohol as part of a core team referral. Co-curricular activities include but are not limited to games, the school play, field trips and leadership roles.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Co-Curricular Activities

A pupil may be reinstated to participation in co-curricular activities, including athletics, by the Building Principal, only after demonstrating participation in a substance avoidance counseling program. Unscheduled substance testing, developed in conjunction with the Student Assistance Counselor, parent or administrator may form a part of such a program if parent(s) or legal guardian(s) and school officials agree that it is necessary.

A second violation of the Substance Abuse Policy within the academic year, or the failure of the pupil to abide by the conditions of a previously established substance avoidance plan will result in disqualification from participating in co-curricular and/or athletic activities for the remainder of the school year.

### E. Commitment to the School Team/Activities

Pupils selected for team or co-curricular activity bear the responsibility for the commitment which such participation implies. Pupils must attend all events for their activity unless excused by the coach/parent, or prohibited by another section of this code. Practice/participation is an integral and necessary part of participation. All participants are expected to participate in all scheduled practices with their team and coach, or they may lose their privilege of participation in games.

### F. Conduct

Participating in co-curricular activities is a privilege not a right. It is expected that all participants in activities will display proper conduct at all times. Any display of unacceptable conduct or other inappropriate conduct toward fellow members, opposing members, coaches, officials or advisors may result in suspension from the activity and/or other disciplinary action. Pupils who repeatedly violate school rules or demonstrate a pattern of inappropriate conduct may be barred from participation in co-curricular activities at the discretion of the Principal or his/her designee.

### G. School Property

All school issued equipment and materials remain the property of the school unless otherwise stated. It is the responsibility of the pupil to have his/her school-issued equipment, such as practice uniforms and/or game uniforms maintained and returned as directed by the coach/advisor. Lost uniforms and/or equipment will be charged at the "replacement cost" value.



# REGULATION

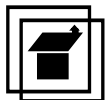
## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Co-Curricular Activities

### H. Medical Examination for Athletics

All pupils must have an Athletic Emergency Card, SN23A, Health Questionnaire SN23A and an Athletic Permission Slip. Any participant who is medically excused by a nurse, doctor or trainer, cannot participate in school team practices or games until cleared by that nurse, doctor or trainer. Furthermore, any pupil who is medically excused from participation in Physical Education cannot participate that day in the school team practice or game.

Issued: 2 April 2009



R 2431.1 EMERGENCY PROCEDURES FOR ATHLETIC  
PRACTICES AND COMPETITIONS

A. Definitions

1. “Athletic competition” and “athletic activities” mean all practice sessions and competitive contests, games, events, and exhibitions with individual pupils or teams of one or more schools of this district or of other districts and include cheerleading.
2. “Health personnel” means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, and members of the first aid squad or ambulance team.
3. “Parent” means the parent(s) or legal guardian(s) having legal custody and control of a pupil.
4. “Pupil” means a pupil enrolled in this district and a pupil enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.

B. Precautions

1. All athletic coaches, including assistant coaches, will be trained in first aid and in the identification of injured and disabled pupil athletes.
2. Athletic coaches are responsible at all times for the supervision of pupils to whom they have been assigned. Pupils shall not be left unattended at any time.
3. Pupils who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Pupil athletes shall be required to report promptly to the athletic coach any injury or disability occurring to the pupil himself/herself or to another pupil.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Emergency Procedures for Athletic  
Practices and Competitions

6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel shall be present at the following athletic activities:
  - a. The athletic trainer shall be present at all home events.
  - b. The designated team doctor shall be present at all football games.
  - c. An ambulance shall be present at all football games.

### C. Emergency Procedures

The following procedures shall be implemented whenever a pupil athlete is injured or disabled in the course of an athletic practice or competition sponsored by this district.

1. The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the pupil.
2. If no health personnel are present, or if none can be immediately summoned to the pupil's aid, the athletic coach shall administer such first aid as may be necessary.
3. If the pupil's injury or disability requires more than routine first aid, the athletic coach shall:
  - a. Summon an ambulance by calling 911, or
  - b. Arrange for the pupil's transportation to the nearest hospital or the office of the school medical inspector.
4. The athletic coach or his/her designee shall promptly notify the Building Principal, the Superintendent, and the pupil's parent(s) or legal guardian(s) of the pupil's injury or disability and the condition and location of the pupil.
5. An injured or disabled pupil who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Emergency Procedures for Athletic  
Practices and Competitions

6. These procedures shall be followed when the injured or disabled pupil is a member of a visiting team or district, and every effort shall be made to cooperate with the staff of the district in which the pupil is enrolled.

### D. Reports

1. The athletic coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his/her participation in the athletic program of this district, regardless of the severity of the injury or disability. The report shall include:
  - a. The date of the incident,
  - b. The name, age, grade level, and gender of each injured or disabled pupil,
  - c. The district in which the pupil is enrolled,
  - d. The name and district of each pupil involved in the incident,
  - e. A narrative account of the incident,
  - f. A detailed description of the injury or disability,
  - g. The treatment given on school premises and the names of the health personnel, if any, who treated the pupil,
  - h. The place, if any, to which the pupil was taken and the persons who accompanied the pupil, and
  - i. A memorandum of the notice given to the pupil's parent(s) or legal guardian(s).
2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours of the incident.
3. The Building Principal shall report the incident to the Superintendent, who shall report to the Board.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Emergency Procedures for Athletic  
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4. A copy of each report of an incident of pupil injury or disability that occurs in the course of athletic activities shall be maintained by the athletic director, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The athletic director shall report the findings of his/her analysis to the Superintendent at the close of each sport season.
  5. The parent(s) or legal guardian(s) of each injured or disabled pupil will be given assistance in the completion and filing of insurance claim forms.
- E. Readmission to Athletic Activities

A pupil injured or disabled in the course of an athletic activity will be permitted to participate in athletic competition only on the written permission of the school medical inspector or designated team doctor, who must first examine the pupil to determine his/her fitness to participate in athletics. Written notice of that determination, signed by the school medical inspector or designated team doctor as appropriate, shall be given to the pupil's parent(s) or legal guardian(s).

Adopted:



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Medical Examination to Determine Fitness for  
Participation in Athletics

M

### R 2431.2 MEDICAL EXAMINATION TO DETERMINE FITNESS FOR PARTICIPATION IN ATHLETICS

#### A. Prior to Physicals

1. Coaches meet with prospective candidates. Candidates sign up with the coaches or the nurses and receive Athletic Permission Cards (SN #23) and Athletic Emergency Cards (SN #23A).
2. Coaches meet with the school nurse and hand in sign-up sheets so that the number of candidates to receive physicals from the school physician can be determined.
3. The schedule for examination dates is set by the school nurse after conferring with the school physician.

#### B. Physical Procedure

1. Each sport shall receive a date for the team to see the school physician. Examinations must be done within sixty days of the start of the school year, as required by State law.
2. Candidates for all sports must receive one medical examination per school year either by the school physician or a private practitioner. Examination conducted by a private practitioner shall be done at the expense of the parent(s) or legal guardian(s) and the results must be reported to the school nurse on the form provided by the district (SN #23).
3. Candidates must report for a physical on the date assigned to the particular sport, and in the candidate's home school, where the pupil's records are kept. New sixth graders shall report to the middle school and new ninth graders shall report to the senior high. Any candidate who does not report on the date scheduled for his/her team shall be responsible for receiving a medical examination from a private practitioner at the expense of the parent(s) or legal guardian(s) and the results must be reported to the school nurse on the form provided by the district (SN #23 and SN #23A).



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Medical Examination to Determine Fitness for  
Participation in Athletics

4. Candidates must have the Athletic Permission Card (SN #23) and the Athletic Emergency Card (SN #23A) completely filled out and signed by the parent(s) or legal guardian(s), and in their possession at the time of the examination.  
  
No physical examinations will be given without the necessary completed forms.
  5. Candidates who go out for more than one sport need not get another medical examination but their records must be reviewed and evaluated for participation in the next sport. Athletic Permission Card (SN #23) and Athletic Emergency Card (SN#23A) must be filled out by parent(s) or legal guardian(s) for each sport and returned to the school nurse for clearance for participation.
- C. Coaches' Responsibilities Pertaining to Sports Physicals
1. To meet with prospective candidates; to sign up candidates; and to distribute Athletic Permission Cards (SN #23) and Athletic Emergency Cards (SN #23A).
  2. To submit a list of candidates to the school nurse at least two weeks prior to examination date.
  3. To set an examination date with the school nurse.
  4. To submit a team roster to the school nurse immediately following the first practice session.
  5. To have an Athletic Emergency Card (SN #23A) cleared by the school nurse, for each team member in his/her possession for all games and practices.  
  
The athletic emergency card (SN #23A) will be honored by local hospitals and clinics for treatment of pupil in absence of parent(s) or legal guardian(s).
- D. Coaches' Responsibilities Pertaining to Sports Injuries
1. To follow the procedure set by the district in regard to first-aid, and to arrange for medical treatment of the injured pupil.
  2. To have student report all accidents and injuries to the school nurse the first school day following the incident.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Medical Examination to Determine Fitness for  
Participation in Athletics

3. To complete the necessary accident and insurance forms in the nurse's office.
4. To keep a record of accidents and injuries on the student's Athletic Emergency Card (SN #23A).
5. To return all Athletic Emergency Cards (SN #23A) to the school nurse at the end of the sport season, for clearance for the next sport.

Interscholastic Athletics, Intramural and/or Open Gym

Emergency Medical Procedures for Injuries Occurring at Practice and Exhibitions

Goal

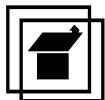
To provide initial assistance to protect and comfort an injured person until appropriate treatment is secured.

Objectives

1. To administer immediate emergency care.
2. To notify responsible individuals as quickly as possible.
3. To arrange for safe means of transportation of the injured person.

Procedures

1. Do not move an injured player if it is felt that movement could cause further injury.
2. If the team physician (or any physician) is present, he/she will administer and/or direct the necessary first-aid procedure. He/she will also decide as to the necessity and type of further medical care.
3. If a physician is not available, the trainer or coach should direct the care of the injured athlete. He/she should follow recommended first-aid procedures (treat for shock, etc.). A well-stocked first-aid kit must be part of the regular team equipment.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Medical Examination to Determine Fitness for  
Participation in Athletics

4. Call Police who will contact the local First-Aid Squad.
5. Simultaneously, if possible, notify parent or emergency card person. If parent(s) or legal guardian(s) is not available, parental instructions as per emergency medical facility or physician should be followed if time allows. Athletic Emergency Card must be immediately available at all practice sessions and exhibitions.
6. Transport to nearest or parent-designated hospital, only after the injured part has been stabilized to prevent further injury (sling, splint, sand bags).
7. In cases of serious injury, the coach or trainer shall accompany the injured athlete to the emergency medical facility as long as another coach remains with the team. If only one coach is present, he or she shall remain with the team and parent(s) or legal guardian(s) shall be notified as soon as possible.

### Post Emergency Care Instruction for Coaches

1. All injuries requiring medical attention shall be reported to the school nurse the morning after they occur. Players shall be instructed to "check in" with the nurse before reporting to their first class. The Athletic Director shall also be notified.
2. Accident reports must be completed by the coach, before noon, the day after the accident. Forms are available in the nurse's office. The assistant coaches shall also be aware of these reporting procedures.
3. Be sure to check and collect the injured player's belongings which may have been left in his/her athletic locker. Pupil locker numbers shall be part of the coaches' records.
4. After an injury or illness that has required a physician's medical care, the athlete must be released by a physician before further sport participation. The athlete must bring a note from the physician to the school nurse indicating his/her permission to practice or play. This requirement also applies to injuries sustained independent of school/athletic activity.

Adopted: 2 April 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM  
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School Sponsored Publications

### R 2432 SCHOOL SPONSORED PUBLICATIONS

#### A. Objectives

The program of school sponsored publications is intended to:

1. Disseminate news to those who are actively interested in the school -- pupils, teachers, parent(s) or legal guardian(s), administrators, alumni/ae, and other members of the school community;
2. Provide a means for the expression of thought;
3. Foster a wholesome school spirit and support the best traditions of the school;
4. Promote and encourage other school sponsored activities;
5. Provide training and experience in journalism, graphics, photography, and creative writing;
6. Create an appreciation for the best forms of journalism both in and out of school;
7. Record the history of the school;
8. Assist the district's public information program; and
9. Teach pupils the rights and responsibilities of the press in a free society.

#### B. Guidelines

1. Excellence in writing will be sought, and the ethics of responsible journalism will determine what will be printed. All facts printed will be based on research.
2. Pupils will have a right to their views and attitudes on all issues with the proviso that the tenor of articles and stories submitted will not violate the prohibitions of paragraph C.
3. Constructive criticism is encouraged.
4. A by-line will accompany every printed article or story.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM  
R 2432/page 2 of 4  
School Sponsored Publications

### C. Prohibited Material

No school sponsored publication may contain materials that:

1. Are prejudicial to an ethnic, national, religious, or racial group or to either gender;
2. Libel any person or persons;
3. Infringe rights of privacy protected by law or regulation;
4. Seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other;
5. Advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of pupils;
6. Contain obscenity or material otherwise deemed to be harmful to impressionable pupils;
7. Incite violence, or urge the violation of law or school regulations;
8. Advertise goods or services for the benefit of profit making organizations;
9. Solicit funds for nonschool organizations when such solicitations have not been approved by the Board;
10. Promote, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any school election;
11. Except as may be required for literary purposes, do not conform to acceptable standards of grammar, clear expression, and responsible research.

### D. Review Procedures

1. To ensure compliance with these rules, all material intended for publication in a school sponsored publication will be reviewed by the advisor.
2. The author of material found unacceptable for publication in a school sponsored publication pursuant to paragraph D1 may appeal that decision to the Principal.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM  
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School Sponsored Publications

3. The Principal will promptly convene a committee comprised of the advisors of the school newspaper, yearbook, and literary magazine and the president of each class.
4. The committee will review the appeal, including the material and the advisor's specific reason for rejecting the material, and will render an advisory opinion to the Principal.
5. The Principal will decide whether or not the material may be published and will deliver his/her decision to the appellant within three school days of the receipt of the appeal.
6. If the Principal denies publication, the author may appeal that decision to the Superintendent and any adverse decision of the Superintendent may be appealed to the Board of Education. At each level, a decision will be made within three school days of the receipt of the appeal.

### E. Faculty Duties

Faculty advisors to school sponsored publications shall:

1. Serve in a liaison capacity between the staff of the publication and the faculty and administration;
2. Instruct members of the publication staff in proper journalistic techniques and standards;
3. Offer editorial advice and suggestions when necessary;
4. Interpret the publication guidelines set forth in paragraph C;
5. Review material intended for publication; and
6. Proofread each publication before it is printed and distributed.

### F. Distribution

1. Distribution of school publications will be limited to those times and places that best serve the purpose of reaching the designated audience without disturbing normal school building activities.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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School Sponsored Publications

2. The PHHS Runes and PHS Totem may be distributed through classrooms in their buildings.
3. Any materials discarded or not distributed must be retrieved or retained to avoid litter.

Issued: 2 April 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM  
R 2460/page 1 of 1  
Special Education/Sending District  
**M**

### R 2460 SPECIAL EDUCATION/SENDING DISTRICT

School district officials and staff shall adhere to all regulations included in N.J.A.C. 6A:14-1.1 et seq. and the following special education regulations:

- R 2460.1 Special Education – Location, Identification, and Referral
- R 2460.8 Special Education - Free and Appropriate Public Education
- R 2460.9 Special Education - Transition From Early Intervention Programs to Preschool Programs
- R 2460.16 Special Education - Instructional Material to Blind or Print-Disabled Pupils

Definitions:

Refer to N.J.A.C. 6A:14-1.3 for definitions of terms used in Regulations 2460.1 through 2460.146.

Adopted: 2 April 2009  
Revised: 2 March 2010



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Special Education - Location, Identification, and Referral

M

### R 2460.1 SPECIAL EDUCATION - LOCATION, IDENTIFICATION, AND REFERRAL

All pupils with disabilities, who are in need of special education and related services, including pupils with disabilities attending nonpublic schools, and highly mobile pupils such as migrant workers' children and homeless pupils regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3

#### A. Procedures for Locating Pupils with Disabilities

1. The Director of Special Services will coordinate the child find activities to locate, identify and evaluate all children, ages three through twenty-one, who reside within the district or attend nonpublic schools within the school district and who may be disabled.
2. By April of each school year, the Director of Special Services or his/her designee will conduct child find activities including but not limited to:
  - a. Development of child find materials for distribution.
  - b. Broadcasting of child find information on the school district cable television station. (if applicable)
  - c. Distribution of flyers to the parents of all pupils enrolled in the school district.
  - d. Mailing of child find material to nonpublic schools in the area.
  - e. Mailing of child find material to local pediatricians, hospitals and clergy.
  - f. The Superintendent or designee ensures that if any native language speakers for languages other than English are identified, public service communications will include but not be limited to native language announcements on local foreign language radio stations and/or cable television stations.
  - g. Public service announcements in local newspapers.



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- h. Distribution of child find materials in supermarkets, convenience stores, shelters for the homeless, public and private social service agency locations and nursery school providers.
- i. Mailing information letters to local physicians, hospitals, nursery schools, non-public schools, health departments, community centers, rescue squads and churches.
- j. A guide to preschool services for potentially disabled children ages three to five is made available to: non-public schools, local agencies, or organizations and places of worship, news agencies, local doctors, and district principals.
- k. Posting of state developed child find materials in local libraries, doctor's offices, community daycare facilities for potentially disabled pupils and/or early intervention program.
- l. Training of home school advocate/school community liaisons or others to assist in the identification of potentially disabled pupils.
- m. Listings of Early Intervention Program (EIP), local nursery schools and pediatricians are maintained. The district's preschool coordinator (or other) maintains contact with EIP coordinator and nursery school director.
- n. Information is distributed through the Parent Advisory Committee.
- o. School handbooks distributed to parents contain information describing special education services.
- p. Distribution of information to the school district's ESL/Bilingual teachers describing child find activities.
- q. Pupils entering Kindergarten are screened annually to identify potentially disabled pupils.
- r. Intervention and Referral Services Committees (I&RS) have been established in all school buildings.



B. Procedures for Intervention in the General Education Program

A staff member or agency shall provide in writing a request for intervention services for pupils ages 3 to 21, to the Building Principal or designee. The request shall contain the following:

1. Reason for request (including parental or adult pupil request);
2. Descriptive behavior of pupil performance; and
3. Indication of the prior interventions.

Teachers and other school professionals, as appropriate, will be inserviced annually by the Building Principal or designee regarding the procedures for initiating and providing interventions in the general education program. The parent(s) will be informed of the procedures to initiate interventions in the general education program.

The Superintendent or designee will oversee the district's implementation and effectiveness of the procedures for interventions in the general education program.

An Intervention and Referral Services Committee (I&RS) will be in place in each school building pursuant to N.J.A.C. 6A:16-8.1.

The Building Principal or designee will be responsible for the following:

1. The implementation and effectiveness of building level I&RS Committee;
2. Will identify the roles and responsibilities of building staff who participate in planning and providing intervention services; and
3. Review, assess and document the effectiveness of the services provided in achieving the outcome identified in the intervention plan.

\*Sample forms are located in the Resource Manual for Intervention and Referral Services published by the NJDOE.



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4. The I&RS Committee shall:
  - a. Plan and provide appropriate intervention services;
  - b. Actively involve the parent(s) in the development and implementation of intervention plans;
  - c. Develop an action plan for an identified pupil which specifies specific tasks, resources, persons responsible, completion dates, date for review;
  - d. Coordinate the services of community based social and health provider agencies;
  - e. Process and complete the documentation forms; and
  - f. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.
  - g. Ensure the type, frequency, duration, and effectiveness of the interventions are documented.
  
5. The Building Principal will insure that:
  - a. I&RS Committee receive inservice training by the Building Principal or designee by October 1 each school year;
  - b. Staff handbooks are updated by August (Specify date) and include information regarding intervention procedures;
  - c. New instructional staff attend the district's orientation program commencing in the month of August which includes information on I&RS Committee;
  - d. School calendars are distributed in the month of September and provide information on intervention services; and
  - e. Parent/pupil handbooks distributed in the month of September and include information on intervention services.



### C. Procedures for Referral

Referral procedures are included in professional staff handbooks and referral forms are available in the Principal's office, the Child Study Team office, and the Office of the Director of Special Services.

#### 1. Parental Notification of Referral Procedures

Referral procedures shall be included in the Special Education Brochure, which shall be distributed to the parent(s). These procedures and publications shall be updated annually and be distributed to the parent(s) and appropriate social service and welfare agencies not later than October 1 of each year.

#### 2. Parent Initiated Referral

When a parent makes a written request for an evaluation to determine eligibility for services:

- a. The written request shall be received and dated by the Child Study Team;
- b. The written request shall be immediately forwarded to the office of special services/special education;
- c. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting and any forms used to open a case;
- d. Upon receipt of the referral a request for a summary and review of health and medical information regarding the pupil shall be forwarded to the school nurse who will transmit the summary to the Child Study Team (CST);
- e. The Child Study Team will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- f. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s);



- g. The notice will contain “Parental Rights in Special Education” (PRISE) Booklet; and
- h. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.

### 3. School Initiated Referral

Referral of a pupil may be made by administrative, instructional and other professional staff to determine eligibility for special services when:

- a. It is determined (optional: through the I&RS Committee) that interventions in the general education program have not adequately addressed the educational difficulties and it is believed that the pupil may be disabled.
- b. It can be documented that the nature of the pupil’s educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- c. The Child Study Team, through in-service training, shall ensure that pupils who may be potentially disabled are referred even though they are advancing from grade to grade.

The following procedure will be followed for a school initiated referral:

- a. A referral to the CST will be completed by the referring staff member;
- b. I&RS documentation including, but not limited to: teacher reports, grades and other relevant data (optional: the intervention record) shall be forwarded with the referral to the CST along with any other relevant data;
- c. I&RS documentation does not need to be forwarded for direct referral when the nature of the pupil’s problem is such that the evaluation is warranted without delay;
- d. The referral should be dated upon receipt by the CST;



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- e. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting;
  - f. Upon receipt of the referral, a request for a summary and review of health and medical information regarding the pupil shall be forwarded to the school nurse who will transmit the summary to the CST;
  - g. The Child Study Team will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral;
  - h. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s);
  - i. The notice shall contain "Parental Rights in Special Education" (PRISE); and
  - j. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.
4. The district may use community rehabilitation programs approved by the New Jersey Department of Labor, Division of Vocational Rehabilitation Services or any other State agency empowered to accept secondary level pupil placement according to N.J.A.C. 6A:14-4.7(f)1.
  5. Each evaluation of the pupil requires an assessment to determine appropriate post-secondary outcomes as part of transition services planning.
  6. Each IEP Team member is required to certify in writing whether the IEP Team report reflects his or her conclusions. In the event the IEP Team report does not reflect the IEP Team member's conclusion, the IEP Team member must submit a dissenting opinion in order to ensure the parent(s) is aware of dissenting opinions regarding the determination of eligibility for a specific learning disability.



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7. The parent(s) must receive a copy of their child's evaluation report and any documentation leading to a determination of eligibility not less than ten calendar days prior to the eligibility conference in order to ensure the parent(s) has a reasonable amount of time to review documentation prior to an eligibility conference.
8. A pupil may be referred directly to the Child Study Team when warranted.

Adopted: 2 April 2009  
Revised: 2 March 2010



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Special Education - Free and Appropriate Public Education

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### R 2460.8 SPECIAL EDUCATION - FREE AND APPROPRIATE PUBLIC EDUCATION

A free and appropriate public education is available to all pupils with disabilities between the ages of three and twenty-one including pupils with disabilities who have been suspended or expelled from school.

Procedures regarding the provision of a free and appropriate public education to pupils with disabilities who are suspended or expelled are as follows:

1. School officials responsible for implementing suspensions/expulsions in the district are the following: (List school officials/designees by district organizational level.)
  - a. 9-12 Principals/Assistant Principals;
  - b. 6-8 Principals/Assistant Principals;
  - c. Pre K – 5 Principal
2. Each time a pupil with a disability is removed from his/her current placement for disciplinary reasons, notification of the removal is provided to the case manager by the Principal or designee. (Notification must be in written format for documentation.)
  - a. Removal for at least half of the school day shall be reported via the Electronic Violence and Vandalism Reporting System.
3. Each Principal or designee will ensure that a system is in place to track the number of days a pupil with disabilities has been removed for disciplinary reasons. Documentation will include:
  - a. Pupil's name;
  - b. The infraction;
  - c. Time suspended; and
  - d. The cumulative days suspended including removal for a portion of the school day which is counted proportionately.
4. When a pupil is suspended from transportation:
  - a. Suspension from transportation is not counted as a day of removal if the pupil attended school.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Special Education - Free and Appropriate Public Education

- b. Suspension from transportation is counted as a day of removal if the pupil does not attend school.
  - c. If transportation is included in the pupil's IEP as a required related service, the school district shall provide alternate transportation during the period of suspension from the typical means of transportation.
  - d. Suspension from transportation may be counted as a day of absence rather than a day of removal if the district made available an alternate means of transportation and the pupil does not attend school.
5. When a pupil with a disability participates in an in-school suspension program, the Principal or designee shall ensure that participation in the program is not considered removal when determining whether a manifestation determination must be conducted if the program provides the following:
  - a. Opportunity for the pupil to participate and progress in the general curriculum,
  - b. Services and modifications specified in the pupil's IEP,
  - c. Interaction with non-disabled peers to the extent they would have in the current placement, and
  - d. The pupil is counted as present for the time spent in the in-school suspension program.
6. When a series of short-term removals will accumulate to more than ten school days in the year:
  - a. The Principal/Assistant Principal or designee and the case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(c)2. Written documentation of the consultation between the school administration and the case manager shall be maintained by the case manager.
  - b. If it is determined that there is no change in placement, the Principal/Assistant Principal or designee, the case manager, and special education teacher will consult to determine the extent to which services are necessary to:



- (1) Enable the pupil to participate and progress appropriately in the general education curriculum; and
- (2) Advance appropriately toward achieving the goals set out in the pupil's IEP

Written documentation of the consultation and services provided shall be maintained in the pupil's file.

7. When a disabled pupil is removed from his/her current placement for more than ten days and the removal does not constitute a change in placement, the case manager shall convene a meeting of the IEP Team and, as necessary or required, conduct a functional behavior assessment and review the behavioral intervention plan according to N.J.A.C. 6A:14 Appendix A, 20 U.S.C. §1415(k). The IEP Team shall:
  - a. Review the behavioral intervention plan and its implementation;
  - b. Determine if modifications are necessary; and
  - c. Modify the behavioral intervention plan and its implementation as appropriate. The plan will be modified to the extent necessary if at least one member of the team determines that modifications are necessary.

The case manager will document the date and the outcome of the meeting.

The documentation shall be placed in the pupil's file.

## Procedures Regarding the Provision of a Free and Appropriate Public Education to Preschool Age Pupils with Disabilities

To ensure that preschoolers with disabilities who are not participating in an early intervention program have their initial IEP's in effect by their third birthday, a written request for an initial evaluation shall be forwarded to the district.

The following procedures will be followed:

1. A parent of a preschool-age pupil suspected of having a disability, who requests a Child Study Team (CST) evaluation by telephone, will be advised to submit a written request for an evaluation to the Preschool Coordinator or Director of Special Services;



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Special Education - Free and Appropriate Public Education

2. Upon receipt of the written request, the request shall be dated and signed by the recipient;
3. The district will respond to referrals of preschoolers according to N.J.A.C. 6A:14-3.3(e).
4. A file will be initiated for the potentially disabled preschooler;
  - a. The Child Study Team will convene a referral/identification meeting within twenty calendar days (excluding school holidays but not summer vacation) of the date recorded on the request;
  - b. A “Notice of Referral/ Identification Meeting” will be sent to the parent(s);
  - c. The notice will contain “Parental Rights in Special Education” (PRISE) Booklet;
  - d. The meeting will be attended by the CST, including a speech language specialist, the parent(s), and a teacher who is knowledgeable about the district’s program; and
  - e. A program shall be in place no later than ninety calendar days from the date of consent.

### Procedures Regarding the Provision of a Free, Appropriate Public Education to Pupils with Disabilities Who Are Advancing From Grade to Grade

The Child Study Team through inservice training shall ensure pupils with disabilities who are advancing from grade to grade with the support of specially designed services, continue to be eligible when as part of a reevaluation, the IEP Team determines the pupil continues to require specially designed services to progress in the general education curriculum and the use of functional assessment information supports the IEP Team’s determination.

### Procedures Involving Procedural Safeguards to Pupils Not Yet Eligible For Special Education

Disciplinary procedural safeguards will apply to pupils not yet eligible for special education. The parent(s) and/or adult pupils may assert any of the protections of the law if the district had knowledge the pupil was a pupil with a disability before the behavior that precipitated the disciplinary action occurred.

Adopted: 2 April 2009

Revised: 2 March 2010



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Special Education - Transition From  
Early Intervention Programs to Preschool Programs  
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### R 2460.9 SPECIAL EDUCATION - TRANSITION FROM EARLY INTERVENTION PROGRAMS TO PRESCHOOL PROGRAMS

Children with disabilities participating in early intervention programs (EIP) assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14-1.1 et seq. will experience a smooth transition and will have an Individualized Education Program (IEP) developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.

Procedure for Child Study Team (CST) Member Attendance at the Transition Planning Conference

1. The district will make available a CST member to participate in the preschool transition planning conference arranged by the designated service coordinator from the early intervention system and will:
  - a. Review the Part C Individualized Family Service Plan for the child;
  - b. Provide the parent(s) written registration requirements;
  - c. Provide the parent(s) written information with respect to available district programs for preschool pupils, including general education placement options; and
  - d. Provide the parent(s) a form to use to request that the Part C service coordinator be invited to the child's IEP meeting.
2. The district will work collaboratively with the EIP designated service coordinator or early intervention system to eliminate barriers regarding meeting times and locations.
3. School district officials shall adhere to all procedures contained in N.J.A.C. 6A:14-1.1 et seq. for transitioning children with disabilities from EIP to preschool programs.
4. The Part C service coordinator shall be invited to the initial IEP meeting for a pupil transitioning from Part C to Part B.

Adopted: 2 April 2009

Revised: 2 March 2010



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Special Education - Instructional Material to  
Blind or Print-Disabled Pupils

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### R 2460.16 SPECIAL EDUCATION - INSTRUCTIONAL MATERIAL TO BLIND OR PRINT-DISABLED PUPILS

All pupils that are blind or print-disabled will be provided instructional materials in a timely manner in accordance with a plan developed by the district.

The plan to provide the instructional material to blind or print-disabled pupils in a timely manner will:

1. Be included in the Individualized Education Program of each pupil with a disability;
2. Set forth the instructional materials needed by the pupil;
3. Indicate how the instructional material will be provided to the blind or print-disabled pupil; and
4. Address any assistive technology needed to permit the pupil to utilize the instructional material to be provided.

Adopted: 2 March 2010



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM  
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Special Education/Receiving Districts  
M

### R 2461 SPECIAL EDUCATION/RECEIVING DISTRICTS

School district officials and staff shall adhere to all regulations included in N.J.A.C. 6A:14-1.1 et seq. and the following special education regulations:

- R 2461.01 Special Education/Receiving Schools – IEP Implementation
- R 2461.02 Special Education/Receiving Schools – Suspension/Expulsion
- R 2461.03 Special Education/Receiving Schools – Pupil Records
- R 2461.05 Special Education/Receiving Schools – IEP Compliance
- R 2461.08 Special Education/Receiving Schools – In-Service Training

Definitions:

Refer to N.J.A.C. 6A:14 and the Individuals with Disabilities Education Act for definitions of terms used in Regulations 2461.01 through 2461.08.

Issued: 2 April 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2461.01/page 1 of 1

Special Education/Receiving Schools – IEP Implementation

M

### R 2461.01 SPECIAL EDUCATION/RECEIVING SCHOOLS – IEP IMPLEMENTATION

The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.

Pupils with disabilities who are placed in a receiving school by a district board of education must have an Individualized Education Program (IEP) in effect prior to the delivery of services.

#### A. Procedures for Ensuring the Pupil's Individualized Education Program (IEP) Can Be Implemented

1. The following procedures will be used to ensure the pupil's IEP can be implemented in the receiving school setting prior to accepting the pupil. [N.J.A.C. 6A:14-7.5(b)1]:
  - a. The Director or Special Services in the receiving school district will review the IEP.
  - b. The receiving district will only accept the pupil if the Director of Special Services determines the pupil's IEP can be implemented. The receiving district will not accept the pupil if the Director of Special Services determines the receiving district cannot implement the IEP.

#### B. Meetings According to N.J.A.C. 6A:14-2.3(i)2.

1. The pupil's teacher and, if appropriate, the pupil and other representatives of the receiving school, will participate in meetings according to N.J.A.C. 6A:14-2.3(i)2.

Issued: 2 April 2009



## R 2461.02 SPECIAL EDUCATION/RECEIVING SCHOOLS – SUSPENSION/EXPULSION

The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.

### Procedures for Collaboration For Pupils With Disabilities Who Are Suspended/Expelled

The receiving school will collaborate with the district Board of Education in the provision for a free, appropriate public education for the population served including pupils with disabilities who are suspended.

1. The Building Principal is responsible for implementing suspensions/expulsions in the receiving school.
2. Each time a pupil with a disability is removed from his/her current placement for disciplinary reasons, the Building Principal will notify the case manager of the sending district.
3. The Building Principal or his/her designee will have a system in place to track the number of days a pupil with disabilities has been removed for disciplinary reasons.
4. Suspension from transportation will be counted as a day of removal if the pupil does not attend school.
5. Removal for a portion of the school day will be counted proportionately.
6. If the receiving school has an in-school suspension program, participation in the program will not be counted as a day of removal if the program provides the following:
  - a. An opportunity for the pupil to progress in the general curriculum;
  - b. The services and modifications specified in the pupil's IEP;
  - c. Interaction with peers who are not disabled to the extent they would have interaction with in the current placement; and



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Special Education/Receiving Schools – Suspension/Expulsion

- d. The pupil is counted as present for the time spent in the in-school suspension program.
7. When a series of short-term removals will accumulate to more than ten school days in the year:
    - a. The case manager of the receiving school and the sending district case manager will consult to determine whether the removals create a change of placement according to N.J.A.C. 6A:14-2.8(b)2;
    - b. Written documentation of the consultation between school officials and the case manager of the sending district will be maintained by the case manager;
    - c. If it is determined that there is no change in placement, the case manager of the receiving district, the case manager of the sending district and special education teacher will consult to determine the extent to which services are necessary to:
      - (1) Enable the pupil to progress appropriately in the general education curriculum; and
      - (2) Advance appropriately toward achieving the goals set out in the pupil's IEP.
    - d. Written documentation of the consultation and services provided will be maintained by the case manager of the receiving district.
    - e. Steps will be in place to review the behavioral intervention plan and if necessary convene the IEP team as required according to N.J.A.C. 6A:14 Appendix D, 34 C.F.R. §300-520(c)(1) and (2).

Issued: 2 April 2009



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## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2461.03/page 1 of 1

Special Education/Receiving Schools – Pupil Records

M

### R 2461.03 SPECIAL EDUCATION/RECEIVING SCHOOLS – PUPIL RECORDS

The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.

#### A. Procedures to Ensure the Individualized Education Program (IEP) is Accessible

1. Procedures regarding pupil records will be developed and implemented to ensure that the IEP is accessible to each teacher or service provider in accordance with N.J.A.C. 6A:14-3.7(a)2.
2. The compilation, maintenance, access to and confidentiality of pupil records will be in accordance with N.J.A.C. 6:3-6. Access means the right to view, to make notes, and/or have a reproduction of the record.
3. All pupil records will be returned to the sending district within fifteen calendar days of a pupil's last day of enrollment.
4. If the IEP is copied, the receiving district will be sure the IEP is kept confidential and is maintained according to N.J.A.C. 6:3-6.4(b). The IEP will be maintained in a central file at the school attended by the pupil and if the records are maintained in a different location, there will be a notation on the central file as to where such other records are located.

Issued: 2 April 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2461.05/page 1 of 1

Special Education/Receiving Schools – IEP Compliance

M

### R 2461.05 SPECIAL EDUCATION/RECEIVING SCHOOLS – IEP COMPLIANCE

The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.

- A. Procedures Regarding the Provision of Services Required by the Individualized Education Program (IEP)
1. The programs and services provided by the receiving school will be in accordance with the requirements of N.J.A.C. 6A:14-1.1 et seq.; and
  2. If a change in the delivery of special education or related services is necessary due to a change in personnel or pupil need, the receiving school will contact the sending district to convene an IEP team meeting to review and, if appropriate, revise the IEP.

Issued: 2 April 2009



## R 2461.08 SPECIAL EDUCATION/RECEIVING SCHOOLS – IN-SERVICE TRAINING

The receiving school district, in order to be in compliance with N.J.A.C. 6A:14, will provide all special education services to all special education pupils in accordance with New Jersey Administrative Code, the Individuals with Disabilities Act, Board Policies 2460 and 2461 and corresponding Regulations.

- A. Procedures to Meet the Training Needs of Paraprofessionals, Professionals and Parents of Pupils with Disabilities
1. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services will be identified and appropriate in-service training will be provided. The receiving school shall maintain information to demonstrate its efforts to address training as defined in the five following areas:
    - a. To prepare general and special education personnel with the content knowledge and collaborative skills needed to meet the needs of children with disabilities;
    - b. To enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of pupils with disabilities that impedes the learning of pupils with disabilities and others;
    - c. To acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
      - (1) The adoption of promising practices will be addressed through the review and dissemination by the school building curriculum committee, through turnkey trainings, presentations at Board meetings, Parent-Teacher Association meetings and other methods as determined by the receiving district.
    - d. To insure that the in-service training is integrated to the maximum extent possible with other professional development activities; and



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

R 2461.08/page 2 of 2

Special Education/Receiving Schools – In-Service Training

- e. To provide for joint training activities of parents, special education, and related services and general education personnel [34 C.F.R. § 300.380].
2. The Director of Special Services in the receiving district will conduct a needs assessment on an annual basis to identify the in-service training needs as part of the district-wide development activities.
3. The effectiveness of the in-service program will be evaluated at least once at the end of each year by a written survey administered and compiled by the Director of Special Services.
4. Documentation of the needs assessment, training activities and evaluation procedures will be maintained by the Director of Special Services in the receiving district for three years after the activities are completed.

Issued: 2 April 2009



## R 2464 GIFTED AND TALENTED PUPILS

### A. Identification and Selection

1. Classroom teachers will be familiar with the criteria for identifying gifted and talented pupils and will be alert to pupils who exhibit those criteria. The identification methodology will be developmentally appropriate, non-discriminatory, and related to the programs and services offered by the district.
2. The teachers in the GRO or honors program will implement the student identification process. The review will include consideration of intelligence ratings, classroom achievements, the results of standardized testing, and teaching staff member observation reports, and rating scales.

### B. Program

1. When a pupil has been identified as gifted or talented, the gifted and talented teacher will confer with the pupil's parent(s) or legal guardian(s) on the goals of the pupil's program and secure the parent(s) or legal guardian(s) cooperation and permission for the pupil's participation in the program.
2. The enrichment needs of gifted and talented pupils can be met through a wide variety of activities and teaching strategies. Appropriate curricular and instructional modifications will be developed for gifted pupils and the program will address appropriate content, process, products and learning environment.
3. Each pupil's program will seek to involve the pupil in all subject areas that can provide growth and stimulation in higher cognitive processes such as interpretation, extrapolation, translation, application, analysis, synthesis, and evaluation.
4. No enrichment program will replace the basic instructional program appropriate to the pupil's grade level.
5. The enriched educational program for a gifted and talented pupil may consist of a out-of-class sessions with the gifted and talented teacher.
6. A classroom teacher may provide for the needs of gifted and talented pupils by:



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Gifted and Talented Pupils

- a. Presenting content material that is related to broad-based issues, themes, or problems,
- b. Integrating multiple disciplines into the study area,
- c. Allowing for in-depth learning of a topic selected by the pupil within the study area,
- d. Developing the pupil's independent and self-directed study skills,
- e. Developing research skills and methods,
- f. Integrating higher level thinking skills into the curriculum,
- g. Focusing on open-ended tasks,
- h. Differentiating content process and/or learning products,
- i. Encouraging the development of self-understanding, and
- j. Encouraging self-appraisal and evaluation.

### C. Exit Procedures

1. Each pupil identified as gifted and talented will be assessed annually for the continuing appropriateness of his/her enriched program. Assessment will include:
  - a. Interviews with the pupil, the pupil's parent(s) or legal guardian(s), and teaching staff members educationally responsible for the pupil,
  - b. Review of the pupil's file, including relevant test results, and
  - c. Review of the pupil's work in the preceding school year.
2. The program will be revised as required to meet the pupil's needs and interests.
3. The pupil may be withdrawn from the gifted and talented program when:
  - a. The pupil's academic record indicates a decline in performance,



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## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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- b. The pupil wishes to withdraw and his/her parent(s) or legal guardian(s) consents to withdrawal, or
  - c. The pupil's parent(s) or legal guardian(s) requests withdrawal.
4. A decision to withdraw a pupil from the gifted and talented program will be made by the pupil's classroom teacher, the gifted and talented teacher, the Principal, the pupil's parent(s) or legal guardian(s), and, where appropriate, the pupil.

The underlying attitude in dealing with the issue related to children in the gifted program and who miss regular class work is one of professional discretion. When addressing the issue, the following should be considered:

1. If the class work is basically a "practice" activity (repetition of skills which were taught previously), and if the student has demonstrated skills associated with the activity, the student need not make up the work.
2. If the class work is preparatory (activities associated with a lesson to be taught the following day), the student should be expected to do the assignment. However, the teacher needs to convey the purpose of the assignment to the student and make adjustments according to child's needs.
3. Pertinent aspects of the work should be reviewed during one-to-one conferences between the student and teacher.
4. A buddy system should be employed to bring the gifted child up to date as to what went on during the time he/she was out of class.
5. Students have a responsibility to check assignments with the teacher before or after each gifted/talented class.
6. The student should be involved in the decision as to whether he/she needs to make up the missed work.
7. If the classroom work is part of an extended assignment or integrated activity, the student should be expected to complete the activities according to an announced time line. Most certainly, if the work is part of a collaborative effort, the student should be doing his/her assignment as his/her fair share of the group effort.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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8. If it is ascertained that the student has an extraordinary amount of homework, the work the student needs to make up should be adjusted accordingly, or the time for completion of the work extended.

As much as possible, the fear of negative consequences should not dominate the issue. Since children differ as to their ability to learn, teachers should employ differentiated make up assignments as a way to have students realize that, indeed, the teacher has individualized instruction. All class work has a purpose. However, when dealing with a particular student, the missed class work can take on all the aspects of an individual prescription which is adjusted according to the academic skills of an individual student.

Issued: 2 April 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Home or Out-of-School Instruction for General  
Education Pupils

### R 2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR GENERAL EDUCATION PUPILS

The Board of Education will provide instructional services to an enrolled general education pupil at the pupil's home or other suitable out-of-school setting pursuant to N.J.A.C. 6A:16-10.2.

- A. Conditions For Providing Instructional Services – N.J.A.C. 6A:16-10.2(a)
1. The pupil is mandated by State law and rule for placement in an alternative education program for violations of N.J.A.C. 6A:16-5.5 and 5.6 but placement is not immediately available;
  2. The pupil is placed on short-term or long-term suspension from participation in the general education program pursuant to N.J.A.C. 6A:16-7.2 and 7.3; or
  3. A court order requires the pupil receive instructional services in the home or other out-of-school setting.
- B. Providing Services
1. The school district shall provide services no later than five school days after the pupil has left the general education program.
  2. The school district in which the pupil resides shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly or through contract with another Board of Education, Educational Services Commission, Jointure Commission or approved clinic or agency.
- C. Standards For Home or Out-Of-School Instruction
1. The Director of Special Services shall coordinate the development of an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of delivery of instructional services and pupil progress.
    - a. For a pupil expected to be on home instruction for thirty calendar days or more, the IPP shall be developed within thirty calendar days after placement;



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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R 2481/page 2 of 3

Home or Out-of-School Instruction for General  
Education Pupils

- (1) For a pupil on short-term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.2, development of an IPP is not required.
- (2) For a pupil on long-term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.3, the IPP shall be developed within thirty days following a determination by the school district.
  - b. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals;
  - c. The IPP shall incorporate any prior findings and actions recommended through the school building system of Intervention and Referral Services, pursuant to N.J.A.C. 6A:16-8, Intervention and Referral Services;
  - d. The IPP shall recommend placement in an appropriate educational program, including supports for transition back to the general education setting; and
  - e. The Director of Special Services shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and coordinate the revision of the IPP no less than every sixty calendar days.
2. The teacher providing instruction shall be appropriately certified for the subject and grade level of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.
3. The teacher shall provide one-on-one instruction for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the pupil's classroom.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Home or Out-of-School Instruction for General  
Education Pupils

- a. If home instruction is provided to pupils in a small group rather than through one-on-one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.
  4. The instruction shall meet the Core Curriculum Content Standards in accordance with N.J.A.C. 6A:8 and the district's requirements for promotion and graduation.
  5. If instruction is delivered in the pupil's home, a parent(s) or legal guardian(s) or other adult twenty-one years of age or older who has been designated by the parent(s) or legal guardian(s) shall be present during all periods of home instruction.
  6. Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP as required or to be present in the home as required in 5. above may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.
- D. Record Keeping
1. The Director of Special Services shall maintain a summary record concerning pupils receiving home or out-of-school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs.
    - a. The summary record shall provide information concerning the number of pupils categorized by age, grade and gender, the number of weeks on home instruction before placement in the recommended setting, and the reasons for delay.
    - b. The Superintendent shall provide the summary report annually to the County Superintendent of Schools.

Issued: 2 April 2009



## R 2510 ADOPTION OF TEXTBOOKS

### A. Definition

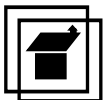
A “textbook” is the principal source of instructional material for any given course of study, in whatever form the material may be presented, which is available to or distributed to every pupil enrolled in the course of study.

### B. Textbook Selection Committee

1. A textbook selection committee(s) for an identified need, will be named by the Assistant Superintendent of Curriculum.
2. The Coordinating Supervisors will chair the committee.
3. If the Board so approves, members of the textbook selection committees may be given compensation during the summer months for the work of reviewing potential textbook selections.

### C. Recommendation Procedures

1. Any teaching staff member may request the textbook selection committee’s consideration of a possible textbook.
2. The textbook selection committee will investigate current textbooks on the market.
3. A textbook recommended for screening should be read and examined by each of the textbook selection committee members. The committee members should have examined, wherever possible, multiple texts similar in nature to the textbook recommended for adoption.
4. Each textbook selection committee member should submit to the chairperson a written evaluation of the textbook.
5. The committee chairperson will also read and examine each recommended textbook.
6. The committee chairperson or the person initiating the request for consideration will prepare an evaluation report for submission to the Assistant Superintendent of Curriculum.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Adoption of Textbooks

7. The Assistant Superintendent will forward the recommendation to the Superintendent after the approval of the Central Curriculum Planning Committee and the Teaching and Learning Committee of the Board.

### D. Standards of Review

In the review of any suggested textbook, the textbook selection committee shall consider:

1. The reliability and reputation for scholarship of its author and publisher;
2. Whether the content of the textbook
  - a. Relates to the course of study in which it will be used,
  - b. Can be read and understood by the pupils for which its use is intended,
  - c. Is accurate and up to date,
  - d. Clearly distinguishes fact from opinion,
  - e. Is well organized and presented,
  - f. Includes helpful and thoughtfully prepared indexes, graphic materials, references, bibliographies, glossaries, and appendices, and
  - g. Is biased.
3. The ways in which a proposed textbook improves on the book it replaces;
4. Whether the proposed textbook's binding, paper, and typeface are appropriate and durable;
5. The cost and probable life of the proposed textbook;
6. Whether the presentation of any controversial subject is objective and suitable to the maturity of the pupils for whose use the book is intended;
7. The experience other schools and/or districts may have had with the use of the proposed textbook; and
8. The textbook's compliance with the district's affirmative action plan for school and classroom practices, as set forth in Policy No. 2260.

Issued: 2 April 2009



## R 2520 INSTRUCTIONAL SUPPLIES

### A. Definition

“Supplies” are the consumable materials distributed to teachers and pupils for the implementation of the instructional program. “Supplies” include, but are not necessarily limited to, paper, pencils, chalk, erasers, paste, clay, artistic materials, craft paper, markers, string, adhesive tape, scissors, soap, and the like.

### B. Supply Procedures

1. Supplies will be kept in a supply closet or room in each school building. The Main Office will be responsible for the content and inventory of the supply closet.
2. Each teacher will request supplies each year by submitting a written request to the Principal. The teacher should request a sufficient quantity of supplies to satisfy the needs of his/her class for at least eight weeks.
3. The teacher’s request will be recorded in the Main office.
4. At the end of each school year, a record of the supplies requested and used in each classroom will be given to the Principal.
5. The Principal will invite all teaching staff members to suggest additional supplies and/or replacements for the supplies currently used.

### C. Cost of Supplies

Supplies will be made available without charge to all pupils, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for reason of safety, health, or the protection of school property, pupils will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (other than color or style) and may recommend a suitable commercial source for the clothing or equipment.



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Instructional Supplies

2. Where a pupil enrolled in a class or activity in which a product is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the pupil may be required to pay the costs of the materials used. Pupils shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the Principal, and the moneys collected will be deposited with the Main office.
3. Pupils may be required to provide supplies for their participation in co-curricular activities.
4. A pupil who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraphs D1, 2, and 3 above.
5. Teachers are advised to report to the Principal any pupil who is unable to pay for the supplies listed above.

Issued: 2 April 2009



## R 2530 RESOURCE MATERIALS

### A. Definition

“Resource materials” are all those sources of information for the use of pupils that have not been designated as textbooks and generally must be shared by individual pupils. Resource materials include reference books, fiction and nonfiction books, maps, audio and audio-visual materials, CD ROM’s, pamphlets, periodicals, pictures and on-line references. Resource materials may be maintained in classroom library collections and/or in the school library or media center.

### B. Selection Process

1. The Principal in each school building will accept the written requests of teaching staff members for new and revised reference materials. Each request should include the:
  - a. Name and originator of the work,
  - b. Its publisher or distributor,
  - c. A brief description of the material, and
  - d. The reason for the request, including the relevance of the material to the instructional program.
2. All recommendations will be forwarded to the Media Specialist for consideration. The Media Specialist will attempt to review each requested work or, alternatively, to consult with other educational institutions that have used the material.
3. The Media Specialist may consult such selection aids as booklists, school library journals, previews, school library catalogs, and subject bibliographies prepared by specialists in the field.
4. The Media Specialist will measure each recommendation against the standards for selection (see paragraph C) and the amount budgeted for resource materials in the current or succeeding school year, as appropriate.



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Resource Materials

5. The Media Specialist will present to the Assistant Superintendent a list of recommended purchases, as part of the budget preparation process. The list will include multiple copies of material for which a high level of interest and need is anticipated.

### C. Selection Standards

Standards to be applied in the selection of resource materials are those set forth in Policy No. 2530, repeated here.

1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served.
2. Wherever possible, materials will provide major opposing views on controversial issues so that pupils may develop under guidance the practice of critical reading and thinking.
3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage.
4. Materials will be factually accurate and of genuine literary or artistic value.
5. Materials will be of a quality and durability appropriate to their intended uses and longevity.
6. Materials will relate to, support, and enrich the courses of study adopted by the Board.

### D. Removal of Reference Materials

1. The Media Specialist will conduct a periodic review of reference collections for their:
  - a. Continuing usefulness,
  - b. Relevance to the curriculum,
  - c. Representation of the needs and interests of all grade levels, subject areas, and departments, and
  - d. Balance of content, types of material, and manner of presentation.



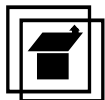
# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Resource Materials

2. Standard materials subject to frequent use that are worn or missing should be replaced periodically.
3. Outdated materials and materials no longer relevant to the curriculum may be withdrawn from the collection on Board approval.
4. A complaint about reference materials shall be handled in accordance with Policy No. 9130 and Regulation No. 9130.

Issued: 2 April 2009



## R 2531 USE OF COPYRIGHTED MATERIALS

### A. Literary Material

1. A single copy may be made of any of the following by or for a teacher at his/her individual request for scholarly research or for use in teaching or in preparation for teaching a class:
  - a. A chapter from a book;
  - b. An article from a periodical or newspaper;
  - c. A short story, short essay or short poem; whether or not from a collective work; or
  - d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
2. Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:
  - a. Each copy includes a notice of copyright; and
  - b. The material copied is brief and the copying is spontaneous and noncumulative as measured by the following definitions of brevity, spontaneity, and noncumulative effect.
    - (1) Brevity: A reproduced work is brief if it consists of the following:
      - (a) Poetry: Not more than a complete poem if fewer than 250 words and if printed on not more than two pages or an excerpt from a longer poem if the excerpt is not more than 250 words. These numerical limits may be expanded to permit completion of an unfinished line of poetry.



- (b) Prose: Not more than a complete article, story, or essay of fewer than 2,500 words; or an excerpt from any prose work of not more than 1,000 words or ten percent of the work, whichever is less, but in any event a minimum of 500 words. These numerical limits may be expanded to permit completion of an unfinished prose paragraph.
  - (c) Illustration: Not more than one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
  - (d) Special Works: Certain works in poetry, prose or in poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience often fall short of 2,500 words in their entirety. Paragraph 2b(1)(b) above notwithstanding, such special works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof may be reproduced.
- (2) Spontaneity: Reproduction of a copyrighted work is spontaneous if:
- (a) The copying is at the instance and inspiration of the individual teacher; and
  - (b) The inspiration and decision to use the work and the moment of its use of maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to use the work.
- (3) Noncumulative Effect: Reproduction of a copyrighted work is noncumulative if:
- (a) The copying of the material is for only one course in the school in which the copies are made;





retention period. After the first ten school days, an off-air recording may be used during the remainder of the retention period only to permit teachers to evaluate its effectiveness in the instructional period.

3. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
5. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

### C. Pre-recorded Video

The use of commercially pre-recorded video (such as video cassettes and DVD disks rented by commercial enterprises) may be used for instructional purposes without the purchase of a public performance license. Such tapes shall not be used in school situations in violation of the copyright laws which prohibit use for reward or entertainment or in other school activities. The use of such materials for these purposes in the school shall be considered a public performance and require:

1. A blanket license for showing the pre-recorded video obtained from the Motion Picture Licensing Corporation (MPLC) or other group authorized to license the pre-recorded material.
2. A specific license for the showing of a pre-recorded video not covered by a blanket license.

The use of non-commercially pre-recorded video shall require the written permission of the producer of the video prior to its use for other than instructional purposes.

If the requested license or permission has not been obtained, the material shall not be shown in the school.



D. Music

1. The following uses of copies of copyrighted music are permissible.
  - a. Emergency copies of printed music may be made to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies are substituted in due course.
  - b. For academic purposes other than performance:
    - (1) Multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement, or aria, but in no case more than ten percent of the work. The number of copies shall not exceed one copy per pupil.
    - (2) A single copy of an entire performable unit (section, movement, aria, etc.) that is
      - (a) Confirmed by the copyright proprietor to be out of print, or
      - (b) Unavailable except in a larger work, may be made by or for a teacher solely for the purpose of scholarly research or in preparation to teach a class.
  - c. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
  - d. A single copy of recordings of performances by pupils may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
  - e. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by the school district or by an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the district or the teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of Copyrighted Materials

2. The following uses of copies of copyrighted music are prohibited.
  - a. Copying to create or replace or substitute for anthologies, compilations, or collective works;
  - b. Copying of or from works intended to be consumable in the course of study or of teaching such as workbooks, exercises, standardized tests, answer sheets, and like material;
  - c. Copying for the purpose of performance, except as permitted in paragraph C1a;
  - d. Copying for the purpose of substituting for the purchase of music, except as permitted in paragraph C1a and paragraph C1b; and
  - e. Copying without inclusion of the copyright notice that appears on the printed copy.
  
- E. Computer Software and the Internet
  1. A software program shall not be copied onto a blank disk except as expressly permitted by the program itself.
  2. An archival disk may be made as a back-up program disk. The archival disk shall be used only when the original software disk has been mistakenly damaged or destroyed and may not be used for any other purpose.
  3. Software shall not be loaded into more than one computer at any one time, unless a site license has been purchased to permit loading multiple computers.
  4. Copyrighted materials shall not be downloaded from the Internet without the express permission of the author and the payment of any required fees.
  
- F. Obtaining Permission for Copying
  1. A teacher may request and obtain permission to copy material from a copyrighted work; the teacher may then use the work as expressly permitted and will not be bound by the limitations and prohibitions set forth above.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM  
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Use of Copyrighted Materials

2. Request for permission must be in writing and should be sent, together with an envelope addressed to the sender, to the permissions department of the publisher of the work. The request should include:
  - a. The title, author or editor, and edition of materials for which permission is sought;
  - b. The exact material to be used, with specification of amount, page numbers, chapters, including, if possible, a photocopy of the material;
  - c. The number of copies the requestor proposes to make;
  - d. The use to be made of the duplicated materials;
  - e. The form of distribution;
  - f. Whether or not the copies will be sold; and
  - g. The process by which the material will be reproduced.
3. A copy of the written permission granted by the publisher or copyright owner shall be preserved by the teacher who may be required to present the written permission to the Principal or designee.
4. Teachers shall inform pupils on the limitations of the use of copyrighted material.

Issued: 2 April 2009



## R 2560 LIVE ANIMALS IN SCHOOL

### A. Standards for Use

1. A teacher or other qualified adult supervisor must assume primary responsibility for the purposes and conditions of any study, activity, or performance that involves live animals in school.
2. Each study involving live animals will have as a clearly defined objective the teaching of some biological principle(s).
3. All animals used must be lawfully acquired in accordance with State and local laws, be healthy and free from transmissible diseases, and must have been vaccinated against rabies if susceptible. Proof of vaccination must be provided to the Principal or designee before the live animal is brought into the school building.
4. Animals may be handled only by the responsible adult supervisor and the pupil(s) directly involved in the study or performance.
5. Animals must be properly fed and provided with sanitary cage quarters.
6. When animals are kept on school grounds or in a school building over vacation periods, adequate housing must be provided and a qualified caretaker must be assigned the specific duties of care and feeding.
7. Teachers of pupils pursuing investigations at other than regular class periods while in school as part of a school assignment or project (such as a school science fair) will be bound by these regulations.
8. The Principal or designee must approve a live animal being brought into the school building and the use of any animal in a course of instruction or the establishment of an animal habitat in a classroom.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Live Animals in School

9. The Principal or designee will make a determination that no pupil in a class where the animal will be housed is allergic to the animal and would suffer an adverse reaction to the animal. The Principal or designee should also attempt to determine, if any other pupil in the school building could suffer an adverse reaction. If the Principal or designee determines that there is a pupil(s) who would suffer an adverse reaction, the Principal or designee shall deny approval to have the animal in the school.

### B. Injury to Persons

The following steps will be followed in the event a pupil, staff member, or visitor to school is bitten or scratched by an animal in school. The teaching staff member or adult supervisor in charge will:

1. Take immediate and prudent steps to prevent further injury;
2. Follow Regulation No. 8441 for The Care of Injured and Ill Persons; and
3. Capture and impound the animal, pending a determination of the Board of Health regarding any further action.

Adopted: 2 April 2009  
Revised: 31 March 2010



# REGULATION

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Grading System

## R 2624 GRADING SYSTEM

### Academic Achievement Grade - High School and Middle School

The Academic Achievement Grade measures the pupil's level of mastery of the course proficiencies.

This grade will use the symbols, A, A-, B+, B, B-, C+, C, C-, D+, D, and F. The grades will denote:

A	Mastery of proficiencies	D	Little progress toward mastery
B	Significant progress toward mastery	F	No progress toward mastery
C	Adequate progress toward mastery		

The plus and minus signs will be used to denote graduations from the basic symbol.

For those teachers who use the numerical scale of 0 - 100, the following guidelines shall be used in relation to letter grades:

A	=	94 - 100	C-	=	70 - 72
A-	=	90 - 93	D+	=	66 - 69
B+	=	87 - 89	D	=	60 - 65
B	=	83 - 86	F	=	0 - 59
B-	=	80 - 82	P	=	Pass
C+	=	77 - 79	LOC	=	Loss of Credit
C	=	73 - 76			

At the middle school level, the final academic achievement grade will be obtained by averaging the four marking periods for a full year course. For a semester course, an average of both marking periods will be used and for quarter courses, the final grade will be obtained using the marking period grades.

At the High School level, the final academic achievement grade will be obtained by averaging the four marking periods and the final examination. The academic grade for each marking period will carry the weight of 22% of the final grade. The final examination is 12% of the grade whether in a full year or a semester course. In those cases where the pupil is exempt, an "NG" will appear under the final exam and only four (4) marking periods will be averaged under the final grade.



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The NG (no grade) designation in the grade column may remain as a final grade only with the approval of the Principal. The awarding of credit in these instances will be determined by the Principal.

Incomplete work for an INC (incomplete) grade should be made up within ten school days or the grade will be automatically changed to an F. Exceptions to this policy must be instituted by the teacher and approved by the Principal.

### **Withdrawal from High School Classes**

A student is required to take six courses in order to be considered a full-time student. A student carrying seven or eight courses may withdraw from a course under the following circumstances:

1. If a student withdraws during the first 15 days of the course, the student may withdraw with no indicator placed on the transcript. This is in keeping with BOE Policy.
2. If a student withdraws after the first 15 days of the course, a "W" will appear on the transcript.
3. In the case of a one-semester course that is a seventh or eighth course, the same stipulations would apply.

The values to be used in determining final grades will be:

A	4.0000	C	2.0000
A-	3.6667	C-	1.6667
B+	3.3333	D+	1.3333
B	3.0000	D	1.0000
B-	2.6667	F	0
C+	2.3333		



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To ensure a common way of arriving at final averages, the following numerical intervals are used in determining the final letter grades for each course.

If the numeric Average is between:	The Final Letter Grade is:
4.0000 - 3.8334	A
3.8333 - 3.5000	A-
3.4999 - 3.1667	B+
3.1666 - 2.8334	B
2.8333 - 2.5000	B-
2.4999 - 2.1667	C+
2.1666 - 1.8334	C
1.8333 - 1.5000	C-
1.4999 - 1.1667	D+
1.1666 - 1.0000	D
0.9999 - 0.0000	F

A minimum final grade of "D" must be obtained in academic achievement to receive credit for the course.

### Individual Development Grade:

The Individual Development Grade measures the individual pupil against his/her own potential to achieve academically, socially, and behaviorally. It is a measurement in any particular area of how the pupil is progressing toward this capacity. This grade is never used as a comparison to other pupils in computation of class rank.

### The Individual Development Indictors Are:

- 3 Consistently
- 2 Frequently
- 1 Rarely

And measure the degree to which the student demonstrates the following factors:

- (1) Effort
- (2) Interest
- (3) Appropriate Behavior
- (4) Positive Attitude
- (5) Work Habits
- (6) Self-Direction



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### Honor Roll

The Honor Roll selection process will consider the academic achievement grade only. Honor Roll - all "B'S" including grades of B-. High Honor Roll - all "A'S" including grades of A-.

### Weighted Grading:

The Board has adopted the following system for weighting:

A	=	5.0000	C	=	3.0000
A-	=	4.6667	C-	=	2.6667
B+	=	4.3333	D+	=	2.3333
B	=	4.0000	D	=	2.0000
B-	=	3.6667	F	=	0
C+	=	3.3333			

### Final Examinations

1. A final examination schedule will be posted.
2. Make-up for examinations missed due to authorized absence will be scheduled with approval from the Principal.
3. Pupils must attend and complete final examinations, as final examinations are part of the course requirements. Pupils who do not complete the final examination will not receive credit for the course. Seniors who maintain an "A-" grade or higher each of the four quarters may be exempt from the final exam in that subject. In addition, any pupil may be excused by the principal because of extraordinary circumstances.

### Course Change Information

A significant part of the school year is spent in advising students of course selection for the following year. Advisement is done by counselors and teachers. Pupils are encouraged to give careful consideration to the recommendation and in consultation with parent(s) or legal guardian(s), make appropriate choices of courses for the following academic year.

Requests for schedule changes will be considered for the following reasons only: completion of summer school, failure of a pre-requisite course, or specific scheduling error.



A parent/guardian may request a change due to a previous conflict between his/her child and a teacher. The request for a schedule change for this reason must be in writing to the principal no later than September 15<sup>th</sup> of the current year to be considered. The principal will consider each request based on the history and nature of the conflict between his/her child and the teacher. The principal will discuss the request with the student and parent/guardian before rendering a decision.

The time period to change a course will be limited to the following:

1. At the designated times during the summer.
2. The first two days of school for adjustments due to errors.
3. From the third day of school until the fifteenth day for reasons listed above

No other changes will be made whether initiated by parent(s) or legal guardian(s), teacher or pupil except with recommendation of guidance coordinator and approval of the Principal.

## High School Course Audit

A high school student may request permission to audit a course under the following circumstances:

- Transfer into school after the first 15 days of the course (with the exception of students coming in from outside the US, for whom we will use a November 15<sup>th</sup> deadline for credit)
- Unavailability of course requests based on a transfer
- Student interest in course after the first 15 days of school

A student may not request to change his regular enrollment in the class to an “audit status.”

A student’s request requires the approval of the parent, guidance counselor, classroom teacher, departmental supervisor, and principal.

The following expectations are made of the student:

- Regular attendance in the course, per school attendance policy
- Completion of all assignments
- Adherence to all other school rules regarding student conduct

The following expectations are made of the teacher:

- Availability for extra help as necessary
- Completion of all required academic paperwork—i.e. progress reports, report cards, attendance reporting



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If at any time a teacher believes the audit permission should be revoked, a conference with the parent and guidance counselor must be held before the departmental supervisor and principal make the approval to revoke the audit permission. Once the permission is revoked, the student will be assigned a study hall only and the course audit will be removed entirely from the student's academic record.

A grade designation of "AUD" will be assigned to a student who is auditing a class.

### Grading System-Elementary

The Parsippany-Troy Hills School District is committed to using a formative and summative assessment system to determine student achievement at the elementary school level.

Formative Assessment is a process, and is designed to encourage practice, risk taking and learning from mistakes, while promoting the learning process. Formative assessments are used as practice and provide guidance and feedback for students. These types of assessments are used to improve overall growth and learning.

Examples of formative assessments may include homework, quizzes, lab work, collaborative group work, classroom observations, and classroom activities. In these ways, students learn from their mistakes. Formative assessments drive further instruction to help students learn, and act as a means of preparing students for summative assessments.

Summative Assessments are designed to accurately determine student achievement of learning goals. These assessments are used after formative assessments, with focus on the application of knowledge based on district and state standards.

Examples of summative assessments may include writing tasks, essays, final copies, end-of-unit and chapter tests. These assessments are intended to formally monitor student progress. Critical thinking questions are a key component of summative assessments, including challenging students to compare, infer, reason, analyze and evaluate.

Both formative and summative assessments are interconnected, and are based on district and state standards.

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