

# *ALEXANDRIA TOWNSHIP*

*Honoring our Past, Celebrating our Present, Creating our Future*



## *PARENT HANDBOOK*

*(Revised 09-03-2009)*

*Contained within the pages that follow are the most relevant and appropriate policies, regulations and laws related to the parents/guardians of Alexandria Township Public School students. In many cases, the documents these policies, regulations and laws have been drawn from contain more detailed information. Any parent/guardian may request to see the entire Board Policy Manual by making an appointment with the Superintendent of Schools.*

### **EQUITY IN EDUCATIONAL PRACTICES**

- Alexandria Township Public Schools recognize and value the diversity of persons and groups within the society and strive to promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.
- Alexandria Township Public Schools promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status in the policies, programs and practices of the district Board of Education.

### **CURRICULAR/EXTRACURRICULAR ACTIVITIES**

#### **Family Life Curriculum**

- The Board will include in its human sexuality and family life curriculum instruction on reasons, skills and strategies for remaining or becoming abstinent from sexual activity. Any instruction concerning the use of contraceptives or prophylactics, such as condoms, will also include information on their failure rates for preventing pregnancy, HIV and other sexually transmitted diseases in actual use among adolescent populations and shall clearly explain the difference between risk reduction through the use of such devices and risk elimination through abstinence.
- In addition, the human sexuality and family life curriculum will stress the importance of avoiding intravenous drug use. A copy of the complete district human sexuality and family life education curriculum and all instructional materials shall be available for public inspection in each school in the district prior to its use in any classroom. The parent(s) or legal guardian(s) of each pupil enrolled in the program shall receive, annually, an outline of the curriculum and a list of instructional materials for that pupil's grade along with notice of the availability for review of the complete curriculum and all materials.

#### **Excusal from Class or Program**

- The Board of Education directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent(s) or legal guardian(s) of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Building Principal.
- An excused pupil shall be assigned to an alternate program of independent study on a substitute topic within the health education, family life education, or sex education program. The parent's or legal guardian's right of excusal applies to any alternate program as well.
- No excused pupil will be penalized by loss of credit as a result of his/her excusal, but a pupil will be held accountable for successful completion of any alternate program assigned.

**Physical Education**

- All students are required to have sneakers for their physical education class.
- Students may not be excused from physical education unless they have a note from a physician or authorization from the school nurse.

**Intramural/Interscholastic Competition**

- No pupil may participate in a school-sponsored physical activity outside the regular physical education curriculum without a signed consent form from a parent/guardian naming the activity and acknowledging that the activity may be hazardous.
- When a progress report or report card is issued, any pupil who receives a grade (or grades) of seventy-seven or less in any subject (or subjects) will be put on extracurricular activity probation. During such probationary period, the pupil may participate in the extracurricular activity while taking appropriate measures to improve the grade (or grades) under the guidance of the teacher of the subject (or subjects). When the next progress report or report card is issued, if the pupil has received a seventy-eight or better in each subject, he/she may continue to participate in the activity; however, if the pupil again receives a seventy-seven or less in any subject, the pupil shall be suspended from participation in extracurricular activities. Such pupil may resume participating in extracurricular activities when any subsequent progress report or report card contains grades of seventy-eight or better in all graded subjects.
- Notification of extracurricular activity suspension and extracurricular activity probation shall be in writing, and delivered to the pupil's home, as well as given to the coach or activity supervisor, the Principal and the Guidance Counselor. A pupil has a right to appeal any extracurricular activity suspension by requesting an appeal, in writing, within two school days after receiving the suspension notice. In processing such appeal, the Superintendent shall consult with the pupil's teachers and other relevant staff members, and shall hold a meeting with the pupil and his/her parent(s) or legal guardian(s). Until the appeal process is concluded, the pupil shall remain on suspension.
- The results of such appeal shall be communicated at the meeting, and shall be placed in writing and delivered to the pupil within two school days after the meeting, as well as to the coach or activity supervisor, the Principal and the Guidance Counselor if it is determined that the pupil may rejoin extracurricular activities. Participation in extracurricular activities must adhere to the Pupil Code of Conduct. Pupils will be ineligible to participate in extracurricular activities on a given day if they are absent on that day from classes, or if they are serving a school suspension that day.
- The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools of the district and acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of such events.

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- The Board may bar the attendance of any person at a school event whose conduct constitutes a disruption. The Board prohibits the possession and consumption of alcoholic beverages at any function sponsored by the district and, further, prohibits wagering on school premises.

### **Field Trips**

- A child shall not be permitted to go on a field trip unless a permission slip is signed by the parent/guardian.
- Social events or class trips are not part of the thorough and efficient system of education provided by the Board. Participation in them is, therefore, not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.
- Pupils who participate in approved social events and class trips are subject to district rules for pupil conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.
- A pupil who possesses or consumes alcohol or drugs in the course of an approved social event or class trip will be deemed to have placed all other participating pupils at risk and shall be immediately dismissed from the event or trip. Any such pupil will be returned home by appropriate and safe means of transportation in the company of a chaperone, the pupil's parent(s) or legal guardian(s), or a representative of the pupil's parent(s) or legal guardian(s). Any expenses incurred by the dismissal will be the responsibility of the pupil and/or the pupil's parent(s) or legal guardian(s).

### **Retention at Grade Level**

- Parent(s) or legal guardian(s) and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s). Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than ten weeks prior to the end of the school year.
- I&RS Team shall recommend to the Superintendent the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

## **HEALTH SERVICES**

### **Required Medical Examinations**

- Alexandria Township Public Schools shall ensure that students receive the following medical examinations:
  - Annually the weight, height, vision and hearing of each pupil shall be checked.
  - Prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any of grades six to eight;
    - This examination shall be conducted within 365 days prior to the first practice session.
    - Each student whose medical examination was completed more than 60 days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent/legal guardian.
  - Upon enrollment into school;
    - Each school district shall require parents/legal guardians to provide examination documentation of each student within 30 days upon enrolling into school.
- Alexandria Township Public Schools recommends parents/legal guardians obtain subsequent medical examinations of their child at least once during each developmental stage, at early childhood (pre-school through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through 12).
- The Alexandria Township Public Schools shall provide for the biennial examination of every pupil between the ages of 10 and 18 for the condition known as scoliosis.
  - Notification shall be provided to the parents or legal guardians of any pupil suspected of having scoliosis.
  - Any pupil shall be exempt from the examination upon written request of his parent or legal guardian.

### **Administering Medication**

- The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.
- Medication will only be administered to pupils in school by the school physician, a school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have

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been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

- Self-administration of medication by a pupil for asthma or any other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3. Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).
- The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.
- The school nurse or designee shall be promptly available on site at the school and at school sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school district, its employees and agents, shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil. The parent(s) or legal guardian(s) of the pupil must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.
- The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.
- Each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Every pupil who is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.
- All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances, the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational

progress with such information about the medication and its administration as may be in the pupil's best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law.

### **Accidents/Illness**

- Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal who will determine whether an emergency exists. Immediate steps may be taken, as necessary, to remove the injured or ill person from imminent danger and/or prevent exacerbation of the disability. Routine first aid will be administered by district personnel, as necessary, to ensure the safety and comfort of the injured or ill person.
- The parent(s) or legal guardian(s) of an injured or ill pupil and, if necessary, the family of an injured or ill staff member or adult visitor will be notified promptly and tactfully of the injury or illness. If the school nurse or school medical inspector or, in the absence of both, the Principal determines that the injured or ill person should be removed from school for rest and/or treatment at home or for consultation with a private physician, the parent(s) or legal guardian(s), or family member shall be requested to provide transportation.
- In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital.
- The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease. The Board shall comply with regulations of the New Jersey Department of Health and the Hunterdon County Board of Health governing the prevention, control, and reporting of communicable disease.
- The teacher may exclude from the classroom by sending to the school nurse, as well as the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of, or instructions from, an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.
- Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil. Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

## **STUDENT BEHAVIOR**

### **Dress and Grooming**

- It is the purpose of the Alexandria Township Board of Education, in the matter of pupil grooming/dress code, to enhance the health and safety of the pupil and to avoid distractions to the educative process. It is not the intention of the Board either to usurp parental prerogative in the determination of appropriate grooming for their children, or to infringe on an individual's freedom of speech.
- Throughout many school systems in the United States, schools have found a relationship between proper school dress and proper school behavior and grades. Therefore, pupils are encouraged to be neat, clean, and well groomed when attending classes, representing the school on field trips and at all school functions. Clothing must be neat and not distracting or offensive to the pupils, staff, and citizens of the school community.
- Therefore, during the school year, the following grooming/dress code regulations will be enforced in keeping with the policy, whereby certain dress may be distracting or disturbing or causing danger to a pupil's, staff member's, citizens' of the school community, or visitor's to the school, health and/or safety.
- **Pants/Shorts**
  - Must be worn at waist level;
  - Shorts are to extend no shorter than extended fingers with arms at side;
  - Undergarments are not to be visible;
  - No chains may be worn as belts or as accessories to pants/shorts.
- **Dresses/Skirts**
  - Must be worn at waist level and extend no shorter than extended fingers plus three inches with arms at the side;
  - Undergarments are not to be visible.
- **Shirts/Blouses**
  - Must be "tuckable", but not necessarily tucked in;
  - No half shirts exposing the midriff or shirts that expose the midriff when hands are raised straight up above the person's head.
  - Males: Tank top/muscle shirts may only be worn with a T-shirt underneath;
  - Females: If "tank tops" (more-than sleeveless type of shirt), a double shirt must be worn. Appropriate undergarments are to be worn and not visible;
  - Fishnet shirts (with holes or see through) – must have a shirt underneath;
  - Any skin-tight tops (i.e. leotard, swimwear, spandex etc.) must have a double shirt worn.

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- Footwear/Shoes
  - Must be firmly attached to the foot with a strap around the back of the foot.
  
- Other
  - No outer coats are to be worn in class;
  - No sunglasses are allowed to be worn in the school building;
  - No hats are allowed to be worn in school;
  - No articles of clothing which are markedly soiled with grease, paint or dirt;
  - No articles of clothing which display indecent writing, pictures, slogans, inappropriate advertising (i.e. drugs, alcohol, tobacco products or of sexual nature), or slogans/pictorial effects degrading any cultural, religious or ethnic values;
  - No articles of clothing or other nature that could cause damage to other people or property;
  - No clothing that is extremely torn, slit, drags on the floor or is in a state of disrepair;
  - Pupils may not change their clothing during regular school hours other than for gym class. After gym class, pupils must change into clothes they wore to school;
  - Any other articles which may be deemed by the administration as distracting or disruptive to the educational process.

### **Liability of Parents of Pupils for Damage to Property**

- The school property held in trust by this Board of Education represents a substantial investment of the taxpayers of the school district; liability for the willful and malicious destruction of that property should be borne by those directly and indirectly responsible.
  
- The Board further believes that parent(s) or legal guardian(s) are ultimately responsible for the supervision and discipline of pupils and that the knowledge that they are vicariously liable for the acts of their children and wards will encourage parent(s) or legal guardian(s) to exercise that responsibility more vigorously.
  
- Where any property, real or personal, owned by this Board has been willfully and maliciously damaged by any minor, whether or not the person is enrolled in this district, the Board may bring civil action against the parent(s) or legal guardian(s) having legal custody and control of the person at the time the damage was caused, for the full amount of the damage.

### **Pupil Conduct**

- The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff

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members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the schools and the value of their education. The Board expects all pupils in this school district, commensurate with their age and ability, to:

- Prepare themselves mentally and physically for the process of learning;
- Respect the person, property, intellectual and creative products of others;
- Take responsibility for their own behavior;
- Use time and other resources responsibly;
- Share responsibilities when working with others;
- Meet the requirements of each course of study;
- Monitor their own progress toward school objectives; and
- Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

### **Harassment, Intimidation, Hazing or Bullying**

- The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.
- "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:
  - is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
  - by any other distinguishing characteristic; and
  - a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
  - has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- "Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.
- Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).
- This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless

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devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

- The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.
- The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct.
- Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying.
- Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees, as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

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- The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion.
- The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

### **Suspension**

- The Board of Education recognizes that even the temporary exclusion of a pupil from the educational program of this district is a severe sanction and one that cannot be imposed without due process.
- Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Pupil Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.
  - For the purposes of this Policy, "suspension" means the temporary removal of a pupil from the regular instructional program.
  - For the purposes of this Policy, "short term suspension" means a suspension for a term of ten consecutive school days or less and "long term suspension" means a suspension for more than ten consecutive school days.
- Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm shall be immediately removed from the school's regular educational program pending a hearing before the Board of Education to remove the pupil in accordance with N.J.S.A. 18A:37-8 and Policy No. 5611.
- Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm, on any school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education in accordance with N.J.S.A. 18A:37-2.2. and Policy 5612.

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- Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion proceedings before the Board in accordance with N.J.S.A. 18A:37-2.1.a.
- A pupil may be suspended only by the Building Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting.
- The suspended pupil may be reinstated by the Principal or by the Superintendent at any time before the second meeting of the Board following the suspension, or by the Board of Education at the first meeting following the suspension, except that no pupil suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that pupil's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the pupil or continue the suspension.
- In each instance of a short-term suspension, the pupil and their parent(s) or legal guardian(s) will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the pupil may be immediately removed from the pupil's educational program and the informal hearing shall be held as soon as practical after the suspension.
- In each instance of a long-term suspension, the district shall assure the rights of the pupil pursuant to N.J.A.C. 16A:16-7.3.
- The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each pupil with a disability who is subject to a short-term or long-term suspension.
- In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a pupil with a disability shall be provided consistent with the pupil's Individualized Education Program, in accordance with N.J.A.C. 6A:14. At the completion of a short-term suspension, the general education pupil shall be returned to the general education program.

## ATTENDANCE

### **Student Attendance**

- Definitions
  - “Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
    - A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
    - A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
  - “Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
    - The pupil's illness,
    - Family illness or death,
    - An educational opportunity will be defined as an experience directly related to the curriculum being taught as part of the district's prescribed educational program,
    - Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
    - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
    - The pupil's suspension from school,
    - The pupil's required attendance in court,
    - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
    - An absence for a reason not listed above, but deemed excused by the Superintendent, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence,
  - “Truancy” is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
    - leaves school at lunch time without a pass,
    - leaves school without permission when school is still in session,
    - leaves class because of illness and does not report to the school nurse as directed, or
    - is present in school but is absent from class without approval. Such truancy from class is a "class cut."

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- “Unexcused absence” is a pupil's absence for all or part of a school day for any reason other than those listed in A2 above.
- Notice to School of a Pupil's Absence
  - The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 9:00 a.m. of the morning of the pupil's absence.
  - The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session shall provide a note to give notice of the pupil's absence.
  - The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Principal, who will assist in the arrangement of make-up work.
- Readmission to School After an Absence
  - A pupil returning from an absence of any length must present to the Principal a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
  - A note explaining a pupil's absence for a non communicable illness for a period of more than three school days must be accompanied by a physician's statement of the pupil's illness.
  - A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease.
- Instruction
  - Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of five school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
  - A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
  - Pupils absent for any reason are expected to make up the work missed. In grade five and above, the pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
  - In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
  - A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.
- School District Response To Unexcused Absences During the School Year
  - For up to four cumulative unexcused absences, the Building Principal or designee shall:
    - make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
    - conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;

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- develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
  - cooperate with law enforcement and other authorities and agencies, as appropriate.
- For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
- make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
  - conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
  - evaluate the appropriateness of the action plan developed;
  - revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:
    - Refer or consult with the building's Intervention and Referral Services Team
    - Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
    - Consider an alternate educational placement;
    - Make a referral to a community-based social and health provider agency or other community resource;
    - Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
    - Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.
  - Cooperate with law enforcement and other authorities and agencies, as appropriate.
- For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:
- make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
  - make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;

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- continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
  - cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
- For pupils with disabilities, the attendance plan and punitive and remedial procedures shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs

### **Late Arrival and Early Dismissal**

- “Late arrival” means the arrival of a pupil after the beginning of the pupil’s school day for an excused purpose.
  - “Early dismissal” means the release of a pupil from school prior to the end of the pupil’s school day for an excused purpose; "early dismissal" includes the release of a pupil for a period of time that occurs during the pupil’s school day.
  - “Dismissal from class” means a pupil’s brief absence from his/her assigned class for a reason that has been approved in advance. A "dismissal from class" is not a class "cut".
- Acceptable Excuses
  - The following circumstances justify a pupil’s late arrival. The list is not meant to be exhaustive, and the Building Principal should use his/her best judgment in determining whether or not there is good cause for the pupil’s late arrival.
    - The pupil’s disability from illness or injury, including any necessary emergency visits to a physician or dentist;
    - The observance of a religious holiday;
    - Religious instruction;
    - Family emergency;
    - Medical or dental appointment that cannot be scheduled at a time other than during the school day;
    - The pupil’s required attendance in court; and
- A pupil’s late arrival in school should be approved by the Principal or designee in advance. A late arrival that is not approved in advance will be considered to be an instance of tardiness.
- A pupil who arrives late at school shall report to the main office and pick up a late arrival permission slip. The permission slip will include the date and the time of the pupil’s arrival. The pupil will proceed to his/her assigned class and present the permission slip to the teaching staff member in charge, who will verify the date and time. Parents/legal guardians must sign in pupils at Lester D. Wilson School.
- A pupil’s early dismissal must be approved by the Principal or designee in advance. Except for emergencies, an early dismissal that is not approved in advance will be considered to be an absence.
- The parent(s) or legal guardian(s) or adult pupil shall submit a written request for approval of an early dismissal to the main office. The request must include the reason for

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- the pupil's early dismissal and a statement of why it is necessary to excuse the pupil before the end of the pupil's school day.
- A pupil must obtain an approved early dismissal permission slip from the main office and present the slip to the teaching staff member in charge of the class or activity from which the pupil is to be dismissed. The permission slip will include the date and time of approved dismissal. The teaching staff member in charge must verify the date and time.
  - No pupil shall be released from school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s) or an agent of the parent(s) or legal guardian(s).
  - A pupil's parent(s) or legal guardian(s), or caretaker may request the pupil's early release for a bona fide family emergency. Early dismissal for family emergency must be approved by the Principal.
  - A pupil will be released to a parent(s) or legal guardian(s) who reports to the school office and explains satisfactorily to the Principal that good and sufficient reason justifies the pupil's release from school before the end of the pupil's school day.
  - A pupil will be released to an agent of the parent(s) or legal guardian(s) provided the parent(s) or legal guardian(s), or a caretaker personally known to the Principal has requested the pupil's release by:
    - written request signed by the parent(s) or legal guardian(s), or caretaker and verified by telephone call to the signer, or
    - the Principal shall verify the identity of the agent to whom the pupil is released by examination of documents or by verification of characteristics supplied by the parent(s) or legal guardian(s), or caretaker.

### **Tardiness**

- A pupil is tardy to school when the pupil reports to his/her assigned classroom after the beginning of the school day without approval for the delay.
  - Procedures for Tardy Arrivals
- A pupil who is tardy to school must report to the Principal's office to present a written note explaining the reason for the tardiness. The pupil must sign in and receive a late pass for admission to class.
- A pupil who is tardy to class may be sent by the teacher to the Principal's office to explain the reason for the tardiness and obtain a late pass for admission to class.
- No pupil who arrives at school after attendance has been taken will be admitted to class without a late pass.
- Discipline
  - A pupil in grades four through eight who has been tardy to school five times will be assigned to detention.
- A pupil who has been tardy to school five or more times may be reported to the Guidance Counselor for counseling. The pupil's parent(s) or legal guardian(s) will be notified and may be requested to attend a conference with the Principal.

## **STUDENT RECORDS**

### **Student Records**

- Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
- A non adult student may assert rights of access only through his/her parents or legal guardians. However, nothing in these rules shall be construed to prohibit certified school personnel, in their discretion, from disclosing student records to non adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.
- The parent/legal guardian or adult student, including an emancipated minor, shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or him or herself.
- Alexandria Township School District:
  - guarantees access to persons authorized under this subchapter within ten days of the request, but prior to any review or hearing conducted in accordance with the State Board of Education rules;
  - assures the security of these records;
  - provides the parent/legal guardian or adult student with a ten-day time period to submit a written statement to the Chief School Administrator excluding information from any school directory for official use.
  - assures limited access to student records by secretarial and clerical personnel; and
- All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.
- The Chief School Administrator or his or her designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
- Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C.6A:32-7, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- Student records are subject to challenge by parents/legal guardians and adult students on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies and persons. The parent/legal guardian or adult student may seek to:
  - expunge inaccurate, irrelevant or otherwise improper information from the student record;

- insert additional data, as well as reasonable comments as to the meaning and/or accuracy of the records; and/or
- request an immediate stay of disclosure pending final determination of the challenge procedure as described in this subchapter.
- To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, a parent/legal guardian or adult student shall notify the Chief School Administrator, in writing, of the specific issues relating to the student record.
  - Within ten days of notification, the Chief School Administrator or his or her designee shall notify the parent/legal guardian or adult student of the school district's decision. If the school district disagrees with the request, the Chief School Administrator or his or her designee shall meet with the parent/legal guardian or adult student to revise the issues set forth in the appeal.
  - If the matter is not satisfactorily resolved, the parent/legal guardian or adult student may appeal this decision either to the district Board of Education or the Commissioner of Education within ten days.
    - If appeal is made to the district Board of Education, a decision shall be rendered within twenty days. The decision of the district Board of Education may be appealed to the Commissioner of Education.
- Regardless of the outcome of any appeal, a parent/legal guardian or adult student shall be permitted to place a statement in the student record commenting upon the information in the student record or setting forth any reasons for disagreement with the decision of the agency. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

### **PUBLIC COMPLAINTS**

- All complaints and grievances addressed to the Board of Education, Board members individually, school officials, or district staff members shall be referred to the Superintendent for consideration in accordance with the following procedures.
- Complaints Regarding a Teaching Staff Member Other Than Administrator
  - First level
    - The complainant will be directed to address the matter to the staff member.
    - The staff member will be directed to discuss the matter directly with the complainant and to make every reasonable effort to explain the difficulty and/or take appropriate action in accordance with district regulations and within his/her authority and district regulations.
    - The staff member will report the matter, and whatever action may have been taken to resolve the matter, to the Principal.
  - Second level
    - If the matter cannot be satisfactorily resolved at the first level, the complainant may discuss the matter with the Principal.

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- The Principal will take all reasonable and prudent steps to resolve the complaint or to explain to the complainant why the matter cannot be resolved as the complainant wishes
- Third level
  - If the matter cannot be satisfactorily resolved at the second level, the complainant may, within three working days of his/her meeting with the Principal, submit to the Superintendent a written request for a conference. The request shall include:
    - the specific nature of the complaint and a brief statement of the facts giving rise to it,
    - the respect in which it is alleged that the complainant or the complainant's child has been unfairly treated or adversely affected, and
    - the remedy sought by the complainant.
  - A copy of the request for conference will be sent to the Board of Education.
  - Within seven working days of the receipt of the request, the Superintendent shall conduct a conference, at a time convenient to the complainant, and attempt to resolve the matter informally. The time for conference will be extended if the complainant is unable to schedule a convenient meeting.
  - The Superintendent shall record, in writing, his/her disposition of the complaint and shall, within ten working days of the conference, provide a copy of the written disposition to the complainant and to the Board.
- Fourth level
  - A complaint that is not resolved by conference with the Superintendent or that seeks a remedy beyond the Superintendent's jurisdiction may be appealed to the Board of Education.
  - The complainant may, within three working days of his/her receipt of the Superintendent's written disposition, submit a written request for a hearing before the Board. The request will include a copy of the Superintendent's disposition at Level 3.
  - The Board shall, within forty-five calendar days of the receipt of the request, conduct an informal hearing before a committee of Board members, in which the complainant will present his/her complaint. The Board may, on the petition of the complainant, permit the examination of witnesses. The Board may permit the teaching staff member complained of to testify in his/her own behalf.
  - The Board shall, within ten calendar days of the hearing, advise the complainant, in writing, of the Board's disposition of the complaint.

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- The complainant will be advised that the Board's decision may be appealed to the Commissioner of Education.
- Reasonable efforts will be made to expedite a complaint that arises at the end of the school year so that the matter can be resolved before the interruption of summer vacations.
- Complaints About an Administrative Staff Member
  - The procedure set forth in A will be followed and the complainant will be directed to discuss the matter first with the administrator.
  - A complaint about a Principal or a central office administrator will omit the second level of the complaint procedure. Appeal of the first level discussion will be made directly to the Superintendent in accordance with A3.
- Complaints About a Support Staff Member
  - The procedure set forth in A will be followed and the complainant will be directed to discuss the matter first with the support staff member.
  - Appeal at the second level of the complaint procedure will be to the support staff member's supervisor.
  - A complaint about a support staff supervisor will omit the second level of the complaint procedure. Appeal of the first level discussion will be made directly to the Superintendent in accordance with A3.
- Complaints About a Program, Practice, or Operation
  - A complaint directed to a matter of district or school policy, procedure, program, or operation, including entitlement programs established by state or federal law, should be addressed, initially, to the administrator or department head most directly concerned with the matter, in accordance with A1.
  - A complaint that cannot be satisfactorily resolved at the first level may be appealed to the Superintendent and, thereafter, the Board in accordance with the procedures set forth in A3 and A4.
- Complaints About Instructional and Resource materials
  - Complaints about textbooks, library books, reference works, and other instructional materials used in the district will be made, in writing, and submitted to the Superintendent.
  - The complainant will complete and sign a complaint form available in the Principal's office. The form will include:
    - the title, author, and publisher of the work complained of,
    - the specific portions or language complained of (by page and item),
    - the complainant's familiarity with the work objected to,
    - the reasons for the objection,

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- the pupils or class for whom the work is intended, and
  - the way in which the work is used.
- Within seven working days of the receipt of the complaint form, the Superintendent shall appoint a review committee consisting of:
    - the head of the department in which the work is being used,
    - a teacher in the subject area of the work,
    - a library staff member,
    - a Board member,
    - a lay person knowledgeable in the area of the work, and
    - the Principal of a school in which the work is used.
  - The review committee will meet to evaluate the complaint and review the material objected to.
  - The committee will report its findings and recommendations to the Board.
  - The Board will receive the report of the committee. If the Board acts to remove the work complained of or to limit access to the work, its action will be accompanied by a statement of reasons for the removal or limitation.
  - A copy of the committee's report and the Board's action, if any, will be given to the complainant.
  - The complainant will be informed that a decision of the Board may be appealed to the Commissioner of Education.

### **MISCELLANEOUS**

#### **Student Lockers**

- The Principal or other official designated by the Alexandria Township Board of Education may inspect lockers or other storage facilities provided for use by students.

#### **Possessions**

- Parents/legal guardians are required not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books, and personal items. The Board is not responsible for items destroyed or stolen.

#### **Remotely activating paging devices**

- Without the express written permission of the School Board, the Chief School Administrator or the school Principal, students are prohibited from bringing or possessing any remotely activating paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present.

- School authorities shall not grant permission for a student to bring or possess a remotely activating paging device on any school grounds, including on a school bus or at a school-sponsored function unless and until a student shall have established to the satisfaction of the school authorities a reasonable basis for the possession of the device.
- The Principal or his or her designee shall immediately notify the Chief School Administrator and the appropriate criminal justice or juvenile justice agency of a violation of this section.

### **School Visitors**

- “Visitor” means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, “visitor” does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.
- Registration
  - Every visitor is required to register in the school office.
  - The Principal will maintain a logbook in the main office of the school. Each visitor shall enter his/her name and the purpose of his/her visit in the logbook except that the Principal may exempt trades persons who make regular and frequent visits to the school.
  - Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The Principal may give a permanent identification tag or badge to a trades person who makes regular and frequent visits to the school.
  - The Principal or office personnel designated by the Principal shall arrange for an escort to accompany each visitor to his/her destination except that the Principal may permit visitors familiar with the school and personally known to the Principal to proceed unaccompanied.
  - A staff member who encounters a visitor without identification will request the visitor to report at the school office, and if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the Principal immediately.
  - A teacher shall not admit a visitor to his/her classroom unless the visitor has the identifying tag or badge or is accompanied by the Principal or the Principal's designee.
  - When a visitor has completed the business of his/her visit, he/she will return directly to the school office, return the identification tag or badge, and promptly leave the building.
  - The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent-teacher conferences.

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- Permission to Visit Classroom
  - Permission to visit a classroom in session must be sought from and granted by the Principal.
  - In general, arrangements to visit a classroom should be made at least one day in advance of the intended visit.
  - If the intended visit would interfere with the planned instructional program, the Principal will so advise the visitor and suggest another time for the visit.
  - The Principal is authorized to exclude a visitor from a classroom if the Principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.
  - The parent(s) or legal guardian(s) who arrives at school without having sought advanced approval of a classroom visit may be admitted to the classroom at the discretion of the Principal.
  - The Principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
  - Teachers may invite guest speakers or observers to their classrooms with the approval of the Principal. Each such guest speaker and observer must sign the school logbook.
  - The Principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. The parent(s) or legal guardian(s) who has been denied access to his/her child's classroom may appeal the Principal's decision to the Superintendent, whose determination may be appealed to the Board of Education.
  
- Limitations on Visits to School
  - Visitors are permitted in the schools only during school hours.
  - A visitor may confer with a pupil in the school only with the approval of the Principal and in the presence of a teaching staff member.
  - A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.
  - A visitor may not bring a child or children to a classroom without the express permission of the teacher and the Principal.
  - A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the Principal.
  - The Principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parent(s) or legal guardian(s) of pupils in the classroom.
  
- Disruptive Visitors
  - The Principal has complete authority to exclude from school premises any person whom he/she believes may:
    - disrupt the instructional program;
    - disturb teachers or pupils; or
    - commit an illegal act.

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- A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he/she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the Principal may summon assistance from the New Jersey State Police Department.

### **Child Find**

- The Alexandria Township Schools annually seek to identify youngsters who may be at risk for future learning problems. If you have a youngster who has difficulty in language development, cognition, acquisition of motor skills or social-emotional growth, you are encouraged to contact the Child Study Team.

### **Child Custody**

- The Board of Education recognizes that the parent(s) or legal guardian(s) of each child are ultimately responsible for the care and custody of that child, and that both parent(s) or legal guardian(s) share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the rights and responsibilities of the other parent may be limited. The Board believes that the interests of the child are best served by the continuing involvement of both parents in the child's life and well-being.
- The Board will presume that each natural or adoptive parent(s) or legal guardian(s) of a pupil enrolled in this district possesses full parental rights of access to the pupil and to information about the pupil, notwithstanding any separation of the parent(s) or legal guardian(s) or dissolution of their marriage. Accordingly, and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parent(s) or legal guardian(s) for access to their child, to their child's teachers, and to information about their child.
- Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.
- The place of residence of either parent shall not appear on any records or information released pursuant to the provisions of this section.
- A child's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the noncustodial parent or terminates the parental rights of the noncustodial parent.