



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

July 15, 2014
6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

George Duthie, Architect

- Policies
 - 3283 – Electronic Communications Between Teaching Staff Members and Students
 - 4283 – Electronic Communications Between Support Staff Members and Students
 - Policies 3283 and 4283 are newly mandated policies designed to prevent improper communications between school employees and students via e-mail, cellular telephones, social networking sites, and other internet-based media. These policies are mandated to be in place for the opening of the school year.
 - 5533 – Pupil Smoking
 - The proposed policy on pupil smoking has added language to address the increased use of electronic smoking devices. New Jersey law prohibits the use of electronic smoking devices in public places and work spaces.
 - Strauss Esmay Agreement
 - Strauss Esmay offers a service to host all policies online; the service offers a user-friendly version of policies, ability to search by keywords, and cross-referencing to other associated policies. Administration is making the recommendation to subscribe to this service.
- Facility Naming
 - Policies 7250 and 0155.1 were reviewed in view of a request to name a district field. As per the policy, an ad hoc committee will move forward to review the request and develop recommendations, which will be reported to the A&F Committee.
- Student Computer Use – Acceptable Use Policy
 - The district has consulted with Strauss Esmay on student computer use and the need for students to subscribe to educational web sites with parental permission. The guidance received is to add an amendment to the Acceptable Use Policy to notify parents that students will be subscribing to these sites as part of student work with computers.

- Capital Projects Update
 - George Duthie, district architect, provided an update on the expansion project at Village School and on 2014 capital projects, and review of proposed 2015-2016 capital projects.
- Technology Audit
 - The district received two proposals for an assessment of network, wireless, and systems. The administration recommends moving forward with the proposal from Promedia Technology Services at a cost of \$25,200.
- Merit Goals
 - Merit goals for the Superintendent and Assistant Superintendents were reviewed prior to submission to the Executive County Superintendent.
- District Goals
 - The Superintendent reviewed district goals and updates following feedback from the Board retreat on June 23, 2014.
- Future Committee Meetings Dates
 - September 9, 2014
 - October 14, 2014
 - November 11, 2014
 - December 2, 2014
 - January 20, 2015

NEXT MEETING: August 19, 2014 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

August 19, 2014
6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Dave Aderhold

Guests:

Geena Molinaro

Second Reading Policies – Three policies that had a first reading at the Board meeting on July 22, 2014, will be moving forward for a second reading and approval with no changes. The proposed policies have been shared with all building administrators in preparation for discussion with all district staff. The policies include:

- 3283 – Electronic Communications Between Teaching Staff Members and Students
- 4283 – Electronic Communications Between Support Staff Members and Students
- 5533 – Pupil Smoking

Policy Discussion

- 5200 – Attendance. The New Jersey Department of Education has mandated a new policy related to the reporting of excused and unexcused absences. The A&F Committee is reviewing the proposed policy in light of the existing policy; a proposed policy will be forthcoming. Due to the requirement by the New Jersey Department of Education, schools will begin using the new coding in Infinite Campus at the opening of this school year.
- 5112 – Entrance Age. There have been inquiries from parents regarding the October 1 date for entrance age with requests for exemption to the policy. Administration continues to follow the policy and is reviewing other policies and practices of other districts.

Capital Projects Update – The Committee reviewed the most recent progress report from the district architect.

Field Naming Request – The A&F Committee has authorized a sharing of the findings from the Ad Hoc Naming Committee with the full Board at its meeting on August 26, 2014; no action will be taken at the Board meeting. Following a Board discussion, the Board can decide if it would like to take action at a future meeting.

NEXT MEETING: September 9, 2014 - 6:30 p.m. at Central Office



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

MINUTES

**September 9, 2014
6:30 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

- 2014-15 MOA with Law Enforcement Officials – The Committee discussed the annual signing of Memorandum of Agreement between the school district and local law enforcement. The approval of the MOA by the full Board will appear on the October 7, 2014 agenda. Initially created to address drug and alcohol abuse concerns, the MOA fosters a commitment by both professional communities to school safety and security, harassment, intimidation and bullying, hazing, gang reporting, computer crimes, station house adjustments, school law enforcement units, School Violence Awareness Week and other current issues of concern and provide clarification on issues such as child abuse reporting.
- Attendance Policy – The district received notification from Strauss-Esmay of updated policy language for Policy 5200 – Attendance. Due to reporting requirements, the district moved forward with the requirement in recording attendance in Infinite Campus. Following ongoing dialogue with Strauss-Esmay and various officials at the New Jersey Department of Education, we await further guidance on the development of the policy to meet reporting requirements for state and federal guidelines.
- Field Naming Policy – The Committee discussed process and wording for the request to name the baseball field at High School North. The proposed language for the agenda states: To approve the naming of the High School North Baseball Field to be named the David J. Bachner Baseball Field.
- Village School ADDITION Naming – The Committee will provide a list of four potential names to the Board for the addition to Village School that will house the central office staff, special services, guidance director, community education, central registration and transportation. The architect and contractor have requested the topic to be settled in the near future for planning and ordering purposes.

- ‘Tabled’ Policies/Regulations – The Committee reviewed a list of previously tabled policies to prioritize the first group to be reviewed. The following policies will be discussed at the next meeting:
 - 2624 – Gifted and Talented Pupils
 - 3221 – Evaluation of Non-tenured Teaching Staff
 - 3222 – Evaluation of Tenured Teaching Staff
 - 3223.1 – Evaluation of Non-tenured Administrators
 - 3223.2 - Evaluation of Tenured Administrators
 - 3232 – Tutorial Services
 - 3270 – Professional Responsibilities

NEXT MEETING: October 14, 2014 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

**October 14, 2014
6:30 P.M.
Central Office**

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|---|---|----------------|
| <u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Louisa Ho | <u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold | <u>Guests:</u> |
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- QSAC Review – The A&F Committee reviewed the Governance and Operations sections of the QSAC Statement of Assurances to be submitted to the NJDOE in November. The report indicates that we are in compliance with all applicable sections of the SOA.
- Tabled Policies/Regulations for Discussion – The policies listed below were reviewed by the committee and further changes were recommended. The edited policies will be discussed at the next meeting.
 - 2464 – Gifted and Talented Pupils
 - 3221 – Evaluation of Teachers
 - 3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (CST, Guidance, etc.)
 - 3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
 - 3224 – Evaluation of Principals, Vice Principals and Assistant Principals
 - 3232 – Tutoring Services
 - 3270 – Professional Responsibilities
- Attendance Policy - The district received guidance from Strauss Esmay regarding Policy and Regulation 5200 Attendance. The guidance is consistent with the district message to the community that defines the distinction between absences exempt, excused, unexcused and unexcused that count toward truancy. Strauss Esmay plans to send a policy alert with further clarification in the coming days. Once information is received, the district policy will be reviewed and changed as appropriate. The topic of how the district will handle vacation requests within the policy will be discussed once the draft policy is received.
- Sun Center and Graduation - The district received notification from the Sun Center that although our graduation date is on their calendar, should there be a revenue generating event, the district would not be able to use the facility. Dr. Aderhold is working with other districts to determine if there is further action that can prevent losing the venue.

- 2015-2016 and 2016-17 Calendars - The 2015-2016 calendar was reviewed relating to the possible need to change conference dates based on potential report card changes at the elementary level. The committee discussed the process related to the development of the 2016-2017 calendar.
- Town Center Gazebo - The gazebo at Town Center School will undergo repairs for broken spindles and other such parts. Although the PTA originally donated the gazebo, the repairs will need to follow district processes through contracting with an approved vendor rather than by a vendor contracted through the PTA.
- Capital Projects Update - The current list of capital projects was reviewed. The committee discussed the list, other potential projects that may be added in the coming months and the need to prioritize projects in consideration of budget preparation.
- Hockey Addendum - Mr. Schumacher shared the proposed language for the agreement with the West Windsor-Plainsboro Board of Education and the Ewing Township Board of Education for a cooperative ice hockey team. The team will function as a West Windsor-Plainsboro team and the agreement clarifies logistical concerns.

NEXT MEETING: November 11, 2014 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

November 11, 2014

6:30 P.M.

Central Office

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|---|---|----------------|
| <u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Louisa Ho | <u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold | <u>Guests:</u> |
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- **Policies**
 - Gifted and Talented (Policy 2464) – Dr. Ruddiman visited with the Committee to share the background behind the Gifted and Talented program as it relates to policy. The Committee has provided feedback on the policy revision.
 - Acceptable Use of Computer Networks/Computers and Resources (Policy 2361) – the Director of Technology has recommended amendments to the policy to address the use of online programs by students in school where parent permission is necessary. The policy has also been amended related to notification of the “Anti-Big Brother Act”, which requires the district to notify parents how electronic devices are monitored and how student information is collected.
- **School Calendars** – The Committee discussed initial proposals for the 2016-17 school calendar. The Committee provided input for further review by administration.
- **Eyes on the Door** - The Committee discussed the survey results from staff and the community for the Eyes on the Door security program. The data suggests continuation of the program and provided feedback as to procedural enhancements. The administration will be seeking feedback from building administrators before a final recommendation is shared.
- **October 15th Count** - The Committee reviewed the latest version of the school enrollment numbers from the official October 15th count.
- **Capital Projects and Building Visits**
 - The Committee reviewed the recommended list of capital projects for the 10 schools. The list has been prioritized in consultation with the principals, Buildings and Grounds, Assistant Superintendent of Finance and the district architect. Items that receive 40% state funding through the Regular Operating District Grants (ROD Grants) received priority placement on the list. Other items related to safety and urgency follow.
 - The Committee has requested visits to school sites to increase their understanding of the facilities and scope of projects. Additional meetings will be arranged to visit schools in the near future.

NEXT MEETING: December 2, 2014 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES

December 2, 2014

6:30 P.M.

Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Louisa Ho

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

- **School Calendars** – The Committee reviewed proposed changes to the 2015-16 school calendar relating to conference days and discussed initial proposals for the 2016-17 school calendar. They provided input for further review by Administration.
- **Policies and Regulations**
 - Independent Educational Evaluations P2468 – The Committee reviewed the proposed version of the policy. The Special Services administration and district attorney were consulted in the development of the policy and recommended minor changes.
 - Attendance P5200 and R5200 – The Committee reviewed the latest draft of the attendance policy and discussion focused on the excused absences with explanations of vacation, death in the family, family emergencies and other such reasons. Further consultation with the district attorney will follow before the final draft is moved forward for the first reading.
- **Capital Projects and Building Visits** – There were no changes to the capital projects list from the last meeting. The Committee will visit Millstone River School and Community Middle School in the next few weeks to gain a greater understanding of future capital projects and the transition of the 3rd grade from Town Center to Millstone River School.
- **Grades 4 & 5** – The Committee discussed concerns related to the transportation challenges at the 4/5 schools created by the current transportation demands and the double-tiered busing system. The administration is researching options, collaborating with building administrators and other stakeholders to determine the best course of action for future years.
- **BOE Email Accounts** – The Committee discussed the option of having direct assigned email accounts for Board members; but felt that further discussion is necessary on this topic.

NEXT MEETING: January 20, 2015 - 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
January 20, 2015

6:30 P.M.
Central Office

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

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

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

POLICY

WEST WINDSOR-PLAINSBORO

REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

PUPILS

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Attendance

M

FIRST READING:
SECOND READING:

5200 ATTENDANCE

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

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

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

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

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

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



POLICY

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION

PUPILS

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Attendance

M

FIRST READING:
SECOND READING:

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

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

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

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

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

Adopted:



REGULATION

WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

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Attendance
Dec 14
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R 5200 ATTENDANCE

A. Definitions

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

B. Attendance Recording

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



REGULATION WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

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

C. Unexcused Absences That Count Toward Truancy/Excused Absences

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



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WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

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



REGULATION WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

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

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



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WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

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

F. Instruction

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

G. Denial of Course Credit

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



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WEST WINDSOR-PLAINSBORO
REGIONAL SCHOOL DISTRICT

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

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

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

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

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



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REGIONAL SCHOOL DISTRICT

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



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



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

I. Discipline

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



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J. Recording Attendance

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

K. Appeal

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



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



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REGIONAL SCHOOL DISTRICT

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L. Attendance Records

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

Adopted:





WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
February 9, 2015

6:30 P.M.
Central Office

| | | |
|--|---|----------------|
| <u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Yingchao Zhang | <u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold | <u>Guests:</u> |
|--|---|----------------|

Policies and Regulations

- Home Instruction 2412 – The policy has been revised to allow for flexibility when providing home instruction where subject specific teaching staff is not available and allows for any certificated teacher to provide the instruction in such cases. As well, it includes language for the use of online and other such programs, which the district will continue to investigate.
- Attendance 5200 – The policy was reviewed and minor edits were recommended prior to the first reading. The Committee requested administration work closely with school principals on productive messaging for the 2015-16 school year.

Eagle Scout Project

- The Committee reviewed a proposed project from an Eagle Scout that would provide markings along the cross-country course at Grover Middle School. The building administration and athletic director support the project moving forward.

Student Information Systems

- Administration provided an update to the Committee related to the research of proposed student information systems to replace Infinite Campus. Following presentations and feedback sessions from stakeholder teams, the administration is recommending Genesis as the new student information system along with their administrative module that allows for staff evaluation and other human resource functions. Genesis is a New Jersey based product that is designed for the specific requirements of New Jersey school districts. Following approval, administration will be working with the vendor to plan for transition and implementation.

Village Addition

- Building Plaque – The Committee discussed the format of the plaque to commemorate the addition to Village School. It is recommended, as in past building projects, all board members from the date the board voted to approve the project, to all current board members will have their names appear on the plaque. The name of Yibao Xu will be included on the plaque, to honor his service to the board and community, as he would have been a member to the current date.
- WW-P Logo – At a prior meeting of the A&F Committee, feedback requested a modification to the font for the newly created logo for the addition at Village School. The Committee reviewed the proposed logo and was satisfied with the changes.

NEXT MEETING: March 3, 2015 at 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
March 3, 2015

7:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

- Regulation 5533 Pupil Smoking – The regulation has been modified to match language to the recent update of the policy as it relates to electronic smoking devices.
- Middle School Basketball B Teams – The athletic director is recommending the addition of additional basketball teams for middle school girls and boys that had been eliminated from the program during the 2010-11 school year. There exists a high level of interest in the sport and many students have been turned away over the past few years. The reallocation of funds from non-subscribed programs will be utilized to fund the added teams.
- Board Members Email Addresses – The Committee discussed the steps of assigning district email accounts for Board Members. At a future meeting, the Committee will review Bylaw 0169 Board Member Use of Electronic Mail and Policy and Regulation 8311 – Managing Electronic Mail as it relates to the assignment of email accounts.
- Baseball Fields – Update on Field Naming – The district will continue to work with the High School North administration, Jean Marie Seal, Athletic Director and others in the preparation of the program for naming of the David J Bachner Field. The Committee reviewed the proposed windscreen for the field. The administration is in communication with the booster club and other representatives regarding a sign and proposed donation toward the purchase of a scoreboard to contain the David J Bachner name within the normal replacement cycle.
- Genesis – The administration has been in the planning stages for the implementation of the new student information system. Meetings with representatives from Genesis and the district technology staff have been initiated to plan for the migration of data.
- Attendance Policy/Regulation Update – The policy and regulation are moving forward with a second reading following minor wording changes.

- Next A&F Meeting location – The next meeting will be utilized to visit the following sites with the administration to view recent, current and future projects: Town Center, Community Middle School, Millstone River School and High School North. The committee will meet at Town Center School at 5:30.

NEXT MEETING: March 31, 2015 at 5:30 p.m. at Town Center School



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

CLOSED SESSION MINUTES

**March 3, 2015
7:30 P.M.
Central Office**

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Confidential

Closed Session Topics

- The Committee discussed topics related to human resources in closed session which included:
 - Community Education Structure
 - Staff Immunizations



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

**MINUTES
March 31, 2015**

**6:30 P.M.
Building Visits**

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|--|---|----------------|
| <u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Yingchao Zhang | <u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold | <u>Guests:</u> |
|--|---|----------------|

1. Pediculosis Policy and Regulation (#8454) were reviewed by the Committee. The proposed policy and regulation follow current district protocols, in the nursing handbook, to address the identification, communication and recommendations for treatment of head lice. The policy and regulation are on the April 4 Agenda for first reading.
2. The A&F Committee visited four school locations for walkthrough reviews of recent and future capital projects. The Committee began at Town Center School and traveled to High School North, Millstone River School and Community Middle School.

NEXT MEETING: April 21, 2015 at 6:30 p.m. at Central Office



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT ADMINISTRATION & FACILITIES COMMITTEE

MINUTES
April 21, 2015

6:30 P.M.
Central Office

Committee:

Michele Kaish (Chair)
Rachel Juliana
Yingchao Zhang

Administration Liaison:

Gerard Dalton
Russ Schumacher
Dave Aderhold

Guests:

Dr. Joelle McConlogue
Dr. Katherine Heavers

- Dr. Joelle McConlogue requested to present to the Administration and Facilities Committee on the topic of sleep deprivation in adolescents. She discussed findings from a Technical Report from the American Association of Pediatrics on three main categories: sleep patterns in adolescents, factors contributing to chronic sleep loss and health related consequences. Also joining the discussion were Dr. Heavers from High School South and four of her students who have been studying the topic in class.
- Policies and Regulations
 - Policy 7250 School and Facility Names was discussed and the Committee has recommended restructuring for clarity and rewording of some sections. The administration will prepare the changes for future discussion.
 - Policy and Regulation 2464 Gifted and Talented Pupils was discussed following a prior discussion and consultation with Mr. Smith, Assistant Superintendent for Curriculum and Instruction and Dr. Joan Ruddiman, Coordinator of Gifted and Talented Programs, the Committee has recommended the policy for First Reading.
 - Bylaw 0669 Email Addresses for Board Members was reviewed along with Policy 8311 Managing Electronic Mail. The Committee discussed the mandatory Bylaw and reviewed the district's responsibility for maintaining emails through an archival process as required by law. The Committee recommends Bylaw 0169 for First Reading.
- F1 Student from Italy
 - A request for an exchange student, through an exchange organization, was reviewed and denied.

- Dow Jones Donation
 - The Committee discussed the acceptance of a donation of audio mixers and equipment racks from Dow Jones Corp. The equipment was reviewed by the Director of Technology and determination was made that such equipment would be beneficial for the district.

- Pride Surveys
 - Pride Surveys were reviewed by the Committee. The Pride Surveys are an online survey through The Safe and Drug-Free Schools and Communities Act (SDFSCA) and supports states and local education agencies in creating safe, disciplined and drug-free learning environments. The district will be analyzing the results to inform the work of our student assistant counselors, guidance staff and administration in developing preventive programs for students, staff and parents.

- Unified Bowling Stipend
 - Administration negotiated a stipend for the advisors of the unified bowling team that serves students with special needs to participate with peers in after school and weekend bowling events. The stipend will fund two advisors at a cost of \$1,000 per advisor. The district received a grant in the amount of \$3,000 from Special Olympics to defray the stipends and other associated costs.

NEXT MEETING: May 4, 2015 at 6:30 p.m. at Central Office



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

**MINUTES
May 4, 2015**

**6:30 P.M.
Building Visits**

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|--|---|----------------|
| <u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Yingchao Zhang | <u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold | <u>Guests:</u> |
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1. The Superintendent reviewed history of enrollment, enrollment projects and future development growth in the District.
2. The A&F Committee visited High School South and Maurice Hawk for walkthrough reviews of recent and future capital projects.

NEXT MEETING: May 19, 2015 at 6:30 p.m. at Central Office



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

**MINUTES
May 19, 2015**

**6:30 P.M.
Central Office**

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|--|---|----------------|
| <u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Yingchao Zhang | <u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold | <u>Guests:</u> |
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1. Policy 7250 Facility Naming – The Committee continued discussion of this policy and finalized edits; it is on the May 26th BOE agenda for First Reading.
2. Policy 6162 Commercial Activities and Advertising – Administration reviewed the policy in conjunction with a request from the athletic director to consider a program of advertising related to the athletic programs. The Committee posed questions for further review by the athletic director.
3. Policy 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries – Administration discussed recent trends with concussions and a proposal from Capital Health to assist the district with impact testing and training for faculty, coaches and parents on the proper protocols for concussion evaluation and follow-up care. The proposed program has no cost to the district, but instead requires the district follow proper protocols and agree to provide instruction to the school community on concussions and mild traumatic brain injuries. Administration will research the proposal further in consultation with the district physician and athletic director.
4. Middle School and High School Libraries – The Superintendent discussed the plan to review the middle and high school library spaces to consider future redesign in consultation with supervisors, building administrators and the district architect.

NEXT MEETING: June 2, 2015 at 6:30 p.m. at Central Office



**WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT
ADMINISTRATION & FACILITIES COMMITTEE**

**MINUTES
June 2, 2015**

**6:30 P.M.
Central Office**

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|--|---|----------------|
| <u>Committee:</u> Michele Kaish (Chair) Rachel Juliana Yingchao Zhang | <u>Administration Liaison:</u> Gerard Dalton Russ Schumacher Dave Aderhold | <u>Guests:</u> |
|--|---|----------------|

1. Policy 7250 Facility Naming – The Committee discussed feedback from other Board members from the first reading of the policy and minor edits were made. The policy is moving forward for the second reading and approval.
2. Policy 6162 Commercial Activities and Advertising – The Committee continued to review the request from the athletic director for the proposal to advertise high school sports schedules through Community All Stars at local businesses for the purpose of increasing awareness of the district programs. All commercial advertising on the posters will be approved by the athletic director consistent with Policy 6162.
3. Gymnast Request – The district does not sponsor a gymnastics team. A parent has approached the athletic director regarding the district sponsoring their student athlete in meets throughout the area as a district athlete. The athletic director has consulted with NJSIAA and the request is allowable, but the district is continuing research on the logistics.
4. Enrollment – The Committee discussed Dr. Aderhold’s recent presentation on enrollment and possible future development. The discussion focused on possible future areas of work as a Committee.
5. Calendar 2015-16 – The Committee reviewed two proposed changes related to conference dates and the order of the emergency closing dates based on prior experience.
6. Merit Goals – The Committee reviewed the progress on the merit goals for the Assistant Superintendent of Pupil Services.

NEXT MEETING: Tuesday, July 14, at 6:30 p.m. at Central Office