

# BYLAW

## READINGTON TOWNSHIP BOARD OF EDUCATION

BYLAWS  
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ORGANIZATION MEETING

### 0151 ORGANIZATION MEETING

The Board of Education shall organize annually at a regular meeting held for that purpose on any day of the first or second week following the annual school election in January. If the organization meeting cannot take place on the scheduled date for lack of a quorum, or any other reason, the organization meeting must be properly advertised and held within three days of the original meeting date.

The meeting shall be called to order by the Board Secretary, who shall serve as presiding officer pro tempore until the election of a President and Vice President.

The Board Secretary shall administer the oath of office to new Board members.

N.J.S.A. 18A:10-3; 18A:10-5  
N.J.S.A. 41:1-1; 41:1-3

Adopted: 22 March 2005

**Revised:**



# POLICY GUIDE

PROGRAM

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Home Instruction Due to Health Condition

Jun 14

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[See POLICY ALERT Nos. 96, 108, 147, 177 and 203]

## 2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

The Board of Education ~~shall will~~ provide instructional services to an enrolled ~~student, pupil~~ whether a general education ~~student~~ pupil in Kindergarten through grade eight or a special education ~~student~~ pupil age three to fourteen, ~~at the pupil's home or another suitable out-of-school setting~~ when the ~~student~~ pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment ~~that which~~ precludes participation in their usual education setting, **whether general or special education**. ~~These services will be provided when a pupil is determined by the school physician to need confinement at their residence or other suitable out-of-school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year.~~

A ~~parent's r~~Requests for home instruction shall include a written determination from the ~~student's pupil's~~ physician documenting the projected need for the ~~pupil's~~ confinement **at the student's** to their residence or other treatment setting for **more than** ten consecutive school days or **twenty fifteen** ~~or more~~ cumulative school days during the school year. The written determination from the ~~student's~~ ~~pupil's~~ physician shall be forwarded to the school physician, who shall **either** verify the need for home instruction **or provide reasons for denial**. The parent(s) ~~or legal guardian(s)~~ shall be notified concerning the school physician's verification or reasons(s) for denial within five school days after receipt of the written determination by the ~~student's~~ ~~pupil's~~ physician.

**The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, or through online services, including any needed equipment, or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency.** The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the ~~student's~~ ~~pupil's~~ confinement, during the first week of the ~~student's~~ ~~pupil's~~ confinement to the home or out-of-school setting.



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Home Instruction Due to Health Condition

The home or out-of-school instruction shall meet the minimum standards as required in N.J.A.C. 6A:16-10.1(c). The school district **shall will establish maintain** a written plan for the delivery of instruction and **maintain a record of delivery of instructional services and student progress**. ~~The teacher providing instruction shall be a appropriately certified teacher for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9. The teacher shall provide one-on-one instruction in accordance with the requirements of N.J.A.C. 6A:16-10.1(e)3.~~ **The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate.**

For a ~~student pupil~~ with disabilities, the home instruction shall be consistent with the ~~student's pupil's~~ **Individualized Education Plan (IEP)** to the extent appropriate, and shall meet the Core Curriculum Content Standards ~~pursuant to N.J.A.C. 6A:8.~~ When the provision for home instruction for a ~~student pupil~~ with disabilities will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the ~~student's pupil's~~ IEP.

For a ~~student pupil~~ without ~~disability~~ disabilities, the home instruction shall meet the Core Curriculum Content Standards, ~~pursuant to N.J.A.C. 6A:8~~ and the district's requirements **of the Board** for promotion **to the next** at that grade level. When the provision for home instruction for a ~~student pupil~~ without ~~disability~~ disabilities will exceed sixty calendar days, the school physician ~~shall will~~ refer the ~~student pupil~~ to the Child Study Team for evaluation, **pursuant** ~~according to the requirements of N.J.A.C. 6A:14.~~

~~The school district shall be responsible for the costs of providing instruction for pupils as required by N.J.A.C. 6A:16-10.1(b).~~

The Board reserves the right to withhold home instruction when the reason for the ~~student's pupil's~~ confinement is such as to expose a teacher to a health hazard or dangerous home situation;; **when** a parent(s) ~~or legal guardian(s);~~ or other responsible adult **twenty-one years of age or older, who has been designated by the parent,** is not present during the hours of instruction;; or **when** the condition of the ~~student pupil~~ is such as to preclude benefit from such instruction.



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Home Instruction Due to Health Condition

**Students** ~~Pupils~~ on home instruction will be accounted for on the attendance register as required by the Department of Education. The name of a **student** ~~pupil~~ on home instruction will not be released at a public Board meeting or placed in a public record.

N.J.S.A. ~~18A:46-10~~ **18A:38-1 through 18A:38-25**

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1

Adopted:



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Home Instruction Due to Health Condition

Jun 14

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[See POLICY ALERT Nos. 177 and 203]

## R 2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

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

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

1. The parent(s) ~~or legal guardian(s)~~ shall submit a request to the school counselor ~~(building level or central office administrator school staff member responsible for receiving home instruction requests)~~ that includes a written determination from the ~~student's pupil's~~ physician documenting the projected need for confinement at the ~~student's pupil's~~ residence or other treatment setting for **more than** ten consecutive school days or **twenty fifteen** cumulative school days ~~or more~~ during the school year.
2. The school counselor ~~(same staff member identified above)~~ shall forward the written determination to the school physician, who shall ~~review the written determination and~~ verify the need for home instruction. The school physician may contact the ~~student's pupil's~~ physician to secure additional information concerning the ~~student's pupil's~~ diagnosis or need for treatment, and shall either verify the need for home instruction or shall provide reasons for denial to the school counselor ~~(same staff member identified above)~~.
3. The school counsrlor ~~(same staff member identified above)~~ shall notify the parent(s) ~~or legal guardian(s)~~ concerning the school physician's verification or reasons for denial within five school



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days after receipt of the written determination by the **student's**  
**pupil's** physician.

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Home Instruction Due to Health Condition

## B. Providing Services

1. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the **student's pupil's** confinement, during the first week of the **student's pupil's** confinement to the home or out-of-school setting.
2. The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, **through online services, including any needed equipment**, or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency pursuant to N.J.A.C. 6A:14 for the following categories of **students pupils**:
  - a. A **student pupil** who resides within the area served by this Board of Education and is enrolled in a public school program; or
  - b. A **student pupil** who is enrolled in a nonpublic school that is located within the area served by this Board of Education pursuant to N.J.S.A. 18A:46A-1 et seq.

## C. Minimum Standards Requirements For Home or Out-of-School Instruction

1. The district shall establish a written plan for the delivery of instruction **to continue the student's academic progress** and to maintain a record of delivery of instructional services and **student pupil progress for each pupil receiving home or out-of-school instruction**.
2. **The teacher providing instruction shall be a certified teacher.**
3. **The teacher shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to**



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participate.

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Home Instruction Due to Health Condition

- a. ~~For a pupil without disabilities whose projected confinement will exceed thirty consecutive calendar days, the \_\_\_\_\_ (same staff member identified above) shall coordinate the development of an Individualized Program Plan (IPP) for the pupil within no more than thirty calendar days from the date on which the school district received the school physician's verification that the period of confinement would likely exceed this thirty consecutive calendar day threshold.~~
2. ~~The teacher providing instruction shall be appropriately certified for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.~~
3. ~~The teacher shall provide one-on-one instruction for no fewer than five hours per week on three separate days of the week and, if the pupil is physically able, no fewer than five hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the pupil's classroom.~~
  - a. ~~If home instruction is provided to pupils in a small group rather than through one-on-one instruction, the minimum number of hours of instruction per week for the group shall be determined by multiplying the number of pupils in the group by five hours. The hours of instruction shall be provided on no fewer than three separate days during the week.~~
4. For a **student** pupil with disabilities, the home instruction shall be consistent with the **student's** pupil's Individualized Education Plan (IEP) to the extent appropriate, and shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8, Standards and Assessment. When the provision of home instruction will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the **student's** pupil's IEP.



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Home Instruction Due to Health Condition

5. For a **student** ~~pupil~~ without a disability, the home instruction shall meet the Core Curriculum Content Standards ~~pursuant to N.J.A.C. 6A:8, Standards and Assessment,~~ and the ~~district's~~ requirements of **the Board of Education** for promotion **to the next** at that grade level. When the provision of home instruction will exceed sixty calendar days, the school physician shall refer the **student** ~~pupil~~ to the Child Study Team for evaluation **pursuant** ~~according~~ to the ~~requirements~~ N.J.A.C. 6A:14.





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Student Pupil Intervention and Referral Services

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[See POLICY ALERT Nos. 120, 134, 147, 153, 172, 177 and 203]

## 2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation of a coordinated system in each school building in which general education **students** pupils are served, a **coordinated system** for the planning and delivery of **delivering** intervention and referral services that are designed to assist **students** pupils who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing **students'** pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board adopts this appropriate multidisciplinary team approach for planning and delivering the services required under N.J.A.C. 6A:16-8.

**Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.** The intervention and referral services shall be provided to aid **students** pupils in the general education program and, pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq., may be provided for **students** pupils who have been determined to be in need of special education programs and services pursuant to N.J.A.C. 6A:16-8.1(a). The intervention and referral services provided for **students** pupils who have been determined to be in need of special education programs and services shall be coordinated with the **student's** pupil's Individualized Education Program Team, as appropriate.

The functions of the system of intervention and referral services in each school building **which general education students are served** shall be pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.:

1. ~~Identify learning, behavior, and health difficulties of pupils;~~
2. ~~Collect thorough information on the identified learning, behavior, and health difficulties;~~
3. ~~Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties;~~



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## Student Pupil Intervention and Referral Services

4. ~~Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;~~
5. ~~Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;~~
6. ~~Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;~~
7. ~~Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;~~
8. ~~Coordinate the services of community-based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;~~

**Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.**

9. ~~Maintain records of all requests for assistance, intervention and referral services action plans, and related pupil information pursuant to N.J.A.C. 6A:16-8.2(a)9;~~
- 10.

**The I&RS Team shall rReview and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and.**



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11. —

At a minimum, **the I&RS Team shall** annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Building Principal for improving school programs and services, as appropriate.

**At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.**

~~The Board of Education establishes the following guidelines for the involvement of school staff and community members in each building's system of intervention and referral services pursuant to N.J.A.C. 6A:16-8.3.~~

~~Each \_\_\_\_\_ (name of I&RS Team) will be composed of the Principal or a regular teaching staff member appointed by the Principal to act in his/her place; a regular teaching staff member; an educational services staff member; the staff member who referred a pupil in need of assistance or identified an issue requiring remediation; and such other staff members as may be required to assist the pupil or study the issue.~~

~~The \_\_\_\_\_ (name of I&RS Team) will identify pupils in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.~~

~~When a pupil is referred to the \_\_\_\_\_ (name of I&RS Team), the team may provide support and guidance to the pupil's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the pupil, and coordinate the services of community members and/or community-based social and health provider agencies that may aid in the development and implementation of intervention and referral services action plans.~~



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## Student Pupil Intervention and Referral Services

~~Parent(s) or legal guardian(s) shall be notified whenever a pupil is referred to the \_\_\_\_\_ (name of I&RS Team), except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral services action plans.~~

~~The Principal shall, in consultation with the \_\_\_\_\_ (name of I&RS Team), report to the Board at the end of the school year on the concerns and issues identified by the team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans.~~

~~N.J.S.A. 18A:46-18.1 et seq.~~

~~N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2; 6A:16-8.3~~

Adopted:



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Student Pupil Intervention and Referral Services  
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[See POLICY ALERT Nos. 120, 134, 147, 153, 177 and 203]

## R 2417 STUDENT PUPIL INTERVENTION AND REFERRAL SERVICES

### A. Establishment of Intervention and Referral Services

1. The Superintendent of Schools will establish and implement in **each school building in which general education students are served**, ~~district-wide procedures for each school building in which general education pupils are served for the~~ **a coordinated system for planning and delivery of delivering** intervention and referral services that are designed to assist **students** pupils who are experiencing **learning, behavior, or health** difficulties, and to assist staff who have difficulties in addressing **students'** pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2.

### B. Functions of Intervention and Referral Services

1. ~~The Each Building~~ Principal in **each school building in which general education students are served** will establish an Intervention and Referral Services (I&RS) Team ~~referred to as the~~ \_\_\_\_\_ ~~(name of I&RS team)~~. The I&RS Team \_\_\_\_\_ ~~(name of I&RS team)~~ will be comprised of the following:
  - a1. ~~The Principal or a member of the teaching staff other than a special education~~ **teaching staff member**, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
  - b2. A member of the Child Study Team (CST) **or an educational services staff member**;
  - c3. The staff member who referred **the student** a pupil in need of assistance or identified a school issue for discussion; and
  - d4. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular **student** pupil.



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## Student Pupil Intervention and Referral Services

25. The district will provide support, guidance, and professional development to school staff **members** who participate in each **school's building's** system for planning and providing intervention and referral services.

### C. Student Pupil Referral

1. A **student pupil** not known to have a disability who is experiencing **learning, behavior, or health difficulties** ~~difficulty in the classroom~~ shall may be referred to the **I&RS Team** \_\_\_\_\_ (**name of I&RS team**). This referral may be made by any school staff member ~~the classroom teacher~~ or by the **student's parent** ~~his/her parent(s) or legal guardian(s)~~. The **student's** ~~pupil's parent(s) or legal guardian(s)~~ shall be informed of any such referral.
  - a. The district will provide support, guidance, and professional development to school staff **members on identifying** ~~who identify~~ **student** learning, behavior, and health difficulties.
2. When it appears that a referred **student pupil** may have a disability, the **I&RS Team** \_\_\_\_\_ (**name of I&RS team**) shall refer the **student pupil** to the CST for evaluation pursuant to Policy No. 2460 for a determination of the **student's** ~~pupil's~~ eligibility for special education and/or related services.
3. The **I&RS Team** \_\_\_\_\_ (**name of I&RS team**) shall consult with the **student's** ~~pupil's regular classroom teacher(s), parent(s) or legal guardian(s), and any school staff member~~ employee as appropriate to **identify and collect information on the learning, behavior, and health difficulties of the student** ~~gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.~~
4. The school nurse **may be requested to** ~~shall~~ review the **student's** ~~pupil's~~ health records and inform the **Principal** ~~committee~~ of any **health** condition relevant to the ~~pupil's~~ **student's** difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult **student pupil** or the **student's** ~~pupil's~~ parent(s) or legal guardian(s).



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5. As appropriate, the **I&RS Team** \_\_\_\_\_ (~~name of I&RS team~~) may consult with community-based social and health agencies that provide services to the **student pupil** or the **student's pupil's** family.
6. **The I&RS Team shall determine if the student's learning, behavior, and/or health difficulties may be helped with a written action plan.**

## D. Intervention and Referral Services Action Plans

1. The **I&RS Team** \_\_\_\_\_ (~~name of I&RS team~~) shall **develop prepare and implement** a written action plan for referred **students pupils** that provide for appropriate school or community interventions or referrals to school and community resources, based on collected data and desired outcomes for the identified learning, behavior, or health difficulties ~~who require supportive services, modifications to their regular educational program, or assessment and referral to school or community-based social and/or health provider agencies.~~
2. The intervention and referral services action plan shall:
  - a. Detail any modifications in the **student's pupil's** educational program **which will include, but not be limited to, support and guidance to the student's teacher(s);**
  - b. List the persons who will implement the action plan;;
  - c. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies;;
  - d. Document parental notification of the **student's pupil's** referral and any change in educational placement or the withholding of parental notification because child abuse was suspected or Federal rules mandated confidentiality in an alcohol or drug related matter;;



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Student Pupil Intervention and Referral Services

- e. **Involve ~~t~~The student's parent(s) or legal guardian(s) shall be ~~actively~~ involved in the development and implementation of any intervention and referral services action plans by being offered an opportunity to provide input in the development and implementation of the action plan; and**
  - f. **Identify the I&RS Team ~~committee~~ member(s) who will to coordinate the access to and delivery of school resources and services for achieving outcomes identified in the intervention and referral services action plan ~~monitor and review the pupil's progress;~~ and**
  - g. **Identify the I&RS Team member(s) who will coordinate the services of community-based social and health provider agencies and other community resources for achieving outcomes identified in the intervention and referral services action plan.**
3. The implementation and effectiveness of **each** the intervention and referral services action plan shall be reviewed **by the I&RS Team** within eight calendar weeks from the beginning of its implementation. The **I&RS Team ~~committee~~** shall consult the referring school staff member **and any other school staff members** for his/her assessment ~~of to assess~~ the effectiveness of the plan.
- a4. **If the implementation of the action plan is determined to be ineffective, not achieving the identified outcomes, the plan shall be modified to achieve the outcomes, as appropriate reviewed and amended as necessary. If the review indicates the student may have a disability, the student pupil shall be referred to the CST.**
4. **The I&RS Team may review any intervention and referral services action plan throughout the school year. However, at a minimum, the I&RS Team shall annually review all intervention and referral services action plans and the actions taken as a result of the school building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.**





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Student Pupil Intervention and Referral Services

## E. ~~Records and~~ Annual Reports

- ~~1. Records of all requests for assistance, intervention and referral services action plans, and related pupil information shall be maintained in accordance with Federal and State laws, pursuant to N.J.A.C. 6A:16-8.2(a)9.~~
12. At the end of the school year, the Principal shall, in consultation with the **I&RS Team** \_\_\_\_\_ ~~(name of I&RS team)~~, develop a report on the concerns and **issues** ~~problems~~ identified by ~~the~~ through **I&RS Team** ~~committee~~ discussions and **the effectiveness of the services provided in achieving the outcomes identified** ~~documented in the~~ intervention and referral services action plans. The report shall **also** include:
  - a. A description of the needs and issues identified through referrals to the **I&RS Team** ~~committee~~;
  - b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year;
  - c. A description of activities planned in response to the needs and issues significant in school planning; and
  - d. **Any other information the Principal or the I&RS Team determine would be beneficial to improving the school's system for planning and delivering intervention and referral services designed to assist students.**
- 2d. The Principal's report shall be **provided** ~~given~~ to the **Superintendent of Schools** ~~Board of Education and kept on file as a public record.~~

Issued:



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Home or Out-of-School Instruction for a General  
Education **Student for Reasons Other Than a  
Temporary or Chronic Health Condition Pupils**

Jun 14

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[See POLICY ALERT Nos. 158, 173, 177 and 203]

## 2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR A GENERAL EDUCATION STUDENT FOR REASONS OTHER THAN A TEMPORARY OR CHRONIC HEALTH CONDITION PUPILS

The **Board of Education** ~~district~~ shall will provide instructional services to an enrolled general education **student pupils** at the **student's pupil's** home or other suitable out-of-school setting under the following conditions:

- A. The **student pupil** is mandated by State law and rule for placement in an alternative education program ~~for violations of N.J.A.C. 6A:16-5.5 (firearm offenses) and 6A:16-5.6 (assault with weapons offenses)~~, but placement is not immediately available;
- B. The **student pupil** is placed on short-term or long-term suspension from participation in the general education program ~~pursuant to N.J.A.C. 6A:16-7.2 and 7.3~~; or
- C. A court order requires the **student pupil** receive instructional services in the home or other out-of-school setting.

The **school** district in which ~~a the~~ **student pupil** resides **shall be** is responsible for the costs of providing instruction in the home or out-of-school setting either directly, **or through online services, including any needed equipment**, or through contract with another Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency. The district shall provide services no later than five school days after the **student pupil** has left the general education program.

The services to be provided shall meet the minimum standards as required in N.J.A.C. 6A:16-10.2(d). ~~The district will develop an Individualized Program Plan (IPP) for the delivery of instructional services and pupil progress in accordance with requirements of N.J.A.C. 6A:16-10.2(d)1. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals. The IPP shall incorporate any prior findings and actions~~



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## Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition Pupils

~~recommended through the school building's system of Intervention and Referral Services pursuant to N.J.A.C. 6A:16-8 and recommend placement in an appropriate educational program. The school district shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and revise the IPP no less than every sixty calendar days.~~

The teacher(s) providing the instruction ~~shall~~ will be appropriately a certified ~~teacher~~ for the subject and grade level of the pupil. ~~The teacher shall provide~~ **One-on-one** instruction will be provided for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided-learning experiences that may include the use of technology to provide audio and visual connections to the ~~student's~~ pupil's classroom. ~~If home instruction is provided to pupils in a small group rather than through one-on-one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.~~

~~The Pupils will receive instruction shall~~ that meets the Core Curriculum Content Standards in accordance with N.J.A.C. 6A:8 and that meets the school **Board of Education's** district's requirements for promotion and graduation.

If instruction is delivered in the ~~student's~~ pupil's home, a parent or other adult **twenty-one** 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction. ~~Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP or to be present in the home as required may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.~~

The \_\_\_\_\_ ~~(administrator responsible for maintaining home instruction records)~~ shall maintain a summary record, pursuant to N.J.A.C. 6A:16-10.2(g)1, concerning pupils receiving home or out-of-school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs. The Superintendent shall provide the summary report annually to the County Superintendent pursuant to N.J.A.C. 6A:16-10.2(g).

N.J.S.A. 18A:38-1 through 18A:38-25

N.J.A.C. 6A:16-10.2

Adopted:



# REGULATION GUIDE

PROGRAM

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Home or Out-of-School Instruction for a General  
Education **Student for Reasons Other Than a**  
**Temporary or Chronic Health Condition Pupils**

Jun 14

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[See **POLICY ALERT Nos. 177 and 203**]

R 2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR A GENERAL  
EDUCATION STUDENT FOR REASONS OTHER THAN A  
TEMPORARY OR CHRONIC HEALTH CONDITION PUPILS

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

A. Conditions For Providing Instructional Services – N.J.A.C. 6A:16-10.2(a)

1. The **student pupil** is mandated by State law and rule for placement in an alternative education program, ~~for violations of N.J.A.C. 6A:16-5.5 and 5.6~~ but placement is not immediately available;
2. The **student pupil** is placed on short-term or long-term suspension from participation in the general education program ~~pursuant to N.J.A.C. 6A:16-7.2 and 7.3~~; or
3. A court order requires the **student pupil** to receive instructional services in the home or other out-of-school setting.

B. Providing Services

1. The school district shall provide services no later than five school days after the **student pupil** has left the general education program.
2. The school district in which ~~a student the pupil~~ resides shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly or through **online services, including any needed equipment, or through** contract with another Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency.



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Home or Out-of-School Instruction for a General  
Education Student for Reasons Other Than a  
Temporary or Chronic Health Condition Pupils

## C. Standards For Home or Out-of-School Instruction

1. ~~The \_\_\_\_\_ (building level or central office administrator the school staff member responsible for these home instruction services) shall coordinate the development of an Individualized Program Plan (IPP) for delivery of instruction and maintain a record of delivery of instructional services and pupil progress.~~
1. The district shall establish a written plan for the delivery of instruction and maintain a record of delivery of instructional services and student progress.
2. The teacher providing instruction shall be a certified teacher.
  - a. ~~For a pupil expected to be on home instruction for thirty calendar days or more, the IPP shall be developed within thirty calendar days after placement;~~
    - (1) ~~For a pupil on short-term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.2, development of an IPP is not required.~~
    - (2) ~~For a pupil on long-term suspension from the general education program pursuant to N.J.A.C. 6A:16-7.3, the IPP shall be developed within thirty days following a determination by the school district.~~
  - b. ~~The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals;~~



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Home or Out-of-School Instruction for a General  
Education Student for Reasons Other Than a  
Temporary or Chronic Health Condition Pupils

- e. ~~The IPP shall incorporate any prior findings and actions recommended through the school building system of Intervention and Referral Services, pursuant to N.J.A.C. 6A:16-8, Intervention and Referral Services;~~
  - d. ~~The IPP shall recommend placement in an appropriate educational program, including supports for transition back to the general education setting; and~~
  - e. ~~The \_\_\_\_\_ (building level or central office administrator responsible for home instruction services) shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and coordinate the revision of the IPP no less than every sixty calendar days.~~
2. ~~The teacher providing instruction shall be appropriately certified for the subject and grade level of the pupil pursuant to N.J.A.C. 6A:9, Professional Licensure and Standards.~~
3. The teacher shall provide one-on-one instruction for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided-learning experiences that may include the use of technology to provide audio and visual connections to the **student's** pupil's classroom.
- a. ~~If home instruction is provided to pupils in a small group rather than through one-on-one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.~~
4. The instruction shall meet the Core Curriculum Content Standards ~~in accordance with N.J.A.C. 6A:8 and the Board of Education's~~ district's requirements for promotion and graduation.



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## Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition Pupils

5. ~~If instruction is delivered in the pupil's home, a parent(s) or legal guardian(s) or other adult twenty-one years of age or older who has been designated by the parent(s) or legal guardian(s) shall be present during all periods of home instruction.~~
6. ~~Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP as required or to be present in the home as required in 5. above may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.~~

### D. ~~Record Keeping~~

1. ~~The \_\_\_\_\_ (building level or central office administrator responsible for home instruction services) shall maintain a summary record concerning pupils receiving home or out of school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs.~~
  - a. ~~The summary record shall provide information concerning the number of pupils categorized by age, grade and gender, the number of weeks on home instruction before placement in the recommended setting, and the reasons for delay.~~
  - b. ~~The Superintendent shall provide the summary report annually to the Executive County Superintendent of Schools.~~

Issued:



# POLICY GUIDE

TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff  
Members and Students

Jun 14

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[See **POLICY ALERT No. 203**]

## 3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.





# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Electronic Communications Between Teaching Staff Members and Students

For the purposes of this Policy, “improper electronic communications” means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member’s or student’s past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member’s professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Electronic Communications Between Teaching Staff Members and Students

8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
  - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
  - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
  - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
  - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.



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## TEACHING STAFF MEMBERS

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### Electronic Communications Between Teaching Staff Members and Students

- (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
  - a. Text messaging communications between a teaching staff member and an individual student are prohibited.
    - (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
  - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Electronic Communications Between Teaching Staff Members and Students

- b. A teaching staff member shall not accept “friend” requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member’s personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
- c. If a teaching staff member has a student(s) as a “friend” on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

#### Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Electronic Communications Between Teaching Staff Members and Students

#### **[Optional: District may select one of the following exemption options**

— A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the teaching staff member. The Principal will provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

— A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted:



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Electronic Communications Between Support Staff Members and Students

Jun 14

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[See **POLICY ALERT No. 203**]

#### 4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Electronic Communications Between Support Staff Members and Students

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Electronic Communications Between Support Staff Members and Students

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student

- a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
- b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
- c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.

1. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student

- a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
  - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field





# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Electronic Communications Between Support Staff Members and Students

trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

2. Text Messaging Electronic Communications Between Support Staff Members and Students
  - a. Text messaging communications between a support staff member and an individual student are prohibited.
    - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.
3. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
  - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
  - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.



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## SUPPORT STAFF MEMBERS

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### Electronic Communications Between Support Staff Members and Students

- c. If a support staff member has a student(s) as a “friend” on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

#### Reporting Responsibilities

- 1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.
- 2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.



# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Electronic Communications Between Support Staff Members and Students

#### **[Optional: District may select one of the following exemption options**

— A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The parent of the student and the support staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the support staff member. The Principal will provide written approval of the request to the support staff member and the student. If the Principal does not approve the request, the support staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual support staff member and student included in the request and for the school year in which the request is submitted.

— A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted:

