

2<sup>nd</sup> Reading of Policies & Regulations

Wednesday, May 14, 2014

Exhibit XIV A: 2

# *POLICY*

PROGRAM  
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ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

2361 ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND  
RESOURCES (M)

## M

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

### Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.



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- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
  - 4. Steals data or other intellectual property;
  - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  - 6. Gains or seeks unauthorized access to resources or entities;
  - 7. Forges electronic mail messages or uses an account owned by others;
  - 8. Invades privacy of others;
  - 9. Posts anonymous messages;
  - 10. Possesses any data which is a violation of this Policy; and/or
  - 11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

### Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as



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a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.



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## ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

### Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Building Principal a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

### Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

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

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act.

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 03 March 2010

2<sup>nd</sup> Reading: 14 May 2014



## 2363 PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, “technology” means hardware or software.

For the purpose of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil’s parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil’s instructional program. A teaching staff member may approve a pupil’s use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Beepers and other remote paging devices are not permitted on school grounds. Students found in possession of electronic paging devices must surrender the article immediately and will face disciplinary action as described in the Student Code of Conduct (Code 611) **Cell-Phones must be turned off and should not be in use or visible during school hours.**



## Pupil Use of Privately-Owned Technology

This includes all phones in the direct connect, ringer and/or vibrate modes. The camera feature of cell phones must also be turned off, and is not permitted to be used during the school day. Radios, headphones, iPods, cassette/CD players, and MP3 players are not to be in use during school hours. Cell phones and electronic devices that are visible and/or heard will be confiscated by the teacher or administrator. The device(s) will only be returned to the parent after a conference has been held with the administrator. The 1<sup>st</sup> violation will result in the device(s) being taken for 30 days. A 2<sup>nd</sup> violation will result in the device being withheld for 60 days, and a 3<sup>rd</sup> violation will result in the device being taken and not returned until the end of the school year. **Refusal to turn over an electronic device will result in a 4 day Out of School Suspension.**

Teaching staff members must get prior approval from their immediate supervisor or Principal before allowing pupils to use privately-owned technology during instruction time.

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.



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The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

New  
1<sup>st</sup> Reading: 14 May 2014





ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS AND ACCOUNTABILITY (M)

2415.01 ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS,  
AND ACCOUNTABILITY

The No Child Left Behind Act of 2001 (NCLB), a reauthorization of the Elementary and Secondary Education Act (ESEA), requires New Jersey to implement a single accountability system to include challenging academic content and academic achievement standards. The accountability requirements under NCLB were built on the foundation of the former Improving America's Schools Act (IASA).

To meet the Federal requirements, New Jersey has adopted the New Jersey Single Accountability System. State assessments in language arts literacy and mathematics are based on the New Jersey Core Curriculum Content Standards. All pupils enrolled in New Jersey public schools, plus all pupil subgroups, must meet the proficiency benchmarks to ensure the goal of 100% proficiency. Pupils must score either "proficient" or "advanced proficient" on the assessments to be counted toward meeting the benchmarks.

Schools are evaluated using adequate yearly progress (AYP) indicators. Pupil achievement is determined by grade span (Elementary School – grades three through five, Middle School – grades six through eight, and High School – grades nine through twelve) and in each content area. There are indicators that must be met (including participation and proficiency rates) plus a secondary indicator. A safe harbor calculation is applied to measure significant progress if the benchmark is missed. When a school does not meet AYP for two consecutive years in the same content area, it is designated as a "school in need of improvement."

AYP shall be calculated for all New Jersey schools under the provisions of NCLB. Schools that do not meet AYP as defined under NCLB are placed into one of the following categories. Title I schools in need of improvement must implement the sanctions for each category.

Year 1 – Early Warning: A school that does not make AYP for one year is placed into "early warning" status.

Year 2 – In Need of Improvement/School Choice: A school that does not make AYP for two consecutive years in the same content area is designated as a "school in need of improvement." Parents/legal guardians shall be promptly notified if their child's school has been designated as in need of improvement. For Title I schools certain interventions apply, including intradistrict school choice (or supplemental educational services if choice is not available) and development of a school improvement plan (Title I Unified Plan). The district must offer the school technical assistance to address the areas that caused the school to be in need of improvement. Parents/legal guardians shall be notified



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of their right to request intradistrict public school choice and parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.

Year 3 – In Need of Improvement/Supplemental Educational Services (SES): A school that does not make AYP for three consecutive years in the same content area shall continue to be identified as a “school in need of improvement.” The Title I school must continue to offer intradistrict school choice and must also offer SES to eligible pupils. Technical assistance must continue to be offered by the district, parents must receive notification of the school’s status, and the school improvement plan (Title I Unified Plan) is updated annually. Parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.

Year 4 – Corrective Action: A school that does not make AYP for four consecutive years in the same content area is identified as a school in corrective action. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school’s status, revise its school improvement plan (Title I Unified Plan), and receive technical assistance from the district and the NJDOE.

The district must take at least one of the following corrective actions:

1. Provide, for all relevant staff, appropriate, scientifically research-based professional development that is likely to improve academic achievement of low-performing pupils.
2. Institute a new curriculum grounded in scientifically-based research and provide appropriate professional development to support its implementation.
3. Extend the length of the school year or school day.
4. Replace the school staff who are deemed relevant to the school not making adequate progress.
5. Significantly decrease management authority at the school.
6. Restructure the internal organization of the school.
7. Appoint one or more outside experts to advise the school how to revise and strengthen the improvement plan it created while in school improvement status and how to address the specific issues underlying the school’s continued inability to make AYP.



## ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS AND ACCOUNTABILITY (M)

Year 5 – Planning for Restructuring: A Title I school that does not make AYP for five consecutive years in the same content area must plan to restructure. The restructuring plan is implemented at the beginning of the following school year if the school continues to miss AYP benchmarks and moves to Year 6. During the planning year, the Title I school must continue to offer intradistrict school choice and SES, notify parents of the school’s status and invite parent input during the restructuring process, and receive technical assistance from the district and the NJDOE. The technical assistance design for a school being restructured emphasizes the following:

1. The importance of improving instruction by using strategies grounded in scientifically-based research so that all children in the school achieve proficiency in the core academic subjects of language arts and mathematics.
2. The importance of analyzing and applying data in decision-making.

The restructuring plan must include one of the following alternative governance systems for the school as outlined by NCLB regulations and consistent with New Jersey practice and statutes:

1. Implement any major restructuring of the school’s governance that is consistent with the principles of restructuring as set forth in the No Child Left Behind Act.
2. Re-open the school as a public charter school as defined by State statute and regulation (N.J.S.A. 18A:36A-1 et seq. and N.J.A.C. 6A).
3. Replace all or most of the school staff, which may include the Principal, who are relevant to the school’s inability to make adequate progress (consistent with existing contractual provisions and applicable statutory protections in Title 18A).

Year 6 – Restructuring-1: A Title I school that does not make AYP for six consecutive years in the same content area must implement the approved restructuring plan. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school’s status and invite parent input and support during the implementation process, and receive technical assistance from the district and the NJDOE. Technical assistance is critical to help school staff remain focused on increasing pupil achievement while the school is adjusting to potentially radical changes in its administration and governance structures. A CAPA visit will occur at the school to determine the fidelity of implementation of the restructuring plans and to review the governance structure of the school.



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Year 7 (and over) – Restructuring-2 (and over): If the school has not made AYP for seven or more consecutive years, the NJDOE will meet with school and district administrators to continually review implementation of the restructuring plan/Title I Unified Plan. Benchmark meetings with NJDOE staff, the school, and the district will occur twice a year to assess and support implementation of the school improvement plan.

Removal from Early Warning/Improvement Status: To be removed from early warning or improvement status, the school must make AYP for two consecutive years in the content area that caused the school to go into status, providing the school makes AYP in the other content areas. The first year of making AYP is a “hold year” and the school does not progress to the next sanction level, but must continue to implement current interventions. If the school does not make AYP the year following “hold,” the school goes back into improvement status at the level prior to the hold year.

No Child Left Behind Act of 2001, §1111

Adopted: 03 March 2010  
2<sup>nd</sup> Reading: 14 May 2014



## 2423 BILINGUAL AND ESL EDUCATION (M)

### M

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for pupils of Limited English Proficiency (LEP) as required by law and rules of the State Board of Education. Pupils of LEP are those pupils whose native language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as measured by an English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English.

#### Identification of LEP Pupils

The Board will conduct a screening process to determine the native language of each pupil at the time of enrollment in the school district. A census shall be maintained of all pupils whose native language is other than English. The English language proficiency of each pupil whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the pupil's level of reading in English, a review of the pupil's previous academic performance, results of standardized tests in English, and a review of the input of teaching staff members responsible for the educational program of the limited English proficient pupils.

#### Program Implementation

The district shall provide the following programs:

1. An English language services program whenever there are one or more, but fewer than ten LEP pupils enrolled within the schools of the district. English language services shall be in addition to the regular school program;
2. An ESL program whenever there are ten or more LEP pupils enrolled within the schools of the district; and



3. A bilingual program whenever there are twenty or more LEP pupils in any one-language classification. Where the age range, grade span, and/or geographical location of eligible pupils makes a full-time bilingual program impractical, the Board may offer an instructional program alternative, provided that program has been approved or a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty pupils.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every pupil participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years.

Bilingual, ESL, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Pupils enrolled in a bilingual, ESL, or English language services program shall be assessed annually with a New Jersey Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. LEP pupils enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English Program when they have demonstrated readiness to function successfully in the English-only program. This process shall be initiated by the pupil's level of English proficiency as measured by a New Jersey Department of Education established standard on an English language proficiency test, and the readiness of the pupil shall be further assessed on the basis of multiple indicators which shall, at a minimum, include classroom performance, the pupil's reading level in English, the judgment of the teaching staff member or members responsible for the education program of the pupil, and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent(s) or legal guardian(s) may remove a pupil who is enrolled in a bilingual education program at any time; except that during the first three years of a pupil's participation in a bilingual education program, parent(s) or legal guardian(s) may only remove the pupil at the end of each school year. If during the first three years of a pupil's participation in a bilingual education program, a parent(s) or legal guardian(s) wishes to remove the pupil prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The parent(s) or legal guardian(s) may appeal the Executive County Superintendent's decision to the Commissioner of Education.



Newly exited pupils who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.

When the exit review process is completed, the pupil's parent(s) or legal guardian(s) shall be informed by mail of the placement determination. A parent(s) or legal guardian(s), or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Director of Research, Evaluation, and Planning, who will provide a written explanation for the decision within Fifteen working days. The complainant may appeal this decision in writing to the Board. The Board will review the appeal and respond in writing within forty-five calendar days. A complainant not satisfied with the Board's explanation may appeal to the Commissioner of Education.

#### Parental Involvement

The parent(s) or legal guardian(s) of a pupil of limited English proficiency will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services program. Notice shall be in writing, in the language of which the child of the parents so notified possesses a primary speaking ability, and in English. The notice must also include the information that the parents have the option of declining enrollment if they so chose.

The district will notify the parent(s) or legal guardian(s) of the LEP pupil by mail no later than thirty days after the beginning of the school year that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. If the pupil has not been identified as LEP prior to the beginning of the school year, then the parent(s) or legal guardian(s) must be notified within two weeks of the pupil's placement in a bilingual, ESL, or English language services program.

Parent(s) or legal guardian(s) shall receive progress reports in the same manner and frequency as those sent to parents or legal guardians of other pupils.

Parent(s) or legal guardian(s) of pupils of limited English proficiency will be offered opportunities for involvement in the development and review of program objectives. An advisory committee on bilingual education shall be formed with the majority being parent(s) or legal guardian(s) of pupils of limited English proficiency.



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## Graduation

Pupils of limited English proficiency will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy No. 5460.

## Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-25  
N.J.A.C. 6A:15-1.1 et seq.

Adopted: 03 March 2010  
2<sup>nd</sup> Reading: 14 May 2014





## 2431 ATHLETIC COMPETITION (M)

### M

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer pupils the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

For purpose of this policy, programs of athletic competition includes all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual pupils or teams of pupils when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and/or intramural athletic programs within a school or among schools in the district and any cheerleading program or activity in the school district.

### Eligibility Standards

A pupil who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent(s) or legal guardian(s) of a pupil who wishes to participate in a program of athletic competition must include an acknowledgment of the physical hazards that may be encountered in the activity.

Pupil participation in a program of athletic competition shall be governed by the following eligibility standards:

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school pupils must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.



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2. Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.
3. A pupil in grades 7 through 12 is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding marking period.
4. Home schooled children in grades 7 through 12 are not eligible to participate in school district sponsored programs of athletic competition of this district.
5. A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 10 school days in the school year.
6. A pupil who is absent for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.
7. A pupil who is serving a suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.
8. A pupil in any grade who fails to observe school rules for pupil conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to pupils.



## Health Requirements

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in school district sponsored programs of athletic competition. Information concerning a pupil's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.

Pupils enrolled in grades seven to twelve must receive a medical examination prior to participation in school-sponsored interscholastic or intramural programs of athletic competition and any cheerleading program or activity.

A medical examination is the assessment of an individual's health status. The examination shall be conducted days prior to the first practice session with examinations being conducted at the medical home of the pupil. The "medical home" is defined as a health care provider and that provider's practice site chosen by the pupil's parent(s) or legal guardian(s) for the provision of health care. If a pupil does not have a medical home, the school district shall provide this examination at the school physician's office or other comparably equipped facility. The parent(s) or legal guardian(s) may choose either the school physician or their own private physician to provide this medical examination.

The findings of this examination shall be documented on a form that is approved by the Commissioner of Education and shall include: immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.16; medical history including allergies, past serious illnesses, injuries, operations, medications, and current health problems; health screenings including height, weight, hearing, blood pressure, and vision; and physical examinations. A physical examination is the examination of the body by a professional licensed to practice medicine or osteopathy or an advanced practice nurse.

The medical examination shall also include a health history questionnaire completed and signed by the parent or legal guardian. A health history is a record of a person's past health events provided by the individual, a parent or legal guardian, or health care provider.

The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the pupil had or currently has any of the health conditions outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(1) since their last physical. The medical examination shall be conducted in accordance with N.J.A.C. 6A:16-2.2 and Regulation 2431.2.



The medical report shall include, at a minimum, normalities as outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(2). The medical report shall be provided to the school physician if the school physician did not conduct the medical examination. The medical report shall indicate whether the pupil is allowed or disallowed to participate in a program of athletic competition and must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant. A form that is incomplete shall be returned to the pupil's medical home for completion. A pupil that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.

If the pupil's medical examination was completed more than sixty days prior to the first practice session, the pupil must provide a health history update of medical problems experienced since the last medical examination in accordance with N.J.A.C. 6A:16-2.2(h)1.iii. This health history update must be completed and signed by the parent(s) or legal guardian(s).

The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the pupil's participation, based solely on the medical report, or the written reasons for the school physician's disapproval of the pupil's participation. The school physician's signature on the notification indicates the medical report complies with the requirements of N.J.A.C. 6A:16-2.2(h).

The health findings of this medical examination shall be maintained as part of the pupil's health record.

## Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of pupil athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.



# *POLICY*

## Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and shall inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.

N.J.A.C. 6A:7-1.7; 6A:16-1.4; 6A:16-2.1 et seq.

Adopted: 03 March 2010

2<sup>nd</sup> Reading: 14 May 2014



PROGRAM

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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED  
CONCUSSIONS AND HEAD INJURIES

(M)

## M

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics and cheerleading programs, it is imperative that student-athletes, cheerleaders, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics or cheerleading programs is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes and cheerleaders in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, "interscholastic athletics" shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. For the purpose of this Policy, "cheerleading program" shall be Kindergarten through twelfth grade school-sponsored cheerleading programs.

The school district will adopt an Interscholastic Athletic and Cheerleading Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports and every cheerleader who participates in a cheerleading program. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete or cheerleader's parent and keep on file for future reference.



Prevention of a sports-related concussion and head injuries is an important component of the school district's program. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the pupil begins participation in an interscholastic athletic or cheerleading program.

Any student-athlete or cheerleader who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete or cheerleader is exhibiting signs or symptoms, the pupil will be evaluated by the school or team physician. The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete or cheerleader to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete or cheerleader with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete or cheerleader who participates in interscholastic athletics or a cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The pupil's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The pupil's physician or licensed health care provider must provide to the school district a written medical release/clearance for the pupil indicating when the pupil is able to return to the activity. The medical release/clearance must indicate the student-athlete or cheerleader is asymptomatic at rest and either may return to the interscholastic athletic activity or cheerleading program because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical



# *POLICY*

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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

(M)

release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this Policy a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

New

2<sup>nd</sup> Reading: 14 May 2014





# REGULATION

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BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS  
(M)

## R 2461 SPECIAL EDUCATION/RECEIVING SCHOOLS

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

- R 2461.01 Special Education/Receiving Schools – IEP Implementation (M)
- R 2461.02 Special Education/Receiving Schools – Suspension (M)
- R 2461.03 Special Education/Receiving Schools – Pupil Records (M)
- R 2461.04 Special Education/Receiving Schools – Special Education and Related Services (M)
- R 2461.05 Special Education/Receiving Schools – IEP Compliance (M)
- R 2461.06 Special Education/Receiving Schools – Highly Qualified and Appropriately Certified Staff (M)
- R 2461.07 Special Education/Receiving Schools – Termination of Placement (M)
- R 2461.08 Special Education/Receiving Schools – In-Service Training (M)
- R 2461.09 Special Education/Receiving Schools – Statewide and District-Wide Assessment Programs (M)
- R 2461.10 Special Education/Receiving Schools – Full Educational Opportunity (M)
- R 2461.11 Special Education/Receiving Schools – Staff Consultation (M)
- R 2461.12 Special Education/Receiving Schools – Length of School Day and Academic Year (M)

Definitions:

Refer to N.J.A.C. 6A:14 and the Individuals with Disabilities Education Act for definitions of terms used in Regulations 2461.01 through 2461.12.

New  
2<sup>nd</sup> Reading: 14 May 2014



# REGULATION

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BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS- IEP IMPLEMENTATION

R 2461.01 SPECIAL EDUCATION/RECEIVING SCHOOLS- IEP  
IMPLEMENTATION

## M

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

- A. Procedures For Ensuring The Pupil's Individualized Education Program (IEP) Can Be Implemented
  - 1. The following procedures will be used to ensure the pupil's IEP can be implemented in the receiving school setting prior to accepting the pupil (N.J.A.C. 6A:14-7.5(b)1):
    - a. The school Child Study Team in the receiving school will review the IEP.
    - b. The receiving school will only accept the pupil if the receiving school Child Study Team determines the pupil's IEP can be implemented. The receiving school will not accept the pupil if the sending school Child Study Team determines the receiving school cannot implement the IEP.
- B. IEP Meetings According to N.J.A.C. 6A:14-2.3(k)2
  - 1. The pupil's teacher and, if appropriate, the pupil and other representatives of the receiving school, will participate in IEP team meetings according to N.J.A.C. 6A:14-2.3(k)2.

Issued: 03 March 2010  
2<sup>nd</sup> Reading: 14 May 2014



# REGULATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS –  
SUSPENSION/EXPULSION

R 2461.02 SPECIAL EDUCATION/RECEIVING SCHOOLS –  
SUSPENSION/EXPULSION

## M

The receiving school will collaborate with the sending district Board of Education to ensure that a free, appropriate public education is available for all pupils with disabilities between the ages of three and twenty-one enrolled in the receiving school including pupils with disabilities who are suspended from school.

A. Procedures For Collaboration For Pupils With Disabilities Including Pupils With Disabilities Who Are Suspended From School

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



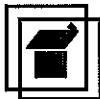
# REGULATION

## WINSLOW TOWNSHIP BOARD OF EDUCATION

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SUSPENSION/EXPULSION

- c. Interaction with peers who are not disabled to the extent they would have interaction in the current placement; and
  - d. The pupil is counted as present for the time spent in the in-school suspension program.
7. When a series of short-term removals will accumulate to more than ten school days in the year:
- a. Personnel from the receiving school, officials of the sending district, and the sending district case manager will consult to determine whether the removals constitute a change in placement. (N.J.A.C. 6A:14-2.8(c)2) The determination of whether a series of removals constitute a change in placement is made by the public sending school district officials;
  - b. Written documentation of the consultation between officials of the sending district, personnel from the receiving school, and the case manager of the sending district will be maintained by both the sending district and the receiving school;
  - c. If it is determined that there is no change in placement, school officials of the sending district, the case manager of the sending district, and special education teacher at the receiving school will consult to determine the extent to which services are necessary to:
    - (1) Enable the pupil to participate and progress appropriately in the general education curriculum; and
    - (2) Advance appropriately toward achieving the goals set out in the pupil's IEP.
  - d. Written documentation of the consultation and services provided will be maintained by the sending district.

Issued: 03 March 2010  
2<sup>nd</sup> Reading: 14 May 2014



# *REGULATION*

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SPECIAL EDUCATION/RECEIVING SCHOOLS – PUPIL RECORDS

R 2461.03 SPECIAL EDUCATION/RECEIVING SCHOOLS – PUPIL RECORDS

**M**

The school district will comply with the requirements for pupil records in accordance with the provisions as outlined in N.J.A.C. 6A:32-7 - Student Records.

Issued: 03 March 2010

2<sup>nd</sup> Reading: 14 May 2014



# *REGULATION*

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SPECIAL EDUCATION/RECEIVING SCHOOLS – SPECIAL EDUCATION  
AND RELATED SERVICES

R 2461.04 SPECIAL EDUCATION/RECEIVING SCHOOLS – SPECIAL  
EDUCATION AND RELATED SERVICES

**M**

The school district will comply with the requirements for special education and related services at no cost to the parent of a special education pupil in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.1(d) and 6A:14-7.5(b)3.

New

2<sup>nd</sup> Reading: 14 May 2014



# REGULATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS – IEP COMPLIANCE

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

### M

The programs and services provided by the receiving school will be in accordance with the requirements of N.J.A.C. 6A:14-1.1 et seq.

#### A. Procedures To Ensure The Provision Of Services Required By The Individualized Education Program (IEP)

1. If a change in the delivery of special education or related services is necessary due to a change in personnel or pupil need, the receiving school will contact the sending district to convene an IEP team meeting to review and, if appropriate, revise the IEP.

Issued: 03 March 2010  
2<sup>nd</sup> Reading: 14 May 2014



# *REGULATION*

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SPECIAL EDUCATION/RECEIVING SCHOOLS – HIGHLY QUALIFIED  
AND APPROPRIATELY CERTIFIED STAFF

R 2461.06 SPECIAL EDUCATION/RECEIVING SCHOOLS – HIGH QUALIFIED  
AND APPROPRIATELY CERTIFIED STAFF

**M**

The school district will comply with the requirements that all personnel serving pupils with disabilities be highly qualified and appropriately certified and licensed, where a license is required, in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.2(b)13.

New

2<sup>nd</sup> Reading: 14 May 2014





# REGULATION

WINSLOW TOWNSHIP  
BOARD OF EDUCATION

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SPECIAL EDUCATION/RECEIVING SCHOOLS – TERMINATION OF  
PLACEMENT

R 2461.07 SPECIAL EDUCATION/RECEIVING SCHOOLS – TERMINATION OF  
PLACEMENT

## M

The school district will comply with the requirements for termination of a pupil's placement in accordance with the provisions as outlined in N.J.A.C. 6A:14-7.7(a) and (b).

- A. When considering the termination of a student's placement prior to the end of the school year by the receiving school shall immediately notify the sending district. The district Board of Education shall immediately convene an IEP within 10 days of the notification. At the IEP meeting, the IEP team shall review the current IEP and determine the student's new placement. All procedural timelines must be in accordance with 6A-14-7.7
- B. When the district Board of Education is considering the withdrawal of a student with a disability from a receiving school prior to the end of the student's academic year, the district Board of Education shall convene an IEP meeting, including appropriate personnel from the receiving school. The meeting must be held within 10 days and a new placement provided within 10 days of the IEP meeting.
- C. Prior to a parent withdrawing a student with a disability from a receiving school, the parent shall request that the district's Board of Education convene an IEP meeting according to N.J.A.C. 6A:14-2.3(K)
- D. A student with a disability placed in a receiving school by the district Board of Education shall receive a diploma from the district Board of Education if the requirements of N.J.A.C. 6A:14-4.11 are met.

New  
2<sup>nd</sup> Reading: 14 April 2014



# *REGULATION*

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SPECIAL EDUCATION/RECEIVING SCHOOLS – IN-SERVICE TRAINING

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

**M**

The school district will comply with the in-service training needs for professional and paraprofessional staff who provide special education, general education, or related services as these staff members will be identified and appropriate in-service training will be provided in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.2(b)14.

Issued: 03 March 2010  
2<sup>nd</sup> Reading: 14 May 2014



# *REGULATION*

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SPECIAL EDUCATION/RECEIVING SCHOOLS – STATE-WIDE AND  
DISTRICT -WIDE ASSESSMENT PROGRAMS

R 2461.09 SPECIAL EDUCATION/RECEIVING SCHOOLS – STATE-WIDE AND  
DISTRICT-WIDE ASSESSMENT PROGRAMS

**M**

The school district will comply with the requirements for Statewide and district-wide assessments in accordance with the provisions as outlined in N.J.A.C. 6A:14-4.10.

New

2<sup>nd</sup> Reading: 14 May 2014



# *REGULATION*

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**BOARD OF EDUCATION**

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SPECIAL EDUCATION/RECEIVING SCHOOLS – FULL EDUCATIONAL  
OPPORTUNITY

R 2461.10 SPECIAL EDUCATION/RECEIVING SCHOOLS – FULL EDUCATIONAL  
OPPORTUNITY

**M**

The school district will comply with the requirements for full educational opportunity in accordance with the provisions as outlined in N.J.A.C. 6A:14-1.1.

New  
2<sup>nd</sup> Reading: 14 May 2014



# *REGULATION*

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SPECIAL EDUCATION/RECEIVING SCHOOLS – STAFF CONSULTATION

R 2461.11 SPECIAL EDUCATION/RECEIVING SCHOOLS – STAFF  
CONSULTATION

**M**

The school district will comply with the requirements for staff consultation in accordance with the provisions as outlined in N.J.A.C. 6A:14-4.5(d).

New

2<sup>nd</sup> Reading: 14 May 2014



# *REGULATION*

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SPECIAL EDUCATION/RECEIVING SCHOOLS – LENGTH OF SCHOOL  
DAY AND ACADEMIC YEAR

R 2461.12 SPECIAL EDUCATION/RECEIVING SCHOOLS – LENGTH OF SCHOOL  
DAY AND ACADEMIC YEAR

## M

The receiving school will ensure that the length of the school day and academic year shall be as long as that established for nondisabled pupils in accordance with N.J.A.C. 6A:14-4.1(c) and must include at least four hours of actual school work instruction in accordance with N.J.A.C. 6A:14-7.6(i).

A. Procedures To Ensure The Length Of The School Day And Academic Year Are As Long As That Established For Nondisabled Pupils

1. The receiving school will ensure that the length of a school day and academic year is consistent with a sample daily schedule and school calendar from one of their sending school districts and must reflect the appropriate age/grade level for those pupils who attend the receiving school (e.g. elementary, middle, and/or high school).
2. The receiving school will maintain documentation of the school calendar of the sending district, along with the receiving school's calendar, to ensure compliance.
3. The receiving school will maintain documentation of a sample pupil daily schedule from a sending school district, along with a sample of the receiving school's daily schedule, to ensure compliance.
4. The receiving school will not include shortened school days in its daily schedule or calendar unless such days are reflected in the sending school sample daily schedule and/or school calendar.
5. Any shortened school days for an individual pupil will be implemented, as needed on an individual basis, and must be reflected in each pupil's Individualized Education Program (IEP).

New  
2<sup>nd</sup> Reading: 14 May 2014

