

Strauss Esmay Series 5000 Students

DISTRICT REGULATIONS

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5112.1 - ADMISSION AFFIDAVIT (Regulation)

The Passaic Public Schools shall be free to the following persons over 5 and under 20 years of age, except as permitted in the Pre-Kindergarten program:

- A. Any person who is domiciled within the school district
- B. Any person who is kept in the home of another person domiciled within the school district and is supported by such other person gratis as if he/she were such other person's own child upon filing by such other person with the Director of Pupil Personnel Services of the Board of Education of the district, a sworn statement that he/she is domiciled within the district and is supporting the child gratis and will assume all personal obligations for the child relative to school requirements and that he/she intends so to keep and support the child gratuitously for a longer time than merely through the school term, and a copy of his/her lease if a tenant or a sworn statement by his/her landlord acknowledging his/her tenancy if residing as a tenant without a written lease, and upon filing by the child's parent or guardian with the Director of Pupil Personnel Services of the Board of Education, a sworn statement that he/she is not supporting the child, accompanied by documentation to support the validity of the sworn statements; provided, however, that the Board of Education may contest the validity of the sworn statement in proceedings before the Commissioner, except that no child shall be denied admission during the pendency of any such proceedings before the Commissioner, and the resident shall have the burden of proving by a preponderance of the evidence before the Commissioner that the child is eligible for a free education under the criteria listed in this policy.

The required sworn statements and accompanying documentations as stated above must be filed with the Director of the Division of Pupil Personnel Services of the Board of Education of the district within three school days if the parent or guardian resides within the continental United States and ten school days if the parent or guardian resides outside the continental United States.

- C. Any person who fraudulently allows a child of another person to use his/her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his/her child to a person in another district commits a disorderly persons offense.
- D. Any person whose parent or guardian, even though not domiciled within the district, is residing temporarily, herein, but any person who has had or shall have his/her all year-around dwelling place within the district for one year or longer shall be deemed to be domiciled within the district for the purposes of this regulation.
- E. Any person for whom the Division of Youth and Family Services in the Department of Human Services is acting as guardian and who is placed in the district by said bureau.
- F. All affidavits as stated and prescribed above are to be renewed each and every year.

- G. All Policies, Rules and Regulations, or parts of all Policies, Rules and Regulations of the Passaic Board of Education which are inconsistent with the contents hereof, are hereby repealed and deemed null and void as to such inconsistencies only.
- H. If for any reason, any section, sub-section, part of a section, paragraph or provision of this policy shall be held to be unconstitutional or invalid in any court of competent jurisdiction, including but not limited to the Commissioner of Education and the State Board of Education, the same shall not be held to affect any other section, sub-section, part of a section, paragraph or provision of this policy, and the remaining section, sub-section, parts of a section, paragraph or provisions, shall remain in full force and effect.

Adopted: 21 December 1995

5130 - WITHDRAWAL FROM SCHOOL (Regulation)

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Every pupil in this district shall be encouraged to complete the program of instruction in which he or she is enrolled, in cooperation with school staff members. Although the enrollment and attendance of persons over the age of sixteen cannot be compelled by law, school personnel shall make every reasonable effort to determine whether the school is meeting the educational needs of a pupil who requests withdrawal.

A. Request for permanent withdrawal

1. The pupil must obtain a withdrawal form from the Principal to be taken home for the signature of his or her parent.
2. The pupil must meet with the Principal to discuss the reasons for the requested withdrawal.
3. The Principal will review the pupil's file to determine whether the pupil has received the educational services to which he or she is entitled.
4. The pupil will be offered an exit conference with the Principal, at which the pupil will be informed of
 - a. The desirability of continuing education at some future time toward the award of a high school diploma through an adult high school program;
 - b. The possibility of readmission until the pupil is twenty years of age (or, if the pupil is educationally disabled, until the end of the school year in which his or her twenty-first birthday occurs);
 - c. The possibility of further education in the armed forces of the United States and the application of such training toward a high school diploma pursuant to N.J.A.C. 6:27-4.1; and
 - d. The continuing availability of high school counseling services.
5. The Principal will report the withdrawal and the reasons for the withdrawal to the Superintendent to satisfy state reporting requirements.

B. Transferring pupils

1. A pupil requesting transfer to another school, public or private, must obtain a transfer form from the Principal for approval by the pupil's parent.

2. A parent who withdraws a pupil from this district shall be asked to designate the name and location of the school or school district in which he or she intends to enroll the pupil. The principal shall be alert to the receipt of a request for records from that school district, for the purpose of implementing Policy No. 8464 and Regulation No. 8464.

C. Pupil's responsibilities

A pupil who withdraws, permanently or by transfer, must

1. Return all books, uniforms, and other school property to the appropriate school staff member, who shall give a proper receipt for returned items;
2. Clear out his or her locker(s) and turn in any locks owned by the district;
3. Clear any obligations, for materials or fines, to the school library;
4. Pay any fines due for damaged or lost textbooks; and
5. Submit a properly authorized withdraw or transfer form.

D. Records

1. The records of a pupil who transfers to another school will be sent to that school in accordance with Regulation No. 8330.
2. The permanent records of a pupil who withdraws from school will be retained in accordance with Regulation No. 8330.

E. High School Dropout Readmission

The Passaic Board of Education is committed to aiding secondary students who wish to return to their educational programs.

A. Readmission to the Passaic Public Schools secondary educational programs at Passaic High or the Learning Center Programs may be attained subject to the following conditions.

1. The final decision as to class or program placement will be at the sole discretion of the Passaic High School Principal.
2. A guidance counselor will provide orientation and direction to all student applications for readmission.

B. Students seeking placement at the Passaic High School must meet these requirements:

1. The student and parent interview must be conducted by the High School Principal in consultation with the student's former Vice Principal. All other admission procedures and requirements, presently in place, will hold true for these students.
2. Eighteen years of age or under must have earned 60 or more credits.
3. Nineteen years of age or older must have earned 90 or more credits.
4. Students, regardless of age, will be permitted to re-enter Passaic High School only once. If they drop out a second time and wish to return, they must attend the Learning Center (Alternate Secondary Programs).

Students who have been readmitted to the regular high school program will be monitored closely by the assigned guidance and administrative personnel. Those students deemed not to be successful after a reasonable probationary period, will be counseled regarding the district's alternative educational programs. Readmitted students will be subject to the same attendance, academic requirements, and standards as any other students.

Adopted: 21 December 1995

5330 - ADMINISTRATION OF MEDICATION (Regulation)

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A. Definitions

1. "Medication" means any prescription drug or prescribed over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means the administration of any medication by a pupil with asthma or other life threatening illness to him/herself.

B. Permission for administration by a school nurse or registered nurse

1. Permission for the administration of medication in school or at school-related events will be given only when the pupil's attendance depends upon the timely administration of medication in school or at school-related events.
2. Medication will not be administered to a pupil who is physically unfit to attend school or has a contagious disease. Any such pupil should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. Parent or guardian's request for the administration of medication in school must be made in writing and signed by the parent or guardian.
4. The parents or guardians must submit a statement written and signed by the pupil's physician. The statement must include:
 - a. The pupil's name,
 - b. The name of the medication,
 - c. The purpose of its administration to the pupil for whom the medication is intended,
 - d. The proper timing and dosage of medication,
 - e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,

- g. A statement that the pupil is physically fit to attend school and is free of contagious disease, and
 - h. A statement that the pupil would not be able to attend school if the medication is not administered during school hours.
- 5. A request for the administration of medication should be made to the principal, who may grant or deny the request. The principal may consult with the school nurse and school medical inspector in making his or her determination.
 - a. An approved request will be signed by the principal and given to the school nurse.
 - b. The parents or guardians will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

C. Permission for self-administration of medication

Permission for self-administration of medication of a pupil with asthma or another potentially life threatening illness may be granted under the following conditions:

- 1. Parents or guardians of the pupil must provide the Board written authorization for the self-administration of medication. The request must be a signed written statement by the pupil's parents or guardians;
- 2. The parents or guardians of the pupil must provide the Board with a signed written certification from the physician of the pupil that the pupil has asthma or another potentially life threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medication. The statement must include:
 - a. The pupil's name,
 - b. The name of the medication,
 - c. The purpose of its administration to the pupil for whom the medication is intended,
 - d. The proper timing and dosage of medication,
 - e. Any possible side effects of the medication,
 - f. The time when the medication will be discontinued,
 - g. A statement that the pupil is physically fit to attend school and is free of contagious disease, and

- h. A statement that the pupil would not be able to attend school if the medication is not administered during school hours.
- 3. The Board shall inform the parents or guardians of the pupil in writing that the school district, the Board, and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.
- 4. The parents or guardians of the pupil have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the school district, the Board, and its employees or agents from any and all claims arising out of the self-administration of medication.
- 5. Requests for the self-administration of medication should be made to the principal, who may grant or deny the request. The principal may consult with the school nurse and school medical inspector in making his or her determination.
 - a. An approved request will be signed by the principal and given to the school nurse and the pupil's parents or guardians.
 - b. The parents or guardians will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
- 6. Permission to self-administer one medication shall not be construed as permission to self-administer other medication.
- 7. Permission shall be effective on the school year for which it is granted only. The conditions cited in subsection 1 to 6 above must be fulfilled in order for the permission to be renewed.

D. Custodianship of medication

- 1. Medications to be administered by the school nurse or a registered nurse:
 - a. All medications must be delivered to the school by the parent or guardian except in the case of high school pupils who may personally deliver medication to the school nurse.
 - b. All medications must be in the original container, with the prescription information affixed.
 - c. The school nurse shall be custodian of pupils' medication, which will be secured under lock and key under appropriate conditions.
 - d. Any unused medication must be picked up by the pupil's parent or guardian.

- e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or 4 weeks after the pupil stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a pupil:
- a. Time being of the essence in cases of asthma and other potentially life threatening illness, all medications to be self-administered by a pupil must be kept in the pupil's possession.
 - b. No pupil may possess medication for self-administration unless the proper permission has been granted by the principal and a record of the medication is on file in the office of the school nurse.
 - c. Pupils who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other pupils.
3. When medication must be routinely administered to a pupil at a time when the school nurse cannot be present in the school building and the parent cannot be present, the medication may be administered directly by the affected pupil, provided that:
- a. The principal, the pupil's parent, the pupil's physician, and the school medical inspector all agree in writing that
 - (1) The pupil is sufficiently mature and responsible to self-administer the medication and
 - (2) The risk of improper administration is minimal; and
 - b. When practical, the self-administration is observed and supervised by a teaching staff member trained by the school nurse in the proper administration of the medication.

E. Administration of medication

- 1. No medication shall be administered to or taken by a pupil in school or at a school-sponsored event except as permitted by Board policy and this regulation.
- 2. Medication may be administered only by the school nurse, a registered nurse, the pupil's parent or guardian, or in the case of the pupils with asthma or other

potentially life threatening illness by the pupil when proper permission has been granted.

3. When practicable, self-administration of medication should be observed by the school nurse or another school official.
4. Pupils self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the pupil during school activities. Such a individual shall report all administrations and any side effects reported or observed to the school nurse within 24 hours.
5. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse or a parent or guardian cannot be in attendance, the pupil's parent or guardian will be invited to attend. If neither the school nurse nor the parent or guardian can attend and the pupil does not have permission to self administer medication and there is a risk that the pupil may suffer significant injury from lack of medication is substantial, the pupil may be excused from the event.

F. Emergencies

Any medical emergency requiring medication of pupils will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school medical inspector's standing orders for school nurses.

G. Records

The school nurse shall include the following in a pupil's health record

1. The approved written request for the administration of medication.
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse.
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self administration of medication.
4. Any side effects that resulted from the administration of medication.
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent or guardian removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

H. Notification

1. The school nurse may provide the principal and other teaching staff members concerned with the pupil's educational progress with information about the medication and administration when such release of information is in the pupil's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of pupils who have been in charge of school activities with a list of pupil who have been granted permission to self administer medication.
3. The school nurse will inform the pupil's parent or guardian of any difficulty in the administration of medication or any untoward side effects.
4. The school nurse will report to the school medical inspector any pupil who appears to be adversely affected by the medication.

Adopted: 21 December 1995

5420 - REPORTING PUPIL PROGRESS (Regulation)

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A. Purpose

The purpose of reporting the educational progress of pupils is to

1. Inform parents of the progress children have made in school;
2. Apprise pupils of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each pupil's progress;
4. Provide a cumulative record of a pupil's progress through the educational system; and
5. Enable each pupil to gain a positive sense of his or her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

B. Frequency

1. Report cards will be issued quarterly.
2. The schedule of dates on which report cards will be issued will be published in the parent and student handbooks distributed by each school so that parents can anticipate the receipt of a report card.
3. Parents and pupils will be notified in writing of the possibility of a failing grade at least three weeks prior to the end of a marking period.
4. Parents and pupils will be notified in writing of the possibility of a pupil's retention at grade level in accordance with Policy No. 5410.
5. Notices given pursuant to paragraph B2 and paragraph B3 will be sent home with the pupil in grades to 6 and will be mailed to the parent in grades 7 to 12.
6. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parents informed of the educational progress of their children.

C. Report card form

1. The form of report cards will be periodically reviewed by the Instructional Council in order to insure that report cards effectively and accurately report pupil progress.

2. Grades will be determined in accordance with Regulation No. 2624.
3. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits.
 - a. The kindergarten report card will stress the degree of mastery of skill achieved.
 - b. The primary report card will record a specific symbol for both effort and degree of mastery of specific skills.
 - c. The intermediate report card will record both effort and degree of mastery of specific skills and will include the instructional level achieved by the pupil in reading, spelling, and mathematics.
4. At the middle school and high school levels, report cards will record pupil achievement in academic subjects in comparison with their peers, as well as the pupil's personal growth and development.
5. Report cards at all levels will record the pupil's absences and tardiness.
6. Report card forms will include space for the classroom or homeroom teacher's personal comments on the pupil's personal growth and development.
7. Report card forms will include space for the parent's signature, comments, and request for a conference with the teacher.

D. Distribution and return

1. Report cards will be sent home with pupils.
 - a. The report card of a pupil who is absent on the day report cards are issued may be held and sent home with the pupil on the following school day.
 - b. The report card of a pupil who is absent for an extended period of time will be mailed to the parent.
2. Report cards must be signed by the pupil's parent and returned within seven school days of the date on which they were issued.
3. Teachers will maintain a check list to determine which report cards, if any, have not been returned within the allotted time. If a report card is overdue, the Principal's office will call the parent.

E. Parent teacher conferences

Parent teacher conferences will be conducted in accordance with Policy No. 9280.

Adopted: 21 December 1995

5511 - DRESS CODE (Regulation)

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parents, and pupils of this district.

A. General rules

1. Pupils are expected to be clean and well groomed in their appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

B. Prohibited clothing and articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
2. Skirts, dresses, and pants that end higher than mid-thigh;
3. Pin curlers and other hair curling aids;
4. Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system;
5. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;
6. Patches and decorations that are offensive or obscene;
7. Undershirts (underwear) worn without an outer shirt;
8. Shorts after a designated date;
9. In the classroom, clothing required for physical education classes;
10. Clothing that is overly soiled, torn, worn, or defaced;
11. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
12. Portable audio receivers; and

13. Beepers and other summoning devices.

C. Physical education

1. Pupils are encouraged to wear the official school gym suit, which is available for purchase at the school store.
2. In lieu of the official school gym suit, pupils may wear:
 - a. Athletic type boxer shorts without pockets or fringes and marked on the outside of the lower right leg with the pupil's first initial and last name.
 - b. Plain tee shirt marked on the outside of the right shoulder with the pupil's first initial and last name.
 - c. A sweat shirt for outdoor activities in cool weather.
3. Boys are required to wear an athletic supporter.
4. Snug belts, cut-offs, jeans, loose jewelry, and dirty or torn clothing and accessories are prohibited.
5. Pupils must wear sneakers or rubber-soled athletic shoes; slip-on shoes, hard-soled shoes, and bare feet are prohibited in gym class.
6. Pupils are required to shower after any gym class that involves strenuous physical activity.

D. Enforcement

1. Teaching staff members will report perceived violations of the dress code to the building principal, who will interpret and apply the code.
2. Pupils who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip, school dance, after-school activity unless they are attired and groomed in accordance with this dress code.
4. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress and grooming.

5. A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent, whose decision will be final.

Adopted: 21 December 1995

Loss or damage	Fine
Lost book issued in new condition	100% of list price
Lost book issued in good condition	75% of list price
Lost book issued in fair condition	50% of list price
Lost book issued in poor condition	25% of list price
Broken bindings	\$1
Defaced cover	50 cents
Missing pages	25 cents per page
Loose or torn pages	10 cents per page
Marks not damaging to text	5 cents per page
Marks damaging to text	25 cents per page
Dog-eared pages	10 cents per page
Soil not damaging to text	5 cents per page
Soil damaging to text	25 cents per page
Book so damaged (by water or otherwise) as to be unusable	as for lost books

2. The teacher will inspect each textbook returned and will assess a fine for each lost or damaged book. The teacher will prepare a form in triplicate that includes
 - a. The name and number of the textbook damaged or lost,
 - b. The name of the pupil,
 - c. The loss or damage to the textbook, and

5550 - DISAFFECTED PUPILS (Regulation)

M

A. Grades kindergarten through 6

1. Each pupil's work habits, behavior, products, and records will be continually monitored for signs of disaffection by teaching staff members responsible for the pupil's instructional program. Such signs of disaffection might include, but need not be limited to, the pupil's
 - a. Working below potential set by IQ indicators;
 - b. Depressed standard test scores;
 - c. Excessive absenteeism or truancy;
 - d. Change in personality or work habits;
 - e. Marked irritability, lassitude, or hypersensitivity.
2. The teacher or other professional staff member who observes signs that a pupil may be disaffected will confer with the Principal. If it is determined that concern about the pupil's welfare is warranted, the pupil's parent will be called in and made aware of the problems, and steps to deal with the pupil's disabling attitude will be proposed.
3. Once a pupil is identified as disaffected, steps to offset the effects of disaffection may be initiated. Such steps may include:
 - a. A meeting with the learning disabilities teacher consultant to help teachers shape classroom strategies that might reduce disaffection;
 - b. Building on the pupil's strengths to help bolster his or her sense of self-worth;
 - c. Providing instructional alternatives to stimulate the pupil's interest by utilizing such devices as calculators, computers, educational games, and teaching machines;
 - d. Assigning the pupil to another teacher;
 - e. Transferring the pupil to another school in the district; and/or
 - f. Referring the pupil to the child study team.

B. Grades 7 and 8

1. A disaffected pupil in the middle school may be identified by one or more of the following signs:
 - a. Argumentative behavior and truculence,
 - b. Willful disregard of school rules and lack of concern for others,
 - c. Disrespect for authority figures,
 - d. Excessive absenteeism or truancy,
 - e. Acting-out and/or aggressive behavior, and
 - f. Working below his or her potential.
2. The teacher or other professional staff member who observes signs that a pupil may be disaffected will confer with the Principal. If it is determined that concern about the pupil's welfare is warranted, the pupil's parent will be called in and made aware of the problems, and steps to deal with the pupil's disabling attitude will be proposed.
3. Once a pupil is identified as disaffected, the following steps will be taken:
 - a. The pupil will be referred to the school guidance office for counseling where
 - (1) The parent may be asked to seek outside support services and/or
 - (2) The teaching staff members responsible for the pupil may be asked to observe the pupil, formally monitor his or her progress, and report regularly to the guidance counselor;
 - b. The pupil's schedule may be modified as necessary;
 - c. The learning disabilities teacher-consultant may be consulted; and
 - d. The pupil may be referred to the child study team.

C. Grades 9 - 12

1. The disaffected high school pupil may be identified by the following signs:
 - a. A drop in school performance;

- b. Decreased attentiveness and disinterest in school work;
 - c. Marked irritability, lassitude, and hypersensitivity;
 - d. Evidence of class cutting, excessive absence, and/or truancy;
 - e. An inability to articulate occupational or educational goals; and
 - f. Hostility towards authority figures.
2. The teaching staff member who observes a disaffected pupil will alert the guidance counselor to a possible problem.
 3. The guidance counselor will confer with the pupil's teacher, review the pupil's record, and meet with the pupil and his or her parent.
 4. A remedial program will be recommended by the counselor. If such a program can not be defined, the pupil shall be referred to the Child Study Team.

Adopted: 21 December 1995

5560 - DISRUPTIVE PUPILS (Regulation)

M

A. Grades kindergarten through 6

1. Any of the following signs may indicate a disruptive pupil in the elementary grades:
 - a. Unsatisfactory grades in citizenship or work habits,
 - b. A worsening negative attitude,
 - c. Disobedience and willful disregard of rules,
 - d. Lack of concern for the rights of others,
 - e. Argumentative behavior and truculence,
 - f. Disregard for authority, or
 - g. Fighting with classmates.
2. Any of the following steps may be followed, singly or in combination, to deal with the elementary pupil who has been identified as disruptive:
 - a. After-school detention,
 - b. Use of behavior modification as well as other techniques designed to change disruptive classroom displays,
 - c. Intervention by the principal,
 - d. Parent-teacher conference,
 - e. Suspension, in accordance with Policy No. 5610, and
 - f. Referral to the child study team.

B. Grades 7 and 8

1. Any of the following signs may indicate a disruptive pupil in the middle school:
 - a. Argumentative behavior and truculence,
 - b. Willful disregard of school rules and lack of concern for others,

- c. Disrespect for authority figures,
 - d. Excessive absence or truancy,
 - e. Acting-out and/or aggressive behavior, or
 - f. Difficulty with community or law enforcement agencies.
2. Any of the following steps may be used singly or in combination to deal with the disruptive pupil in the middle school:
- a. Detention after school during which time the pupil may be admonished about his or her conduct in the classroom;
 - b. Referral to the school's guidance counselor for counseling;
 - c. Conference among the teacher, guidance counselor, and parent;
 - d. Referral to the vice principal when the pupil is constantly disruptive or causes major infractions of the school rules;
 - e. In-school suspension during which the pupil is placed under the supervision of a teacher, isolated from the mainstream, and assigned school work to complete;
 - f. Home suspension, in accordance with Policy No. 5610, when other alternatives fail to curb the pupil's disruptiveness; and
 - g. Referral to the child study team.

C. Grades 9 - 12

1. Any of the following signs may indicate a disruptive pupil in the high school:
- a. Argumentative behavior and truculence,
 - b. Willful disregard of school rules and lack of concern for others,
 - c. Disrespect for authority figures,
 - d. Excessive absence or truancy,
 - e. Acting-out and/or aggressive behavior, and
 - f. Difficulty with community or law enforcement agencies.

2. Any of the following steps may be used singly or in combination to deal with the disruptive pupil in high school:
 - a. Detention after school during which time the pupil may be admonished about his or her conduct in the classroom;
 - b. Referral to the guidance counselor for counseling;
 - c. Conference among the teacher, guidance counselor, and parent;
 - d. Referral to the vice principal when the pupil is constantly disruptive or causes major infractions of the school rules;
 - e. In-school suspension during which the pupil is placed under the supervision of a teacher, isolated from the mainstream, and assigned school work to complete;
 - f. Suspension from school, in accordance with Policy No. 5610, when other alternatives fail to curb the pupil's disruptiveness; and
 - g. Referral to the child study team.

Adopted: 21 December 1995

5721 - DISTRIBUTION OF INDEPENDENT PUBLICATIONS

A. Definition

"Independent publications" are written or printed cards, letters, circulars, books, pamphlets, notices, newspapers, and other documents prepared and distributed by pupils, independent of any curricular or co-curricular activity sponsored by the Board of Education.

B. Distribution

1. Independent publications may be distributed on school premises only by the pupils enrolled in that school.
2. Distribution may be conducted during periods of time when the activity will not interrupt the instructional program or interfere with an exercise necessary for pupil safety, such as a fire drill.
3. Distribution may be conducted in places in which the activity will not obstruct the passage of persons, cause a safety hazard, or interfere with the orderly operation of the school.
4. The principal will establish, in consultation with recognized pupil organizations, rules setting specific times and places for the distribution of independent publications on the school premises.

C. Littering

1. Distribution will be conducted in a manner that reduces the possibility of litter.
2. Pupils who distribute independent publications are responsible for policing the area in which the distribution takes place and assuring that all litter is promptly removed.

D. Enforcement

1. The principal will enforce these regulations and will determine whether distribution violates the standards set forth in B2 and B3.
2. A decision of the principal may be appealed to the Superintendent.

Adopted: 21 December 1995

5850 - SOCIAL EVENTS AND CLASS TRIPS (Regulation)

A. Approval

1. Requests for approval of a social event or class trip must be submitted in writing to the Principal not less than 60 days before the activity is scheduled to occur.
2. Each request must include
 - a. The name of the sponsoring organization;
 - b. The name of an adult representative of the organization who will assume responsibility for the activity (such as a club's faculty advisor);
 - c. The date on which the activity is to occur;
 - d. For a social event, the place in which it is to occur (if on school premises, the specific room or facility; if off school premises, the specific location with directions and a telephone number);
 - e. For a class trip, the proposed itinerary, with specific locations of any proposed stops, including telephone numbers, and the planned means of transportation;
 - f. The group of pupils who will participate in the activity and the anticipated number of pupils;
 - g. The cost of the activity and the manner in which costs will be assessed or funds will be raised;
 - h. If appropriate, the insurance coverage for the activity; and
 - i. The number and names, to the extent they are known, of the chaperones appointed to the activity.
3. The Principal will consult the school calendar to determine whether the proposed activity will interfere with the instructional program or a social event or class trip given earlier approval. He or she will grant or deny the request within 3 days of its receipt.
4. The Principal will appoint a teaching staff member as responsible adult for each approved activity. In the absence of formal appointment, the adult designated on the request for approval will serve as responsible adult.

B. Pupil participation

1. Social events and class trips are not directly related to the curriculum and pupils are permitted to participate only in accordance with Policy No. 5850. Pupils on suspension are not eligible for participation.
2. No minor pupil may participate in a social event or class trip that extends beyond the school day or takes place away from school premises without the written, signed permission of the pupil's parent. Permission slips will be distributed by the sponsoring organization not less than 20 days before the scheduled activity and signed slips will be delivered to the Principal no later than the day of the activity. Permission slips must include the following information:
 - a. The nature of the activity;
 - b. The date, time, and location of the activity;
 - c. The name of the sponsoring organization and the responsible adult;
 - d. The fee, if any, charged to the pupil for participation; and
 - e. Such information about the activity as may be necessary for the parent to evaluate the risk to his or her child (such as exposure to potential allergens).

C. Pupil Conduct

1. Pupils who elect to participate in social events and class trips and their guests are subject to district rules for pupil conduct, including rules for conduct on buses. Infractions of rules will be subject to discipline in the same manner as are infractions of rules during the regular school program. Pupils shall obey the approved chaperones; disobedience to a chaperone will be tantamount to disobedience of a teaching staff member.
2. The school dress code will apply to all social events and class trips unless expressly waived by the Principal.
3. Pupils who violate rules of conduct in the course of a class trip away from school may be dismissed from the trip and sent home in accordance with procedures established for the dismissal of pupils from field trips, in accordance with Policy No. 2340.
4. Pupils who elect to attend a social event or class trip are expected to participate; pupils who attend merely to loiter on the perimeter of the activity (such as outside the facility or in parked cars or the like) will be dismissed from the school premises.
5. The possession, use, and/or distribution of alcohol and/or drugs by any person and the presence of any person under the influence of alcohol or drugs are absolutely prohibited at any school sponsored social event or class trip, regardless of the

location of the activity. Violators of this rule will be disciplined in strict accordance with Policy No. 5530.

D. Chaperones

1. Each social event and class trip must be properly chaperoned by responsible adults [Optional:] under the supervision of at least one teaching staff member.
2. The organization sponsoring the activity is responsible for appointing and securing proper chaperonage, subject to the approval of the Principal. In general, chaperones should be appointed in a ratio of 1 to 8.
3. Chaperones who are not district employees serve as volunteers subject to Policy No. 9180 and will not be compensated by the Board for their services. The expenses incurred by chaperones in the course of the activity will be the responsibility of the sponsoring organization.
4. Chaperones should
 - a. Arrive promptly at scheduled activity and, if possible, well in advance of the pupil participants;
 - b. Acquaint themselves with school rules of conduct and with the distinctions between minor and serious rule infractions (minor infractions are punishable by reprimands, conferences, and/or detention; serious rule infractions may involve the imposition of suspension);
 - c. Circulate freely among the participants in order to detect any infractions of rules;
 - d. Frequently check lavatories, entrances, hallways and the like;
 - e. Correct pupils who engage in minor infractions of rules;
 - f. Report to a teaching staff member any serious infraction of rules that may require school discipline or the dismissal of a pupil from the activity;
 - g. Report immediately to a teaching staff member any person who may be under the influence of alcohol or drugs so that the teaching staff member can implement Regulation No. 5530; and
 - h. Report immediately to a teaching staff member or police officer any person who may have alcohol, drugs, contraband, or a weapon in his or her possession.

E. Post-activity requirements

1. The sponsoring organization is responsible for cleaning up any decorations and debris caused by the activity and left on school premises.
2. The responsible adult will submit to the Principal a brief but reasonably detailed report of the activity, including the names of chaperones. The report should include a description of any event that resulted in a pupil's dismissal from the activity.
3. Any funds collected will be deposited in the General Activities Fund and accounted for in accordance with Policy No. 6660.

Adopted: 21 December 1995

