

CHERRY HILL BOARD OF EDUCATION  
Cherry Hill, New Jersey

POLICY AND LEGISLATION COMMITTEE

AGENDA

MEETING DATE:	Tuesday, June 1, 2010, 6:00pm
LOCATION:	MALBERG ADMINISTRATION BUILDING, BOARD ROOM
CHAIRPERSON:	Lynette Howard, Chair
COMMITTEE MEMBERS:	Kathy Judge, Eric Goodwin
ADMINISTRATIVE LIAISON:	Jim Gallagher

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Old Business

1. Draft Policies
  - Status of Policy 3541.1: Student Activity Fee and Procedure for Student Activity Fee (draft of policy attached).....3
  - Second reading of Revised Policy 5127: Graduation Ceremonies to include the distribution of voting materials prior to graduation.4
  - Second reading of Revised Policy 3515: No Smoking.....6

New Business

Discussion Items:

1. Draft Procedure:
  - First Reading of Draft Procedure F-4: Fire Drills – Don Bart has requested that this procedure be updated to reflect recent changes in statute.....7
2. Draft Policies
  - First Reading of Draft Revised Policy 5117.1: [Secondary School] Open Enrollment - title change and addition of Barclay Preschool Enrollment process.....9

- First Reading of Draft Revised Policy 5113: Attendance Policy – Please see Don Bart’s note attached regarding the needs for changes in this policy.....15
- 3. Approval of Comprehensive Equity Plan, Annual Statement of Assurance, 2010-2011 School Year.....21
- 4. Approval of Waiver of F-3: Secondary Field Trips.....25  
(Procedure also attached for new BOE members)

School	Trip	Location	Dates	# School Days Missed*
CHHS East	Habitat for Humanity Conference	Columbus, Ohio	October 21-24, 2010	2

Unfinished Business:

Discussion Items: policies which need to be reviewed

1. Policies Mandated and/or Monitored by the State – forwarded to appropriate committees for consideration
  - o Policy 2240: Research, Evaluation and Planning (new)
  - o Policy 4112.2: Certification
  - o Policy 5131.5: Vandalism and Violence
  - o Policy 5141: Health
  - o Policy 5142: Pupil Safety

The following policies that fall into the above two categories have been forwarded to the B&F Committee for their review:

- o Policy 3326: Payment for Goods and Services (new version of existing policy)
- o Policy 3227: Working Relationships with Vendors (revised version of existing policy)
- o Policy 3220/3230: State Funds/Federal Funds
- o Policy 3541.32: District Owned Vehicles

Information Items:

1. Meeting Dates:

July: committee meetings are generally not held in July  
August 3, 2010 - anticipated

**BOARD OF EDUCATION**  
Cherry Hill, New Jersey

**DRAFT POLICY 3453.1**

**STUDENT GENERAL FEES**

Annually, the Board of Education and administration face the very difficult task of developing a budget which supports the goals of the Cherry Hill Public Schools and our commitment to a pre-eminent education and co-curricular programs, while recognizing the growing cost to local taxpayers. Co-curricular programs include athletics and other activities which students participate in that are supported by general education funds.

Our rich, diverse offering of co-curricular activities available to our students are considered an integral part of the middle and high school experience as well as an asset to the community. In order to continue to support the broad range of educational experiences, the Board of Education has determined that a general fee must be implemented for students in grades 6-12 beginning in September 2010.

The Superintendent or designee will recommend to the Board of Education the amount of the general fee annually prior to the start of the school year. Students eligible for free or reduced lunch are exempt. There will be a maximum amount that a family will pay per year also determined annually. The general fee must be paid by August 15.

**Legal References:**

*N.J.S.A. 18A:19-14 Funds derived from pupil activities*

*N.J.A.C. 6:23-2.14*

# BOARD OF EDUCATION

Cherry Hill, New Jersey

DRAFT POLICY 5127

## GRADUATION CEREMONIES

The graduation dates, times and location for Cherry Hill High Schools East and West will be determined by the Superintendent following receipt of a recommendation from the building principals. Cherry Hill High School East students will graduate first on odd number years and Cherry Hill High School West students will graduate first on even number years.

### ELIGIBILITY FOR PARTICIPATION

1. Participation is voluntary.
2. Participation is limited to those students who have completed the requirements for graduation as established by the Board of Education.

### BEHAVIOR

At any time before or during the ceremony, a student may be removed from the graduation ceremony for the following reasons:

1. Inappropriate dress
  - A. Bare feet and shorts are unacceptable.
  - B. Graduation attire worn in an improper manner.
2. Possession of or under the influence of a controlled dangerous substance or alcoholic beverage.
3. Any behavior which directs attention to an individual student and detracts from the dignity of the ceremony such as throwing objects, setting firecrackers, acrobatics, etc.
4. Failure to attend and cooperate at rehearsals.

The principal shall have the authority to terminate the ceremony prior to its conclusion when he/she determines that he/she can no longer be responsible for student behavior.

A member of the audience may be removed from the graduation ceremony for any behavior which detracts from the dignity of the ceremony.

### Voting Information and Registration

Prior to graduation, the board of education shall provide a voter registration form and material describing the role of a citizen and the importance of voting to each eligible high school pupil.

**Legal References:**     *N.J.S.A. 18A:7C-5.1*

*Boards of education prohibited from excluding students from graduation ceremony or from obtaining yearbook for inability to pay fees*

*N.J.S.A. 18A:11-1*            *General mandatory powers and duties*  
*N.J.S.A. 18A:36-18*        *Books containing organic laws at graduation*  
*N.J.S.A. 18A:36-27*        *Voting information*  
*N.J.S.A. 18A:37-2*         *Causes for suspension or expulsion of pupils*  
*N.J.S.A. 18A:54-20*        *Powers of board (county vocational schools)*  
*N.J.A.C. 6A:8-5.1 et seq.* *Implementation of graduation requirements*  
*N.J.A.C. 6A:16-7.1 et seq.* *Student conduct*

*Ballato v. Long Branch Board of Education, 1990 S.L.D. (August 20)*

*Lee v. Weisman, 112 S.Ct. 2649 (1992)*

*R.L. v. Kingsway Regional Board of Education, 95 NJAR2d (EDU) 296*

*D.C. v. Parsippany Troy Hills Board of Education, 96 NJAR2d (EDU) 697*

*DO'G v. Ridgefield Park Board of Education, 96 NJAR2d (EDU) 820*

*R.F. v. Park Ridge Board of Education, 97 NJAR2d (EDU) 1*

*American Civil Liberties Union v. Blackhorse Pike Regional Board of  
Education, 84 F.3d  
1471 (3d Cir. 1996)*

Replaces Policy IHFB, JFCA, IHFA  
Related Policy 6146: Graduation Requirements  
Renumbered and combined 5/22/01  
Revised: 1/23/08, 3/18/08

# BOARD OF EDUCATION

Cherry Hill, New Jersey

## DRAFT POLICY 3515

### NO SMOKING

In consideration of the reports of the Surgeon General of the United States and the laws of New Jersey N.J.S.A. 26:3D-17, the Cherry Hill Board of Education believes it should discourage young people from using tobacco products. Therefore, for students, visitors, volunteers and staff, the Board of Education prohibits the use of cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, snuff, or any tobacco related product and/or paraphernalia, this also includes the use of electronic cigarettes and other electronic smoking devices, at any time in school buildings or on school grounds. In addition, for students, according to N.J.S.A. 6:29-1.3(a)8, the Board of Education bans the possession of any tobacco related product and/or paraphernalia.

Furthermore, the Board of Education directs the Superintendent of Schools to provide K-12 instructional programs regarding the facts and harmful effects of tobacco and related products.

The Superintendent shall develop specific guidelines to implement this policy. The guidelines should include, but not be limited to posting or signs in all school buildings, informing students, parents/guardians, and staff of the policy and related procedures which shall include the punishments for violation of the policy and referral to the local health board for continued violations.

#### *Legal References:*

*N.J.S.A. 18A:40A-1                      Instructional Programs*  
*N.J.S.A. 26:3D-15through -21 Legislative findings and declarations ... (smoking in educational institutions)*  
*N.J.A.C. 6:29-1.3(a)8                Policies and procedures*

*P.L. 103-227, GOALS 2000: Educate America Act (Pro Children Act of 1994)*

#### Related Policies:

Policy 5131.6    Substance Abuse

#### Related Procedures

Procedure T-14: Use and Possession of Tobacco

Formerly Policy JCDA A

Renumbered: 3/28/01

Adopted: 8/18/75

Revised: 7/19/82, 9/17/90, 12/18/01, 7/09

**CHERRY HILL PUBLIC SCHOOLS**  
Cherry Hill, New Jersey

**F-4**

**ADMINISTRATIVE PROCEDURE**  
**FIRE DRILLS**

New Jersey State School Code Title 18a:41-1 requires shall have at least one fire drill and one school security drill each month within the school hours, including any summer months. [at least two (2) fire drills each month during school hours in every school of two (2) or more classrooms]. Because attendance registers and class enrollment are maintained centrally by the school district, procedures should be established in each elementary school to account for all pupils after the building has been evacuated. The procedure should provide for instructional organizations other than self-contained classrooms such as Joplin Plans in reading, etc., when teachers may not have their regular class during a fire drill.

**Reporting Fire Drills**

Use the attached form (CHPS: BG-3) to record the fire drills completed. Keep a cumulative listing of all fire drills. Send a copy of this form to the Supervisor of Secondary/Elementary Education, as appropriate, at the end of January and June each year. A record of all fire drills is sent twice a year to the Township fire officials.

**Evacuating Wheelchair Bound Students**

Each school shall develop a plan for the evacuation of wheelchair bound students in the event of a fire or building evacuation. The plan is especially important in multi-level buildings such as East, West, Harte and Sharp. Other buildings that have physical barriers which require special procedures will also develop a plan. Attachment 2 to this procedure is to be used to develop the evacuation plan. This plan is to be submitted by September 30 of each year with changes submitted as needed.

**Trainer**

The Director of Health Services shall arrange for the training of the appropriate staff members in the techniques for hand-carrying students.

*Legal Reference:*

*N.J.S.A.. 18A:41-1*

**Related Policy and Procedure:**

Policy 4147: Employee Safety

Policy 5131.7: Firearms, Weapons and Dangerous Instruments

Crisis Plan

Adopted: 8/9/89

DRAFT

# BOARD OF EDUCATION

Cherry Hill, New Jersey

## DRAFT POLICY 5117.1

### [SECONDARY SCHOOL] OPEN ENROLLMENT

The Cherry Hill Board of Education recognizes the importance of providing the best possible education to all students at all schools. The Board also recognizes the importance of partnerships with the parents of our students. To those ends the Cherry Hill Board of Education supports open enrollment; therefore, open enrollment shall be instituted for the two high schools and the Rosa International Middle School beginning with the 1999-2000 school year. Informal presentations shall be designed to attract students from all ability levels and from regular and special education classes. There shall be no recruitment of students. Elementary open enrollment is addressed in Policy 5117. Enrollment for the Barclay Early Childhood Center is also addressed in this policy.

#### Barclay Early Childhood Center

- a. An enrollment number for typically developing 3 and 4 year old students of the Barclay Early Childhood Center will be established. If applications for enrollment exceed that number for any year, selection among applicants shall be by lottery in accordance with the procedures outlined in this policy. The enrollment number for any entering grade (3 year olds) will be established for both girls and boys. The enrollment goal shall be determined based on building capacities and the anticipated number of inclusion classrooms for the upcoming school year.
- b. When students accept admittance to The Barclay Early Childhood Center as a typically developing child, they are making a commitment for two years at that school.
- c. Transportation will not be provided for typically developing students.
- d. The enrollment period for the Barclay Early Childhood Center shall be for a period of time as designated by the Superintendent or designee.
  - (1) Families wishing enrollment must submit the Application for Enrollment to the Barclay Early Childhood Center main office by 4:00PM on the last day during the enrollment period.
  - (2) All applicant families will be notified of the status of their application by the end of the third week following the enrollment period.
  - (3) Applicants must return the Barclay Early Childhood Center Student Questionnaire Form to the Barclay Early Childhood Center Main office in the Barclay Early Childhood Center by 4:00 PM on the last day of the fifth week following the open enrollment period. Failure to return the Barclay Early

Childhood Center Student Questionnaire Form by the deadline shall constitute a declination of enrollment.

- (4) All of the families that have been selected through the lottery and returned the Barclay Early Childhood Center Student Questionnaire will receive a Tuition Contract and Barclay Early Childhood Center Student Commitment Form, including placement information by the end of the eighth week following the end of the enrollment period.
- (5) Barclay Early Childhood Center Student Commitment Forms and the Tuition Contract must be returned to the Barclay Early Childhood Center main office, along with a deposit equal to 1/10 of the tuition, no later than 4:00 PM on the last day of the tenth week following the enrollment period. Failure to return the Enrollment Commitment Form by the deadline shall constitute a declination of enrollment.
- (6) Falsification of the “Barclay Early Childhood Center Application” or incorrect information may invalidate the request.
- (7) Students will be placed according to the availability of spots. Tuition is charged for typically developing students attending the Barclay Early Childhood Center. Tuition is set by the Board of Education.
- (8) Failure to pay the prescribed tuition may be grounds for dismissal from the program.

### **Barclay Early Childhood Center Lotteries**

- A. A lottery shall be conducted as follows for any grade in the Barclay Early Childhood Center for which applications exceed the available enrollment.
  1. Separate lotteries shall be held for each grade and gender (3 year olds girls and boys and 4 year old girls and boys) for which applications exceed the available enrollment.
    - a) Applicants shall be offered admission in the order selected in the lottery until the available enrollment has been reached for students of an age and gender.
    - b) The waiting list will be in effect for the school year for which it was created, and does not carry over from year to year.
  2. Parents or guardians of multiple birth siblings (e.g. twins, triplets) may request that the multiples be placed on a single lottery ballot. In addition, parents or guardians of siblings in the same grade residing in the same household may request that the siblings be placed on a single lottery ballot. This single ballot would allow the siblings to be selected for admission to Barclay or placed on the wait list collectively.

3. After the available enrollment has been reached for each category, students will be placed on a waiting list in the order that they were drawn for the lottery. Children will be called up from the waiting list as spots become available during the summer and school year.
4. Applicants not initially offered admission and those that apply after the deadline for application shall be assigned a place on a waiting list, based on their lottery number first or if they missed the lottery application deadline, the date that they submitted their application. Students moving into the school district seeking admission to the Barclay Early Childhood Center in any grade for which a waiting list exists shall be placed on the list and assigned the next available number.

### **Rosa International Middle School**

All students in grades six, seven and eight are welcome for acceptance to the Rosa International Middle School regardless of ability grouping or special education status. The school will adhere to the tenets of the International Baccalaureate Program.

The Cherry Hill Open Enrollment Plan shall be consistent with the laws and regulations of the state of New Jersey.

- e. Unless students apply to attend the Rosa International Middle School and are accepted under open enrollment they will be assigned to Beck or [and] Carusi based on the boundary guidelines in Policy 5117.
- f. A maximum enrollment for each grade of the Rosa International Middle School will be established. If applications for enrollment exceed that number for any year, selection among applicants shall be by lottery in accordance with the procedures outlined in this policy. A minimum enrollment goal for any entering grade will be established, for students from the Beck and Carusi sending areas. The minimum enrollment goal shall be determined based on building capacities, and shall reflect the percentage of eligible students within both the Beck and Carusi sending areas.
- g. When students accept admittance to Rosa International Middle School under the Open Enrollment Policy, they are making a commitment for the complete number of grade levels at that school.

(over)

## **Policy 5117.1 Secondary School Open Enrollment**

### **Page 2 of 4**

- h. Any request for a change of schools after a commitment to open enrollment must be made by application for a waiver of this Policy to the Superintendent or designee. The Board of Education shall receive notification from the Superintendent when waivers have been granted. Students returning to their home school will return with all their grades and reports.
- i. Transportation will be provided for students based on district guidelines.
- j. The open enrollment period for the Rosa International Middle School shall be for a period of time as designated by the Superintendent or designee.
  - (9) Families wishing open enrollment must submit the “District Application for Open Enrollment” to the Central Attendance Office by 4:00PM on the last day during the open enrollment period.
  - (10) All applicant families will be notified of the status of their application by the end of the second week following the open enrollment period.
  - (11) Applicants must return the “Open Enrollment Commitment Form” to the Central Attendance Office accepting or declining placement in Rosa International Middle School by 4:00 PM on the last day of the fourth week following the open enrollment period. Failure to return the “Open Enrollment Commitment Form” by the deadline shall constitute a declination of open enrollment.
  - (12) Falsification of the “District Application for Open Enrollment” or incorrect information may invalidate the request.

### **Rosa International Middle School Lotteries**

- a. A lottery shall be conducted as follows for any grade in the Rosa International Middle School for which applications exceed the maximum enrollment.
    - (1) Separate lotteries shall be held for each grade for which applications exceed the maximum enrollment.
    - (2) Separate lotteries will be conducted for applicants from Beck and Carusi sending areas, except that if there are fewer applicants from either sending area than the minimum enrollment goal for that sending area, all applicants from that sending area shall be offered admission, and no lottery need be held for that sending area.
    - (3) Applicants shall be offered admission in the order selected in the lottery until the minimum enrollment goal is reached for students from each sending area.
- (over)

## **Policy 5117.1 Secondary School Open Enrollment**

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- (4). Parents or guardians of multiple birth siblings (e.g. twins, triplets) may request that the multiples be placed on a single lottery ballot. In addition, parents or guardians of siblings in the same grade residing in the same household may request that the siblings be placed on a single lottery ballot. This single ballot would allow the siblings to be selected for admission to Rosa or placed on the wait list collectively.
  - (5). After the minimum enrollment goal is reached for both the Beck and Carusi sending areas; all remaining applicants from both districts shall be combined in a single lottery.
  - (6). Selection among applicants will then be from the combined lottery, until the maximum enrollment for the grade is reached. The lottery will continue beyond that point, with each applicant chosen beyond the maximum enrollment given a consecutive number beginning with one.
  - (7). Applicants not initially offered admission shall be assigned a place on a waiting list, based on their lottery number.
  - (8). Openings subsequently arising shall be filled from the waiting list in the order determined by the lottery.
  - (9). Students moving into the school district seeking admission to the Rosa International Middle School in any grade for which a waiting list exists shall be placed on the list and assigned the next available number.
- b. The maximum enrollment and minimum enrollment goal for any grade may be changed as required, but shall be publicized in advance of each open enrollment period.

### **High School**

- k. Unless students apply to attend high school under open enrollment and are accepted, they will be assigned to East or West based on the boundary guidelines in Policy 5117.
- l. Beginning in the year 2000, unrestricted open enrollment will be available only to students entering in 9<sup>th</sup> grade. Students new to the district in grades 9-12 or those who have never attended high school in the Cherry Hill Public Schools may opt for open enrollment placement.
- m. When students accept admittance under the Open Enrollment Policy, they are making a commitment for the complete number of grade levels at that school.

## Policy 5117.1 Secondary School Open Enrollment

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- n. Any request for a change of schools after a commitment to open enrollment must be made by application for a waiver of this Policy to the Superintendent or designee. This request shall be made in writing through the Guidance office at the high school where the student is enrolled. The Board of Education shall receive notification from the Superintendent when waivers have been granted. Students returning to their home school will return with all their grades and reports.
- o. Transportation will be provided for students based on district guidelines.
- p. The open enrollment period shall be from the first full week of February through the first full week in March.
  - (1) Families wishing open enrollment must submit the “District Application for Open Enrollment” to the Central Attendance Office by 4:00PM on the last day during the open enrollment period.
  - (2) All applicant families will be notified of the status of their application by the third Wednesday in March.
  - (3) Applicants must return the “Open Enrollment Commitment Form” to the Central Attendance Office accepting or declining placement in their school choice by 4:00 PM on the last [day of] school day in March. Failure to return the “Open Enrollment Commitment Form” by the deadline shall constitute a declination of open enrollment.
  - (4) Falsification of the “District Application for Open Enrollment” or incorrect information may invalidate the request.

Possible Cross Reference Policy # 5117

Adopted: December 15, 1998

Revised: 8/22/00, 1/29/02, 11/25/03, 2/24/04, 12/16/08

### **Background on reason for revision to the policy...**

As part of the 2009 "School Report Card" the state required the district to report "unexcused absences counting towards truancy" as per the local district's attendance policy. Based on the attendance data from the previous school years, many absences were counted as unexcused based on the district's current attendance policy (#5113), while the state would not consider these absences unexcused.

The proposed modifications to policy 5113 will align the district's attendance policy with those of the state and other districts, and will enable the district to accurately report unexcused absences on state reports.

The sequence of the paragraphs has been changed.

**BOARD OF EDUCATION**  
Cherry Hill, New Jersey

**POLICY 5113**

**ATTENDANCE POLICY**

In order for the Board to fulfill its constitutional and statutory responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance. The frequent absence of students from the classroom disrupts the continuity of the instructional process and limits the ability of students to complete the curriculum requirements successfully. A student must be in attendance for every day that school is in session.

For the purposes of this policy, “attendance” need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Parents/guardians are responsible for notifying the school within the first hour of the regular school day [early in the day] when their child will be absent and for informing the school of the reason for the absence.

In High School there must be no more than 6 days missed from a semester high school course. A waiver of these attendance requirements may be granted for good cause by the school principal. In considering the granting of a waiver of this attendance requirement, the principal shall establish and consider the recommendations of an Attendance Review Panel. The Attendance Review Panel will make recommendations to the principal and consider the nature and causes of all absences rather than only those in excess of 12 days, academic achievement and other factors brought to their attention by the student, his parent or guardian. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent/guardian.

Any exclusion from a course or loss of credit for a given school year is subject to due process, which may include a hearing before the Board.

The sequence of the paragraphs has been changed.

**Policy 5113: Attendance**

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**Excused Absences**

The Board considers the following as cause for excused absences. For the purposes of this policy, “excused absence” is a student’s absences from school for a full day or a portion of a day for one ore more of the following reasons:

1. The student’s illness;
2. Requirements of a student’s individual health care plan;
3. A death or critical illness in the student’s immediate family;
  - A. Disabling illness over three days with a doctor’s note;
  - B. Chronic illness defined by a doctor’s note;
  - C. Recovery from accident;
  - D. Required court attendance and at legal proceedings;
  - E. Death in the family;]
4. [F.] Religious observance--In accordance with statute, no student absent for religious observance of a day recognized by the Commissioner of Education or this Board shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
5. The student’s suspension from school;
6. Requirements of the student’s Individualized Education Program (IEP) ;
7. Alternate short or long term accommodations for students with disabilities;
8. The student’s required attendance in court;
9. Interviews with an admissions officer of an educational institution;
10. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
11. \_\_\_\_\_ G. Such good cause as may be acceptable to the principal

*This section was moved to the prior page and reworded slightly.* [Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.]

The sequence of the paragraphs has been changed.

**Late Arrival and Early Dismissal**

The Board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day. As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Medical disability;
- C. Motor vehicle driver's test;
- D. Interview for college entrance or employment;
- E. Family emergency;
- F. Court appearance;
- G. Such good cause as may be acceptable to the administration.

No student under the age of 16 shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Students arriving 10 minutes or more late and not covered by the causes listed above shall be considered absences, and may affect course credit.

**Truancy**

The Board will report to appropriate authorities infractions of the law regarding the attendance of students below the age of 16. Repeated infractions by enrolled students over the age of 16 may result in the suspension or expulsion of the student.

**Marking Missing Child's School Record**

Whenever the superintendent receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school

The sequence of the paragraphs has been changed.

record is requested, the superintendent shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing student information. After the superintendent has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

**Policy 5113: Attendance**  
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***Legal References:***

- N.J.S.A. 18A:35-4.9 requires Boards to adopt policies and procedures for promotion/remediation. Attendance is a logical standard in considering possible need for remediation/retention.
- N.J.S.A. 18A:36-14, -15 and -16 govern student absences for religious observance; prohibit counting absence as unexcused if a proper written excuse is presented; prohibit depriving student of award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
- N.J.S.A. 18A:36-25 requires written policy on potentially missing children
- N.J.S.A. 18A:38-26 Days when attendance required; exceptions
- N.J.S.A. 18A:38-27 Truancy and juvenile delinquency defined
- N.J.S.A. 18A:38-31 Violations of article by parents or guardians; penalties
- N.J.S.A. 18A:38-32 District and county vocational school attendance officers
- N.J.S.A. 18A:40-7 Exclusion of students who are ill
- N.J.S.A. 18A:40-8 Exclusion of students whose presence is detrimental to health and cleanliness
- N.J.S.A. 18A:40-10 Exclusion of teachers and students exposed to disease
- N.J.S.A. 18A:40-11 Exclusion of students having communicable tuberculosis
- N.J.S.A. 52:17B-9.8a through -9.8c Marking of missing child's school record
- N.J.A.C. 6:8-3.1 Student attendance
- N.J.A.C. 6:20-1.1 et seq. Attendance and Student Accounting
- N.J.A.C. 6A:8-5.1 says that Boards must include student attendance requirements as one of the requirements for receiving a state-endorsed high school diploma. While legal requirements apparently apply only to secondary schools, Boards may appropriately set standards for elementary grades.
- N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
- New Jersey State Board of Education Resolution, May 2, 1984, requires local Boards to adopt policy on academic eligibility for extracurricular activities. Must address grade point average, attendance requirements and course failure rate.*
- Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794
- Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851
- C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

The sequence of the paragraphs has been changed.

**Related Procedures and Policy:**

Procedure C-14: High School Rank in Class

Procedure P-20: Pupils Who Intend to Withdraw from High School

Policy 6146: Graduation Requirements

Adopted: October 23, 2001

DRAFT

New Jersey Department of Education  
Division of District and School Improvement  
Office of Equity and School Choice

COMPREHENSIVE EQUITY PLAN  
ANNUAL STATEMENT OF ASSURANCE  
2010-2011 SCHOOL YEAR  
DUE BY JUNE 1, 2010

NAME OF SCHOOL DISTRICT/CHARTER SCHOOL: Cherry Hill Public Schools  
ADDRESS: 45 Ranoldo Terrace CITY: Cherry Hill ZIP: 08034  
COUNTY: Camden  
TELEPHONE #: ( 856 ) 429-5600 FAX #: ( 856 ) 354-1864  
AFFIRMATIVE ACTION OFFICER: James Gallagher TELEPHONE #: ( 856 ) 429-5600  
AAO  
EMAIL jgallagher@chclc.org  
CONTACT PERSON: James Gallagher TELEPHONE #: ( 856 ) 429-5600 EXT. 210

1. The district/charter school will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 2004.
2. The district/charter school has conducted a comprehensive needs assessment of its equality and equity needs at each school within the district. The mandated staff development training programs have been conducted and areas of noncompliance as indicated in the Plan have met specific indicators of achievement at each site during this academic year.
3. The local Board has authorized the submission of this Statement of Assurance of Comprehensive Equity Plan Implementation, and will support full implementation in school year 2010-2011.
4. The district/charter school conduct mandated staff development programs during the 2010-2011 school year and will correct any form of discrimination or non-compliance identified by the New Jersey State Department of Education.

**CERTIFICATION:**

By signing below, the Chief School Administrator/Charter School Lead Person certifies that all statements above are true and correct:

Name: Dr. David Campbell Title: Superintendent  
(Print or type name and title)

Signature: David Campbell Date: 5/12/10

New Jersey Department of Education  
Division of District and School Improvement  
Office of Equity and School Choice

COMPREHENSIVE EQUITY PLAN  
ANNUAL STATEMENT OF ASSURANCE  
2011-2012 SCHOOL YEAR  
DUE BY: JUNE 1, 2011

NAME OF SCHOOL DISTRICT/CHARTER SCHOOL: Cherry Hill Public Schools

ADDRESS: 45 Ranoldo Terrace CITY: Cherry Hill ZIP: 08034

COUNTY: Camden

TELEPHONE #: ( 856 ) 429-5600 FAX #: ( 856 ) 354-1864

AFFIRMATIVE ACTION OFFICER: James Gallagher TELEPHONE #: ( 856 ) 429-5600

AAO

EMAIL: jgallagher@chclc.org

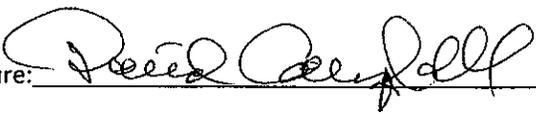
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2. The district/charter school has conducted a comprehensive needs assessment of its equality and equity needs at each school within the district. The mandated staff development training programs have been conducted and areas of noncompliance as indicated in the Plan have met specific indicators of achievement at each site during this academic year.
3. The local Board has authorized the submission of this Statement of Assurance of Comprehensive Equity Plan Implementation, and will support full implementation in school year 2011-2012.
4. The district/charter school conduct mandated staff development programs during the 2011-2012 school year and will correct any form of discrimination or non-compliance identified by the New Jersey State Department of Education.

**CERTIFICATION:**

By signing below, the Chief School Administrator/Charter School Lead Person certifies that all statements above are true and correct:

Name: Dr. David Campbell Title: Superintendent  
(Print or type name and title)

Signature:  Date: 5/12/10

New Jersey Department of Education  
Division of District and School Improvement

AFFIRMATIVE ACTION REPORT  
2010-2011 SCHOOL YEAR  
DUE BY JUNE 1, 2010

NAME OF DISTRICT/CHARTER SCHOOL : \_\_\_\_\_ Cherry Hill Public Schools \_\_\_\_\_  
ADDRESS: \_45 Ranoldo Terrace \_\_\_\_\_ PHONE: \_856-4295600 \_\_\_\_\_  
CITY: \_\_\_\_\_ Cherry Hill \_\_\_\_\_ Zip: \_08034 \_\_\_\_\_ FAX: \_\_\_\_\_ 856-354-1864 \_\_\_\_\_  
COUNTY: \_Camden \_\_\_\_\_

**SUPERINTENDENT/LEAD PERSON**

NAME: \_\_\_\_\_ Dr. David Campbell \_\_\_\_\_ PHONE: \_\_\_\_\_ 856-429-5600 \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ dcampbell@chclc.org \_\_\_\_\_ FAX: \_\_\_\_\_ 856-616-9647 \_\_\_\_\_

**AFFIRMATIVE ACTION OFFICER**

NAME: \_\_\_\_\_ James Gallagher \_\_\_\_\_ PHONE: \_\_\_\_\_ 856-429-5600 \_\_\_\_\_  
POSITION IN DISTRICT/CHARTER SCHOOL: \_\_\_\_\_ Asst. Supt. \_\_\_\_\_ FAX: \_\_\_\_\_ 856-354-1864 \_\_\_\_\_  
E-MAIL: \_\_\_\_\_ jgallagher@chclc.org \_\_\_\_\_

Does the district/charter school have written Affirmative Action Policies and Procedures?  
These should appear on the district/charter school web site. Please provide link. \_\_\_ Yes.  
www.chclc.org

How are the Affirmative Action Policies and Procedures made available?

To staff: \_\_\_\_\_ on-line; in-service \_\_\_\_\_  
To students: \_\_\_\_\_ on-line \_\_\_\_\_  
To parents: \_\_\_\_\_ on-line \_\_\_\_\_  
To community: \_\_\_\_\_ on-line \_\_\_\_\_

**AFFIRMATIVE ACTION REPORT  
2010-2011 SCHOOL YEAR  
Page 2**

**Are the Affirmative Action Policies and Procedures available in languages other than English?**

**If yes, list the primary language(s).**

  No    
\_\_\_\_\_  
\_\_\_\_\_

**How are the Affirmative Action Policies and Procedures available to those without access to the internet?**

  By Request    
\_\_\_\_\_  
\_\_\_\_\_

**Does the district conduct yearly Affirmative Action training for all staff?**

**If yes, please describe the training**

  Yes.   All administrators and building affirmative action officers receive yearly training that is then turnkeyed to building staff.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If no, when will the training be scheduled for the 2010-2011 and 2011-2012 school years?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contacts:**

**Diane Schonyers (609)984-6409  
diane.schonyers@doe.state.nj.us  
Office of Equity and School Choice**

**Anne Casale (609)633-1997  
anne.casale@doe.state.nj.us  
Office of Equity and School Choice**

**CHERRY HILL PUBLIC SCHOOLS**  
Cherry Hill, New Jersey

*zmp*

**FIELD TRIP APPROVAL: OUT OF STATE/OVERNIGHT**  
**2009-2010**

From	John O'Breza
School	East

**FOR YOUR INFORMATION**

Request permission for the group listed below to participate in an overnight field trip.  
Details attached.

Group	Habitat for Humanity
Dates	Oct. 21-24, 2010
Destination	Columbus, Ohio
Responsible Staff Members	Julie Ryan

Approved: *J. Pulley*  
Assistant Superintendent

Date:

CHERRY HILLS SCHOOLS  
RECEIVED

**MAY 25 2010**

Approved: *DR*  
Superintendent

Date

*5/25/10*

OFFICE OF  
SUPERINTENDENT

Board of Education notified on

**ADMINISTRATIVE PROCEDURE  
SECONDARY FIELD TRIPS**

1. **REFERENCES** - NJSA 18A: 36-21 to 23, Board of Education Policy KFB, IFCB, IFCBA.
2. **PURPOSE** - To define an approved field trip and establish procedures for requesting a field trip.
3. **DEFINITION** - "A 'field trip' means a journey by a group of pupils, away from the school premises, under the supervision of a teacher." (NJSA 18A:36-22). This procedure addresses curricular, co-curricular and extra-curricular field trips.
4. **TYPES OF FIELD TRIPS**
  - a. **Curricular** - Field trips shall be specifically related to the educational program as a planned activity designed to provide a meaningful learning experience. Curricular field trips are to be planned so that students miss no more than one school day except as noted in paragraph 4.e. below.
  - b. **Co-curricular** - Club activities will be classified in this category as indicated below. Co-curricular field trips are to be planned so that students miss no more than one school day.
    - (1) Clubs participating in special local, regional, or national examinations or competitions; i.e., mathematics, foreign language, science, chess, mock trial team, etc.
    - (2) Clubs planning a viewing of subject related exhibits or films; i.e., art club visit to a museum and special exhibit; foreign language club to view special cultural exhibit or foreign language films, etc.
    - (3) Clubs planning to visit subject related activities; i.e., science and math clubs to data processing or computer centers, scientific exhibits, etc.
  - c. **Extra-curricular** - Extra-curricular trips that may be classified as entertainment or pleasure such as class trips, some club trips, picnics or outings will not be funded by the Board of Education. However, such activities may be conducted at students' expense with the approval of the building principal.
    - (1) Such field trip requests are to be submitted as if they meet the criteria listed under paragraph 6.

- (2) For such extra curricular trips no coding is to be placed on the Field Trip Request Form A-19 since coding implies payment by the Board of Education. The Field Trip Request Form must clearly identify that the trip is "not Board of Education funded." It is necessary to indicate the name, address and telephone of the person who will pay the bill. Extra-curricular trips are to be planned so that students miss no school days.

- d. Day trips for all pupils should fall within the general categories listed below:

Airports -- Philadelphia, South Jersey area  
 Band Competitions and Parades  
 Business and Industry Locations -- Delaware Valley  
 Cherry Hill Fire Stations  
 Cherry Hill Municipal Building  
 Cherry Hill Post Offices  
 Gardens and Natural Parks -- Delaware Valley  
 Historical Sites -- Delaware Valley  
 Hospitals -- Delaware Valley  
 Federal Buildings -- Philadelphia area  
 Federal Building -- Washington, D. C. (high schools only)  
 Large Business Organizations -- Philadelphia, New York (high schools only)  
 Law Enforcement Agencies -- local and state  
 Local Apartment Buildings  
 Local Construction Sites  
 Local Farms and Orchards  
 Local Pet Shops  
 Local Shopping Malls  
 Military Installations -- Philadelphia, New Jersey  
 Museums -- Philadelphia area, New York City and Washington, D.C. (high schools only)  
 Newspapers -- Philadelphia area, New Jersey  
 Radio and TV Stations -- Philadelphia area, New Jersey  
 Theaters -- Philadelphia area, New Jersey, New York (high schools only)  
 Universities and Colleges -- Philadelphia area, New Jersey (high schools only)  
 Zoos

## 5. **OVERNIGHT FIELD TRIPS (HIGH SCHOOL ONLY)**

- a. **Out-of-State Trips - Funding** - Up to \$500.00 of Board of Education funds may be spent on out-of-state field trips that require overnight lodging. These funds must be planned and budgeted in the normal budget cycle. The payment will be limited to bus transportation costs and will be available one time per year for each team or group that is actually competing or performing. No provision will be made for funding individual awards, performances, or honors.

For the purpose of this provision, an athletic team or performing group is limited to those organizations listed in the CHEA/BOE Agreement. If budgeted, each athletic team with a head coach and in actual competition will be eligible. Also, if budgeted, performing groups with a director or advisor assigned and engaged in actual performances or competitions will be eligible.

b. **Types of Overnight and Extended Field Trips**

- (1) **Curricular Related** - Curricular related field trips shall be planned so that students miss no more than one school day except students in overseas foreign exchange programs, DECA and FBLA state and national competitions may miss two school days.
- (2) **Co-curricular Related** - Co-curricular related field trips (such as band trips) shall be planned so that students miss no more than one school day except students on teams which have won local competitions may miss two school days to compete in state and/or national competitions.
- (3) **Extra-curricular** - Extra-curricular field trips (such as class trip) shall be planned so that students miss no school days.

6. **CRITERIA FOR SUBMITTING A REQUEST FOR FIELD TRIP APPROVAL -**

A field trip is approved when the following criteria are met:

- a. The trip is approved at the school level by the school administration.
- b. The trip is a curricular, co-curricular, or extra-curricular activity.
- c. The trip is open to all members of the class, classroom, group, club, or organization.
  - (1) Examples of authorized trips: ninth grade class to an amusement park, Spanish class to a restaurant, math class to a computer factory.
  - (2) Examples of an unauthorized trip: four students going to Spain when other Spanish Class students were not invited.
- d. The "Field Trip Request Form" (A-19) is properly completed for day trips.
- e. Form A-19 "Overnight," "Details for Overnight Field Trips" or "Details for Overseas Field Trips" are properly completed for extended, overnight trips.

- f. Supervision is provided according to the requirements set forth by the principal.

**7. PROCEDURE FOR APPROVAL**

- a. The Field Trip Request Form (A-19) shall be used by all schools seeking field trip approvals regardless of the number of students involved.
- b. All requests shall be approved by the building principal prior to forwarding to Central Administration.
- c. All approval requests must include NAMES of teachers, transportation costs, and, when applicable, admission costs if the trip is Board of Education funded.
- d. Prior to the planned event. In the event of an overseas or overnight trip, six (6) months lead time should be planned.
- e. Overseas and overnight trips must receive approval of the Superintendent. Plans should not be finalized until this approval is received.
- f. Unapproved field trips are not authorized, permitted, or sanctioned by the Cherry Hill Board of Education.
- g. Teachers soliciting, organizing, sponsoring, participating in or contracting for unapproved field trips will be responsible for same. No actions for publicizing such trips will be permitted on school property.
- h. Parents shall be informed of all approved field trips and approve of all field trips by signing a permission form. Cherry Hill Form CHPS: A-36, as attached, may be used for this purpose. This process will enable parents to distinguish between school approved trips and unapproved, non-school trips.
- i. School principals shall make these procedures known to their staff and parents annually by teachers' handbook and student/handbook. Additionally, the teachers' handbook at each school shall contain a copy of these procedures.

**8. FINANCIAL PROVISION FOR FIELD TRIPS**

- a. The cost of approved field trips which are funded by the Board of Education includes transportation and, when applicable, admission fees.

- b. A budget amount will be assigned each school in accordance with a per pupil allocation. Principals will be advised of available funds at the opening of school in September of each year.
- c. The total cost of an out-of-state overnight field trip must come from other than Board of Education funds except as stated in 5a. above.
- d. In the absence of field trip funds in the budget, costs can be borne by parents or guardians except for pupils in special education classes and pupils with financial hardships. In determining financial hardship the criteria shall be the same as the statewide eligibility standards for free and reduced price menus under the state school lunch program (18A:36-21).
- e. No student shall be prohibited from attending a field trip due to inability to pay the fee regardless of whether or not they met the financial hardship requirement (18A:36-23).
- f. It shall be the responsibility of the building principal to give equal opportunity for participation to all departments and/or grades of his/her school in accordance with need.

#### 9. **TRANSPORTATION ARRANGEMENTS**

- a. District buses should be used for any trip providing the time arrangements do not interfere with scheduled school transportation use (9:05 A.M. to 2:00 P.M.).
- b. Use of Private Vehicle - Follow Administrative Procedure T-6.

#### 10. **ADMISSION FEE ARRANGEMENTS**

- a. When requesting a field trip, the principal will include on the Field Trip Request Form (A-19) the appropriate information regarding the number of admissions, unit costs, total cost, and note method of payment (how, when). If an admission check is requested, include the statement, "Make check payable to \_\_\_\_\_."
- b. If a check is requested, the normal process is for the check to be approved as part of the monthly Board of Education meetings. Where the dates of the trips will not allow normal procedure through the Board of Education, a check will be issued by the Business Office from a special account for this purpose. When the payment is going through the Board of Education, the principal will receive the "GREEN" COPY OF THE PURCHASE ORDER which he/she is to immediately sign and return to the Business Office in order to receive the admissions check.

- c. Upon presenting the check and/or cash for additional students in payment of admissions to the vendor, the principal or teacher in charge, whichever is appropriate, shall have the "GREEN" COPY OF THE REQUEST signed as a receipt. This form and any cash refund for overpayment shall be forwarded by the building administrator to the Business Office to be attached to the original request form.

#### Related Policy and Procedure

Policy 6153: Field Trips  
Procedure F-8: Field Trip Request Form

Adopted: 8/25/89