

REGULATIONS FOR
ATTENDANCE POLICY

The following regulations are promulgated to ensure that students are in attendance when school is in session as required by law.

1. ACCEPTABLE REASONS FOR ABSENCE FROM SCHOOL AND/OR CLASSES

Physical and/or emotional illness,
Serious illness or death in the family,
Religious holidays,
School sponsored activities approved by the school administration,
Required attendance in court,
Suspension from school,
Other special reasons approved by the school administration, such as medical appointments, family emergencies, examination for a driver's license.

UNACCEPTABLE REASONS FOR ABSENCE FROM SCHOOL AND/OR CLASSES

Any reason other than those listed above is considered unacceptable.

2. ABSENCE VERIFICATION

A written statement from the student's parent/guardian or the student, if he/she is of age, is required within two (2) days of return from absence giving the date(s) and reason for the absence.

In cases of extended absence, five (5) or more consecutive school days, the school administration may require a physician's note.

Disciplinary action may be taken if a student does not submit a note within two days after returning to school from an absence.

STUDENT
ATTENDANCE
POLICY
CONT'D

3. MAKE-UP WORK

While all students who are absent are expected to make up missed assignments, only those students who are absent for acceptable reasons shall be granted credit for assignments that are made up.

It shall be the student's responsibility to contact his/her teachers about making up assignments missed because of absence.

4. ATTENDANCE STATUS/NOTIFICATION

To ensure that the parent/guardian is informed regarding attendance problems and their imminent consequences, the following steps shall be taken:

a. Ten (10) days absent

Written notification of absences shall be mailed to the student's parent/guardian.

b. Fifteen (15) days absent

The school administration shall attempt to hold a conference with the student's parent/guardian to review his/her attendance record and in cases where the student is sixteen (16) years of age or more to inform them that the student will be dropped from the rolls if the student's absences for the year exceed twenty (20) days and the parent/guardian cannot show cause why the student should be retained on roll.

Should the parent/guardian refuse to attend the conference, the school administration shall document that choice with a letter to the parent/guardian. The letter shall also state the consequences outlined above.

c. Twenty (20) days absent

If the student is over sixteen (16) years of age and the parent/guardian cannot

show cause why the student should be retained on roll, the school administration shall notify the parent/guardian in writing that the student is being dropped from the rolls for lack of attendance. The administration shall notify the superintendent of this action.

If the student is under sixteen (16) years of age, the school administration shall review the student's attendance record to determine if extenuating circumstances pertain. If there are none, the school administration shall recommend that the student be referred to an appropriate authority or placed in an alternative school program.

In addition to the communication process outlined above, report cards and progress reports will indicate absences in each subject each quarter.

5. LOSS OF COURSE CREDIT (High Schools)

A student shall not receive graduation credit for a course if the student has been absent over sixteen (16) days for a full-year course or over eight (8) days for a half-year course.

All absences except those for school-related activities approved by the school administration shall be counted in determining the total number of days absent.

This should not be construed as a permissive regulation establishing a standard for days that may be missed without penalty. Rather, it assumes that absences could occur for legitimate reasons, such as illness, religious holidays, professional appointments that cannot be scheduled during non-school times, or serious personal or family problems.

The parent/guardian of a student whose absences total ten (10) for a full-year course or five (5) for a half-year course shall be sent written notification by the school administration that the student is in danger of not receiving course credit because of excessive absenteeism.

The parent/guardian of a student whose absences exceed sixteen (16) days for a full-year course or eight (8) days for a half-year course shall receive written notification from the school administration that the student will not receive credit for the course(s) in question.

Students who are absent from class more than fifteen (15) days for a semester course or thirty (30) days for a full-year course shall not be permitted to enroll in summer school to make up the course(s).

6. TARDINESS

A. ELEMENTARY AND MIDDLE SCHOOLS

Students are expected to be punctual in their school attendance. Disciplinary action may be taken against students who are habitually tardy to school.

B. HIGH SCHOOLS

Students who are tardy to school must report directly to the main office. Failure to sign-in at the main office will result in suspension.

Penalties for tardiness to school will be assigned as follows:

- | | |
|----------------------|--|
| First occasion | - No action. |
| Second occasion | - Warning. |
| Third-sixth occasion | - Detention and written parent notification. |
| Over six occasions | - Suspension (internal or external at administrator's discretion). |

The penalty schedule for tardiness to school will be applied on a semester basis.

Penalties for tardiness to class will be assigned as follows:

- (1) Two instances of unauthorized tardiness to class (less than ten (10) minutes) will be considered one (1) class absence.
- (2) An unauthorized tardiness to class which is more than ten (10) minutes will be considered one (1) absence.

7. CLASS CUTS (HIGH SCHOOLS)

STUDENT
ATTENDANCE
POLICY
CONT'D

Teachers shall take attendance at the beginning of every class period and keep accurate attendance records for each student. Any unexplained absence shall be referred to the office.

Students who cut class shall receive a zero grade for the class work missed.

Penalties for cutting class shall be assigned as follows:

- | | |
|----------------------|---|
| First occasion | - Parent notification.
Detention. |
| Second occasion | - Three (3) days suspension
from school. |
| Third occasion | - Five (5) days suspension
from school. |
| Additional occasions | - Student will be excluded from
the class and no credit given
for the course. |

8. APPEAL PROCESS

Students and/or their parent/guardian shall have the right to appeal decisions resulting from the application of the attendance policy and regulations.

The following steps shall be taken to ensure due process for individual students and/or parent/guardian who seek redress.

- a. An attendance appeals board shall be established in the high school by the building principal to hear appeals. The review board shall be appointed by the principal and comprise an assistant principal, guidance counselor, two (2) of the student's classroom teachers, and any other persons deemed appropriate.
- b. The attendance appeals board shall meet at the request of the principal.

STUDENT
ATTENDANCE
POLICY
CONT'D

- c. A written petition for a hearing must be presented to the principal by the parent/guardian or adult student within seven (7) school days of notification of any decision resulting from the application of these regulations.
- d. The attendance appeals board shall consider such factors as the nature of the absences, overall school performance, deportment record, etc. in determining whether or not to grant redress from the decision being appealed.
- e. If the student's appeal is denied by the attendance appeals board, the student may appeal to the principal and then to the superintendent. The student may further appeal the superintendent's decision to the Board of Education. The Board's decision may be appealed to the Commissioner of Education.
- f. In all cases, it is the responsibility of the student and the parent/guardian to initiate appeals.

Approved by the Board of Education
June 30, 1983

Revised March 1984

First Reading on Revised Policy
August 9, 1984

Motion was made by Mr. Tremper and seconded by Mrs. DeConde and carried unanimously by roll call vote that the Board of Education accept reports submitted for the month of July, 1984, as follows:

Secretary's Report-June

REPORTS

Motion was made by Mr. Tremper and seconded by Mrs. DeConde and carried unanimously by roll call vote items b-g under auxiliary that the Board of Education rescind the appointment of Theresa Orenchuk as an Aide for the summer bus run to the C.P. Center in Long Branch, effective July 2, 1984 through August 3, 1984. This appointment was made at the June 26, 1984 Board Meeting.

RESCIND
T.
ORENCHUK

Motion that the Board of Education approve the employment of Dorothy Young as an Aide for the summer bus run to the C.P. Center in Long Branch, effective July 2, 1984 through August 3, 1984.

D.
YOUNG

Motion that the Board of Education grant approval for one student to continue his education in the Adaptive Learning Center at the Hunterdon Developmental Center, Hunterdon State School, State of New Jersey in Clinton, New Jersey. (This student has been in attendance at the Center and will continue in attendance, possibly for the remainder of his life, and is now requesting, through his mother, an additional year of education to be paid by the local Board of Education. The State of New Jersey provides for the residential placement and the educational funding; the educational funding is forwarded through our local budget, although no money passes through our offices, but rather a direct payment is made to the Hunterdon facility. There is no cost to the Board of Education directly.)

APPROVAL
OF STUDENT
IN
ADAPTIVE
LEARNING
CENTER

Motion that the Board of Education approve the acceptance of eight (8) tuition students for the school year 1984-85 from the following sending districts:

TUITION
STUDENTS

- 1- Lavalette
- 5- Point Pleasant
- 2- Sea Girt
- 8- Total

Motion that the Board of Education approve Out-of-District Placements for 64 students for the 1984-85 school year, at the following schools:

O-O-D
PLACEMENTS

<u>No. of</u> <u>STUDENTS</u>	<u>SCHOOL</u>	<u>TOTAL</u> <u>TUITION</u>
12	Alpha School	\$93,479.00
2	Bancroft School	17,197.00
1	Collier School	8,340.00
6	Cerebral Palsy (Long Branch)	52,542.00
2	Cerebral Palsy (Brick)	19,334.00
4	Children's Psychiatric Center	34,194.00
2	Devereaux	16,680.00
6	Katzenbach	63,300.00
6	Jackson Regional Day School	54,175.00
1	Nellie Bennett (Pt. Pleasant)	8,757.00
1	Manchester AI Program	10,550.00
1	SEARCH Day Program	8,340.00
2	Rugby School	16,680.00
1	Vineland Residential	EDT
1	Keystone Residential (So. Plainfield)	7,491.00
1	Eastern Christian Academy (Wyckoff)	EDT
2	Ocean Institute, Manahwkin	17,097.00
2	Silver Bay Elementary (T.R.)	21,100.00
2	Somerset Hills Residential	16,680.00

	No. of Students	SCHOOL	TOTAL TUITION
O-O-D			
PLACEMENTS	7	Ocean County Day Training	EDT
CONT'D	1	Mary Dobin Home, (Burlington Co.)	\$8,757.00
	1	Woods School Residential	<u>8,440.00</u>

\$483,133.00

SPORTS Motion that the Board of Education approve the Fall Sports Schedules
SCHEDULES submitted by Brick Township High School and Brick Township Memorial
 High School.

ADJOURN After Mr. Roblenski noted Important Dates, motion was made by Mr.
 Stites and seconded by Mrs. DeConde and agreed to by all to adjourn
 this meeting at 8:30 p.m.

Respectfully submitted,

Josephine Damadio
 Josephine Damadio

August 16, 1984
Brick, New Jersey

The Brick Township Board of Education held a meeting on August 16, 1984 at 7:30 p.m. in the Administration Building, 101 Hendrickson Avenue for the purpose of receiving Committee Reports, discussing and acting upon a buildings and grounds matter, and a personnel matter.

Present were: Mr. Roblenski, Mrs. Benton, Mrs. DeConde, Mr. Readel and Mr. Stites.

Also present: Dr. Aragona, Mr. Stutts and Mr. Sendzik.

Mr. Stutts was directed to read the Sunshine Law as follows: The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted on August 13, 1984 as follows: Board Office Bulletin Board, Asbury Park Press, Ocean County Times-Observer, Municipal Clerk and Brick Town News. Sunshine Law

The proposed agreement between the Brick Township Board of Education and the Municipal Government with regard to transfer of the McCormick tract, etc. was discussed after which motion was made by Mrs. Benton, seconded by Mrs. DeConde and carried unanimously by roll call vote that the Board of Education approve the resolution as amended in accordance with the letter from Mr. Martin B. Anton, Board Attorney, dated August 15, 1984. The resolution is an agreement between the Brick Township Board of Education and the Municipal Government for the renovation of fields and the transfer of the McCormick tract. Recreational Land Agree. with Township

Following this was a discussion of a policy for screening prospective employees for prior criminal records. Following this discussion, a motion was made by Mr. Stites, seconded by Mr. Readel and carried unanimously by roll call vote that the Board of Education approve, on first reading, the policy on screening prospective employees for prior criminal records. Employee Criminal Check

Mr. Readel reported on the Special Education Advisory Committee and indicated that the committee had reviewed the 26 points originally submitted to the Board and consolidated these into 16. Reports from Committees

Discussion regarding a quarterly newsletter followed, and Dr. Aragona will be looking into the possibility of a staff person becoming involved in the preparation of one.

Mrs. DeConde reported on Business and Finance and requested that Mr. Stutts have an individual within the Accounts Payable Department do a more thorough review of the telephone bills each month.

Mr. Stutts was also requested to send a second letter to Mr. Bittmann requesting reimbursement for the trip to New Orleans.

Mr. Stutts was also requested to obtain plaques for Mr. Bittmann and Mr. Williams, as former board members.

Mrs. Benton reported on the summer band concert that was attended by some 350 people and 90 students participated in the concert.

Question re: Mr. Roblenski raised the question about using our school buses
Transporting to transport senior citizens to Brick Township High School and
Sr.Citizens Brick Township Memorial High School for various functions that
via School may take place, more specifically in dramatics. Mr. Stutts was
Buses asked to check the availability of buses and also to find out
whether our present insurance would cover this particular activity.

At 9:50 p.m. motion was made by Mrs. Benton, seconded by Mrs. DeConde and carried unanimously to adjourn this meeting.

Respectfully submitted,


Robert K. Stutts

August 30, 1984
Brick, New Jersey

The Brick Township Board of Education held a Student Hearing at 6:30 p.m. on Thursday, August 30, 1984 followed by a Special Meeting in the Administration Building, 101 Hendrickson Avenue.

Present were: Mr. Roblenski, Mrs. Benton, Mrs. DeConde, Mr. Readell, Mr. Stites, Mr. Tremper and Mr. Williamson.

Also present: Dr. Aragona, Mr. Wolf, Mr. Stutts, Mr. Sendzik, Mr. Anton, Mr. Tomaselli and Mr. Bittenbinder.

Mr. Stutts announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

SUN
SHINE
LAW

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted as follows on August 28, 1984: Board of Education Bulletin Board, Asbury Park Press, Ocean County Times-Observer, Municipal Clerk and Brick Town News.

Mr. Stutts then read a resolution to go into closed session to discuss a matter involving student personnel as follows:

CLOSED
SESSION
RESOLUTION

WHEREAS, C. 231, P.L. 1975 also known as the Sunshine Law, authorizes a public body to meet in executive or private session under certain limited circumstances; and

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session:

NOW, THEREFORE, BE IT RESOLVED BY THE BRICK TOWNSHIP BOARD OF EDUCATION:

1. That it does hereby determine that it is necessary to meet in executive session, this date, to discuss matter involving student personnel.

2. That the matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

Motion was made by Mrs. Benton, seconded by Mr. Readell and carried unanimously to approve the resolution as read by Mr. Stutts.

The Student Hearing for S.P. was held and a decision was reached and approved.

STUDENT
HEARING

At 8:05 p.m. the Student Hearing was adjourned and the Special Meeting was officially begun at 8:10 p.m.

The first item referred to on the agenda was in regard to asbestos and the hiring of an industrial hygienist to be utilized in testing. Dr. Aragona noted that Mr. Matthew Gillen was present either as an observer or possibly conducting his own testing. Mr. Stanley Fisher was also present with Mr. Gillen. Dr. Aragona questioned Mr. Gillen as to what he would be doing, observing, doing the testing, or farming out the testing. Mr. Gillen was asked to give a summary of his education and experience in the field he is in.

HIRING
INDUSTRIAL
HYGIENIST
FOR
ASBESTOS
TESTING

ASBESTOS
REMOVAL
&
TESTING

Mr. Gillen gave the Board a list of his places of employment and his duties at those particular places. He gave his viewpoints on testing methods used, and those he felt might have been more accurate. A long discussion was held on viewpoints on testing procedures, and Dr. Aragona eventually asked if the two auditoriums, Brick High and Veterans Elementary, were both sealed off for additional testing if there would be any objection on their part to both schools opening on schedule on Wednesday. Mr. Fisher questioned if there would be additional monitoring in the halls surrounding the auditorium by the electron microscope method.

The discussion went on to retesting of the High School auditorium, continuation of testing at Veterans Elementary, resealing doors of both auditoriums (Veterans Elementary's had not been unsealed), cooperation between Mr. Gillen and Mr. Ross Nagel, sealing of heating and ventilating ducts, etc. Mr. Williamson asked what the money factor was for Mr. Gillen to be employed, and if Mr. Ross Nagel would be given an opportunity to refute some of the statements made by Mr. Gillen. Mr. Tremper did not believe that we should hire Mr. Gillen because in his opinion we are already expending funds for an expert in the field, and this would be only duplicating the service we already have.

As the discussion continued, it was agreed that schools would be opened but the two auditoriums would remain sealed pending further testing, that is, the rooms will not be used until we get the readings, that tests will be conducted in these two auditoriums in accordance with agreement made with Mr. Gillen and Mr. Ross Nagel.

Motion was made that the Board of Education proceed with the school openings under the following conditions with regard to Veterans Elementary and Brick Township High School: 1. that the auditoriums in each of the schools be closed off from student or staff use for the purpose of continuing testing for asbestos; 2) utilizing an alternative procedure for testing specified as use of the scanning electron microscope with a 2400 leader air sample; 3) that the results of those tests be presented to the Board and considered for decision prior to use of the two auditoriums by the students or staff of those two respective buildings. Mrs. Benton moved to approve the motion as stated herein, Mrs. DeConde seconded it, and it was carried unanimously by roll call vote. This motion was amended to include that the corridors in the vicinity of the High School auditorium be likewise tested. Mrs. Benton and Mrs. DeConde agreed to the amendment and it was carried unanimously.

Dr. Aragona asked Mr. Gillen if in following the procedures that we will be following here is there any reason for anyone to have serious reason for hysteria. Mr. Gillen repeated some of the proposed testing procedures, and Dr. Aragona again asked his original question and Mr. Gillen said No, there will not be reason for anyone to have any real concern.

M.
GILLEN
INDUSTRIAL
HYGIENIST

Motion was made by Mrs. Benton and seconded by Mrs. DeConde that the Board of Education give authority to the Superintendent of Schools to hire an Industrial Hygienist, Mr. Matthew Gillen, to be utilized in testing for asbestos. The amount paid shall not exceed \$1,000. and should include the conditions that were placed on the record by Dr. Aragona (stated above). This motion was amended as follows on advice of Mr. Anton, Board Attorney to include: that for the sake of clarity the following should be added and nothing said herein shall be construed to limit or infringe upon the agreement