



LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING AGENDA

November 12, 2024

Executive Session - Administration Building - 6:45 p.m.

Public Session - Administration Building - 7:00 p.m.

I. OPEN SESSION

A. Call to Order – Pamela Chirls, President

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2024 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

C. Executive Session

Whereas, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters; now, therefore be it

Resolved, that the Livingston Board of Education adjourns to closed session to discuss:

- student matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 15 minutes; and be it

Further Resolved, the minutes of this closed session be made public when the need for confidentiality no longer exists.

ROLL CALL VOTE

D. Pledge of Allegiance / Roll Call

E. Superintendent's Report

1. LPS Assessment Update

F. Board Reports

1. Board Goals
2. Board Budget Goals / Budget Timeline

G. Student Representative's Report

H. Public Comment

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. To protect the privacy of all students and staff, concerns regarding individual students and staff members should generally be addressed by first meeting with the appropriate administrative staff.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every meeting of the Board.

Public participation shall be permitted only as indicated in accordance with Board Bylaw No. 0167.

Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.

Public participation is not an opportunity to engage in a dialogue with the Board and shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if appropriate;
2. A participant is limited to three (3) minutes' duration; elapsed time will be determined through the use of a timing device operated by the Board Secretary;
3. No participant may speak more than once and there shall be no yielding of time among speakers;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
5. There shall be no cross dialogue between the participant and the Board and/or Administration;
6. Upon conclusion of a participant's remarks, the presiding officer will acknowledge the individual's remarks and may respond and/or direct a member of the Administration to respond to an inquiry following the participant's remarks or at the conclusion of the public participation session.

The presiding officer may:

- a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
- b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
- c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Artificial Intelligence Innovation in Education Competitive Grant

Resolved, that the Livingston Board of Education authorizes the district to submit an application for the **Artificial Intelligence (AI) Innovation in Education Competitive Grant**. The grant will cover the costs associated with the implementation of a program for 1) Teaching With AI using generative AI tools to empower educators through the augmentation of their existing pedagogical and content knowledge, and 2) Teaching About AI through the development of innovative AI literacy curricula and

applied learning experiences to build student understanding and hands on skills with generative AI.

1.2 Approval of District Goals

Resolved, that the Livingston Board of Education approves the district goals for the 2024-2025 school year as shown on ***Attachment A***.

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

3.1 Policies and Regulations

Resolved, that the Livingston of Education approves the following Regulation for first reading:

Regulation #5200 - Attendance (M) (with revisions)

ROLL CALL VOTE

5. MISCELLANEOUS

The Superintendent recommends the following:

5.1 HIB Report

Resolved, that the Livingston Board of Education accepts the findings of HIB cases.

ROLL CALL VOTE

I. Old Business

J. New Business

III. ADJOURNMENT

EXECUTIVE SESSION

Whereas, N.J.S.A. 10:4-1 et seq., 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 hearing before it can meet in such an executive or private session, now, therefore, be it

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on November 12, 2024 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matters.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.

7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.



Livingston

PUBLIC SCHOOLS

DISTRICT GOALS 2024-2025

GOAL: Safety and Wellness - Ensure the emotional well-being and mental health of all our students through a strong feeling of connectedness, a sense of belonging to their school community, and an awareness of the resources and support available to students and families. In an effort to thwart the negative impacts of stress and mental illness, and as the Strategic Plan 2022-2027 indicates "implementing the programming, resources, and opportunities to address the priority gaps to build the skills necessary to develop healthy habits for a well-balanced life."

- Continue to support a strong community connection through engaging presentations regarding safety and wellness for families through our SAC, School Counseling, and building-level programming.
- Continue to utilize our resources in and out of the district to assess and respond to matters of safety and wellness
- Continue to provide effective educational opportunities to increase positive student-to-student and teacher-to-student interactions around culture and equity.
- Ensure community/advisory time in order to foster relationships between adults and students and strengthen relationships and build connections based on mutual respect, with teachers valuing the individuality of each student and students expressing the feeling of belonging and safety in their classrooms.



Livingston

PUBLIC SCHOOLS

DISTRICT GOALS 2024-2025

GOAL: Teaching and Learning - Investigate and identify highly valued instructional elements for the development of an instructional framework around which to build common language of instruction, authentic learning experiences and assessment, and a real-world context to foster curriculum development and student and educator growth.

- Administrator and Teacher Leader retreat unpacking the Livingston Lens.
- Building and department professional development plans surround selected Focuses of Livingston Lens.
- Present to the Board of Education the values and priorities we have determined as a District.
- Create cross-discipline and grade articulation PD developing common language and classroom "look-fors."
- Collectively build a repository of resources for teachers and administrators.
- Formalize evaluation criteria for recognizing the impact of the Livingston Lens, short and long-term.
- Reintroduce the Coaching Observation encouraging the use of new strategies rooted in a focus.
- Fall and Spring Instructional rounds using criteria maps created through PD.



Livingston

PUBLIC SCHOOLS

DISTRICT GOALS 2024-2025

GOAL: Leadership and Governance - Enlist staff leaders to contribute to the process of comprehensive self-evaluation and reflection, and work with administrators and content area supervisors to ensure the continuation of the alignment of district efforts to incorporate values-based practice.

- Working with the new School Security Specialist identify areas of school security improvements in the areas of:
 - Prolonged school lockdown
 - Emergency communication
 - Securing and visit alternative evacuation sites
 - Communicate our security needs with special schools that
 - meet with our students
 - Integrate emergency communication systems
 - Train staff in new directives from NJDOE

GOAL: Community and Culture - Engaging all stakeholders, especially students and their families and guardians, in educational programs is essential to creating a community of equity in our school district. Ensure just outcomes for each student, raise marginalized voices, and challenge imbalances of power and privilege.

- Implement recommendations from the LPS Equity Response Committee and US2
 1. Establish the LPS Equity Response Committee to review equity audit and establish vision in the area of equity and inclusion;
 2. Re-establish the Equity Leadership Team to set the goals and strategies for 2024-2025 school year and expand committee to include building equity coaches, building student equity advisors, building anti-bullying specialists, and building principals;
 3. Implement strategies & goals as defined by the LPS Equity Response Committee and US2;
 4. Maintain forward movement with the district work related to implementation of professional development, 100%'s, and student voice in our school buildings.
 5. Assess progress towards these expectations mid-year and end of year



Livingston

PUBLIC SCHOOLS

DISTRICT GOALS 2024-2025

GOAL: Finance and Facilities - Take inventory of the District's facilities to determine current strengths, deficiencies, uses, and needs. Coordinate with town officials and management to gain an understanding of future District needs through regular Liaison Committee meetings, ensuring that our facilities meet the diverse needs of our student population. This should include school facilities and athletic fields and courts. From that investigation, devise a long-range facilities plan. Evaluate current investment in flexible classroom spaces throughout the District.

- Meet with the Facility Committee of the Board through the fall and winter of 2024 to review the facility improvement options provided by the Long Range Facility Committee in order to review recommendations to the LBOE and the Long Range Facility Committee in the spring of 2025. Work with district architect on costs and very preliminary design as well as our financial advisors on cost projects and wrapping possible referendum into current obligations.
- LBOE, based on the work of the Long Range Facility Committee, identify, produce, and promote a consensus plan for moving forward to present to the community during the spring of 2025.

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R 5200 ATTENDANCE (M)

A. Attendance Recording

1. School Register - N.J.A.C. 6A:32-8.1

a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.

b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards , except adult high schools.

c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register the attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

(1) "Days in membership" means the number of school days in session in which a student is enrolled in accordance with N.J.A.C. 6A:32-2.1. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session - N.J.A.C. 6A:32-8.3

a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a

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day in session.

b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance - N.J.A.C. 6A:32-8.4

a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.

b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

1/2 the Number of Instructional HOURS per level rounded UP; lunch not included			
	Regular Day	Early Dismissal Day	Delayed Opening Day
Elementary	3 hours, 3 mins	2 hours, 3 mins	2 hours, 9 mins
MPM	3 hours, 3 mins	2 hours, 5 mins	2 hours, 10 mins
HMS	3 hours, 35 mins	2 hours, 13 mins	2 hours, 10 mins
LHS	3 hours, 1 min	2 hours, 5 mins	2 hours, 6 mins

d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.

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e. State-excused absences shall be as follows:

(1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.

The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;

(2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

(3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

(4) Take Our Children to Work Day;

(5) College visit(s), up to three days per school year for students in grades eleven and twelve;

(6) Closure of a busing school district that prevents a student from having transportation to the receiving school, and .

(7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.

(a) "Civic event" means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.

(b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.

f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the

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submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance - N.J.A.C. 6A:32-8.5

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates - N.J.A.C. 6A:32-8.6

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – Attendance and this Regulation.

2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures to contain, at a minimum, a definition of unexcused absence that counts toward truancy, student

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conduct, promotion, retention, and the award of course credit.

a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.

b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14-16, or any absence for the reasons listed below:

<u>STATE EXCUSED</u>	<u>DISTRICT APPROVABLE PER NJAC 6A:32-8.4 WILL IMPACT LOSS OF CREDIT*</u>	<u>DISTRICT APPROVABLE - WILL NOT IMPACT LOSS OF CREDIT*</u>
College visits (up to 3 per year for Juniors and Seniors only)	Illness	Death of an immediate family member**
Religious observance	Parental permission via Genesis as approved by administration	Administrative exclusion, suspension, or prerogative
Participation in observance of Veteran’s Day	College visits for Freshman & Sophomores	Court appearance (with official documentation from the court)
Participation in District Board of Election membership activities	More than 3 college visits per year for Juniors & Seniors	NJ State Driving Exam (up to 180 minutes, 1 time)
Take your children to work day	Vacations, of less than 10 consecutive school days, that fall outside of district calendar closures****	Extraordinary opportunities*** - two weeks advanced approval required from the administration
One civic event per year*****	Doctor appointments, with documentation	School sponsored field trips
	Death of non-immediate family member**	School provided home instruction

* Loss of credit only applies at the high school level (grades 9-12)

** Immediate family is defined as parents (step), siblings (step/half) and grandparents or other immediate family residing in the primary household. Non-immediate family member is defined as an uncle, aunt, or first cousin.

***Extraordinary Opportunity Form can be found at:

Livingston Public Schools REQUEST FOR APPROVAL OF EXTRAORDINARY OPPORTUNITY

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*****Students who will be on vacation or family trips of ten or more consecutive school days, may be shall disenrolled from school. The parents will assume educational responsibility through parental instruction or enrollment of students in school at their destination. All district materials and equipment must be returned at the time of disenrollment. Disenrolled students who return to the District will be required to complete the registration process again.*
~~Students who will be on vacation or family trips of ten or more consecutive school days, may be disenrolled from school. The parents will assume educational responsibility through parental instruction or enrollment of student in school at their destination. Disenrolled students who return to the District will be required to complete the registration process again.~~

***** These State-excused absences can only be applied to an event sponsored by a government entity, a community-based organization, or a nonprofit. The civic event is required to incorporate an element of service learning and address a public issue or concern.

3. Tardiness:

Tardy-Absent is defined as more than 10 minutes absent from the class that is verified by a parent or administrator. Without verification from a parent or administrator, the absence will be considered truant.

Unexcused Tardiness is defined as 10 or fewer minutes not present in class.

Excused tardiness is defined as lateness to class accompanied by a pass issued by a building staff member.

In Grades 9-12, three unexcused tardies per class period will constitute one absence toward loss of credit in that class. This will occur each time a student accumulates three tardies in a given class.

In Grade K-8, three unexcused tardies in Grades K-8 will constitute a full-day unexcused absence.

C. Notice to School of a Student's Absence

1. The parent is expected to notify the school directly before the start of the student's school day by either calling the school directly, emailing the attendance officer or utilizing the parent portal in Genesis. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.

2. The parent of the student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the

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afternoon session.

3. The parent who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without a valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

D. Readmission to School After an Absence.

1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.

2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.

3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.

a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students after a reasonable period of time, or in accordance with the School's handbook.

2. Students absent for any reason are expected to make up the work missed in a timely manner. Elementary schools will determine a reasonable and consistent amount of time for work to be turned in; secondary schools will outline a timeline for makeup work in the student handbook. The parent or student is responsible for requesting missed assignments and any

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assistance required. Teachers will provide make-up assignments as necessary.

3. In general, students will be allowed a reasonable amount of time to make up the work missed. Guidelines will be included in the school handbook at the secondary level.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test within outlined timeframes.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – Home Instruction Due to Health Condition. The parent must request home instruction.

F. Denial of Course Credit

1. A secondary student may be denied course credit when he/she has been absent from ten percent or more of the class sessions, whatever the reason for the absence, except administratively excused absences.
2. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent ten percent or more school days, except administratively excused absences.

G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy - N.J.A.C. 6A:16-7.6(a)4.

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;

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d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and

e. Cooperate with law enforcement and other authorities and agencies, as appropriate;

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;

b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);

c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;

d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

(1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

(2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;

(3) Consider an alternate educational placement;

(4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;

(5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;

(6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and

(7) Engage the student's family.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

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3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;

b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;

c. Cooperate with law enforcement and other authorities and agencies, as appropriate and;

d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and

4. A court referral may be made as follows:

a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court or;

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3 xii.

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6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. 1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.

2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – Attendance and this Regulation.

3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – Promotion and Retention.

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3. A parent of a student or an adult student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

a. A written appeal shall be filed with the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

b. The Principal or designee will respond in writing no later than seven school days after receiving the written appeal.

c. If the parent or adult student is not satisfied, the parent or adult student may submit a written request to the Principal for consideration by an Attendance Review Committee.

d. In response to a request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the appeal. The student's parent, the student, and teacher(s) may attend the meeting.

e. The Attendance Review Committee shall decide the appeal and inform the parent and student in writing within seven school days of the meeting.

f. The parent or adult student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board, and the Commissioner in accordance with Policy 5710 - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the NJDOE. The school district will comply with all attendance requirements and any improvement plans as required by the NJDOE.

Adopted: October 14, 2019

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