

The Randolph Township Board of Education held a Work Session meeting on Tuesday, September 13, 2011 at 7:15 p.m. in the Randolph High School Library, Millbrook Avenue, Randolph, New Jersey.

Board President Ms. Amy Sachs called the meeting to order and read the following statement:

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 Randolph Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in The Daily Record. It is also posted in all district schools as well as the Randolph Township Municipal Building.

### **Roll Call**

The following board members were present: Ms. Tammy MacKay, Ms. Maria Martorana, Mr. Al Matos, Mr. Charles Mooney, Mr. David Rosenblatt, Mr. Harry Ruiz, Ms. MaryAnn Spagnuolo, Ms. Jeanne Stifelman and Ms. Amy Sachs.

The following administrators were present: Dr. David Browne, Superintendent, Miss Jennifer Fano, Acting Assistant Superintendent, Dr. Harold Tarriff, Interim Director of Special Services and Mr. Michael Neves Business Administrator / Board Secretary.

### **Closed Session – 7:15 p.m.**

Board member Ms. Tammy MacKay made a motion seconded by board member Mr. Al Matos and carried unanimously by roll call vote to adopt the following:

**BE IT RESOLVED**, in accordance with N.J.S.A. 10:4-12 and 10:4-13 that the Board of Education of the Township of Randolph will hold a closed session regarding Personnel, Litigation and Negotiations. It is not yet possible to determine when the matters discussed in Closed Session will be made public.

The board reconvened at 8:00 p.m.

### **Pledge of Allegiance**

### **Review of Board Minutes**

Closed Session Minutes, 08-16-11

Board Work and Business Session, 08-16-11

### **Public Discussion**

Randolph resident updated the board on the recent State Board of Education

meeting. She commented on the district's opening day speaker and she stated her disfavor in increasing class size.

Another Randolph resident / parent took exception to special education parents being referred to as "disgruntled" parents.

Another resident requested the board review the pricing structure for facility rentals for basketball.

Another resident inquired about the new structure of the special education committee and the updating of the district's web site.

The first resident to address the board returned to the podium suggesting that the special education committee be a committee of the whole board. She further commented that more board members should attend the various committee meetings.

Another Randolph resident addressed the board requesting review of facility rentals for basketball.

Another Randolph resident requested clarification on the reconstitution of the special education committee. She questioned if local residents/members would have the ability to participate.

Another Randolph resident requested the board review the pricing structure for facility rentals, gym utilization.

### **Correspondence**

Employment

### **President's Report**

Ms. Amy Sachs commented on the opening of school and the favorable conditions of the buildings and thanked administrators and staff for a smooth opening.

### **Superintendent's Report**

Special education presentation; Dr. Tarriff explained the process involved in evaluating a student for additional services.

Presentation of Test Data by Ms. Kerstin Stewart, Director of Guidance

### **Committee Report**

Personnel / Special Education

Finance, Facilities and Transportation

Education

Policy

Communications

Negotiations

### **Student Council Representative Report**

Student council representative Mr. Chris Puzia offered favorable comments on high school new air conditioning units and on having two homeroom teachers. Mr. Puzia also commented on the start up of clubs in the high school. Offered positive comments on freshman orientation and described how senior mentors will transition into “RAMbassadors” for other students.

### **New Business**

- a. Personnel I – II
- b. Policy I

At the recommendation of the Superintendent and on behalf of the Personnel Committee, Board member Ms. Tammy MacKay made a motion seconded by Mr. Al Matos and carried unanimously by roll call vote to approve **Personnel Motion I – II**:

**Personnel and Administration**

**September 13, 2011**

***Motion*** to approve the Superintendent’s recommendation for the following personnel items:

## **I. Teachers/Professional Staff**

### **A. New Appointment**

1. Approve the appointment of **Debra Hessels** as an elementary guidance counselor at Fernbrook and Shongum Schools effective September 14, 2011 at the annual salary of \$62,842 (Level 5, Step 7).

## **II. Administrators**

### **A. Transfer/Assignment Change**

**1. Approve the transfer of the employee listed below effective September 1, 2011:**

<u>Name</u>	<u>From:</u>	<u>To:</u>
<b>Michael LoRizzo</b> <b>Vice-Principal</b>	<b>High School</b>	<b>Middle School</b>

**2. Approve the following assignment change for the Middle School employee listed below effective September 1, 2011:**

<u>Name</u>	<u>From:</u>	<u>To:</u>
<b>Mario Rodas</b>	<b>Vice Principal</b>	<b>VP/World Language Sprvsr.</b>

On behalf of the Policy Committee, Board member Ms. MaryAnn Spagnuolo made a motion seconded by Mr. Al Matos and carried unanimously by roll call vote to approve **Policy Motion 1**:

**POLICY MOTION**

**September 13, 2011**

1. **MOTION** to amend the following policies for first reading:
  - a. 5200.1 Attendance – Tardiness - High School (M)
  - b. 5460 High School Graduation (M)

Board member Ms. Mackay asked the superintendent Dr. David Browne, if students are having difficulty in dropping and switching classes. Dr. David Browne will follow-up with the full Board.

**Public Discussion**

Randolph resident commented on student’s lack of responsibility towards trash and recycling. She commented on scheduling conflicts with the Board of Education and Township Council meetings. She further commented on the approved policy for graduation requirements.

Another resident questioned the board on planned follow-up to the opening day “Dagget” presentation. The superintendent, Dr. David Browne will be rolling out the follow-up to his initial presentation. The resident further questioned the status of search for a permanent Director of Special Services.

Special education parent commented on the presentation made by Dr. Tarriff and the district need for a more defined plan in addressing the needs of special

education students.

Another resident / parent requested the special education presentation be available on the district's website. He further questioned the scheduling of future special education meetings.

**Adjournment**

Board member Mr. Harry Ruiz made a motion, seconded by Mr. Al Matos and carried unanimously by roll call vote to adjourn the meeting at 10:45 p.m.

The board adjourned the meeting at 10:45 p.m.

Respectfully submitted,

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Michael S. Neves  
Board Secretary

# POLICY

## RANDOLPH BOARD OF EDUCATION

Students  
5200.1/page 1 of 5  
Attendance - **Tardiness** - High School

### 5200.1 - ATTENDANCE - TARDINESS - HIGH SCHOOL

The laws of the state of New Jersey require regular attendance of all students enrolled in the public schools.

#### Cumulative Absences

A student will not be granted credit toward graduation in a scheduled course after the cumulative absences exceed ~~seven (7)~~ **nine (9)** days per semester in a semester course and ~~three (3)~~ **four (4)** days per quarter in a quarter course.

Cumulative unexcused absences include full day absences and absences from individual class(es) that result in twenty (20) minutes or more of the period being missed. All work missed must be made up at the initiative of the student. If an absence is unavoidable a parent should call the school at ~~973-361-2400 EXT. 235~~ **Attendance Office** to explain the absence. If a parent does not call the school, the school attendance secretary will make every effort to contact the parent/guardian.

A student may remain in a scheduled class even after exceeding the limits noted above. The report card and permanent record card will indicate the grade earned in the course; however, the report card and permanent record card will also indicate "NO CREDIT BECAUSE OF EXCESSIVE ABSENCES".

#### Excused Absences - Non Cumulative Absences

It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed below, it will be considered a non-cumulative absence. All work missed as a result of the absence must be made up through the initiative of the student.

A. Approved home or institutional instruction.

B. A doctor's, nurse practitioner's, or dentist's note. Also acceptable will be a parent/guardian phone call on the

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date of absence followed up by a written note indicating that the student was absent for illness. Such notes will be accepted in limited quantity and at the discretion of the administration. Written excuses must be presented within ten (10) school days after the student returns to school. If not received within ten (10) school days, the absences shall be considered cumulative absences.

- C. The student sent home by the school nurse.
- D. Death in the immediate family.
- E. Quarantine.
- F. Religious holidays prescribed by the State Department of Education
- G. Required court appearance.
- H. A student's participation in school related activities, approved in advance. These shall include, but not limited to, field trips, exchange assemblies, concerts, music classes, scheduled athletic events and school approved college visitations.
- I. Special holidays as designated by the Board.

### Notification

- A. After three (3) cumulative absences per semester course - parent notification.
- B. After six (6) cumulative days per semester course - parent notification/consultation.

Notification letters are automatically mailed home on the third (3<sup>rd</sup>), sixth (6<sup>th</sup>) and eighth (8<sup>th</sup>) cumulative absence.

When absences accumulate to three (3) or more consecutive days, the student should report to the school nurse upon return to school. A medical excuse will change an absence to non-

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cumulative status. Arrangement for make-up work should be initiated by the student.

### Loss of Credit Semester Course

~~After the sixth (6<sup>th</sup>) cumulative absence, notification/consultation shall be made by the Vice Principal. On the eighth (8<sup>th</sup>) cumulative absence, the parent shall be notified by the Vice Principal that no credit toward the one hundred twenty (120) credits required for graduation will be given for the course(s) involved.~~

### Loss of Credit - Physical Education

Loss of credit toward graduation in physical education classes will be dealt with on a quarterly basis with loss of credit occurring in the marking period in which the number of cumulative absences exceeds ~~three (3)~~ **four (4)** days:

### Appeals for Loss of Credit

Appeals for exceptions to the loss of credit due to excessive cumulative absences may be made to the Attendance Review Committee. The Attendance Review Committee is comprised of the Principal/Vice Principal, Counselor, and Student Assistance Counselor/Nurse. To begin the process a letter from the parent/guardian requesting an appeal must be received by the student's Vice Principal within thirty (30) calendar days of the absence causing loss of credit.

Careful evaluation of extenuating or mitigating circumstances shall be made by the attendance review committee, adhering to the following criteria which shall include but not be limited to:

- A. The student's record of attendance to date.
- B. The academic performance demonstrated to date.
- C. The student's disciplinary record.

### Class Cuts



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Attendance - **Tardiness** - High School

Students who are absent from class without authorization while in attendance that day will be considered cutting their class(es) and will be dealt with in the following manner:  
(class cuts are cumulative absences)

### Semester Courses ~~(including homeroom)~~

- A. First Class Cut - parents will be contacted by the classroom teacher - The student's counselor will be notified and the Vice Principal will discuss the cut with the student. Detention will be assigned by the teacher.
- B. Second Class Cut - parents will be contacted by the Vice Principal: The Vice Principal will inform both the student and the parents that one more cut will result in loss of credit. The student will be assigned detention(s) at the discretion of the administration.
- C. Third Class Cut - the Vice Principal will notify the student's parents. The student will lose ~~the~~ course credit ~~toward the one hundred twenty (120) credits~~ required for graduation. The student will be assigned to a restricted study (or when not available a regular study) for the remainder of the semester. In the event that ~~the course missed is~~ homeroom, the student will be assigned detention(s) at the discretion of the administration.

### Quarter Courses

- A. First Class Cut - parents will be notified / contacted by the teacher. The student's counselor will be notified and the Vice Principal will discuss the cut with the student. Detention will be assigned by the Vice Principal.
- B. Second Class Cut - the Vice Principal will notify the student's parents. The student will lose ~~the~~ course credit ~~toward the one hundred twenty (120) credits~~ required for graduation. The student may be assigned to a restricted study for the remainder of the semester.

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### Unexcused Tardiness to School

A. Students who are tardy to school must report to the attendance office to sign in and obtain a tardy pass to class. Students who are excessively tardy will be subject to disciplinary action by the administration as follows: Every three (3) tardies to class is counted as equivalent to a cut of that course. Consequences will be imposed as per the cut policy above. Absences from class periods as a result of unexcused tardiness will be treated as unexcused absences from class.

Date Adopted: 20 February 2008

Date Revised: 14 April 2008;

Date Revised: 11 March 2009; Implementation of amendments made to this policy this date shall become effective 1 September 2009; 18 August 2009, \_\_\_\_\_

Formerly policy 540.2 - Attendance - High School which was:

Date Adopted: 11 June 1985

Date Revised: 18 November 2002, 17 November 2007

# POLICY

## RANDOLPH BOARD OF EDUCATION

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High School Graduation  
(M)

### 5460 HIGH SCHOOL GRADUATION (M)

The Board of Education recognizes the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the pupil has met all State and local requirements for high school graduation. The Board annually certifies to the Executive County Superintendent that each pupil who has been awarded a diploma has met the requirements for graduation.

#### A. High School Graduation Requirements

A graduating pupil must have earned a ~~minimum of one hundred twenty (120) credits~~ **the required number of credits as detailed:**

**Class 2012 - 120 credits,**  
**Class 2013 - 125 credits,**  
**Class 2014 - 130 credits,**  
**Class 2015 - 135 credits,**  
**Class 2016 and all subsequent classes to receive 140 credits,** in courses designed to meet all of the New Jersey Core Curriculum Content Standards & **Common Core Standards** including, but not limited to, the following credits:

1. Twenty (20) credits in language arts literacy aligned to grade nine (9) through twelve (12) standards, effective with the 2009-2010 grade nine class;
2. Fifteen (15) credits in mathematics, including Algebra I or the content equivalent as defined at N.J.A.C. 6A:8-1.3 ~~effective with the 2008-2009 grade nine (9) class,~~ including geometry or the content equivalent effective with the 2010-2011 grade nine (9) class, and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares pupils for college and 21st century careers effective with the 2012-2013 grade nine (9) class;

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3. Fifteen (15) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2: five (5) credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
4. Fifteen (15) credits in science, including at least five (5) credits in laboratory biology/life science or the content equivalent effective with the 2008--2009 grade nine (9) class, including one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics, effective with the 2010-2011 grade nine (9) class, and including one (1) additional laboratory/inquiry-based science course effective with 2012-2013 grade nine (9) class;
5. ~~Twenty (20)~~ **Five (5)** credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty (150) minutes per week, as required by N.J. S.A. 18A:35-5, 7 and 8;
6. Five (5) credits in visual and performing arts;
7. Five (5) credits in world languages or pupil demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. Two and one-half (2 1/2) credits in financial, economic, business, and entrepreneurial literacy, effective with 2010-2011 grade nine (9) class;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. Five (5) credits in 21st century life and careers, or career-technical education; and

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11. Electives as determined by the high school program sufficient to ~~total a minimum of (120) credits~~ **meet graduation requirements.**

Credit means the award for the equivalent of a class period of instruction which meets for a minimum of forty (40) minutes, one (1) time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable pupils to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized pupil learning opportunities that meet or exceed the Core Curriculum Content Standards & **Common Core Standards.**
  - a. Individualized pupil learning opportunities in all Core Curriculum Content Standards & **Common Core Standards** areas include, but are not limited, to the following:
    - 1) Independent study;
    - 2) Online learning;
    - 3) Work-based programs, internships, apprenticeships;
    - 4) Study abroad programs;
    - 5) Pupil exchange programs;
    - 6) Service learning experiences;
    - 7) Structured learning experiences such as Option 2.

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b. Individualized pupil learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards & **Common Core Standards** shall:

- 1) Be based on pupil interest and career goals as reflected in the Personalized Pupil Learning Plans as they are phased in according to the schedule of implementation set forth at N.J.A.C. 6A:8-3.2(a)1;
- 2) Include demonstration of pupil competency;
- 3) Be certified for completion based on the district process adopted according to number two (2) below of this section; and
- 4) Be on file in the school district and subject to review by the Commissioner or his/her designee.

c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards & **Common Core Standards** shall be permitted and shall be approved in the same manner as other approved courses.

2. The district shall utilize established Option 2 procedures for granting of credits through successful completion of assessments that verify pupil achievement in meeting or exceeding the Core Curriculum Content Standards & **Common Core Standards** at the high school level, including those occurring by means of the individualized pupil learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a pupil's high school enrollment; no such locally administered assessments shall preclude or exempt pupil participation in applicable Statewide assessments at grades three (3) through twelve (12).

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- a. The district shall utilize assessments that are aligned with or exceed the Core Curriculum Content Standards, **Common Core Standards** and may include locally designed assessments.
- b. The district shall utilize assessment options to determine if pupils have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
  - 1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
  - 2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
  - 3) Department-approved locally designed competency-based assessments.

The district shall establish a process to approve post-secondary learning opportunities.

### B. Additional Graduation Requirements

1. Attendance requirements as indicated in policy no. 5200 ~~and~~ 5200.1.
2. Any statutorily mandated requirements for earning a high school diploma;
3. Demonstrated proficiency in all sections of the High School Proficiency Assessment (HSPA), Competency Assessments, or Alternative High School Assessment process applicable to the class graduating in the year they meet all other graduation requirements, based on a schedule prescribed by the Commissioner in accordance with N.J.A.C. 6A:8-4.1(b) through (d).

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### C. High School Proficiency Assessment (HSPA) and Alternative High School Assessment (AHSA)

1. The district shall provide pupils who have not demonstrated proficiency on one (1) or more sections of the HSPA following the 11th grade, or applicable Competency Assessments, with the opportunity to demonstrate such competence through both repeated administrations of the HSPA and the AHSA process conducted in accordance with rules of the State Board of Education.

a. The district shall submit the results of the AHSA process to the Executive County Superintendent of Schools by March 31 of each year, or as otherwise determined by the Commissioner of Education, for approval for graduation in June of the same year. Such results shall include information, as prescribed by the Commissioner, pertaining to pupils successfully completing the AHSA process, and to those who fail to complete the AHSA process successfully.

b. The Executive County Superintendent, as the Commissioner's designee, shall review the results of each pupil's AHSA and recommend to the Commissioner either approval or disapproval for graduation.

c. All English Language Learners (ELLS) shall satisfy the school district's requirements for high school graduation, except that any ELLS may demonstrate that they have attained State minimum levels of proficiency through:

1) Passage of the AHSA process in their native language, when available, and passage of an English fluency assessment approved by the Department of Education; or

2) Passage of the AHSA process in English with appropriate accommodations.



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- d. Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the HSPA.

### D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Pupils are expected to be present in every scheduled class except as their attendance is excused in accordance with Board policy ~~5200~~ and 5200.1.

### E. Pupils with Disabilities

1. The district, through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, may, for individual pupils with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma.
2. The district shall specifically address any alternate requirements for graduation in a pupil's IEP, in accordance with N.J.A.C. 6A:14-4.11.
3. The district shall develop and implement procedures for assessing whether a pupil has met any alternate requirements for graduation individually determined in an IEP.
4. If a pupil with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the pupil shall have the choice of receiving a diploma of the school attended or a diploma of the school district of residence.
  - a. If the school the pupil is attending declines to issue a diploma to the pupil, the Board of Education of the district of residence shall issue the pupil a diploma if the pupil has satisfied all State and

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local graduation requirements, as specified in the pupil's IEP.

5. Pupils with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
6. A pupil with a disability whose individualized education program prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the pupil has attended four (4) years of high school.
7. When a pupil with a disability graduates or exceeds the age of eligibility, the pupil shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the pupil's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the ~~child~~ **student** in meeting his or her postsecondary goals.

### F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local requirements.
2. The Board of Education shall not issue a high school diploma to any pupil not meeting the criteria specified in State and local requirements.
  - a. The district shall provide pupils exiting grade twelve (12) without a diploma the opportunity for continued high school enrollment to age twenty (20),

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or until the requirements for a State-endorsed diploma have been met, whichever comes first.

- b. The district shall allow any out-of-school individual until the age of twenty (20) who has otherwise met all State and local graduation requirements, but has failed to pass the HSPA or applicable Competency Assessments to return to school at scheduled times for the purpose of taking the necessary test. Upon certification of passing the test applicable to the pupil's class in accordance with N.J.A.C. 6A:8-5.1(a) 8, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled pupil formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board policy 5465 - Early Graduation (M).

### G. Notification

Each pupil who enters or transfers into the high school and the pupil's parent(s) or legal guardian(s) shall be provided with a copy of the school district's requirements for a State-endorsed diploma, and those programs available to assist pupils in attaining the State endorsed diploma.

### H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually at a public meeting not later than September 30, to the Board of Education and the Commissioner:

1. The total number of pupils graduated;

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2. The number of pupils receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEPs;
  3. The total number of pupils denied graduation from the 12th grade class solely because of failure to pass the HSPA or AHSA, based on the provisions of N.J.A.C. 6A:8-5.1(a) 3.
- I. The Superintendent shall provide the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) to the Executive County Superintendent and update this filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1; 18A:35-4.9; 18A:35-7;  
18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et  
seq.

Adopted: 15 December 2009

Formerly: Policy 540.8 - Graduation Requirements which was:

Adopted: 11 September 1979

Revised: 14 July 1981, 12 January 1988, 11 January 1994, 12  
November 2001, \_\_\_\_\_