

# Alloway Township Board of Education District Policy Manual

**Students**

**Series 5000**

**Procedures For Handling Students Who Must  
Be Returned Home During The School Day**

**Policy 5132.5**

**Date Adopted: October 22, 2002**

**Date Revised**

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1. No one other than the Superintendent/designee shall exercise the authority to direct a student to return home during the school day.
  - a. In cases of illness, the nurse should recommend the necessary action to the Administrator. In the absence of the Administrator, the nurse shall exercise his/her own judgment but notify the central office of her action immediately.
  - b. In cases of gross misbehavior, inappropriate dress or other alleged rule infractions, teachers, counselors and other professional personnel are obligated to report to the Administrator. They shall not initiate punitive action such as exclusion or suspension from class.
  - c. Under no circumstances shall non-professional personnel recommend or execute a particular course of action in the handling of pupils.
2. If the Administrator determines that a pupil must, for any reason, be returned home during the school day, he/she shall first contact the parent and request that the pupil be picked up. If this is not possible, the student should be transported home by school personnel (i.e. illness, accident, disciplinary action, emergencies.) Under no circumstances shall a student be left at home unless the parent, guardian, or some other adult is home to assume full responsibility for the child. Personnel available to transport students home include:
  - Superintendent/designee/Director of Special Education
  - School Nurse
3. In the absence of the Superintendent/designee, secretarial and custodial personnel shall proceed in the following manner:
  - a. Call the Superintendent/designee for direction or for authority to act.
  - b. Call nurse for illness and accident cases; then notify the Superintendent/designee immediately.
  - c. In discipline cases, or cases involving inappropriate school attire, keep the child in the classrooms or close by, under the supervision of the teacher until the Administrator arrives. If the problem of misbehavior is sufficiently severe to warrant exclusion from the class, the child should be retained in the office until the Administrator arrives.

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The importance of professionals at all levels acting in emergencies and doing so with only their experience, intelligence and good judgment to guide them is recognized. Further, prompt and responsible action is encouraged. It is extremely important however, that sound procedures be followed and that proper administrative personnel be notified when problems arise. This will enhance the chances of the right thing being done for children and insure adequate support for action taken if and when disputes arise.

## Legal References

- NJSA 18A:16-6, -6.1 Indemnity of officers and employees against civil actions ...  
18A:35-4.6 et seq. Parents Right to Conscience Act of 1979  
18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules  
18A:40-3 Lectures to teachers  
18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian  
18A:40-5 Method of examination; notice to parent or guardian  
18A:40-6 In general  
18A:40-7, -8, -10, -11 Exclusion of pupils who are ill ...  
18A:40-23 et seq. Nursing Services for Nonpublic School Pupils  
18A:40A-1 et seq. Substance Abuse  
44:6-2 Maintenance by boards of education of clinics for indigent children
- NJAC 6A:16-1.1 et seq. Programs to Support Student Development  
8:57-1.1 et seq. Reportable Communicable Diseases  
8:57-2 Reporting of AIDS and HIV  
8:61-1.1 Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)

Plainfield v. Cooperman, 105 NJ 587 (1987)

## Possible Cross References

1410, 1420, 3510, 3516, 3542, 4112.4, 4131/4131.1, 4151, 4212.4, 4251.2, 5111, 5125, 5131, 5131.6, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200