

Regulation

EXTENDED DAY PROGRAM

The superintendent is authorized to provide a nontraditional program for students where credits are awarded based on specific instructional objectives and demonstrated outcomes rather than on time spent in the program. The board may provide an alternate school and/or program for students who are not succeeding in their present school setting. The alternate school and/or program is not intended for students who have been classified as disabled. These students are eligible for educational services under a variety of special education program alternatives.

A. Student Population

1. Students who may be experiencing educational and behavioral problems in school.
2. Students who may exhibit chronic problems associated with persistent failure, discipline, truancy and absenteeism.
3. Students who may be experiencing basic skills deficiencies, frustration, alienation, negative self-concept, and a school environment that provides insufficient encouragement for such students all may contribute to the problem.
4. Students who may have a history of negative school experiences and patterns of behavior that have been disruptive to their own education, as well as to that of their classmates.

B. Goals and Objectives

1. The school district finds it necessary to establish an alternative school and/or programs to prevent students' patterns of behavior from interfering with the educational process.
2. The school district finds it necessary to establish an alternative school and/or programs to achieve both school-related objectives and to facilitate student success.
3. The school district's removing a group of students with specific needs and an identifiable set of characteristics or problems from the regular school program allows the school district to achieve the following objectives:
 - a. To assist students in making educational progress in order to meet the credit year curriculum requirements and satisfy both local and State high school graduation requirements;
 - b. To provide special support and assistance to help identified students develop more responsible patterns of behavior;
 - c. To improve the school climate by maintaining an educational environment conducive to learning and teaching; and
 - d. To increase student adherence to fundamental codes of conduct and increase the effectiveness of disciplinary policies and procedures.

C. Extended Day Program

1. The extended day program is an alternative school/program designed and operated for learning/behavioral characteristics for students.
2. An alternative school/program individualized program plan is developed and used for each student placed in the extended day program whether or not the program completion option is to be used as the basis for awarding high school credit.

EXTENDED DAY PROGRAM (continued)

3. A program completion option individualized program plan is used for any student not placed in an alternative school/program but for whom the program completion option is used as the basis for earning high school credit (e.g. independent study, special research projects, group projects, community action/service programs, etc.)
 4. Alternative school/program individualized program plans and program completion option individualized program plans are kept on file in the school and are subject to the review by the Commissioner of Education or designee. These plans will be revised and updated as necessitated by program changes but at least annually in accordance with the requirements of the student records code.
 5. The alternate school must have the following characteristics:
 - a. Be assigned a full-time non-teaching supervisor who is responsible for supervision of the program.
 6. The extended day program must have the following characteristics:
 - a. Have a facility that is used to provide educational services must be approved by the New Jersey Department of Education – Bureau of Facility Planning Services; and
 - b. Have an individual assigned at the school facility with designated responsibility for program supervision and coordination.
 7. The extended day program represents an organizational arrangement with the following distinctive characteristics:
 - a. Is located at a separate site or in a separate wing or building;
 - b. Has a specified student population – students with specific needs and an identified set of characteristics or problems;
 - c. Has a separate administrative head – a certified professional assigned at the facility with responsibility for program supervision and coordination. If the responsibility also includes supervision of staff, the separate administrative head will hold a supervisor’s certificate;
 - d. Is organizationally small – has a low student-teacher ratio which provides teachers an opportunity to establish personal relationships and offer individualized attention to students’ learning and behavioral needs;
 - e. Provides comprehensive support services including health and counseling services specifically tailored to facilitate student adjustment and educational success, as well as other social services, which link the students and their families to available community resources.
- D. Staffing/Staff Development
1. The program staff will be able to develop a conceptual understanding of a different approach so their reactions to the unpredictable are congruent with the program.
 2. The board shall provide appropriate staff development programs.
- E. Educational Requirements
1. The extended day program shall be in operation a minimum of one hundred eighty (180) days a year and provide at least four (4) hours of approved educational experiences daily. An approved educational experience is one that is planned for a student in connection with the individualized program process and is implemented under the general supervision of certified school staff.
 2. The following requisites must be satisfied by each student in order to receive a state-endorsed high school diploma:

EXTENDED DAY PROGRAM (continued)

- a. Complete the credit year requirements for each curricular area based upon the school district's curriculum proficiencies, including, but not limited to, the statewide core proficiencies;
- b. Pass the HSPA or satisfy the SRA process; and
- c. Satisfy the attendance requirements for the extended day program.

F. Curriculum and Instruction

1. The extended day program curriculum, while based on the proficiencies established by the school district, including but not limited to the statewide core proficiencies, may also include other program components. The program of study for grades nine through twelve must minimally include the credit year requirements.
2. Clear goals, specific objectives (that reflect the school district's curricular proficiencies), and an individually paced program will be designed and specified for each student.
3. Instructional approaches will be matched to the student's behavioral needs, learning styles, abilities, and curricular areas.
4. Clear standards of achievement will be provided to create a work and learning atmosphere.
5. Classes will be structured to facilitate the development of life skills as well as the attainment of educational goals.

G. Individualized Program Plan

1. An Individualized Program Plan (IPP) will be prepared for each student enrolled in the extended day program. The IPP provides the student, parent(s) or legal guardian(s), and teacher(s) with an overall program plan to guide the implementation of the agreed upon educational experiences and program activities which have been developed by the appropriate school staff and approved by the high school principal. The IPP provides a record of the credits earned and documentation that the student successfully meets locally established proficiencies, including but not limited to the statewide core proficiencies.
2. The IPP will be developed in consultation with the high school principal, teacher, parent, appropriate student personnel specialists, and other staff members who know the student's educational performance.
3. The superintendent or designee is responsible for the placement of students in conformance with the student's educational program.
4. The IPP will be under the supervision of a certified teaching staff member.
5. The IPP will be maintained in the high school principal's office and is subject to review by the New Jersey Department of Education.

H. Attendance

1. Student attendance requirements appropriate to all educational programs offered shall be established. For educational programs based upon the program completion alternative, which in most cases is proficiency based as opposed to time based, special attention will be given to the amount of time that is necessary and required to meet program objectives.
2. A record of daily attendance will be maintained for each student in the extended day program. In the event the program activities are not school or classroom based, attendance will be considered in the context of the student's participation in the various program components regardless of the setting in which they take place. Accordingly, there may be different attendance requirements for different programs and/or program components.
3. Extended day program attendance registers and student rosters must be maintained separate and distinct from any other school.

EXTENDED DAY PROGRAM (continued)

I. Transportation

The board will establish policies and procedures for transporting students to and from alternative education school/programs and related school activities.

J. Budget

The administration will develop and the board will approve a projected budget for the extended day program. The budget will account for all operating expenses required to run the program. The budget must be submitted to the New Jersey Department of Education.

K. Miscellaneous

The superintendent will establish a program and management committee for the purpose of providing oversight to the development and ongoing implementation of the extended day program.

The board will comply with all New Jersey Department of Education requirements for application and approval to operate an alternative education school/program

Adopted: No date

Readopted: April 29, 2014