

CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

The Montague Township Board of Education believes that school district community relations is not solely an informational program, but encompasses all aspects of the school's relationship with the total community.

The board believes its school-community relations program should:

- A. Promote public interest and participation in the operation of the school system;
- B. Gather information about public attitudes toward the school system and its programs, and report them to the chief school administrator and the board;
- C. Provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems, and progress of the school system to the community and the staff;
- D. Develop the most effective means of communication with the school system's public, and use available media as appropriate;
- E. Develop programs in the school that integrate home, school, and community in meeting the needs of district students;
- F. Develop and maintain the confidence of the community in the school board and the school staff;
- G. Develop a climate that attracts good teachers and encourages staff to strive for excellence in the educational program;
- H. Anticipate and forestall problems that are brought about by lack of understanding;
- I. Evaluate past procedures in order to make improvements in future communications.

The chief school administrator shall be responsible for developing programs, techniques, and channels for implementing this policy.

Adopted: October 22, 2008

NJSBA Review/Update: September 2015

Readopted:

Key Words

Community Relations, Public Relations, School District Public Relations, Public Attitudes, School-Community Program, Community Participation, Community Involvement

Legal References: N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (Open Public Records Act)
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:30-3.1 Comprehensive review of public school districts
N.J.A.C. 6A:32-2.1 Definitions

Possible

Cross References: *1100

Communicating with the Public

CONCEPTS AND ROLES IN COMMUNITY RELATIONS;
GOALS AND OBJECTIVES (continued)

*1120	Board of Education Meetings
*1200	Participation by the Public
*1220	<u>Ad Hoc</u> Advisory Committees
*2224	Nondiscrimination/Affirmative Action
2232	Internal Administrative Communications
*2240	Research, Evaluation, and Planning
*2255	Action Planning for NJQSAC
*3510	Operation and Maintenance of Plant
*3542	Food Service
*3570	District Records and Reports
*4131/4131.1	Staff Development; In-Service Education/Visitations/Conferences
*4231/4231.1	Staff Development; In-Service Education/Visitations/Conferences
*5020	Role of Parents/Guardians
*5131.6	Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)
*6010	Goals and Objectives
*6142.1	Family Life Education
*6142.2	English as a Second Language; Bilingual/Bicultural
*6142.6	Basic Skills
*6142.13	HIV Prevention Education
*6171.1	Remedial Instruction
*6171.3	At-Risk and Title 1
*6171.4	Special Education
*6300	Evaluation of the Instructional Program
*7110	Long-Range Facilities Planning
*9322	Public and Executive Sessions
*9323/9324	Agenda Preparation/Advance Delivery of Meeting Material
*9326	Minutes

*Indicates policy is included in the Critical Policy Reference Manual.

COMMUNICATING WITH THE PUBLIC (continued)

through -5	School report card program
<u>N.J.S.A.</u> 47:1A-1 <u>et seq.</u>	Examination and copies of public records (<u>Open Public Records Act</u>)
<u>N.J.A.C.</u> 6A:8-3.1(a)3	Curriculum and instruction
<u>N.J.A.C.</u> 6A:23A-5.2	Public relations and professional services
<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Budget Submission, support documentation, website publication
<u>N.J.A.C.</u> 6A:23A-9.5	Commissioner to ensure achievement of the CCCS
<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible

<u>Cross References:</u>	*1000/1010	Concepts and Roles in Community Relations; Goals and Objectives
	*1120	Board of Education Meetings
	*2240	Research, Evaluation, and Planning
	*3570	District Records and Reports
	*5124	Reporting to Parents/Guardians
	*6142.2	English as a Second Language; Bilingual/Bicultural
	*6142.6	Basic Skills
	*6142.10	Technology
	*6171.1	Remedial Instruction
	*6171.3	At-Risk and Title 1
	*6171.4	Special Education
	*6300	Evaluation of the Instructional Program

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

REQUESTS FOR INFORMATION

The chief school administrator (or his or her designee) shall endeavor to cultivate open communication with the community and make a reasonable effort to address inquiries and requests for information promptly. The chief school administrator or designee shall not be obligated to research broad areas of interest or compile extensive information. Only requests for information about the school programs that are reasonable and specifically defined shall be answered. Individuals or agencies requesting broad or extensive information that is not subject to Open Public Records Act requirements and will unduly impose on staff time to compile shall be notified that the request for information is denied with the reason(s) for the denial.

The following procedures will apply regarding requests for information:

- A. All requests for information shall be submitted in writing to the chief school administrator and shall include the name and contact information of the individual or agency making the request. Requests must specifically detail the documents or information that is being requested;
- B. The chief school administrator and, as appropriate, in consultation with the custodian of records, will make a determination as to the appropriateness of the material for release. Documents that are evaluative or deliberative in nature, such as employee records or policy drafts are not subject to public release (see policies 4112.6/4212.6 Personnel Records and 5125 Student Records). Only those elements of personnel records pertaining to name, title, position, salary, payroll, length of service, dates and reasons for a separation, educational credentials required for positions, and pension amounts and types are required to be released;
- C. When the chief school administrator determines that the material requested is subject to public release, he or she will direct that the information requested be collected by the appropriate district staff member;
- D. Once the material is collected, the chief school administrator or designee will notify the person requesting the information that the materials are ready. The individual or agency may come and review the material under supervision by district staff. Individuals wanting photocopies of the material shall be required to pay the cost of making the photocopies. Under no circumstances will original documents leave school premises without a court order. The information requested may be provided in electronic form. Any additional costs associated with the preparation of electronic copies shall be the responsibility of the individual or agency requesting the copies.
- E. The fee structures for paper copies is as follows:

Letter-size	\$0.05 per page
Legal-size	\$0.07 per page
- F. The chief school administrator will respond to all requests for information in writing. The response will include, at a minimum:
 - 1. A list of all documents that will be released;
 - 2. Any documents that were requested that will not be released; and
 - 3. The date, location, and time when the documents may be reviewed by the requesting individual or agency;
- G. No document may be denied release in its entirety because portions of it are confidential. The district is responsible to edit out or redact, in the most effective manner, any confidential material prior to release of the entire document. This is normally applicable to the minutes of private or executive sessions of the Montague Township Board of Education;

REQUESTS FOR INFORMATION (regulation continued)

H. All requests for information made by an attorney on behalf of a client shall be referred to the board attorney for consideration.

Adopted: October 22, 2008
NJSBA Review/Update: September 2015
Readopted:

MONTAGUE TOWNSHIP BOARD OF EDUCATION
Montague Township, New Jersey

FILE CODE: 1110
 Monitored
 Mandated
 Other Reasons

Policy

MEDIA

Every effort shall be made to assist all communications media in the community to gain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

General releases of interest to the entire district shall be made available to all the media simultaneously. There shall be no exclusive releases, news conferences, or interviews, except as media representatives request information on particular programs, plans, or problems.

In general, the chief school administrator shall be responsible for establishing relations with news media and for providing information to each through the means found most suitable. Particularly, he or she shall ensure that the media receive all school report cards as required by administrative code.

The Montague Township Board of Education encourages public presentation of the programs, policies, and progress of the school through press, radio, and television. The building principal shall clear proposed presentations with the chief school administrator. The principal or his or her designee shall ensure that the parents/guardians of students who participate in such presentations are informed.

The chief school administrator or designee shall devise procedures for optimum benefit from such presentations.

The board shall make a periodic review of its relations with the news media.

Adopted: October 22, 2008
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Readopted:

Key Words

Media, School News Releases, Press Releases, News Conferences and Interviews, Radio, Television

Legal References: N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (Open Public Records Act)
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Possible

Cross References: *1100 Communicating with the Public
*9020 Public Statements

*Indicates policy is included in the Critical Policy Reference Manual.

DISTRICT PUBLICATIONS

The chief school administrator (or his or her designee) shall direct development and review of informational newsletters and handbooks for parents/guardians, students, staff, and the general community as deemed necessary by the Montague Township Board of Education. The district annual report shall be printed for distribution. The board secretary shall make the district audit available to the public as required by law.

Centralized control of district publications, including the district website, shall be designed to ensure that all content accurately reflects district-wide policies and regulations.

In accordance with law, the chief school administrator shall prepare procedures to ensure that the district website, or school websites, shall not publish any personally identifiable information about a student without prior written consent from the student's parents/guardians. Consent shall be obtained on the form indicated by the New Jersey Department of Education and shall contain a statement describing the potential dangers of posting personally identifiable information about students on the Internet.

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 Readopted:

Key Words

District Publications, Publications, Newsletters, Handbooks, Website

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-20	Superintendent; general powers and duties
	<u>N.J.S.A.</u> 18A:23-1 <u>et seq.</u>	Audits and Auditors
	<u>N.J.S.A.</u> 18A:36-35	School internet web sites; disclosure of certain student information prohibited
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts

Possible

<u>Cross References:</u>	*1000/1010	Concepts and Roles in Community Relations; Goals and Objectives
	*1100	Communicating with the Public
	*1110	Media
	1314	Solicitation and Fundraising by Outside Organizations
	*3100	Budget Planning, Preparation, and Adoption
	*5124	Reporting to Parents/Guardians
	*5125	Student Records
	*5131	Conduct/Discipline
	*5145.12	Search and Seizure
	*6142	Subject Fields
	*6142.2	English as a Second Language; Bilingual/Bicultural
	*6142.10	Technology
	*6145.3	Publications
	*6146	Graduation Requirements
	*6171.3	At-Risk and Title 1
	*6171.4	Special Education

*Indicates policy is included in the Critical Policy Reference Manual.

BOARD OF EDUCATION MEETINGS

Montague Township Board of Education meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the board are open to the public and representatives of the media, except when, by resolution at the public meeting, the board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be stated in the agenda, together with any time limit proposed for individual speakers.

The board will not permit unnecessary or undesirable identification of district students at public meetings, particularly when the student is subject to disciplinary action or has been identified as having a disability. A special confidential file shall be kept of the names of students with disabilities on whose behalf the board must take public action. An unidentifiable coding shall be used when referring to the student.

Comments and questions at the end of regular and special meetings may deal with any topic related to the board's conduct of the school. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers and other appropriate media outlets.

The board shall include a discussion of the School Ethics Act and the Code of Ethics for School Board members annually at a regularly scheduled public meeting (see policy 9271 Code of Ethics).

In a regular board meeting by October 30 of each year, the chief school administrator shall provide a report that includes information on the following topics:

- A. The status of all capital projects in the district's long-range plan;
- B. The maximum permitted amount of the district's reserve account;
- C. Implementation of school-level plans;
- D. Achievement of performance objectives;
- E. The school report card, including student performance results and student behavior data;
- F. Professional development activities;
- G. Condition of school facilities;
- H. Status of mandated program reviews;
- I. Community support data as detailed in administrative code;
- J. The assignment plan for certified and noncertified nurses developed by the district.

Other items presented at board meetings must include, but are not limited to:

- A. Presentation of audit report;
- B. Presentation of budget;
- C. Student attendance;

BOARD OF EDUCATION MEETINGS (continued)

D. Other demographic data;

E. Mandated in-service programs.

In addition, two times each school year (between September 1 and January 1, and between January 1 and June 30), the board shall hold a public hearing at which the chief school administrator will report to the board all acts of violence, vandalism, and harassment, intimidation, and bullying (HIB) that occurred during the previous reporting period. The report shall include the number of HIB reports in the school, the status of all investigations, the nature of the HIB incidents, and other data required by law.

Adopted: June 2012
 NJSBA Review/Update: September 2015
 Readopted:

Key Words

Board of Education Meetings, Reporting to the Public, Communicating with the Public, Confidentiality

<u>Legal References:</u>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u> <u>N.J.S.A.</u> 18A:7C-7 <u>N.J.S.A.</u> 18A:10-6 <u>N.J.S.A.</u> 18A:12-21 <u>N.J.S.A.</u> 18A:17-46 <u>N.J.S.A.</u> 18A:22-10 <u>N.J.S.A.</u> 18A:22-13 <u>N.J.S.A.</u> 18A:23-5 <u>N.J.S.A.</u> 18A:37-13 <u>et seq.</u> <u>N.J.A.C.</u> 6A:8-5.2(e) <u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u> See particularly: <u>N.J.A.C.</u> 6A:16-5.2, 5.3 <u>N.J.A.C.</u> 6A:23A-14.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:26 See particularly: <u>N.J.A.C.</u> 6A:26-2.2(a) <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> See particularly: <u>N.J.A.C.</u> 6A:30-3.2 <u>N.J.A.C.</u> 6A:32-3.2 <u>N.J.A.C.</u> 6A:32-12.1 <u>N.J.A.C.</u> 6A:32-12.2	<u>Open Public Meetings Act</u> School administrators report on students awarded or denied diplomas Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum <u>School Ethics Act</u> Act of violence; report by school employee; notice of action taken; annual report Fixing day, etc., for public hearing Public hearing; objectives; heard, etc. Meeting of board; discussion of report <u>Anti-Bullying Bill of Rights Act</u> High school diplomas Special Education School safety plans Capital reserve Educational Facilities Completion of long-range facilities plans Evaluation of the Performance of School Districts Requirements for the Code of Ethics for district board of education members and charter school board of trustee members School attendance Dropouts
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Possible

<u>Cross References:</u>	*1100 Communicating with the Public *2240 Research, Evaluation, and Planning *3100 Budget Planning, Preparation, and Adoption *3570 District Records and Reports *3571.4 Audit
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BOARD OF EDUCATION MEETINGS (continued)

*4131/4131.1	Staff Development, In-Service Education/Visitations/Conferences
*4231/4231.1	Staff Development, In-Service Education/Visitations/Conferences
*5131.5	Vandalism and Violence
*5145.5	Photographs of Students
*6142.2	English as a Second Language; Bilingual/Bicultural
*6142.6	Basic Skills
*6171.1	Remedial Instruction
*6171.3	At-Risk and Title 1
*6171.4	Special Education
*9271	Code of Ethics
*9322	Public and Executive Sessions
*9323/9324	Agenda Preparation/Advance Delivery of Meeting Material
*9326	Minutes

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

DISTRIBUTION OF MATERIALS BY STUDENTS AND STAFF

Material sent home with students should relate to school matters or student-related community activities. Except when it pertains to the individual student, all such material must be approved in advance by the chief school administrator (or his or her designee).

There is no district obligation to distribute or post any community group materials. But if a forum is opened up to any category of group (i.e., nonprofit, nonpartisan, community groups), the chief school administrator will not discriminate against speech or materials on the basis of its viewpoint or religious content.

The determination of the chief school administrator will be viewpoint-neutral in order to provide equal access to "limited public forums," including bulletin boards for notices, tables at back-to-school nights, handouts given to students, and information shared electronically (e.g., through ListServ membership or a Virtual Backpack).

Students shall not be used to distribute partisan materials or partisan information pertaining to a school or general election, budget or bond issue, or negotiations. Students shall not be exploited for the benefit of any individual, group, or profit-making organization.

No staff member may distribute any materials on school property without prior approval of the chief school administrator. Materials will clearly indicate their source. Non-school-related materials will be plainly labeled, including an express disclaimer that the activity is "not a school-sponsored activity." Flyers and parent/guardian permission slips will be subject to the same review and standards.

All surveys, questionnaires, or similar items requiring student or parent/guardian response shall be reviewed and approved by the chief school administrator prior to distribution. The chief school administrator shall solicit written permission from parents/guardians before students participate in surveys or research that requests personal information, as set out in state and federal law.

NJSBA Review/Update: September 2015
Adopted:

Key Words

Distribution of Materials, Research

Legal References: N.J.S.A. 18A:36-34 Written approval required prior to acquisition of certain survey information from students
N.J.S.A. 18A:42-4 Distribution of literature as to candidacy, bond issues, or other public question to be submitted at election; prohibited
N.J.S.A. 19:34-6 Prohibited actions in polling place on election day, exception for simulated voting
N.J.S.A. 19:34-15 Electioneering within or about polling place; disorderly persons offense

34 CFR 98.1 - Student Protection Rights Amendment

Child Evangelism Fellowship of New Jersey. vs. Stafford Township School District, No. 03-1101 (October 2004)

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

DISTRIBUTION OF MATERIALS BY
STUDENTS AND STAFF (continued)

Possible

<u>Cross References:</u>	*1100	Communicating with the Public
	1314	Solicitation and Fundraising by Outside Organizations
	*1322	Contests for Students
	*1330	Use of School Facilities
	4135.16/4235.16	Work Stoppages/Strikes
	*5136	Fundraising Activities
	*6142.10	Technology
	*6145.3	Publications
	6162.5	Research

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

PARTICIPATION BY THE PUBLIC

The Montague Township Board of Education encourages volunteers and/or residents of the community who are especially qualified because of training, experience, or personal characteristics to take an active part in school affairs. Such persons may be invited to act as advisers, both as groups and individually, in:

- A. Clarifying the general ideas and attitudes held by district residents regarding school;
- B. Determining the purposes of courses of study and special services to be provided for students; and/or evaluating the extent to which these purposes are being achieved by present practices;
- C. Giving active assistance to the professional staff in the actual operation of classes and services where the chief school administrator and staff deem such aid valuable;
- D. Offering suggestions on a specific problem or set of closely related problems about which the board must make a decision;
- E. Coordinating the delivery of social services to students.

Volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the board's liability insurance policy.

The chief school administrator shall supervise the development of programs and procedures to enlist community participation in school events and deliberations. He or she shall keep on file information on all volunteers and documentation that requirements of law have been fulfilled.

The board, chief school administrator, and staff shall give substantial weight to advice they receive from individuals and community groups interested in the school, especially those individuals and groups that have been invited or created to advise them regarding selected problems. The board, chief school administrator, and staff shall use their own best judgment in arriving at decisions.

The chief school administrator shall report to the public annually on all aspects of community support of the educational program.

Adopted: October 22, 2008
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Readopted:

Key Words

Community Volunteers, Volunteers, Public Participation

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Possible

Cross References: *1000/1010 Concepts and Roles in Community Relations; Goals and Objectives
*1120 Board of Education Meetings
1210 Community Organizations

PARTICIPATION BY THE PUBLIC (continued)

- *1220 Ad Hoc Advisory Committees
- *5020 Role of Parents/Guardians
- *6162.4 Community Resources

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

VOLUNTEERS

All individuals permitted to volunteer on occasion or on a regular basis shall be required to exhibit professional conduct and respect the individuality, dignity, and worth of each student, as well as school staff. The following rules shall apply to school volunteers:

- A. A formal application may be required for certain volunteer positions;
- B. Volunteers may serve only under the direction and supervision of a supervising staff member. Volunteer coaches or teaching assistants shall consult with the athletic director/head coach or supervising teacher regarding any matters or questions pertaining to their duties and responsibilities;
- C. Volunteers shall sign in and out in the main office according to policy and regulation 1250 Visitors, unless exempt from this requirement by the principal (volunteers with regularly scheduled assignments may be exempted by the principal);
- D. Volunteers shall obey all Montague Township Board of Education policies and procedures for appropriate conduct;
- E. Volunteers shall receive clear directions regarding their duties and responsibilities from the staff member to whom they are assigned and perform no service outside those duties;
- F. Volunteers shall remain in their place of assignment and shall not converse with staff or students, or wander the school or grounds, unless authorized to do so by the supervising staff member;
- G. Volunteers shall to be instructed on issues of student confidentiality, school safety and security rules, and reporting requirements for incidents of harassment, intimidation, and bullying;
- H. Volunteers shall exercise discretion in disclosing any confidential student matters they become aware of as a result of their volunteer responsibilities;
- I. Volunteers shall not have access to student records;
- J. For volunteers who have regular contact with students, the district reserves the right to require:
 - 1. A criminal background check/fingerprinting in accordance with N.J.S.A. 18A:6-7.1;
 - 2. A waiver for workers compensation;
 - 3. Documentation of required immunizations (Mantoux test);
- K. At the principal's discretion, a request to volunteer may be accepted or denied, and/or the volunteer may be retained or their services terminated;
- L. Volunteers may be immediately relieved of their volunteer responsibilities, with or without cause, by the principal. The principal shall report any such action to the chief school administrator;
- M. The chief school administrator shall report any action relieving a regular volunteer coach and/or coaching or teaching assistant to the board at the next board meeting following relief of duties;
- N. The principal or his or her designee shall be responsible for establishing necessary procedures, forms, or other materials not specifically identified here.

VOLUNTEERS (regulation continued)

Board members shall consult with the board attorney regarding the possibility of a conflict of interest in violation of the School Ethics Act prior to volunteering on a regular basis in any position involving leadership activities, such as volunteering as an assistant coach or extracurricular activity leader.

All volunteers shall be notified of policy 5131.1 Harassment, Intimidation and Bullying and the required reporting protocols.

The board encourages faculty members to avail themselves of the services offered by the volunteers.

Adopted: October 22, 2008

NJSBA Review/Update: September 2015

Readopted:

Policy

COMMUNITY ORGANIZATIONS

The Montague Township Board of Education appreciates the efforts of concerned citizens who form or belong to organizations that contribute funds for equipment, for district-approved activities, or for recognition of student achievement, as well as other individuals and entities who have as their objective uniting with educators to secure for every student in the school the best kind of educational program possible.

The board directs the chief school administrator to be alert to opportunities for the educational program to be expanded and enriched by utilization of these diverse community resources, and encourages the principal to maintain a file of community resources and to invite the appropriate participation of community organizations and resource persons in the instructional program.

The chief school administrator and/or the board shall approve all gifts and donations from community entities, including their use, in keeping with policy 3280 Gifts, Grants, and Bequests. The board shall approve in advance any fundraising activities done in the name of the school or district as a whole, and any activities involving district students, facilities, or equipment (see policy 1314 Solicitation and Fundraising by Outside Organizations).

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Key Words

Community Organizations, Community Agencies

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:20-34 Use of Property
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Cross References: *1000/1010 Concepts and Roles in Community Relations; Goals and Objectives
*1100 Communicating with the Public
*1140 Distribution of materials by Staff and Students
*1200 Participation by the Public
*1230 School Connected Organizations
*1330 Use of School Facilities
1314 Solicitation and Fundraising by Outside Organizations
*3280 Gifts, Grants, and Bequests
*5020 Role of Parents/Guardians
*5136 Fundraising Activities
*6010 Goals and Objectives

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful, both in keeping the Montague Township Board of Education and administration informed with regard to community opinion, and in representing the community in the study of specific school problems. The board shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, long-range studies, program evaluation, and the development of policies or educational goals/programs. Each committee shall be appointed for a specific purpose and time. The board may dissolve any board-appointed committee at its sole discretion.

Such committees shall be representative of the community in relation to the tasks delegated to them, and may include staff and students when appropriate.

Systematic programs shall be set up to draw on the assistance business, labor, and other organizations have to offer in developing vocational, technical, and enrichment programs and in providing students with practical work experience.

The board shall adopt the committee structure and organization it deems appropriate to the assignment at hand, except for funded programs where requirements are set by law. The board is responsible for approving all members of a committee and the method of their selection in consultation with the chief school administrator. Staff members shall not constitute a majority of any general community advisory committee.

Recommendations from the committee shall not reduce the responsibility of the board, which shall be free to accept or reject the recommendations as it sees fit. Only the board has the power to act. It will be the responsibility of the chairperson to see that the members of the committee are informed as to the final decision of the board.

Any publicity concerning the organization, membership, operations, findings, or recommendations of any committee shall be released only by the board designee.

In district-initiated advisory committees, the chief school administrator shall draft procedures for instructing committees as to the length of time each member is being asked to serve, the services the board wishes them to render, the resources the board intends to provide, and the approximate date on which the board wishes to dissolve the committee. Furthermore, the committee shall be instructed as to the relationship it has to the board, to the individual board members, to the secretary of the board, to the chief school administrator, and to the rest of the professional staff.

When the law regulates the formation and activities of an advisory committee, the administration shall cooperate fully in its activities.

Adopted: October 22, 2008
NJSBA Review/Update: September 2015
Readopted:

Key Words

Ad Hoc Advisory Committees, Citizens' Committees, Committees

Legal References: N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of

AD HOC ADVISORY COMMITTEES (continued)

N.J.A.C. 6A:16-4.2(a) commencement; adjournment, etc., for lack of quorum
Review and availability of policies and procedures for
the intervention of student alcohol or other drug abuse

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

Hawkins-Stafford Elementary and Secondary School Improvement Act of 1988,
(Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

34 C.F.R. 200.1 to 200.89 - Part 200

Possible

Cross References: *2240 Research, Evaluation, and Planning
*6142.1 Family Life Education
*6142.12 Career Education
*6144 Controversial Issues
*6162.4 Community Resources
*6171.3 At-Risk and Title 1
*9020 Public Statements
*9130 Committees

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

AD HOC ADVISORY COMMITTEES

When the Montague Township Board of Education chooses to establish an ad hoc advisory committee to assist in a task, it shall:

- A. Develop a charge for that committee that clearly delineates:
1. Specific duties of the committee, as well as the limits of the committee's task;
 2. Timeline and reporting requirements;
 3. Report format and requirements (e.g., whether the committee should submit options or make a recommendation);
 4. Size of the committee;
 5. Role of the board and the administration as they relate to the committee;
 6. Staff and financial resources available to the committee.
- B. Delineate how committee members shall be chosen.

Adopted: October 22, 2008
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Policy

SCHOOL-CONNECTED ORGANIZATIONS

The Montague Township Board of Education will encourage the work of a general, voluntary, school-connected Parent Teacher Association composed of parents/guardians and school staff, as well as the work of other school-connected organizations composed of friends of the school. Such organizations may not establish educational policy, participate in the administration of the school, or authorize the management and direction of school affairs.

Such organizations shall have as their objectives the promotion of student welfare; the development of close relationships between the home and the school; and the development between educators and the public of such united efforts as will secure for every student in the school the best kind of educational program possible.

Organizations shall not use the district's name in their titles without the board's express consent. Such permission to use the district's name does not constitute permission to act as the district's representative.

The board shall make it a practice not to interfere in the internal workings of such groups.

Permission to hold regular meetings of such organizations in school facilities will be extended by the board for a particular school year, in accordance with policy 1330 Use of School Facilities.

The principal (or another professional staff member designated by the principal) may serve as advisor to the Parent Teacher Association. All members of the professional staff shall be encouraged to join the organization and to participate in its activities.

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Key Words

School-connected Organizations, Booster Clubs, Parent-Teacher Organizations, PTA, PTO

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Possible

Cross References:

*1000/1010	Concepts and Roles in Community Relations; Goals and Objectives
*1100	Communicating with the Public
*1200	Participation by the Public
1210	Community Organizations
*1330	Use of School Facilities
*3280	Gifts, Grants, and Bequests
*5020	Role of Parents/Guardians
*5136	Fundraising Activities
*6010	Goals and Objectives

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

VISITORS

The Montague Township Board of Education welcomes visits to school by parents/guardians, board members, other adult residents of the community, and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the school, the chief school administrator shall devise regulations addressing visitors' access to the school.

A "visitor" is anyone who is present in the school building on a school day during school hours, other than a student enrolled in, or a staff member employed in, the particular school.

All visitors shall be required to report to the main office upon entering the building. Visitors may not consult with teaching staff or students during class time without the principal's permission.

When the custodial rights of a parent/guardian have been terminated by a court of appropriate jurisdiction, the legal parent//guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books or other resources to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the chief school administrator or his or her designee.

All visitors to the school must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

Adopted: October 22, 2008
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Readopted:

Key Words

Visits to the School, Visitors

Legal References:

<u>N.J.S.A.</u> 2C:18-3	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
<u>N.J.S.A.</u> 2C:33-2	Disorderly conduct
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 26:3D-55 et seq.	<u>New Jersey Smoke-Free Air Act</u>

Possible

<u>Cross References:</u>	*1220	<u>Ad Hoc</u> Advisory Committees
	*3327	Relations with Vendors
	*3515	Smoking Prohibition
	*4131/4131.1	Staff Development; In-Service Education/Visitations/Conferences
	*4231/4231.1	Staff Development; In-Service Education/Visitations/Conferences
	*5020	Role of Parents/Guardians
	*5124	Reporting to Parents/Guardians

VISITORS (continued)

- *5125 Student Records
- *5131.1 Harassment, Intimidation, and Bullying
- *5142 Student Safety
- *5145.11 Questioning and Apprehension
- *6144 Controversial Issues
- *9010 Role of the Member

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

VISITORS

- A. All visitors must enter through the main entrance and report immediately to the main office, where they shall:
 - 1. Sign in, giving name, time of arrival, and nature of the visit;
 - 2. Secure a name tag or badge that must be clearly visible and worn at all times;
 - 3. Sign out when leaving the building.
- B. Parents/guardians will not be allowed to visit rooms to deliver books, lunches, messages, etc. Staff shall arrange for delivery.
- C. Children who are not enrolled in the school are not permitted to visit classrooms or other areas of the building except with the prior permission of the building principal and then for limited periods of time.
- D. Visitors are not to visit classrooms or other areas of the building except with the prior permission of the building principal and then for limited periods of time.
- E. Staff shall send any individual found in the building without a badge directly to the main office, and then immediately call and notify the office of the incident. Staff shall not attempt to perform any other security functions themselves.
- F. A student may not bring a houseguest to school as a visitor unless prior permission of the principal has been obtained at least one day in advance. All such visits shall be of short duration.
- G. Visits to observe classroom activity, either during announced periods such as American Education Week or at any other time, must be authorized by the chief school administrator and/or the building principal.
- H. No visitor may see a student in school unless it is with the specific approval of the administration. A student is never to be permitted to leave school during the school day with anyone not clearly identified as a parent/guardian or an appropriately authorized person. If the school has been made aware that the custodial rights of a parent/guardian have been terminated, the principal shall ascertain that the student is released only to the parent/guardian (or designee of the parent/guardian) who is legally entitled to custody.
- I. Visits to a teacher shall take place before or after school so that students' learning shall not be interrupted.
- J. The principal may prohibit visits by persons whose reasons for visiting are in doubt, or whose past activity has proven disturbing to the school program.
- K. Agents, salespersons, and solicitors are not permitted at any time during the school day except by appointment through the school principal.
- L. No visitors are permitted to remain in the building without appropriate identification. Any person who has not registered with main office is illegally on school property and may be asked to identify himself or herself properly or leave the school premises. If the visitor refuses to leave school grounds or creates any disturbance, the building principal is authorized to request aid from the local law enforcement agency.
- M. If the principal has been alerted to dangerous persons in the vicinity of the school, or has been informed that a person intends to enter the school with the intent of doing harm, the principal may, in his or her discretion:

VISITORS (regulation continued)

1. Deny entrance to any person;
2. Summon local law enforcement;
3. Secure all school entrances so that doors cannot be opened from the outside.

N. None of the foregoing is to be construed as a change in the district's policies with regard to normal administrative and instructional procedures, or to the visits of persons authorized by law.

Adopted: October 22, 2008

NJSBA Review/Update: September 2015

Readopted:

Regulation

COMPLAINTS AND INQUIRIES

All complaints and grievances addressed to the Montague Township Board of Education, board members individually, school officials, or district staff members shall be referred to the chief school administrator for consideration in accordance with the following procedures.

A. Complaints Regarding a Teaching Staff Member

First Level

1. The complainant will be directed to address the matter to the staff member;
2. The staff member will be directed to discuss the matter directly with the complainant and to make every reasonable effort to explain the difficulty and/or take appropriate action in accordance with district regulations and within his or her authority and district regulations;
3. The staff member will report the matter, and whatever action may have been taken to resolve the matter, to the principal.

Second Level

1. If the matter cannot be satisfactorily resolved at the first level, the complainant may discuss the matter with the principal;
2. The principal will take all reasonable and prudent steps to resolve the complaint or to explain to the complainant why the matter cannot be resolved as the complainant wishes.

Third Level

1. If the matter cannot be satisfactorily resolved at the second level, the complainant may submit to the chief school administrator a written request for a conference. The request shall include:
 - a. The specific nature of the complaint and a brief statement of the facts giving rise to it;
 - b. The respect in which it is alleged that the complainant or the complainant's child has been unfairly treated or adversely affected; and
 - c. The remedy sought by the complainant.
2. The chief school administrator shall conduct a conference, at a time convenient to the complainant, and attempt to resolve the matter informally. The time for the conference will be extended if the complainant is unable to schedule a convenient meeting;
3. The chief school administrator shall record in writing his or her disposition of the complaint.

Fourth Level

1. A complaint that is not resolved by conference with the chief school administrator or that seeks a remedy beyond the chief school administrator's jurisdiction may be appealed to the board;
2. The complainant may, upon receipt of the chief school administrator's written disposition, submit a written request for a hearing before the board. The request will include a copy of the chief school administrator's **Level 3** disposition;
3. The board shall review the appeal and, if it is the decision of the board to support the **Level 3** disposition of the chief school administrator, no board hearing shall be conducted. The complainant shall be informed in writing of the decision of the board;
4. When the board requires more information or disagrees with the **Level 3** disposition of the chief school administrator, the board shall conduct a hearing, in which the complainant will present his or her complaint. The board may, on the petition of the complainant, permit the examination of

COMPLAINTS AND INQUIRIES (regulation continued)

witnesses. The board may permit a teaching staff member complained of to testify in his or her own behalf;

5. The board shall advise the complainant in writing of the board's disposition of the complaint;
6. The complainant will be advised that the board's decision may be appealed to the New Jersey Commissioner of Education.

Reasonable efforts will be made to expedite a complaint that arises at the end of the school year so that the matter can be resolved before the interruption of summer vacations.

B. Complaints About an Administrative Staff Member

1. The procedure set forth in "A" above will be followed and the complainant will be directed to discuss the matter first with the administrator;
2. A complaint about a principal or a central office administrator will omit **Level 2** of the complaint procedure. Appeal of the **Level 1** discussion between the complainant and such an administrative staff member will be made directly to the chief school administrator, using the **Level 3** procedure.

C. Complaints About a Support Staff Member

1. The procedure set forth in "A" above will be followed and the complainant will be directed to discuss the matter first with the support staff member;
2. Appeal at **Level 2** of the complaint procedure will be to the support staff member's supervisor;
3. A complaint about a support staff supervisor will omit the second level of the complaint procedure. Appeal of **Level 1** discussion will be made directly to the chief school administrator, using the **Level 3** procedure.

D. Complaints About a Program, Practice, or Operation

1. A complaint directed to a matter of district or school policy, procedure, program, or operation, including entitlement programs established by state or federal law, should be addressed initially to the administrator or department head most directly concerned with the matter, using the **Level 1** procedure;
2. A complaint that cannot be satisfactorily resolved at **Level 1** may be appealed to the chief school administrator and, thereafter, the board, using the **Level 3** and **Level 4** procedures.

E. Complaints About Instructional and Resource Materials

1. Complaints about textbooks, library books, reference works, and other instructional materials used in the district will be made in writing and submitted to the chief school administrator.
2. The complainant will complete and sign a complaint form that will include:
 - a. The title, author, and publisher of the work complained of,
 - b. The specific portions or language complained of (by page and item),
 - c. The complainant's familiarity with the work objected to,
 - d. The reason(s) for the objection,
 - e. The students or class for whom the work is intended, and
 - f. The way in which the work is used.
3. The chief school administrator may appoint a review committee to evaluate the complaint and review the material objected to.
4. The committee will report its findings and recommendations to the chief school administrator. Should the chief school administrator recommend action, such recommendation will be forwarded to the board.
5. The board will receive the report of the committee with such recommendation. If the board acts to remove the work complained of or to limit access to the work, a statement of reasons for the removal or limitation will accompany its action.
6. A copy of the committee's report and the board's action, if any, will be given to the complainant.
7. The complainant will be informed that a decision of the board may be appealed to the New Jersey

COMPLAINTS AND INQUIRIES (regulation continued)

Commissioner of Education.

F. Complaints About Suspensions, Removals, or Acts of Harassment, Intimidation, or Bullying

1. The board shall hear, as required by law, any appeals made to the board for short- and long-term suspension, mandatory removal of students (drug/alcohol possession and weapons), and harassment, intimidation, and bullying.
2. See policies 5114 Suspension and Expulsion, 5131 Conduct/Discipline, 5131.1 Harassment, Intimidation and Bullying, 5131.5 Vandalism and Violence, 5131.6 Drugs, Alcohol, Steroids, Tobacco (Substance Abuse), and 5131.7 Weapons and Dangerous Instruments.

Adopted: October 22, 2008

NJSBA Review/Update: September 2015

Readopted:

Policy

SOLICITATION AND FUNDRAISING BY OUTSIDE ORGANIZATIONS

Solicitation

Students and staff shall be protected from intrusions on their time during the school day by announcements, posters, bulletins, surveys, evaluations, questionnaires, and other communications of any kind from individuals and organizations not directly connected with the school. The distribution in the school of advertising pamphlets, pictures, posters, and other materials from outside groups shall be left to the discretion of the chief school administrator, whose permission in writing shall be obtained prior to distribution.

The Montague Township Board of Education recognizes that the contributions of persons and organizations outside the school may, from time to time, take the form of materials, activities, and awards that benefit the contributor as well as the district generally and students individually. The board reserves the right to review all such proposed contributions and to reject those that have:

- A. The primary effect of advancing the name, product, or special interest of a person, corporation, or organization;
- B. Fail to meet district standards of accuracy and good taste;
- C. Are of little or no educational value to students; make unreasonable demands upon the time and energies of staff and students, or upon the resources of the district; interrupt or interfere with the regular school program; or
- D. Involve a direct cost to the district.

Approval given to an entity outside the school to distribute any material or conduct of any activity shall not under any circumstances be construed as an endorsement by the board of any interest, cause, or organization.

The board forbids the distribution of political literature to or through the students and staff of this district; further, no student or staff member under the jurisdiction of this board shall be requested or directed to engage in any activity that tends to promote, favor, or oppose a candidate for political office or a public question submitted at any election.

The board may permit the award of outside scholarships or prizes to deserving students, provided that: the nature of the prize or award is approved by the principal; the board determines the manner of presentation; and any release of information regarding students is in accordance with policy 5125 Student Records and includes consultation with appropriate staff members.

Solicitation by Vendors

Only vendors given prior board approval will be permitted to solicit staff, students, and parents/guardians for the sale of goods and services through the school. The chief school administrator (or his or her designee) shall review each vendor's request to solicit sales and shall recommend to the board for approval only those vendors that offer products or services that are related to the educational goals of this district and offer good value to purchasers. The chief school administrator will evaluate quotations and request bids from interested vendors when appropriate in order to determine the greatest value or level of service.

Any funds collected on behalf of a vendor approved by the board under this policy shall be deposited in a separate account pending transfer to the vendor. The board disclaims any responsibility for any such funds.

SOLICITATION AND FUNDRAISING (continued)

All vendors shall supply assurances that they do not practice discrimination as described in administrative code. All vendors shall be informed that harassment of any kind of district pupils or employees by their representatives is prohibited. The board reserves the right to withdraw its approval of any vendor at any time.

Sponsorship and Advertising*Definitions*

“Sponsorship” is an agreement between a school district, or a site-based or parent/guardian group, with an individual group, company, or community-based organization in which the sponsor provides financial or resource support in exchange for recognition.

“Advertising” is an oral, written, or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services, which calls for the public’s attention to arouse a desire to buy, use, or patronize the product, equipment, or services. This includes the visible promotion of product logos for other purposes than identification. Brand names, trademarks, logos, or tags used for product or service identification purposes are not considered advertising. Also, nothing in this policy is intended to limit announcements, information, or logos of school-related nonprofit corporations, such as the Parent Teacher Association, other school-connected organizations, or an education foundation.

The board may permit sponsorship and advertising on school grounds, on school buses, at school activities, on the district website, and on other media as appropriate for the financial support of essential needs of the school. The board shall only consider and approve sponsorship and advertising agreements that are in compliance with law and board policy, and are based on sound principles and community input. All sponsorships and advertisements shall require prior board approval and shall comply with the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., where applicable.

The board shall only approve proposals for sponsorship and advertisement that:

- A. Support the mission, goals, and objectives of the district and school;
- B. Are structured to meet identified educational needs, financial or other, and are evaluated for educational significance to the district;
- C. Are age-appropriate and in the best interest of students;
- D. Are consistent with all labor contracts, competitive bid requirements, and all applicable federal laws, state laws, and board policies (see specifically 2224 Nondiscrimination/Affirmative Action and 3327 Relations with Vendors).

Board-approved advertisers and sponsors will be considered independent contractors and shall not be deemed to be agents, servants, employees, or representatives of the board. In the event the advertiser or sponsor fails to provide service in accordance with the proposal, bid specifications, and/or contract, they shall be considered in breach of such agreement. Cancellation of the advertisement or sponsorship and/or enforcement of the advertiser's performance bond may result.

No advertising space may be used or re-sold by the advertiser or sponsor for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original board-approved proposal and/or contract for advertisement or sponsorship. Business contracts related to sponsorship or advertisement will be reviewed on a regular basis.

All approved sponsors and advertisers will protect, defend, and hold the board harmless from any suits or actions of every nature and description brought against it by reason of the advertisement.

The board has the authority to reject, terminate, and/or remove any and all sponsorships or advertising that it deems to be inappropriate or not in the best interest of the board, district, or students. The board reserves the

SOLICITATION AND FUNDRAISING (continued)

right, at its absolute discretion and at any time, to reject any sponsorship or advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy.

Sponsor recognition and corporate logos may be posted on school property, but shall be limited to the identification of the sponsor and shall not contain other advertisement. Public signs indicating the district's appreciation of an enterprise's support for education shall be permitted.

The superintendent shall review proposals for sponsorships and/or advertisements and shall recommend to the board for approval only those that offer a product or service that is related to the educational goals of this district and offers good value to purchasers.

Fundraising

Permission to solicit funds on school premises will be granted only to those persons and organizations whose purposes are consonant with the goals of this district and the interests of the community. Solicitation may not interfere with the orderly operation of the school and must comply with board policy. The board will not be responsible for the protection of or accounting for such funds nor may any such funds be deposited in any district account.

The board shall approve in advance any fundraising activities done in the name of the school or district as a whole, and any activities involving district students, facilities, or equipment. The district will act as a collecting agency only for those fund drives or contributions approved by the board.

Any request for a district money-raising campaign, soliciting campaign, selling campaign, publicity program, or "week observation" shall be submitted to the chief school administrator (or his or her designee) for approval.

Criteria for acceptance of notices to be published in school bulletins, and for decisions to allow fund drives, shall require that such notices or drives:

- A. Be of an educational nature and free from promotion of commercial products or partisan viewpoints;
- B. Be particularly relevant to the age group concerned;
- C. Be open only to voluntary participation;
- D. Be open to all students.

The chief school administrator shall not approve any activity that may incur an undue burden on the district community, facilities, or financial resources.

Any request to conduct a school drive shall include the purpose of the drive; curricular or extracurricular school groups to be involved; names of sponsors or committees; and details regarding place, time, and tickets, if any. Permission granted or denied shall be determined by the principal. Door-to-door solicitation will not be permitted.

The district will permit students to engage in fundraising to support certain approved student activities. Each plan to raise funds must be approved in writing by the chief school administrator or designee.

There is no district obligation to allow fundraising. But if a forum is opened up to any category of group (i.e., nonprofit, nonpartisan, community groups), the chief school administrator will not discriminate against speech or materials on the basis of the group's viewpoint or religious orientation. The determination of the chief school administrator will be viewpoint-neutral in order to provide equal access to "limited public forums" including bulletin boards for notices, tables at back-to-school nights, handouts given to students, and information shared electronically (e.g., through ListServ membership or a Virtual Backpack).

All fundraising materials will clearly indicate their source. Non-school-related fundraising will be plainly labeled, including an express disclaimer that the activity is "not a school-sponsored activity." Flyers and

SOLICITATION AND FUNDRAISING (continued)

parent/guardian permission slips for non-school-related activities will be subject to the same review and standards. The time, place, and event for fund solicitation by nonprofit organizations not sponsored by the district shall be determined by the chief school administrator or designee.

The privilege to solicit funds may be revoked for all groups of that category at any time.

Funds solicited by others are not to be deposited in any district account. The board disclaims all responsibility for the protection of, or accounting for, such funds.

A copy of this policy shall be given to any individual or group granted permission to solicit funds on district property.

Prohibited Activities

Distribution of materials, advertising, and sponsorship opportunities will be subject to restrictions in keeping with the district's standards of good taste and will seek to model and promote positive values for students. The board prohibits advertisements or sponsorships from any business or organization, and/or the display or distribution of materials, that:

- A. Promote hostility, disorder, violence, or unethical practices;
- B. Promote unlawful or illegal goods, services, or activities;
- C. Attack ethnic, racial, or religious groups;
- D. Contain material or language that is obscene, profane, vulgar, offensive, or reasonably determined not to be in good taste;
- E. Are sexually exploitive in nature or deal with sexual issues;
- F. Are libelous;
- G. Invade the rights of others;
- H. Inhibit or disrupt the functioning of the school or its programs and classes;
- I. Override the school's identity;
- J. Declare or imply an endorsement by the board;
- K. Resemble a traffic control device or sign (for advertising on school buses);
- L. Promote favors or oppose the candidacy of any candidate for election, adoption of any bond issues, or municipal or school election;
- M. Promote the use of drugs, alcohol, tobacco, gambling, or firearms;
- N. Promote any religious organization.

The school district shall not enter into any contract for advertisement, sponsorship, or electronic media services, where the providers of such services collect personal information from the students in question. Personal information includes, but is not limited to, the student's name, telephone number and home address, student photos, student e-mail addresses, and locations and times of class trips.

Sponsors, for the purpose of advertising brand name products to students, shall not release a list of student names and/or addresses and telephone numbers.

SOLICITATION AND FUNDRAISING (continued)

No students will be used as agents for any sponsor, vendor, or advertiser in an exclusive arrangement to sell products or services to the community at large.

Adopted: July 28, 2010
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 Readopted:

Key Words

Soliciting, Solicitation, Fundraising

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
	<u>N.J.S.A.</u> 18A:18A-4 through -4.4	Contracts and agreements requiring advertising
	<u>N.J.S.A.</u> 18A:36-34	Written approval required prior to acquisition of certain survey information from students
	<u>N.J.S.A.</u> 18A:42-4	Distribution of literature as to candidacy, bond issues, or other public question be submitted at election; prohibited
	<u>N.J.S.A.</u> 19:34-6	Prohibited actions in polling place on Election Day, exception for simulated voting
	<u>N.J.S.A.</u> 19:34-15	Electioneering within or about polling place; disorderly persons offense
	<u>N.J.S.A.</u> 52:14-15.9c1	Public employee charitable fund-raising act

Possible

<u>Cross References</u>	*1100	Communicating with the Public
	*1111	District Publications
	*1140	Distribution of Materials by Students and Staff
	*1230	School-Connected Organizations
	*1322	Contests for Students
	*1330	Use of School Facilities
	*3453	School Activity Funds
	*5125	Student Records
	*5136	Fundraising Activities
	*6142.10	Internet Safety and Technology
	*6145.3	Publications
	*6162.5	Research

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

USE OF SCHOOL FACILITIES

The Montague Township School District facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules—provided that such use does not interfere with the orderly conduct of a thorough and efficient system of education—allows the community to benefit more broadly from the use of its own property.

The Montague Township Board of Education will permit the use of school facilities when such permission has been requested in writing and has been approved by the chief school administrator for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic, or educational purposes.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law.

In the event the chief school administrator deems it advisable, any application may be submitted to the board for action.

The chief school administrator or board may refuse to grant the use of school facilities whenever, in their judgment, there is good reason why permission should be refused.

Smoking is prohibited at all times in any district building and on school grounds. For purposes of this policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device, or any other matter or substance that contains tobacco. Chewing tobacco is also specifically prohibited by this policy. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety, and police regulations.

School facilities shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of district equipment on the premises by nonschool personnel is limited to the equipment that is an integral part of the facility being used (i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym). No district equipment shall be removed from the premises for use by nondistrict personnel.

The board shall require that all users of school facilities comply with the policies of this board and the rules

USE OF SCHOOL FACILITIES (continued)

and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement or approval of the activity, person, group, or organization, nor the purposes they represent.

Animals

Animals are not permitted on school grounds during or after school operational hours without the permission of the building principal. Off-leash dogs and other animals seen wandering around school grounds without an owner shall be reported to animal control.

Playgrounds

The board shall permit the playgrounds to be used as a recreational area by the community when school is not in session. The board reserves the right to limit the use of playground equipment and the hours when the playground may be used when it is in the interest of the safety of district residents and the integrity of the school facility.

The rules of conduct, which shall govern all persons who use the school facilities, shall be published and available to the community. Students and employees of the district who violate these rules will be subject to discipline. Any person who violates board policy may be requested to leave the school premises.

Vehicles and Motorized Toys

Because of the potential for hazard, no vehicles or toys that are powered by fuel or battery shall be brought onto the school grounds for any purpose that is primarily recreational, without the express permission of the principal. Such vehicles and toys include, but are not limited to, mini-bikes, mopeds, snowmobiles, motorized scooters, motorized model airplanes or other flying or driving toys, and rockets.

Any individual driving a car or motorcycle on school grounds shall operate their vehicle according to all traffic laws and drive or park in designated areas only. Vehicle operators violating board policy shall be reported to local law enforcement.

Joint Use of Facilities

Joint expenditure of district funds and municipal or county funds may be utilized to provide facilities that benefit the entire community, children and adults alike. The board may join with the local municipal governing body in acquiring, improving, equipping, operating, or maintaining jointly-used facilities.

Political Activity

As used in this section, "school property" shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office, or their agent or representative are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint candidates committee of any such candidate, while on school property.

This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

USE OF SCHOOL FACILITIES (continued)

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5000 for each violation.

Adopted: October 22, 2008
 NJSBA Review/Update: September 2015
 Readopted:

Key Words

Use of School Facilities, Use of School Equipment, District Facilities, Facilities Equipment

- Legal References:** N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.S.A. 19:44A-19.1 Solicitation on state owned property prohibited; certain circumstances
N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:26-12.2(a)4 Policies and procedures for school facility operation
 20 U.S.C.A. 4071 – 4074 – Equal Access Act
 GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)
Boy Scouts of America v. Dale, 120 S.Ct. 2446 (2000)
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)

Possible

- Cross References:** 1210 Community Organizations
 *1230 School-Connected Organizations
 *3514 Equipment
 *3515 Smoking Prohibition
 *5131.1 Harassment, Intimidation, and Bullying
 *6145 Extracurricular Activities

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

LOCAL UNITS

The Montague Township Board of Education wishes to cooperate as fully as possible with other community agencies that serve district students. Cooperation will include pooling resources and exchanging information with other community agencies. The chief school administrator shall seek to develop positive working relationships with community agencies, including but not limited to, police authorities, fire departments, New Jersey Division of Child Protection and Permanency (DCP&P), emergency room and/or rescue squad, other school districts, and all other agencies providing services to district students.

In accordance with law, the district may accept or share the use of facilities or equipment with other local organizations. The terms of the acceptance or sharing shall be decided for each instance.

Police Authorities

It is the policy of the board to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens and to be in compliance with the current memorandum of agreement between education and law enforcement officials. At the same time, schools have a responsibility to parents/guardians for the welfare of their children while they are in school. To carry out these responsibilities, the administration is directed to follow the procedures developed to implement board policies, particularly 5131.5 Vandalism and Violence, 5131.6 Drugs, Alcohol, Steroids, Tobacco (Substance Abuse), 5131.7 Weapons and Dangerous Instruments, 5145.11 Questioning and Apprehension, and 5145.12 Search and Seizure.

Fire Department

The chief school administrator shall seek input from local fire officials when course materials in fire safety are being reviewed and revised and when procedures for fire drills are formulated. The fire department should be kept up to date on changes in the school buildings and class arrangements so that, in the event of an emergency, they will be prepared. All fires shall be reported to the local fire department in compliance with law.

Division of Child Protection and Permanency

Procedures for district cooperation with the DCP&P are included with those for implementing policy 5141.4 Child Abuse and Neglect.

Emergency Room/Rescue Squad

The chief school administrator shall establish procedures whereby the facilities of the local hospital emergency room and the local ambulance and rescue squad may be called upon, such as in implementing policies 5131.6 Drugs, Alcohol, Steroids, Tobacco (Substance Abuse), 5141.1 Accidents, 5141.6 Suicide and Self-Destructive Behavior, and 6145.1/6145.2 Intramural Competition; Interscholastic Competition.

Cooperative Arrangements with Other School Districts

The board desires that strong lines of communication be maintained with other districts and institutions that provide programs, training, or services not available to children residing in this district, and with districts whose resident students are enrolled in programs in this district.

The district in which students are in attendance has responsibility and authority for those students. In order that those students receive maximum benefit from their program of studies, articulation between the cooperating institutions is essential.

LOCAL UNITS (continued)

Further, this school district shall cooperate with other school districts in the solution of common educational concerns. District staff under the direction of the chief school administrator shall participate in the coordination of such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendar and activities, and any other areas in which it may be advantageous to serve a broader area than this school district. In carrying out this policy, the chief school administrator shall include in his or her reports to the board an evaluation of the desirability and feasibility of cooperation with other school districts.

Adopted: October 22, 2008
 NJSBA Review/Update: September 2015
 Readopted:

Key Words

Local Agencies, Local Units, Fire Department, Police Department, Emergency Room, Other School Districts, Division of Child Protection and Permanency, DCP&P

<u>Legal References:</u>	<u>N.J.S.A. 2A:4A-60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:18A-11</u>	Joint purchases by districts, municipalities; counties; authority
	<u>N.J.S.A. 18A:20-4.2</u>	Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education
	<u>N.J.S.A. 18A:20-9</u>	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A. 18A:20-34</u>	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A. 18A:36-25</u>	Early detection of missing and abused children; policies of school districts
	<u>N.J.S.A. 18A:38-30</u>	Assistance of sheriffs, police officers, etc.
	<u>N.J.S.A. 18A:40A-1 et seq.</u>	Substance abuse
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:40A-11, -12, -15, -16, -17, -18</u>	
	<u>N.J.S.A. 18A:41-1</u>	Fire drills
	<u>N.J.S.A. 18A:41-5</u>	Reporting fires
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 40:55D-8 et al.</u>	Municipal fees; exemptions
	<u>N.J.S.A. 40A:65-16</u>	Provisions of joint contract
	<u>N.J.A.C. 6A:14-7.1 et seq.</u>	Receiving Schools
	<u>N.J.A.C. 6A:14-8.1 et seq.</u>	Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Student Development Programs
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 11.1</u>	
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the performance of school districts
	<u>N.J.A.C. 6A:32-9.1(c)</u>	Athletics Procedures (General requirements)

The New Jersey School Search Policy Manual, New Jersey Attorney General

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

LOCAL UNITS (continued)**Possible**

<u>Cross References:</u>	*1330	Use of School Facilities
	*1600	Relations Between Other Entities and the District
	*3220/3230	State Funds; Federal Funds
	*3320	Purchasing Procedures
	*5125	Student Records
	*5131.5	Vandalism and Violence
	*5131.6	Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)
	*5131.7	Weapons and Dangerous Instruments
	*5141.1	Accidents
	*5141.4	Child Abuse and Neglect
	5141.6	Suicide and Self-Destructive Behavior
	*5145.11	Questioning and Apprehension
	*5145.12	Search and Seizure
	*6114	Emergencies and Disaster Preparedness
	*6122	Articulation
	*6145.1/6145.2	Intramural Competition; Interscholastic Competition
	*6172	Alternative Educational Programs
	*7110	Long-Range Facilities Planning
	7130	Relations with Other Governmental Units

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT

The Montague Township Board of Education believes that cooperation between the school and other organizations concerned with youth, career development, and mental health will enhance the opportunities of the district's students. Such cooperation will also enable the district to serve its students better through appropriate referrals, such as to substance abuse and other programs. The chief school administrator is encouraged to explore areas of mutual concern with the administrative officers of such organizations and to recommend desirable courses of action.

The board directs the chief school administrator to seek and maintain working relationships with local colleges and universities in such areas as student teaching and in-service staff development.

It is of particular importance to establish and maintain close working relations with trades, businesses, and industries that provide members for advisory committees and are possible sources of career awareness for students.

Academic Content Standards

The board shall encourage the active involvement of representatives from the community, business, industry, labor, and higher education in the development of educational programs aligned with the New Jersey Core Curriculum Content Standards (which include the Common Core State Standards for mathematics and language arts and literacy).

Charter Schools

The board shall follow all procedures in code and statute when a charter school is proposed for the district or when district students would be eligible to attend a charter school in another district.

Donations to Private Organizations

The authority for a board of education to expend public funds is derived from the constitutional mandate to "provide for the maintenance and support of a thorough and efficient system of free public schools." The donation of moneys to any private organization, regardless of the merits of that organization's purposes, is not within the authority of the board and is, therefore, prohibited.

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Readopted:

Key Words

Other Entities and the District, Relations Between Other Entities and the District, Donations to Private Organizations

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrators; may act as secretary; duties, etc.
	<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents; terms; apportionment of expense
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal

RELATIONS BETWEEN OTHER ENTITIES
AND THE DISTRICT (continued)

<u>N.J.S.A.</u> 18A:20-34	consideration; qualified recipients; reversion
<u>N.J.S.A.</u> 18A:36A-1 <u>et seq.</u>	Use of schoolhouse and grounds for various purposes
<u>N.J.S.A.</u> 18A:54-20	Charter schools
<u>N.J.S.A.</u> 18A:58-37.1 <u>et seq.</u>	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 18A:61C-1	Textbook aid to public and nonpublic schools
	Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
<u>N.J.S.A.</u> 18A:61C-4	Program providing college credit courses for high school students on high school campuses; establishment
<u>N.J.S.A.</u> 40A:65-1 <u>et seq.</u>	<u>Uniform Shared Services and Consolidation Act</u>
<u>N.J.S.A.</u> 52:14-15.9cl <u>et seq.</u>	<u>Public Employees Charitable Fund-Raising Act</u>
<u>N.J.A.C.</u> 6A:8-3.1(a)2	Curriculum and instruction
<u>N.J.A.C.</u> 6A:8-3.3(a)	Enrollment in college courses
<u>N.J.A.C.</u> 6A:11-1.1 <u>et seq.</u>	Charter Schools
<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Student Development Programs
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-4.1(a)(b), -4.2(a)	
<u>N.J.A.C.</u> 6A:23A-20.1 <u>et seq.</u>	Ownership and storage of textbooks
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts

Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al., 536 U.S. (2002)
New Jersey Constitution, Article VIII, Section III, pars. 2 and 3, Section IV, par. 1

Possible

Cross References:

*1200	Participation by the Public
1210	Community Organizations
*1230	School Connected Organizations
*1322	Contests for students
*1330	Use of School Facilities
*1410	Local Units
*2131	Chief School Administrator
*3280	Gifts, Grants, and Bequests
*4122	Student Teachers/Interns
*5131.6	Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)
5141.6	Suicide and Self-Destructive Behavior
*5200	Nonpublic School Students
*6010	Goals and Objectives
*6122	Articulation
6141.5	Advanced Placement
*6142.4	Physical Education and Health
*6146	Graduation Requirements
*6162.4	Community Resources
*6171.2	Gifted and Talented

*Indicates policy is included in the Critical Policy Reference Manual.