

Board of Education
Bloomsbury School District

VISITORS

The Board 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 schools, the Chief School Administrator (CSA) shall devise regulations addressing visitors' access to the schools..

All visitors shall be required to report to the main office upon entering the building.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the CSA's permission. Staff members must obtain permission from the Board of Education prior to bringing any visitors on site during the course of an instructional day.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The CSA 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, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the CSA or 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: 7/1978
Revised/Updated: 3/1989; 3/2001; 4/2008
NJSB Update: 5/2006

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.A.C.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>	New Jersey Smoke-Free Air Act

Possible Cross References:

*1220	<u>Ad hoc</u> advisory committees
*3327	Relations with vendors
*3515	Smoking prohibition
*4131/4131.1	Staff development; inservice education/visitations/conferences
*5020	Role of parents/guardians
*5124	Reporting to parents/guardians
*5125	Pupil records
*5142	Pupil safety
*5145.11	Questioning and apprehension
*6144	Controversial issues
*9010	Role of the member

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

Board of Education
Bloomsbury School District

COMMUNICATING WITH THE PUBLIC

The Board will keep the community informed of the status of the school through advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the Board and the district shall be directed by the Chief School Administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the school and shall provide interpretation and explanation of the school's plans and programs.

The district's budget; its audit; its annual goals and its progress toward achievement of them; its special education plans; its basic skills improvement plan; pupil progress toward achievement of the Core Curriculum Content Standards; graduation statistics; and any other information shall be communicated to the public as required by law.

The Board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

Each year by 30 September, the Chief School Administrator shall oversee the compilation of a report card of each school in the district that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be disseminated to staff and parents/guardians and made available to the media and other interested members of the school community.

Adopted: 3/1989
Updated: 1/1996; 4/1999; 1/2008
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 1.2, 2.1

Other Reasons:

Both statute and code require the district to inform its community of specific proposals, programs, activities and the condition of the district.

The No Child Left Behind Act of 2001 requires communicating with the public on a number of topics.

Legal References:

<u>N.J.S.A.</u> 10:4-6 et seq.	Open Public Meetings Act
<u>N.J.S.A.</u> 18A:7E-2 through -5	School report card program
<u>N.J.S.A.</u> 47:1A-1 et seq.	Examination and copies of public records (“Open Public Records Act”)
<u>N.J.A.C.</u> 6A:8-3.1(a)3	Curriculum and instruction
<u>N.J.A.C.</u> 6A:23-8.1 et seq.	Budget Review and Approval

See particularly:

<u>N.J.A.C.</u> 6A:23-8.3	Commissioner to ensure achievement of CCCS
<u>N.J.A.C.</u> 6A:30-1.4(a)1	Evaluation process for the annual review
<u>N.J.A.C.</u> 6A:32-12.1	Reporting Requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

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

Manual for the Evaluation of Local School Districts

Possible Cross References:

1000/1010	Concepts and roles in community relations; goals and objectives
*1120	Board of education meetings

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

Board of Education
Bloomsbury School District

MEDIA

Every effort shall be made to assist all communications media in the community to gain complete and adequate coverage of the programs, issues, 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 issues.

In general, the Chief School Administrator (CSA) shall be responsible for establishing relations with news media, and providing information to each through the means found most suitable. Particularly, s/he shall ensure that the media receive all school report cards as required by the administrative code.

The board encourages public presentation of the programs, policies and progress of the school through press, radio and television. Bloomsbury Elementary School staff shall clear proposed presentations with the CSA. The CSA shall ensure that parents/guardians of pupils who participate in such presentations are informed.

The CSA 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: 3/2001
Revised/Updated: 4/2008
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 1.2, 2.1

Other Reasons:

Lack of coordination in dealing with the media may damage the district's public image.

Legal References:

<u>N.J.S.A. 10:4-6 et seq.</u>	Open Public Meetings Act
<u>N.J.S.A. 18A:10-6</u>	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
<u>N.J.S.A. 47:1A-1 et seq.</u>	Examination and copies of public records (“Open Public Record Act”)
<u>N.J.A.C. 6A:30-1.2</u>	Definitions

N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32A-12.2(a)1i School-level planning

Manual for the Evaluation of Local School Districts

Possible Cross References:

- *1100 Communicating with the public
- *9020 Public statements

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

Board of Education
Bloomsbury School District

DISTRICT PUBLICATIONS

The chief school administrator (CSA)/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, pupils, staff and the general community as deemed necessary by the Board. 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 web site, if applicable, shall be designed to ensure that their contents reflect district-wide policies and regulations accurately

In accordance with law, the CSA shall prepare procedures to ensure that the district web site, or web sites of any schools in the district, 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 State Department of Education and shall contain a statement describing the potential dangers of posting personally identifiable information about students on the Internet.

Adopted: 3/2001
Revised/Updated: 4/2008
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 1.2, 2.1

Legal References:

<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 <i>et seq.</i>	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:30-1.4(a)1	Evaluation process for the annual review
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6:8-4.4	School-level planning

Manual for the Evaluation of Local School Districts

Possible Cross References:

- *1000/1010 Concepts and roles in community relations; goals and objectives
- *1100 Communicating with the public
- *1110 Media
- *2232 Internal administrative communications
- *3100 Budget planning, preparation and adoption
- *5124 Reporting to parents/guardians
- *5125 Pupil records
- *5131 Conduct/discipline
- *5145.12 Search and seizure
- *6142 Subject fields

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

Board of Education
Bloomsbury School District

BOARD OF EDUCATION MEETINGS

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 of Education 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 that 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 pupils at public or Board of Education meetings, particularly when the pupil is subject to disciplinary action, or has been identified as having a disability. A special confidential file shall be kept of the names of educationally disabled pupils on whose behalf the Board must take public action. An unidentifiable coding shall be used when referring to the pupil.

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

In a regular Board meeting by October 30 of each year, the Chief School Administrator (CSA) shall provide a report in the form of a Quality Assurance Annual Report (QAAR), or a Quality Single Accountability Continuum (QSAC), which includes information on the following topics:

- A. The status of all capital projects in the school district's long-range plan;
- B. The maximum permitted amount of the school district's reserve account;
- C. Implementation of school-level plans;
- D. Achievement of performance objectives;
- E. Each school report card, including pupil 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 the administrative code;
- J. The assignment plan for certified and noncertified nurses developed by the school 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;
- D. Dropout statistics; other demographic data;
- E. Mandated inservice programs.

In addition, the Board shall conduct a public hearing in October to allow the CSA to report to the board all acts of violence and vandalism that occurred during the previous school year. The proceedings shall be transcribed and kept on file by the Board. The transcription shall be made available to the public.

Adopted: 3/1989
Revised/Updated: 3/2001; 4/2008
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 1.2, 2.3, 9.1

Other Reasons:

N.J.S.A. 10:4-6 et seq. requires the board to conduct its business at an open public meeting, with certain exceptions.

N.J.S.A. 18A:17-46 requires the superintendent to report at an annual hearing in October all acts of vandalism and violence which occurred during the previous year to the board. The board shall file a transcript of the public hearing with the Division of Student Services in the Department of Education by November 1.

N.J.S.A. 18A:22-13 requires a public hearing of the budget.

N.J.S.A. 18A:23-5 requires the board to discuss the recommendations of the auditor at a public meeting.

N.J.A.C. 6A:16-5.2(a)4 requires that the district board of education shall hold an annual public hearing in October on all acts of violence and vandalism and incidents of substance abuse that occurred during the previous school year.

N.J.A.C. 6A:16-5.3(f)1-2 requires that a transcript of the public hearing be kept on file and made available to the public, and that the transcript be filed with the Department of Education by November 1.

N.J.A.C. 6A:30-2.4(c) requires that the board of a district in Level 1 monitoring, within 60 days of receipt of the written report, discuss findings of the evaluation team at a regular or special board meeting.

N.J.A.C. 6A:30-3.1(g) requires the board of a district entering Level II to discuss the findings of the external review team at a regular or special meeting within 30 days of formal notification.

N.J.A.C. 6A:32-3.2 requires the board to discuss the School Ethics Act and the Code of Ethics for School Board Members annually at a regularly scheduled public meeting.

N.J.A.C. 6A: 32-12 lists the annual reporting and planning requirements that must be provided to the public annually at a regular board meeting.

Legal References:

<u>N.J.S.A. 10:4-6 et seq.</u>	Open Public Meetings Act
<u>N.J.S.A. 18A:7C-7</u>	School administrators report on students awarded or denied diplomas
<u>N.J.S.A. 18A:10-6</u>	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
<u>N.J.S.A. 18A:12.21</u>	School Ethics Act
<u>N.J.S.A. 18A:17-46</u>	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A. 18A:22-10</u>	Fixing day, etc., for public hearing
<u>N.J.S.A. 18A:22-13</u>	Public hearing; objectives; heard, etc.
<u>N.J.S.A. 18A:23-5</u>	Meeting of board; discussion of report
<u>N.J.A.C. 6A:16-5.1 et seq.</u>	School safety plans
<u>N.J.A.C. 6:8-4.3</u>	Quality assurance
<u>N.J.A.C. 6:8-4.4</u>	School-level planning
<u>N.J.A.C. 6:8-4.8</u>	Teaching staff and professional development
<u>N.J.A.C. 6:8-4.9</u>	School resources: finance and facilities
<u>N.J.A.C. 6:8-5.1(h)</u>	Determination of Level II districts
<u>N.J.A.C. 6:8-7.1(f)1</u>	Promotion, remediation and graduation procedures
<u>N.J.A.C. 6:28-1.1 et seq.</u>	Special education

See particularly:

<u>N.J.A.C. 6A:16-5.2, 5.3</u>	
<u>N.J.A.C. 6A:14-1.1 et seq.</u>	Special Education
<u>N.J.A.C. 6A:26</u>	Educational Facilities
<u>N.J.A.C. 6A:26-2.2(a)7</u>	Completion of long range facilities plans
<u>N.J.A.C. 6A:26-9.1(d)</u>	Capital reserve accounts
<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:30-2.4, -3.1</u>	
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the Code of Ethics for district board of education members and charter school board of trustee members
<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements
<u>N.J.A.C. 6A:32-12.2</u>	School-level planning
<u>N.J.A.C. 6A:32-13.1</u>	School attendance
<u>N.J.A.C. 6A:32-13.2</u>	Dropouts
<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services

Manual for the Evaluation of Local School Districts

Possible Cross References:

*1100	Communicating with the public
*2240	Research, evaluation and planning
*3100	Budget planning, preparation and adoption
*3571.4	Audit
*5145.5	Photographs of pupils
*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
*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.

Board of Education
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DISTRIBUTION OF MATERIALS BY PUPILS AND STAFF

Materials being sent home with pupils should relate to school matters or pupil-related community activities. Except when it pertains to the individual pupil, all such material must be approved in advance by the Chief School Administrator (CSA)/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., non-profit, non-partisan, community groups), the CSA will not discriminate against speech or materials on the basis of its viewpoint or religious content.

The determination of the CSA 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, or hand-outs to students.

Pupils shall not be used to distribute partisan materials or partisan information pertaining to a school or general election, budget or bond issue, or negotiations. Pupils 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 CSA. 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 parental permission slips will be subject to the same review and standards.

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

Adopted: 1/1996
Revised/Updated: 4/1999; 4/2008
NJSB Update: 5/2006

Other Reasons:

It is a good idea to set limits on the kinds of materials that pupils and staff are allowed to distribute.

N.J.S.A. 18A:42-4 prohibits the use of pupils to distribute partisan literature or information in any election or bond campaign and requires the board to adopt rules to carry out its purposes.

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; misdemeanor

34 CFR 98.1 - Pupil Protection Rights Amendment

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

Hazelwood School District v. Kuhlmeier, 56 U.S.L.W., 4079, decided January 13, 1988

Possible Cross References:

- *1100 Communicating with the public
- 1315 Distribution of materials to pupils and staff
- *1322 Contests for pupils
- 4135.16 Work stoppages/strikes
- 4235.16 Work stoppages/strikes
- *5136 Fund-raising activities
- *6145.3 Publications
- 6162.5 Research

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

Board of Education
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PARTICIPATION BY THE PUBLIC

The Board 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 our residents regarding school;
- B. Determining the purposes of courses of study and special services to be provided for pupils; 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 (CSA) 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 CSA shall supervise development of programs and procedures to enlist community participation in school events and deliberations. S/he shall keep on file information on all volunteers and documentation that requirements of law have been fulfilled.

The Board, CSA, and the staff shall give substantial weight to the advice that 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, CSA, and staff shall use their own best judgment in arriving at decisions.

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

Adopted: 1/1996
Revised/Updated: 4/1999; 4/2008
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 1.2

Other Reasons:

N.J.A.C. 6A:16-4.2(a) requires the board to solicit community input into the effectiveness of the district's substance abuse policies and procedures.

Recommendation:

A policy addressing both required and district-initiated ad hoc advisory committees. Just like board meetings, citizens' and parent/guardian committees are a major forum for the exchange of information and opinions between the district and its public.

The policy should direct the CSA to develop regulations for: selecting members; assigning specific topics for analysis and development of recommendations; defining relationships with board members and district staff; identifying resources to be made available.

Legal References:

<u>N.J.S.A.</u> 10:4-6 et seq.	Open Public Meetings Act
<u>N.J.S.A.</u> 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
<u>N.J.A.C.</u> 6A:16-4.2(a)	Review and availability of policies and procedures for the intervention of student alcohol or other drug abuse
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

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

Manual for the Evaluation of Local School Districts

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.

Board of Education
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AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the Board 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 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 pupils when appropriate. No appointee shall represent an organization, geographic area, religious group or any other subdivision of the community in an official capacity.

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 pupils 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 (CSA). 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 CSA 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 CSA, 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: 3/1989
Revised/Updated: 3/2001; 4/2008
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 1.2

Other Reasons:

N.J.A.C. 6A:16-4.2(a) requires the board to solicit community input into the effectiveness of the district's substance abuse policies and procedures.

Legal References:

<u>N.J.S.A. 10:4-6 et seq.</u>	Open Public Meetings Act
<u>N.J.S.A. 18A:10-6</u>	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
<u>N.J.A.C. 6A:16-4.2(a)</u>	Review and availability of policies and procedures for the intervention of student alcohol or other drug abuse
<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

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

Manual for the Evaluation of Local School Districts

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.

Board of Education
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SCHOOL-CONNECTED ORGANIZATIONS

The Board will encourage the work of a general, voluntary, school-connected organization of parents/guardians, school staff and friends of the school. Such organizations may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs.

Such organizations shall have as their objectives the following: the promotion of pupil welfare; the development of close relationships between home, school, and the community; and the development between educators and the public of such united efforts as will secure for every pupil in the schools 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 of Education for a particular school year, in accordance with Policy #1330.

The Chief School Administrator (CSA) or another professional staff member designated by the CSA may serve as adviser to the general parent/teacher organization. All members of the professional staff shall be encouraged to join the organization and to participate in its activities.

Adopted: 3/1989
Revised/Updated: 1/996; 4/1999; 7/2008
NJSB Update: 5/2006

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
 1210 Community organizations
*1330 Use of school facilities
*3280 Gifts, grants and bequests
 4136 Meetings/committees
*5020 Role of parents/guardians
*5136 Fund-raising activities
*6010 Goals and objectives

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

Board of Education
Bloomsbury School District

CONCEPTS AND ROLES IN COMMUNITY RELATIONS: GOALS AND OBJECTIVES

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

The Board of Education 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 schools that will integrate home, school, and community in meeting the needs of district pupils;
- 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: 12/1996
Updated: 4/1999; 1/2008
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 1.2

Other Reasons:

Both statute and code require the district to inform its community of specific proposals, programs, activities and the condition of the district.

Legal References:

<u>N.J.S.A.</u> 10:4-6 et seq.	Open Public Meetings Act
<u>N.J.S.A.</u> 47:1A-1 et seq.	Examination and copies of public records (“Open Public Records Act”)
<u>N.J.A.C.</u> 6A:30-1.4(a)1	Evaluation process for the annual review
<u>N.J.A.C.</u> 6A:32-2.1	Definitions
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

Manual for the Evaluation of Local School Districts

Possible Cross References:

*1100	Communicating with the public
*1120	Board of education meetings
*1200	Participation by the public
*1220	Ad hoc advisory committees
*2224	Nondiscrimination/affirmative action
2232	Internal administrative communications
*2240	Research, evaluation and planning
*2255	Action planning for T&E certification

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

Board of Education
Bloomsbury School District

COMMUNITY COMPLAINTS AND INQUIRIES

The Board of Education welcomes inquiries about and constructive criticism of the district's programs, equipment, operations and personnel.

The Chief School Administrator shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law and applicable negotiated agreements.

Parents/guardians and pupils will be informed of the proper avenues to follow in the school.

When a board member is confronted with an issue, s/he will withhold commitment and refer the complaint or inquiry to the CSA.

Only in those cases where satisfactory adjustment cannot be made by the CSA and the staff shall communications and complaints be referred to the Board of Education for resolution.

All signed complaints shall be acknowledged promptly.

Adopted: 3/1989
Revised/Updated: 3/2001; 4/2008
NJSB Update: 5/2006

Legal References:

N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
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")

Possible Cross References:

*1120	Board of education meetings
*4112.6	Personnel records
*4116	Evaluation
4148	Employee protection
*4212.6	Personnel records
4248	Employee protection
*5145.6	Pupil grievance procedure
*6144	Controversial issues
*6161.1	Guidelines for evaluation and selection of materials
*6161.2	Complaints regarding instructional materials
*6163.1	Media center/library
*9010	Role of the member
*9020	Public statements
9123	Appointment of board secretary

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

Board of Education
Bloomsbury School District

CONTESTS FOR PUPILS

The Chief School Administrator (CSA) shall approve participation in extracurricular contests sponsored by organizations outside the schools, as long as participation does not interfere with the instructional program. When such contests involve promotional aid, school time, or faculty assistance to pupils in essay writing, poster making, or other activities, the CSA shall determine whether the experiences are closely enough allied to and in support of the instructional work of the school and will clearly serve to advance the educational aims of the district. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for approving a contest.

Contests and awards whether local, state, or national shall be:

- A. For the benefit of the pupil;
- B. Open to all pupils on a non-discriminatory basis;
- C. Consistent with district objectives;
- D. Judged by disinterested parties;
- E. Properly supervised with safety precautions in place;
- F. Voluntary for pupils and teachers.

Contests and awards shall not place undue time or financial burdens on pupils, teachers and parents. They shall not promote commercial products or partisan viewpoints. Participation shall not be dependent on the financial status of the pupil.

Adopted: 3/2001
Revised/Updated: 4/2008
NJSB Update: 5/2006

Legal References:

<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:42-2	School orchestra not to compete with civilian musicians; exceptions
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)

Possible Cross References:

1314	Fundraising by outside organizations
1320	Participation in out-of-school community activities
*3280	Gifts, grants and bequests
*5126	Awards for achievement
*6145	Extracurricular activities
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.4	Public performances and exhibitions
*6153	Field trips

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

Board of Education
Bloomsbury School District

USE OF SCHOOL FACILITIES

The 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--providing 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 Board will review for approval the use of school facilities when such permission has been requested in writing (using the attached Use of School Facilities form) and has been approved by the Chief School Administrator (CSA) 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 that is prohibited by law.

In the event the CSA deems it advisable, an application shall be submitted to the Board of Education for action.

The CSA or Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Smoking is prohibited at all times on any district property. No one may bring alcoholic beverages onto any district property. All facility use shall comply with state and local fire, health, safety and police regulations.

The buildings 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 non-school 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 non-district personnel.

The Board shall require that all users of school facilities comply with policies of this Board and the rules 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 of or approval of the activity, person, group or organization nor the purposes they represent.

Adopted: 3/2001
Revised/Updated: 10/2005; 5/2008
NJSB Update: 7/2006

Mandated:

N.J.A.C. 6A:26-12.2(a)4 requires policy prohibiting smoking in district buildings.

Other Reasons:

N.J.S.A. 26:3D-58 prohibits smoking in any area of any building of, or on the grounds of, any public or nonpublic elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors.

It is crucial to have a policy stating guidelines for development of procedures. It should include nature of persons, organizations and groups to be permitted use and the conditions under which such permission will be granted. The board must decide whether to allow use of facilities to profit-making organizations, political and religious groups. The board also must decide who has responsibility for granting such use and who is to be charged what.

The No Child Left Behind Act of 2001 requires that districts that receive federal funds and allow youth groups not affiliated with the schools to use their facilities may not discriminate against the Boy Scouts or other legally defined patriotic societies on the basis of membership or leadership criteria. The board is not required to sponsor Boy Scout troops or provide financial support to them.

In light of current case law, the board should examine its procedures on the use of facilities to ensure that it is not practicing “viewpoint discrimination” in denying requests.

Recommendation:

A policy addressing who may use district facilities, and directing the chief school administrator to develop regulations and procedures for implementation of the policy. Policy may include guidelines and set restrictions.

The size and complexity of the district will determine the procedures and regulations; it might be wise for the board to review them.

Legal References:

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

Possible Cross References:

*1230	School-connected organizations
*3514	Equipment
*3515	Smoking prohibition
*6145	Extracurricular activities

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

Board of Education
Bloomsbury School District

LOCAL UNITS

The Board of Education wishes to cooperate as fully as possible with other community agencies that serve district pupils. Cooperation will include pooling resources and exchanging information with other community agencies. The Chief School Administrator (CSA) shall seek to develop positive working relationships with community agencies, including but not limited to police authorities, fire departments, Division of Youth and Family Services, emergency room and/or squad, other school districts, and all other agencies providing services to district pupils.

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 current memorandum of agreement between education and law enforcement officials. At the same time, schools have the responsibility to parents/guardians for the welfare of their children while they are in school. To carry out this dual responsibility, the administration is directed to follow the procedures developed to implement board policies, particularly those for Policies 5131.5, 5131.6, 5131.7, 5145.11, and 5145.12

Fire Department

The CSA shall seek input from local fire officials when course materials in fire safety are being reviewed and revised. 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 Youth and Family Services (DYFS)

Procedures for district cooperation with the Division of Youth and Family Services are included with those implementing Policy 5141.4 Child abuse and neglect.

Emergency Room/Squad

The CSA shall establish procedures whereby the facilities of the local hospital emergency room and local ambulance/rescue squad may be called upon in implementing Policies 5131.6, 5141.1, 5141.6, and 6145.1/6145.2.

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 pupils are enrolled in programs in this district.

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

Further, this school district shall cooperate with other school districts in the solution of common educational concerns. District staff under the direction of the CSA 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 others where it may be advantageous to serve a broader area than this school district. In carrying out this policy, the CSA shall include in his/her reports to the Board an evaluation of the desirability and feasibility of cooperation with other school districts.

Adopted: 3/2001
 Revised/Updated: 4/2008
 NJSB Update: 5/2006

Monitored:

Indicators 1.2, 5.4, 7.6

Mandated:

N.J.S.A. 18A:36-25 requires policy on reporting potentially missing or abused children to appropriate local authorities.

N.J.S.A. 18A:40A-10 and -11 require written policy on drug/alcohol referral, which might involve local health authorities.

N.J.A.C. 6A:16-4.1(b) and (c) require policy on cooperation with local agencies in various aspects of substance abuse programs.

N.J.A.C. 6A:16-6.1 and 6.2 require policies and procedures to ensure cooperation between school staff and law enforcement authorities in all matters relating to substance abuse and possession of firearms and other deadly weapons, as well as cooperation in law enforcement activities on school property.

N.J.A.C. 6A:16-11.2 requires board policy on cooperation with DYFS.

N.J.A.C. 6A:32-9.1(c) mandates policy on emergency medical procedures for athletic practice/contests/games/exhibitions.

Other Reasons:

N.J.S.A. 18A:20-9 permits boards to convey unneeded real estate to certain government agencies.

N.J.S.A. 18A:41-5 requires boards to report all fires to the local fire department.

N.J.A.C. 6A:16-5.1 requires that the board consult with local law enforcement and other agencies in developing plans for response to district crises and emergencies.

Legal References:

<u>N.J.S.A.</u> 2A:4A-60 <u>et al.</u>	Disclosure of juvenile information; penalties for disclosure
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:18A-11	Joint purchases by districts, municipalities; counties; authority
<u>N.J.S.A.</u> 18A:20-4.2	Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education
<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
<u>N.J.S.A.</u> 18A:36-25	Early detection of missing and abused children; policies of school districts
<u>N.J.S.A.</u> 18A:38-30	Assistance of sheriffs, police officers, etc.
<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Substance abuse

See particularly:

N.J.S.A. 18A:40A-11, -12, -15, -16, -17, -18

N.J.S.A. 18A:41-5 Reporting fires

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 40:8A-3 et al. Authority to enter into contract for joint provision services

N.J.S.A. 40:55D-8 et al. Municipal fees; exemptions

N.J.A.C. 6A:14-7.1 et seq. Receiving Schools

N.J.A.C. 6A:14-8.1 et seq. Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission

N.J.A.C. 6A:16-1.1 et seq. Student Development Programs

N.J.A.C. 6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 10.2

N.J.A.C. 6A:32-9.1(c) Athletics Procedures (General requirements)

N.J.A.C. 6A:32-12.1 et seq. Annual Reporting and Planning Requirements

Manual for the Evaluation of Local School Districts

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

A Uniform State Memorandum of Agreement Between Education and Law Enforcement

Officials (1999 Revisions)

Possible Cross References:

*1330	Use of school facilities
1420	County and intermediate units
*1600	Relations between other entities and the district
*3220/3230	State funds; federal funds
*3320	Purchasing procedures
*5125	Pupil records
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.4	Child abuse and neglect
5141.6	Crisis intervention
*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.

Board of Education
Bloomsbury School District

RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT

The Board believes that cooperation between the school and other organizations concerned with youth, career development, and mental health will enhance the opportunities of the district pupils. Such cooperation will also enable the district to serve its pupils better through appropriate referrals as in substance abuse programs, special needs, etc. 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, inservice staff development, and advanced placement.

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 placement for our pupils.

Core Curriculum 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 Core Curriculum Content Standards.

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 organizations, regardless of the merits of that organization’s purposes, is not within the authority of the Board and is therefore prohibited.

Adopted: 3/1992
Updated: 1/1996, 4/1999, 2/2008
NJSB Update: 5/2006

Monitored:

Indicators 1.1, 1.2, 5.4

Other Reasons:

N.J.S.A. 18A:20-9 permits boards to convey unneeded real estate to other organizations under certain conditions.

N.J.S.A. 18A:61C-1 and -4 permit districts to form beneficial relationships between their high schools and institutions of higher learning.

N.J.A.C. 6A:8-3.3 requires boards of education to make reasonable efforts to develop articulation agreements with New Jersey colleges and universities to facilitate the delivery of college credit courses to qualified high school students.

Legal References:

N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:17-14.1	Appointment of school business administrators; may act as secretary; duties, etc.
N.J.S.A. 18A:17-15	Appointment of superintendents; terms; apportionment of expense
N.J.S.A. 18A:17-24.1	Sharing of personnel by school boards
N.J.S.A. 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
N.J.S.A. 18A:20-34	Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:36A-1 et seq.	Charter schools
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 18A:58-37.1 et seq.	Textbook aid to public and nonpublic schools
N.J.S.A. 18A:61C-1	Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
N.J.S.A. 18A:61C-4	Program providing college credit courses for high school students on high school campuses; establishment
N.J.S.A. 40:8A-1 et seq.	Interlocal Services Act
N.J.S.A. 52:14-15.9cl et seq.	Public Employees Charitable Fund-raising Act
N.J.A.C. 6A:8-3.1(a)2	Curriculum and instruction
N.J.A.C. 6A:8-3.3(a)	Enrollment in college courses
N.J.A.C. 6A:10A-1.1 et seq.	Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
N.J.A.C. 6A:11-1.1 et seq.	Charter Schools
N.J.A.C. 6A:14-7.1 et seq.	Receiving Schools
N.J.A.C. 6A:16-1.1 et seq.	Student Development Programs

See particularly:

N.J.A.C. 6A:16-4.1(a)(b), -4.2(a)

N.J.A.C. 6A:23-6.1 et seq.

N.J.A.C. 6A:32-12 et seq.

Purchase and Loan of Textbooks

Annual Reporting and Planning Requirements

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

Manual for the Evaluation of Local School Districts

Possible Cross References:

1320	Participation in out-of-school community activities
*1322	Contests for pupils
*1330	Use of school facilities
*1410	Local units
1420	County and intermediate units
1500	Relations between area, county, state, regional and national associations and the district
*2131	Chief school administrator
*3280	Gifts, grants and bequests
*4122	Student teachers/interns
*5131.6	Drugs, alcohol, tobacco (substance abuse)
5141.6	Crisis intervention
*5200	Nonpublic school pupils
*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
*6171.4	Special education

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