



**Penns Grove – Carneys Point
Regional School District
Board of Education
Policy Manual**

TABLE OF CONTENTS

Community Relations – Series 1000

Educational Philosophy	0100
District Goals & Objectives (T&E)	0300
Concepts & Roles in Community Relations: Goals & Objectives	1000
Communicating with the Public	1100
Media	1110
District Publications	1111
Student Publications	1111.1
Student Publications other than Official School Publications	1111.2
Public Press, Radio & Television	1112.1
School News Releases	1112.2
Board of Education Meetings	1120
Distribution of Materials by Pupils & Staff	1140
Participation of the Public	1200
Community Organizations	1210
Ad Hoc Advisory Committees	1220
Other School-Connected Organizations - PTA	1230
Visitors	1250
Loitering or Causing a Disturbance	1251
Public Activities Involving Staff, Students or School Faculty	1300
Community Complaints and Inquiries	1312
Gifts to School Personnel	1313
Fund Raising by Outside Organizations	1314
Soliciting Funds From and By School Personnel	1314.1
Relations Between Public & Pupils	1320
Contests for Pupils	1322
Selling and Advertising on School Property	1325
Use of School Facilities	1330
Trespassing on School Property	1330.5
Other Units	1410
Relations Between Area, County, State, Regional & National Associations & the Schools	1500

Relations Between Other Organizations Including Nonpublic Schools	1600
Cooperative Arrangements and Other Relationships with Other School Districts	1650

Penns Grove – Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Educational Philosophy

Policy 0100

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board of Education of the school district recognizes its primary responsibility to be the preparation of all students for contributing membership in our democratic society. To accomplish this, it is the duty of the school district to strive to attain the highest possible degree of individual achievement in the areas of basic skills while providing for the unique academic and non-academic need of each student. It is with this concept in mind that the Board of Education oversees the preparation of students for entrance into receiving schools as well as maintaining vigilance over students of the municipality in the receiving secondary schools.

The educational program thus offered must integrate a sound academic program with citizenship training which instills high standards of integrity, self-respect, physical and mental health, and recognition of the rights of others while accepting personal responsibility for all actions. This program must be administered and staffed by well-trained and highly competent personnel who will work to maintain a cooperative attitude toward one another while exhibiting professional skill and sincere concern for the welfare and academic accomplishments of the students. The Board recognizes its responsibility to employ such professionals and staff members and to encourage professional growth and pride among these employees by lending support and encouragement as well as striving to achieve and maintain the most suitable and healthful physical plant for the pursuit of school activities.

To meet the unique needs of each individual, both academic and non-academic programs must contain provision for the broadest scope of individual achievement, thus offering or providing for the individual needs of all classifications of students – but attention to any one particular level of the educational spectrum should not work to the detriment of any other group. Standards in all programs must be set which call for the best from each student. Realizing the fullest individual potential while promoting opportunities for social growth and self-direction should be the aim.

The Board of Education recognizes its responsibility to promote cooperation between the school and the several community agencies responsible for the development of youth as well as its responsibility to promote understanding and cooperation with parents and other interested parties in order to prepare adjusted, self-sufficient citizens of society.

The Board also recognizes its role in serving the total community through programs which encourages the responsible use of professional talents and physical facilities for adult education, senior citizen program, municipally sponsored activities, PTA and other service organizations programs and recreational, physical fitness, health and safety programs for all ages.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:8-3.1 et seq Implementation of the Core Curriculum Content Standards
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

District Goals & Objectives (T&E)

Policy 0300

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

In compliance with the State of New Jersey's Educational Goals as enumerated in NJAC 6:8-2.1 this Board accepts the responsibility for the annual adoption of a five-year plan of education for the school.

A written educational plan shall be prepared annually by the Superintendent of Schools with input by the teaching staff and comment by the public and shall include a time table for implementation developed in five year cycles.

The plan shall incorporate the following goals and objectives into the short and long-range programs for the school:

1. To ensure that each student develops proficiency in basic academic skills;
2. To ensure that each student develops the capacity to recognize and cope with future problems;
3. To ensure the development of meaningful interpersonal relationships among students, staff and community;
4. To ensure that staff, students and parents are afforded maximum feasible participation in the development and evaluation of progress and policies that meet the educational needs of each community;
5. To assure maximum efficiency in the allocation of material resources; and,
6. To ensure maximum efficiency in the allocation of human resources.

The Board will establish Board goals and specific objectives within budget limitations, and will expect the Superintendent of Schools to employ all appropriate means to provide for continuous and candid reports of the accomplishment of those goals and objectives for which reliable measurement indicators have been established by the Superintendent of Schools.

The Board shall annually provide district citizens with an accomplishment report, which shall include the Commissioner of Education's classification of the school. This report shall be in clear and concise language and supported as necessary by meaningful graphics in order that the significance of all information be easily understood by lay citizens.

Legal References

- NJSA 10:4-6 et seq. Open Public Meetings Act
47:1A-1et seq. Examination and copies of public records ("Open Public Records Act")
- NJAC 6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-12.1 Reporting requirements

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

**Concepts & Roles in Community
Relations: Goals & Objectives**

Policy 1000

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 3

Date Reviewed & Approved: July, 16, 2018

Public Relations Goals and Objectives

The Board, in an effort to ensure and enhance the possibilities for excellence in the education of our children in a free society, presents and endorses this statement of policy on school and community relations because of its convictions that:

- A. The public schools belong in every sense to the people who created them by consent and support them by taxation.
- B. The schools are only as strong as the intelligent and informed support of the people of the community.
- C. The support of the people must be based upon their knowledge of, their understanding about and their participation in the aims and efforts of the public schools.

The Board, therefore, intends to:

- A. Keep the citizens of the district regularly and thoroughly informed through all the channels of communication available to it on all the policies, programs, problems and planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent of Schools.
- B. Invite the advice and counsel of the people of the school district at all times and especially at all public monthly meetings of the Board.

All decisions of the Board will be made in public, with full opportunity extended to citizens to be heard.

The administration of the school-community relations program of the district is a responsibility of the Superintendent of Schools under the direction and with the approval of the Board.

Public Information Program

The Board of Education recognizes the importance of keeping the public informed of all actions of the school district.

To this end, forthright, positive public relations program will encompass parents/guardians, pupils, teachers and staff, the public at large in the school district, and, indirectly, other county educators and leaders.

The immediate thrust of the program will be to:

- A. Restore faith and confidence in the actions of the Board of Education for the Penns Grove-Carneys Point Regional School District;
- B. Improve teacher and pupil morale;

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Concepts & Roles in Community Relations: Goals & Objectives

Policy 1000

Page 2 of 3

- C. Restore faith and confidence in the quality of classroom instruction and integrity of teachers, emphasizing the report was neither a reflection on the caliber of teachers nor classroom programs;
- D. Educate the public, parents/guardians and pupils about the distinction between certification and accreditation;
- E. Clarify the impact of the state's action;
- F. Report on progress of compliance, outlining agenda and constraints of budget/physical facilities;
- G. Foster relations with the media and correct misconceptions about the report/quality of education in the district;
- H. Provide ongoing promotion of positive accomplishments of pupils, teachers and administrators.

The long-term goal is to engender public support and sympathy for fiscal programs required for continued progress.

- A. Press releases on Board of Education actions, administration announcements, compliance with report, etc.;
- B. Creation of press release topics to enhance the positive accomplishments and activities of pupils, teachers and administration, (for example, awards, agriculture in the classroom activities, community projects, basic skills test results, growth/change of district, science fairs, drama productions, choir performances, debate clubs and athletics not normally covered by media);
- C. Generating story ideas for reporters to follow (for example, feature on special needs pupils, profile on new administrator, a day with kindergarten pupils, a teacher who can use sign language);
- D. Staging press conferences/events when appropriate (for example, state education officials could make interim visit to district and make complimentary remarks on compliance);
- E. Creating a speakers bureau to promote a better understanding of the district's accomplishments and educate the public about the state's report and district's compliance;
- F. Creation of monthly newsletter to be mailed according to instructions from the Board of Education;
- G. Suggestions to Board and administrators on how to further improve relations and be more visible. (For example, contributing column to school newspaper, addressing general assembly of pupils, columns for publications of NJEA and School Board Administrators, preparation of special materials for PTA-editorial Board meeting with newspaper-guest host radio call-in program.)

Relations with Other Educational Institutions

It is the policy of the Board of Education that strong lines of communication be maintain by the district with other districts and institutions that provide programs, training, or services not available to children residing in this district.

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Concepts & Roles in Community Relations: Goals & Objectives

Policy 1000

Page 3 of 3

In order to maintain cordial and constructive relationships with other education institutions:

In the case of parochial and private schools, the Superintendent of Schools shall:

- Cooperate fully in the implementation of all state and federal programs administered by this district that benefit in whole or in part, eligible pupils attending private or parochial schools.

In the case of institutions of higher education, the Superintendent of Schools shall:

- Cooperate with state institutions in the placement and evaluation practice teachers in accordance with Board policy on student teachers and interns;
- Encourage local colleges to provide graduate level courses for the benefit of district staff members.

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

NJAC 6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-2.1 Definitions
6A:32-12.1 Reporting requirements
6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

3510, 3542, 3570, 4131/4131.1, 5020, 5131.6, 6010, 6142.1, 6142.2, 6142.13, 6171.1, 6171.3, 6171.4, 6300, 7110, 9322, 9323/9324, 9326

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Communicating with the Public

Policy 1100

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008, March 9, 2009,
May 9, 2011

Page 1 of 2

Date Reviewed & Approved: July, 16,
2018

The Board of Education 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 Superintendent of Schools, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the school's plans and programs.

The district's budget; its annual goals and its progress toward achievement of them; its special education plans; its basic skills improvement plan; its bilingual/ESL program; pupil progress; 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.

Correspondence from the Public

Signed communications addressed to the Board will be received, acknowledged and responded to courteously.

Each year by September 30th, the Superintendent of Schools 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.

Avoiding Excessive Expenditures when Communicating with the Public

District publications will be produced and distributed in a cost-efficient manner, for example:

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations
Communicating with the Public

Series 1000
Policy 1100

Page 2 of 2

- A. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.
- B. Distribution of pictures of school Board of Education members is prohibited within 90 days of any district election.
- C. Excessive public relations activities that are not part of the instructional program are prohibited.

The homepage of each school and the district website will include the grade received from the Commissioner of Education on the effort of each school and the district to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The Superintendent of Schools/designee shall oversee the postings. The grade shall be posted within 10 days of its receipt. In addition, the district shall provide a link to the twice-yearly report prepared by the Superintendent of Schools/designee detailing the number and nature of violence vandalism, and harassment, intimidation or bullying reports in the schools.

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
18A:7E-2 through -5 School report card program
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

NJAC 6A:8-3.1(a)3 Curriculum and instruction
6A:23A-5.2 Public relations and professional services
6A:23-8.1 et seq. Budget Review and Approval
6A:23-8.3 Commissioner to ensure achievement of CCCS
6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-12.1 Reporting Requirements
6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)
Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
New Jersey Core Curriculum Content Standards

Possible Cross References

1000/1010, 1120, 2232, 2240, 3570, 6142.6, 6142.10, 6171.1, 6171.3, 6171.4, 6300, 9160

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Media

Policy 1110

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

Representatives of the local press, radio and TV are important links in the communications chain between school and community. The maintenance of good working relationships with the media is essential to meeting many objectives of the school-community relations program. Every effort shall be made to assist all local communications media to gain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media shall be given equal access to information about the schools. General releases of interest to the entire district shall be made available to all the media simultaneously. There shall be no exclusive releases, except as media representatives request information on particular programs, plans, or problems.

The schools may participate in radio or TV programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools. The Board must approve such participation.

The Superintendent of Schools shall bear responsibility for establishing relations with news media, and providing particular information to each through the means found most suitable.

The Board of Education encourages public presentation of the programs, policies and progress of the school through press, radio and television. The staff member in charge shall clear all proposed presentations and/or press releases with the Superintendent of Schools. The staff member in charge shall also ensure that the parents of pupils who participate in such events are informed.

The Superintendent of Schools 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.

Legal References

- NJSA 10:4-6 et seq. Open Public Meetings Act
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
18A:11-1 General mandatory powers and duties
18A:54-20 Powers of board (county vocational schools)
47:1A-1 et seq. Examination and copies of public records ("Open Public Record Act")
- NJAC 6A:30-1.2 Definitions
6A:32-12.1 Reporting requirements
6A:32A-12.2(a)1i School-level planning

Possible Cross References

1100, 9020

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

District Publications

Policy 1111

Date Adopted: February 20, 1996

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Superintendent of Schools/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 shall be designed to ensure that their contents reflect district-wide policies and regulations accurately. All matters representing the official position of the district prepared for publication by any of its employees shall be approved by the Superintendent of Schools prior to release to the public press.

In accordance with law, the Superintendent of Schools/designee shall prepare procedures to ensure that the district website 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 a form that shall contain a statement describing the potential dangers of posting personally identifiable information about students on the Internet.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:17-20 Superintendent; general powers and duties
8A:23-1 et seq. audits and Auditors
18A:36-35 School internet web sites; disclosure of certain student information prohibited
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:30-1.4(a)1 Evaluation process for the annual review
6A:32-12.1 Reporting requirements
6A:32-12.2 School-level planning

Possible Cross References

1111.1

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Student Publications

Policy 1111.1

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 2

Date Reviewed & Approved: July, 16, 2018

Official school publications shall reflect the judgment of the faculty sponsors and student editors. This entails the obligations to be governed by the standards of responsible journalism such as avoidance of libel, obscenity, defamation, false statements or material advocating violation of laws and racial or religious prejudice. The Superintendent of Schools is responsible for the development of a standard operating procedure in regard to all school publications.

Code of Ethics for School Publications

Administration

1. The Superintendent of Schools is ultimately responsible for all activities taking place within the school, and thus has final authority over all school publications.
2. As a matter of administrative necessity, the Superintendent of Schools delegates his authority to the faculty advisor(s) of the publication. It thus becomes the advisor's responsibility to ensure that the publications under his or her control adhere to the letter and spirit of this code. When in doubt about the propriety of any specific article or issue, he or she is to consult the Superintendent of Schools for final decision.
3. The advisor may, in turn, grant to his or her student editors, the authority to ensure adherence to this code, although the responsibility still must rest with the advisor.
4. It is incumbent upon student editors to understand in full the provisions of this code. They can assume the editorship only when they have subscribed completely to the principles and provisions of this code in word and practice. Repeated failure of the editors to follow the principles and provisions of this code will constitute grounds for dismissal for the publication staff.

Specific Provisions Governing All School Publications

1. The stories and articles shall not contain any language that is profane, obscene, offensive or suggestive.
2. The stories and articles shall not deal with any subject that by its nature would offend the taste and sensibilities of the community.
3. No individual student or faculty member may ever be singled out for censure, criticism or ridicule in a school publication.
4. No group of individuals may similarly be identified in print for such censure, criticism or ridicule in a school publication, although positive suggestions may be made in editorial columns or letters for the improvement of such organizations.
5. No religious, racial or national group shall be held up to ridicule by statement or innuendo in the school publications.
6. As a matter of courtesy and as a guarantee of accuracy, all news stories concerning a faculty member should be cleared with that faculty member; and all stories dealing with a school organization should be cleared with the sponsor of that organization.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Student Publications**

**Series 1000
Policy 1111.1**

Page 2 of 2

7. No article may covertly or overtly advocate the overthrow of our democratic system of government.

Specific Provisions Regarding Special Kinds of Writing

1. Editorials are always unsigned and as a matter of newspaper tradition, reflect the opinions of the entire editorial staff not one individual. They may make constructive suggestions for improvement, although they should do so in a positive fashion and must not hold up to ridicule, censure, or criticism any group or individual. The school newspaper should not indulge in political controversy, or support any one political party.
2. Columns of opinion (sports opinion, editorial opinion, literacy opinion, etc.) represent the thinking of one individual; as such, they must always be signed with the proper name of the student-author. He or she is held personally responsible for such opinions and must conform in all particulars with the provisions of this code.
3. Reviews of student performances (in sports, shows, etc.) present special problems and require special provisions. Sure reviews are opinions, not news, and as such belong in signed opinion columns. Negative comments can have a deleterious effect on team or group achievement. In view of these considerations, no individual may ever be singled out for condemnation or criticism of such reviews.
4. Letters to the editor – student letters to the editor may be published only after the student editor has checked their authenticity and only when they are signed by the senders' name, and conform in full to the provisions of this code.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:17-20 Superintendent; general powers and duties
18A:36-35 School internet web sites; disclosure of certain student information prohibited

Possible Cross References

1110, 1111, 1111.2

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

**Student Publications other than
Official School Publications**

Policy 1111.2

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 2

Date Reviewed & Approved: July, 16, 2018

It is the intent of this policy to clarify student rights and responsibilities in regard to the publication and distribution of literature other than official school publications.

The Board of Education recognizes that each student has the right of free speech and free press under the First Amendment of the United States Constitution.

The Board, in an attempt to guarantee and protect the aforementioned rights of students, as well as assuring the continual orderly process of the educational program, establishes the following guidelines for the publication and distribution of newspapers, magazines, petitions, leaflets and other written materials which are not official school publications.

Acceptable Materials

Materials not proscribed as “unacceptable” per this policy, unless the Superintendent of Schools is convinced that the item would materially disrupt class work or involve substantial disorder or the invasion of rights of others.

Unacceptable Materials

- “So-called “hate” literature which scurrilously attacks ethnic, religious and racial groups, other irresponsible publications aimed at creating hostility and violence, hardcore pornography and similar materials are not suitable for distribution in the schools.” [From a decision of the Commissioner of Education in Goodman vs. Board of Education, June 18, 1969, p.3]
- Materials that denigrate specific individuals in or out of the school; materials designed for commercial purposes to advertise a product or service for sale or rent and materials that are designed to solicit funds, are prohibited unless approved by the Superintendent of Schools.
- “Literature which in any manner and in any part thereof promotes, favors or opposes the candidacy of any candidate for election at any annual school elections, or the adoption of any bond issue, proposal, or any questions submitted at any general municipal or school election...”

[Decision of the New Jersey Commissioner of Education in Goodman vs. Board of Education, June 18, 1969, p.3]

Special Note

Students who edit, publish, post or distribute printed, handwritten or duplicated material among fellow students within the school are responsible for the content of such publications. Libel, obscenity, profanity, personal attacks and encouragement of the violation of laws are prohibited, as is conduct that interrupts school activities or infringes on the rights of others.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Student Publications other than
Official School Publications**

**Series 1000
Policy 1111.2**

Page 2 of 2

Identification

All materials submitted for approval must identify the author, editor and publisher.

Approved Materials

Materials must be submitted to the Superintendent of Schools or designee for approval the previous day or earlier. For materials not readily classifiable or approvable, more than one day but not more than five (5) schools days should be allowed.

Places of Distribution

Acceptable materials (newspapers, magazines, petitions, leaflets), which have been defined, judged and approved as such, may be distributed on the schools' sidewalks in front of main entrances to the building. In case of bad weather, two pupils only will be permitted in front of the main lobby. Specific approval to distribute material inside must be obtained from the Superintendent of Schools on each occasion. Distribution may be by pupils enrolled in the school in front of which material is being distributed.

Times for Distribution

Distribution of approved literature must be restricted to the following time periods unless a more definite time is designated by the Superintendent of Schools.

- A. Fifteen minutes prior to the beginning of the school day (first class).
- B. Fifteen minutes after the school day ends (last class).

Littering

All distributed materials, which are dropped in the immediate area on sidewalks to the street, inside lobbies and down adjacent corridors must be removed by persons distributing material.

Appeal

Pupils denied approval may appeal to the Superintendent of Schools who, with a student representative from each class, will review the matter. Should the petition be denied, the petitioner may still appeal to the Board of Education.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:17-20 Superintendent; general powers and duties
- 18A:36-35 School internet web sites; disclosure of certain student information prohibited

Possible Cross References

1110, 1111, 1111.1

Board of Education Policy Manual

Community Relations

Series 1000

Public Press, Radio & Television

Policy 1112.1

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

Representatives of all news media are invited to attend all public meetings of the Board of Education. Meeting announcements shall be furnished to newspapers and other news media active within the school district.

Members of the Board, the Superintendent of Schools, and others as may be necessary, will be available for interview by media representatives, in its dealing with the media, the school system will recognize the requirements of the Open Public Meetings Act.

The Superintendent of Schools shall supervise development of press releases concerning district programs, events and accomplishments that might be of interest to the general public.

Legal References

- NJSA 10:4-6 et seq. Open Public Meetings Act
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
18A:11-1 General mandatory powers and duties
47:1A-1 et seq. Examination and copies of public records ("Open Public Record Act")
- NJAC 6A:30-1.2 Definitions
6A:32-12.1 Reporting requirements
6A:32A-12.2(a)1i School-level planning

Possible Cross References

1100, 9020

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

School News Releases

Policy 1112.2

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Superintendent of Schools/designee is responsible for all news releases relative to the schools.

All matters representing the official position of this district prepared for publication by any of its employees shall be approved by the Superintendent or designee prior to release to the public press.

Centralized control of district publications shall be designed to ensure that their contents reflect district-wide policies and regulations accurately.

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
18A:11-1 General mandatory powers and duties

Possible Cross References

1100, 9020

Board of Education Policy Manual

Community Relations

Series 1000

Board of Education Meetings

Policy 1120

Date Adopted: October 19, 1990

Date Revised: March 17, 2003, May 3, 2004, February 11, 2008,
May 9, 2011

Page 1 of 3

Date Reviewed & Approved: July, 16,
2018

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, 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.

At each public meeting of the Board, the presiding officer shall administer the rules of the Board for public participation and comments. Where his/her ruling is disputed, it may be overruled by a majority vote of those Board Members present and voting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted only as indicated on the order of business or agenda.
- B. Any person wishing to participate in a public Board meeting shall register his/her intent with the Superintendent of Schools in advance of the meeting and include the topic to be addressed.
- C. Each participant must be recognized by the presiding officer and must preface his/her comments by an announcement of his/her name, address and group affiliation if appropriate.
- D. Each statement made by a participant shall be limited to five minutes duration, unless permission has been granted in advance of the meeting.
- E. No participant may speak more than once on the same topic unless all other who wish to speak on that topic have been given an opportunity to speak.
- F. All statements shall be directed to the presiding officer; no participant may address or question Board Members individually.
- G. The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant.
- H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty minutes unless prior permission has been granted.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Board of Education Meetings**

**Series 1000
Policy 1120**

Page 2 of 3

No person shall be referred to as “educationally disabled” before being formally classified by the Child Study Team. No disabled pupil shall be needlessly identified or publicly labeled. Educationally disabled students shall be referred to by the initials of the student or case number.

Comments and questions at regular meetings may deal with any topic related to the Board’s conduct of the schools. 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.

The following information will be presented at regularly scheduled meetings of the Board and will be advertised to the public:

- A. Discussion of state rules and local procedures for implementation of district goals, objectives and standards;
- B. Presentation of audit report;
- C. Presentation of budget;
- D. Report on pupil progress, including testing program results;
- E. Annual plans for special education, bilingual/ESL, and basic skills programs;
- F. Graduation and dropout statistics.

Two times each school year between September 1st and January 1st and between January 1st and June 30th, the Board of Education shall hold a public hearing at which the Superintendent of Schools reports to the Board of Education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Board of Education Meetings**

**Series 1000
Policy 1120**

Page 3 of 3

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
18A:7C-7 School administrators report on students awarded or denied diplomas
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
18A:12.21 School Ethics Act
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
18A:22-10 Fixing day, etc., for public hearing
18A:22-13 Public hearing; objectives; heard, etc.
18A:23-5 Meeting of board; discussion of report

NJAC 6A:8-5.2(e) High school diplomas
6A:14-1.1 et seq. Special Education
6A:16-5.1 et seq. School safety plans
6A:16-5.2, 5.3 N.J.A.C. 6A:26 Educational Facilities
6A:26-2.2(a)7 Completion of long range facilities plans
6A:26-9.1(d) Capital reserve accounts
6A:30-1.1 et seq. Evaluation of the Performance of School Districts
6A:30-2.4, -3.1 N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for district board of education members and charter school board of trustee members
6A:32-12.1 Reporting requirements
6A:32-12.2 School-level planning
6A:32-13.1 School attendance
6A:32-13.2 Dropouts
6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1100, 2240, 3100, 3570, 3571.2, 5145.4, 6142.2, 6142.6, 6171.1, 6171.3, 6171.4,
9322, 9323/9324, 9326

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Distribution of Materials by Pupils & Staff

Policy 1140

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16,
2018

The participation of pupils in disseminating public information materials shall be encouraged with the understanding that:

- A. Pupils shall not be exploited for the benefit of any individual, group, or profit-making organization;
- B. Pupils shall participate only in appropriate situations as approved by the Superintendent of Schools/designee or the Board of Education;
- C. Pupils shall participate in fund raising activities for school activities only;
- D. Pupils shall not be used to distribute partisan materials or information pertaining to a school election, budget or bond issue, or negotiations.

Any nonprofit service organization which is based solely within the boundaries of this district and has no relationship or responsibility to a parent/guardian organization on a regional, county, state, or national level, that raises its operating budget through donations and provides a service directly to this community and its children shall be permitted to utilize the schools communication systems to alert the community to its fund-raising activities.

All publicity or materials to be disseminated by pupils shall be presented to the Superintendent of Schools or designee for approval prior to distribution.

All surveys, questionnaires or other similar items requiring pupil or parent response shall be reviewed and approved by the Superintendent of Schools prior to dissemination. The Superintendent of Schools shall inform the Board of Education of any such communications at its next regular meeting.

Legal References

- NJSA 18A:36-34 Written approval required prior to acquisition of certain survey information from students
18A:42-4 Distribution of literature as to candidacy, bond issues, or other public question to be submitted at election; prohibited
19:34-6 Prohibited actions in polling place on election day, exception for simulated voting
19:34-15 Electioneering within or about polling place; disorderly persons offense
- 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, 484 U.S. 260 (1988)

Possible Cross References

1100, 1315, 1322, 4135.16, 4235.16, 5136, 6142.10, 6145.3, 6162.5

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Participation by the Public

Policy 1200

Date Adopted: September 9, 1992

Date Revised: March 20, 1995, April 19, 2004, May 3, 2004,
January 17, 2006, August 21, 2006, February 11, 2008

Page 1 of 3

Date Reviewed & Approved: July, 16, 2018

Citizen volunteers may be invited to act as advisers both as groups and individually in:

- A. Clarifying the general ideas and attitudes held by residents about the school;
- B. Determining the purposes of courses of study and special services to be provided by present practices;
- C. Offering suggestions on a specific problem or set of closely related problems about which the Board must make a decision; and/or,
- D. Coordinating the delivery of social services to students.

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

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

All school volunteers who assist in the school more than 10 hours per week must:

- A. Undergo a criminal background check and be fingerprinted at Board expense.
- B. Provide documentation that a Mantoux test has been administered.

The Board, Superintendent of Schools, 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, Superintendent of Schools, and staff shall use their own best judgment in arriving at decisions.

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

Volunteer Athletic Coaches

The Board of Education recognizes the services of volunteer athletic coaches bring unique skills to the district, enrich the athletic program, assist the district's coaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board directs a program for the utilization of volunteer athletic coaches.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Participation by the Public**

**Series 1000
Policy 1200**

Page 2 of 3

The Superintendent of Schools will be responsible for the recruitment and screening of volunteer athletic coaches and their assignments. The district is not obligated to utilize the proffered services of a volunteer athletic coach whose abilities or interests do not serve the needs of the school district as determined by the Superintendent of Schools. Coaching volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent of Schools and approved by the Board of Education prior to assuming any coaching responsibilities.

The Superintendent of Schools will prepare and promulgate rules of conduct for volunteer athletic coaches. Each volunteer athletic coach will be given a copy of this policy and the rules of conduct.

Guidelines for the Service of Volunteer Athletic Coaches

Volunteer athletic coaches:

- A. May serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board;
- B. Must clearly understand their duties and responsibilities and perform no services outside those duties;
- C. Serve only in a support capacity and only head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic program;
- D. Shall respect the individuality, dignity and worth of each pupil;
- E. Must exercise discretion in disclosing any confidential pupil matters the coach becomes aware of as a result of their volunteer responsibilities;
- F. Must consult with the Superintendent of Schools regarding any matters or questions regarding their duties and responsibilities;
- G. Shall receive no financial remuneration;
- H. May be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent of Schools with such action to be recommended to the Board by the Superintendent of Schools at the next Board of Education Meeting following the action by the Superintendent of Schools.

The Superintendent of Schools shall report annually to the Board on the number of volunteer coaches serving in the district, the duties performed by volunteer coaches and the number of volunteer hours served, by school athletic program.

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Community Relations
Participation by the Public**

**Series 1000
Policy 1200**

Page 3 of 3

Administrative Procedure

- A. All volunteers are to be approved by the Board of Education based on the request of the immediate program supervisor, athletic director, building principal and Superintendent of Schools.
- B. All approved volunteers are authorized to supplement the work of paid professional and paraprofessional staff members under whom they are assigned. It is understood that they are not substitutes for paid staff members nor are they authorized to speak formally or informally for that program.
- C. Staff members to whom volunteers are assigned are responsible for the direct guidance and supervision of the volunteers. A volunteer may not work with, teach or coach students without a certified staff member present in the immediate area.
- D. The Board of Education reserves the right to accept, deny, retain or terminate the services of any volunteer. This may be done through the Superintendent, as the Board's authorized representative.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:10A-53 et seq Establishment of School Leadership Council
6A:32-12.1 Reporting requirements

Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1000/1010, 1120, 1210, 5020, 6162.4

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Community Organizations

Policy 1210

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board of Education appreciates the efforts of concerned citizens who form or belong to organizations that contribute funds or equipment for district approved pupil extracurricular activities, or for recognition of pupil achievement.

The Superintendent of Schools shall formulate a procedure for review of the proposed use of such funds. Proposed equipment must be approved for safety in the same manner in which district-purchased equipment is reviewed.

The Board encourages active support of and cooperation with community associations by teachers and other district employees.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Possible Cross References

1000/1010, 1100, 1210, 1330, 3280, 4136, 5020, 5136, 6010

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Ad Hoc Advisory Committees

Policy 1220

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 2

Date Reviewed & Approved: July, 16,
2018

Community and/or parent 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 issues and concerns. 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 what 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 Superintendent of Schools. 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 Superintendent of Schools 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 Business Administrator/Board Secretary, to the Superintendent of Schools, and to the rest of the professional staff.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Ad Hoc Advisory Committees**

**Series 1000
Policy 1220**

Page 2 of 2

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

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

NJAC 6A:16-4.2(a) Review and availability of policies and procedures for the intervention of student alcohol or other drug abuse
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

New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

2240, 6142.1, 6142.12, 6144, 6162.4, 6171.3, 9020, 9130

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Visitors

Policy 1250

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008,
April 15, 2019

Page 1 of 2

Date Reviewed & Approved: July, 16, 2018

The Board of Education welcomes and encourages visits to school by parents, Board members, other adult residents of the community, and interested educators, when appropriate. 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 following procedures have been established:

- A. All visitors shall be required to report to the school office upon entering the building, show identification, are to sign in and secure a visitor's pass.
- B. A "visitor" is anyone other than a student enrolled in or a staff member employed in the school. Visitors may not consult with the teaching staff or pupils during class time without the permission of the Superintendent of Schools or designee.
- C. 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 related to visitations. The Superintendent of Schools or designee shall seek confirmation of legal custodianship where necessary.
- D. Persons may not visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc. to staff.
- E. No visitor shall be allowed to deliver any address, lecture or provide instruction on any subject unless authorized by the Superintendent of Schools or designee.
- F. All visitors to the school must obey no smoking regulations and any other regulations designed to ensure orderly operating of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.
- G. All visitors will wear visitors pass and be escorted to their destination by a staff member, administration or by the principal's designee.

Visits to the School

Visitors are not permitted to enter the school building after the school office has closed for the day or when school is not in session, other than at times when special, after hours' events are being held at the school.

In order to protect pupil, district and staff property, and to ensure pupil safety and anonymity, no visitor shall be permitted to enter the school building, classrooms or other school rooms unless accompanied by an authorized district employee, and approved by the Superintendent or Building Administrator.

Employees are not permitted to allow entry to the school building, classrooms or other school rooms by visitors during and after hours. Employees who violate this policy shall be subject to disciplinary action, including termination.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Visitors**

**Series 1000
Policy 1250**

Page 2 of 2

Visitors who violate this policy may be considered to be trespassing and may be subject prosecution.

School Visitation Procedure

1. Any person wishing to visit a specific area in the school during the school day must request permission from the building principal and/or Superintendent of Schools or designee 24 hours in advance.
2. The Superintendent of Schools or designee will consult the classroom teacher regarding the convenience of the proposed visit, and arrange accordingly, if there is a request.
3. The time limit of visits shall be set by the Superintendent of Schools.
4. No visitor shall interrupt the presentation of a lesson, preparation for a lesson, talk to the students or distract the teacher's attention from the students.
5. For the safety and security of our students and staff, a visitor must report to the office before visiting a specific area in the building. It is the duty of every teacher and staff member upon seeing a stranger in the building to ask if they have been to the office. If the visitor has not, he/she should be directed to the office and the teacher should notify the office of the presence of the visitor, immediately.
6. All bags and vehicles of a visitor are subject to being searched.

Legal References

NJSA 2C:18-3 Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
2C:33-2 Disorderly conduct
18A:11-1 General mandatory powers and duties
26:3D-55 et seq. New Jersey Smoke-Free Air Act

Possible Cross References

1220, 3327, 3515, 4131/4131.1, 5020, 5124, 5125, 5142, 5145.11, 6144, 9010

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Other School-Connected Organizations - PTA

Policy 1230

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board of Education recognizes the importance and benefits of the active participation and cooperation of parent-school organizations. To this end, the following guidelines have been established for the creation and operation of parent-school organizations:

- A. Any organization consisting of parents, school staff and/or friends of the school shall be a Board-approved voluntary organization.
- B. The parent/school organization shall have as its 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 pupil in the community the best kind of educational program possible for his physical, mental, social and moral development.
- C. The parent/school organization may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs.
- D. The Superintendent of Schools or another professional staff member designated by the Superintendent of Schools shall serve as advisor to the parent/school organization.
- E. All members of the school's professional staff shall be encouraged to join the organization and actively cooperate in its projects and on committees. All professional staff shall be encouraged to support PTA-sponsored activities, as appropriate.
- F. 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.
- G. The Board shall make it a practice not to interfere in the internal workings of such groups.
- H. Permission to hold regular meetings of such associations in school facilities will be extended by the Board of Education for a particular school year in accordance with Policy 1330.
- I. The Board may select one of its members as advisor to the general parent/teacher organization.
- J. All banquets fund raising and other activities involving students must be approved by the appropriate school administration.
- K. Formation of these school affiliated parent/community booster clubs is subject to approval of the Board of Education.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Possible Cross References

1000/1010, 1100, 1210, 1330, 3280, 4136, 5020, 5136, 6010

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Loitering or Causing a Disturbance

Policy 1251

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board subscribes to the fundamental law that all children of school age have a right to attend public schools and to receive a suitable education.

Therefore, violence, vandalism, seizure of school buildings or any other disruption to the education process will not be condoned or tolerated.

Any person who is not a member of the school staff or student body and who loiters in or about the school building or grounds without written permission or who causes disturbances may be prosecuted according to the law.

Also, unauthorized persons who enter onto school premises or grounds and cause a disruption shall be prosecuted. Pupils, who are guilty of continued and willful disobedience, or of open defiance of the authority of any teachers or person having authority over them, shall be liable to suspension or expulsion from school.

Any pupil leading or instigating an illegal or unauthorized demonstration or walkout shall be liable to immediate suspension consistent with due process. Re-entry into the school program shall be permitted only after satisfactory consultation with the pupil and parents/guardians.

Disturbances at School Events

The Board welcomes the attendance of members of the community at athletic and other public events held by the school, but the Board also acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of these events.

The Board holds the legal authority to bar the attendance of any person whose conduct may constitute a disruption at a school event. In compliance with law, the Board directs that no alcoholic beverage be consumed at any function on school property nor that any betting occurs on school premises.

Legal References

NJSA 2C:18-3 Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
2C:33-2 Disorderly conduct
18A:11-1 General mandatory powers and duties
26:3D-55 et seq. New Jersey Smoke-Free Air Act

Possible Cross References

1220, 3327, 3515, 4131/4131.1, 5020, 5124, 5125, 5142, 5145.11, 6144, 9010

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

**Public Activities Involving Staff,
Students or School Facilities**

Policy 1300

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

Soliciting Funds from and by Students / Profit-Making Through School Activities

- A. Money-making activities revolving around school activities and student personnel shall generally be sponsored for the benefit of student and school organizations.
- B. Money-making activities by school organizations shall be held to a minimum. The money-making activity should meet the following two criteria:
 - 1. The activity shall be educational in itself.
 - 2. The need for the funds shall be of a magnitude that cannot be met by dues of the activity concerned.
- C. The Superintendent of Schools shall establish such rules and regulations as are necessary to implement this policy.
- D. No fund raising drives may be conducted by non-school organizations including those of a charitable nature except with the express approval of the Board of Education.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Community Complaints & Inquiries

Policy 1312

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 2

Date Reviewed & Approved: July, 16, 2018

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

Complaints, questions, and suggestions concerning school personnel or the operation of the schools should follow the established "chain of command" – teacher, supervisor, Superintendent of Schools, Board of Education.

The Superintendent of Schools 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 and pupils will be informed of the proper avenues to follow in the school.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the person with the complaint to inquiry to the appropriate authority.

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

All signed complaints shall be acknowledged promptly. No anonymous letters will be considered by the Board.

In carrying out the policy for the handling of complaints, the following procedures will be used:

- A. Neither the Board as a whole, nor any individual Board Member, will entertain or consider communications or complaints from school employees, parents, students, or other citizens, but shall refer such communications to the Superintendent of Schools;
- B. Complaints and inquiries should be written, in as brief a form as possible and sent to the Superintendent of Schools;
- C. The Superintendent of Schools will make every effort to resolve the problem with the person(s) immediately involved;
- D. When satisfaction has not been received at this level, the Board will accept complaint or inquiries submitted in writing;
- E. Persons requesting a hearing of the Board shall present their complaint or grievance in written form to the Board Secretary/Business Manager in sufficient detail to permit a full understanding of the matter. After hearing the evidence submitted by the Superintendent of Schools, the Board will, if it deems advisable, grant a hearing to the parties interested;

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Community Complaints & Inquiries**

**Series 1000
Policy 1312**

Page 2 of 2

- F. School employees who are employed under a bargaining unit contract shall follow the provisions of that contract for the filing of complaints or grievances;
- G. Decisions regarding complaints and inquiries presented initially to the Board at a public meeting may be deferred, at the discretion of the Board.

It is hoped that citizens of the community will make every effort to resolve problems involving teachers or administrators with the personnel involved. The Superintendent of Schools must be consulted on all matters involving school personnel and the community.

Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act
18A:11-1 General mandatory powers and duties
47:1A-1et seq. Examination and copies of public records ("Open Public Records Act")

Possible Cross References

1120, 3570, 4112.6, 4116, 4148, 4212.6, 4248, 5145.6, 6144, 6161.1, 6161.2, 6163.1, 9010, 9020, 9123

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Gifts to School Personnel

Policy 1313

Date Adopted: May 19, 1990

Date Revised: February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

No school employee is to accept any commission of gift from individuals or companies seeking to sell equipment or materials required in the district's operations. These operations include the purchase of materials and supplies for the construction, repair and maintenance of the school plant; for the conducting of classes; for school organizations, such as club, etc.

This prohibition shall not be construed to prevent vendors from paying reasonable costs of providing opportunities for school officers and employees to see or hear about new ideas, equipment and/or materials.

The Board of Education shall consider as always welcome and in most circumstances more appropriate the writing of letters to staff members expressing gratitude or appreciation.

The acceptance of gifts shall be subject to the provisions of Policy 7230 – Gifts, Grants & Donations.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Possible Cross References

7230

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Fund Raising by Outside Organizations

Policy 1314

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The district may cooperate in furthering the work of any non-profit, community wide social service agency provided such cooperation does not restrict or impair educational programs. As a matter of policy, the Board expects such activities to be kept to a minimum.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school, without the approval of the Superintendent of Schools, nor shall any staff member be made responsible, or assume responsibility for, the collection of any money or distribution of any fund drive literature without such activity being approved by the Board on the recommendation of the Superintendent of Schools.

The Superintendent of Schools shall seek direction from the Board in instances where prior practice has set no policy as to a particular fund drive.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
52:14-15,(9c)1 Public Employee Charitable Fundraising Act

Possible Cross References

1314.1, 3453

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Soliciting Funds from & by School Personnel

Policy 1314.1

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

Solicitations by Staff

Staff members must refrain from using their positions in the school district for personal gain and for soliciting support of parents/guardians or pupils in the district for projects or enterprises in which the staff member is directly or indirectly involved, except as may be approved by the Superintendent of Schools.

Solicitations of Staff

In the interest of preventing the exploitation of staff, solicitation of staff by whatever source is prohibited during the school day on school grounds unless approval in writing is obtained from the Superintendent of Schools.

Solicitation by Pupils

It is the policy of the Board to permit in-school sponsorship of only those solicitations that have educational value for the pupil and which do not interfere with the educational program. All activities must have the approval of the Superintendent of Schools.

Solicitations of Pupils

In the interest of preventing the exploitation of pupils, solicitations by outside organizations, commercial enterprises and individuals are prohibited on school grounds both during and after school hours.

Outside organizations are not permitted to advertise events or sell products through the schools or use the children to sell tickets and/or products except those events jointly sponsored with a school and school-approved parents-teacher activities, and those specifically approved by the Superintendent of Schools.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
52:14-15,(9c)1 Public Employee Charitable Fundraising Act

Possible Cross References

1314, 3453

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Relations Between Public & Pupils

Policy 1320

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Superintendent of Schools shall review all proposals for pupil involvement in civic or charitable activities that are to be considered part of school-sponsored programs. He/she shall inform the Board of all such proposals and make recommendations.

Pupil Participation in Public Events

The Board recognizes the value to pupils of sharing their talents and skills with the community through participation and performance in public events. The Board endorses such performances when:

- A. they constitute a learning experience that contributes to the educational program;
- B. they do not interfere with other scheduled activities of the school;
- C. the circumstances of the event do not pose a threat to the health, safety, and well being of the public who will be involved.

School groups may not participate in events that fall into any of the following classifications:

- A. Events that are for the purpose of private gain or to advertise any commercial project or product. A school name, the names of school sponsored groups or school equipment shall not be exploited in events of a commercial nature.
- B. Events that are for the furtherance of any partisan interest, either political or sectarian.
- C. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation. This shall be a value judgment by the Superintendent of Schools.

The Superintendent of Schools shall ensure that:

- A. Parental permission is sought and received before pupils may participate.
- B. No pupil is compelled to participate in a public performance or penalized in any way for failure to do so; (if public performance is part of a course/program requirement, pupils must be informed. This policy does not address that type of participation.)
- C. No pupil or group of pupils receive compensation for their performance in public in an organized school activity; donations may be given to the general school funds by the sponsoring organization.
- D. Sponsoring organizations pay the expenses of transportation when appropriate.
- E. Pupils who participate in public performance make prior arrangements with teachers of classes to be missed in order to make up work.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Contests for Pupils

Policy 1322

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16,
2018

The Superintendent of Schools 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 Superintendent of Schools 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 regardless of race, creed, color, national origin, ancestry, age or sex;
- 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.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

18A:42-2 School orchestra not to compete with civilian musicians; exceptions

Possible Cross References

1314, 1320, 3280, 5126, 6145, 6145.1/6145.2, 6145.4, 6153

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Selling & Advertising on School Property

Policy 1325

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

Selling and advertising on school property is prohibited except with the approval of the Superintendent of Schools.

Legal References

NJSA 18A:11-1 General mandatory powers and duties

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Use of School Facilities

Policy 1330

Date Adopted: October 19, 1990

Date Revised: November 17, 1997, August 19, 2002,
December 15, 2003, February 11, 2008, October 6, 2014

Page 1 of 8

Date Reviewed & Approved: July, 16,
2018

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 permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent 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 (See Article 6 Section C of your contract);
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

A request for use of facilities form must be completed, signed by an authorized representative, approved by the respective building principal, and submitted to the Superintendent, along with the required certificate of insurance and security deposit at least three (3) weeks prior to the date requested.

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

Political Activities

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.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Use of School Facilities**

**Series 1000
Policy 1330**

Page 2 of 8

Any person in violation of this section 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.

In the event the Superintendent deems it advisable, any application may be submitted to the Board of Education for action.

The Superintendent or Board may refuse to grant the use of a school building whenever in their judgment there is a good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Smoking is prohibited at all times in any district building or on school grounds. 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.

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, as evidenced by a current certificate of insurance.

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.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Use of School Facilities**

**Series 1000
Policy 1330**

Page 3 of 8

It is understood that the activities scheduled by all groups outside the school shall be scheduled during normal hours when a custodian is on duty. Special events, which are scheduled during off hours, shall be subject to the payment of custodial fees. These fees will be charged on an overtime basis at the highest hourly rate of the category(ies) of the custodial employee(s) who provide the necessary services. These expenses will include one (1) hour before use and one (1) hour clean up time after use.

The Board of Education shall establish reasonable fees for the use of district facilities at its Annual Reorganization Meeting and at any other time warranted by economic conditions.

All fees are to be paid directly to the Board of Education and at no times may payments be made directly to custodians or other school personnel. Such fees may be waived or reduced by the Board of Education.

Premises are rented with the understanding that gratuities are not to be given to custodians or other school personnel. However, custodians and other school personnel may donate their services if authorized by the School Business Administrator or Superintendent of Schools, which action will also be noted in the application.

No use of facilities will be granted to outside groups beyond 11 PM. The outdoor tennis courts and basketball courts at the Penns Grove High School may be used by the public when school is not in session and only during daylight hours. Proper maintenance of the facilities is to be exercised and all trash is to be placed in receptacles. Any violation of these and all other Board regulations will result in the forfeiture of the right to use those facilities.

All meetings, performances, games, events, etc., must be respectable and adequately supervised. The organization using the facilities shall be responsible for compliance with the requirements, rules and regulations.

It should be the responsibility of the organization using the facilities to pay and arrange for police protection, as determined by the Board. The organization shall comply with all police and fire regulations.

In case of property damage or loss, the Board shall fix the costs to be paid by the organization using the facilities.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Use of School Facilities**

**Series 1000
Policy 1330**

Page 4 of 8

Use of buildings and grounds will not take place when school is closed for inclement weather.

At least one adult representative will remain with participants until all participants have completely cleared the buildings and grounds.

A responsible adult, together with a custodian, shall check all facilities used after participants have left, damage should be noted, all water and lights turned off. The Board of Education reserves the right to cancel or revoke approval for use of school facilities at any time.

Except for costs incurred by the district to provide personnel or special services and the \$50 application fee, charges for the use of school facilities may be waived for the following Penns Grove –Carneys Point based organizations only when admission fees or service charges are not being collected.

- Parent-Teacher Associations
- Civic Organizations
- Alumni Organizations
- Boy/Girl Scouts
- Church or other religious related organizations located within Penns Grove/Carneys Point
- Booster Clubs
- Senior Citizens Groups
- YMCA
- Carneys Point/Penns Grove Municipal Organizations
- Youth Athletic groups whose primary purpose is to serve the youth of Penns Grove/Carneys Point and who have at least 50% of their participants who are residents*

* In accordance with N.J.S.A. 18A:40-41.5, any Youth Athletic Group that is granted permission to use school facilities must also provide a statement of Compliance with the Board’s Policy 6145.4 “Sports Related Concussions & Head Injuries.”

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Use of School Facilities**

**Series 1000
Policy 1330**

Page 5 of 8

Schedule of Costs

Use of facilities to be charged as follows: (Note: The actual charges for additional personnel or special services will be added to the listed costs.)

Cafeteria	
Cafeteria plus kitchen for banquet (Includes cost of school supervisor/coordinator)	
4 hour basic charge	\$400
Cafeteria plus kitchen: Serving punch, coffee, food for dances, etc. (Includes cost of school supervisor/coordinator)	
4 hour basic charge	\$300
Cafeteria for meetings, etc.	
4 hour basic charge	\$200
Over 4 hours	\$50/hr
Classroom	\$100
Library	\$150
No food or beverages allowed in room during use	

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Use of School Facilities**

**Series 1000
Policy 1330**

Page 6 of 8

<p>Auditorium - at High School Includes: stage crew, amplifying equipment, and operator and janitorial service 4 hour basic charge, including preparation and tear-down time \$500 Over 4 hours \$125/hr Rehearsals – Monday through Friday \$100/hr Rehearsals – Weekends \$150/hr Gymnasium - High School & Middle School 4 hour basic charge \$400 Over 4 hours \$50/hr</p>	<p>Drive ways/ parking lots for car wash, using school utiliti es \$75/3 hr</p>
<p>All Purpose Room 4 hour basic charge \$400 Over 4 hours \$50 per hour</p>	
<p>Athletic Field (does not include police protection, field preparation, custodian or grounds worker costs, press box, concession stand, lavatory) 4 hour basic charge \$400 Over 4 hours \$100/hr Press box \$200 Concession stand \$50 Field Striping \$250</p>	<p>Custo dial time requir ed for set- up, break down</p>
<p>, cleaning, etc. \$45/hr</p>	

Seasonal use (10 week period) for a facility or field use may be granted with the understanding that school functions will override any non-school group. At times, a facility area may need to be shared with another organization.

A flat seasonal fee of \$250 shall be paid prior to the first day of use.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Use of School Facilities**

**Series 1000
Policy 1330**

Page 7 of 8

All fees are to be paid directly to the Penns Grove - Carneys Point Board of Education and at no time may payment be made directly to custodians or other personnel. Premises are provided with the understanding that gratuities are not to be given to custodians or other school personnel. However, custodians or other school personnel may donate their services if authorized by the Superintendent of Schools, provided the attached statement is signed.

Community based non-profit/governmental organizations not charging an admission fee will be exempt from the use of facility charge, but will still be responsible for custodial fees, if incurred.

Lending of School-Owned Equipment

The Penns Grove-Carneys Point Regional Board of Education finds that district-owned equipment is a valuable resource. Under certain circumstances such equipment may be loaned to an employee or to community groups. In determining whether or not district-owned equipment will be loaned out, the following consideration will govern:

- A. No equipment shall be loaned if such will interfere with or diminish the educational program of the school district.
- B. Only those community groups, which are public or quasi-public in nature, shall be permitted to borrow school district equipment.
- C. Employees of the school district may borrow equipment only if the purpose of such borrowing is to improve the employees' effectiveness in his/her employment with the district or to improve the educational program of the district.
- D. Any employee or community group, which borrows equipment, must sign and file with the building Principal or Business Administrator/Board Secretary an agreement to reimburse the district for any damages sustained to the equipment.

No equipment may be removed from the building where such equipment is normally located without the written consent of the building principal or the Superintendent of Schools. The Business Administrator/Board Secretary shall be provided with a duplicate copy of such permission for his/her records.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Community Relations
Use of School Facilities**

**Series 1000
Policy 1330**

Page 8 of 8

Legal References

NJSA 2C:33-16 Alcoholic beverages; bringing or possession on school property
18A:11-1 General mandatory powers and duties
18A:20-34 Use of schoolhouse and grounds for various purposes
26:3D-55 et seq. New Jersey Smoke-Free Air Act

NJAC 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,

USCA 6301 et seq

Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

A Uniform State Memorandum of Agreement Between Education and Law
Enforcement

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Trespassing on School Property

Policy 1330.5

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board of Education affirms its responsibility to provide for the safety of its students and staff within the school buildings and on school property. In order to meet this obligation, the Board establishes this policy to ban trespassing on school property.

During the school day, only students, staff, parents/guardians, invited visitors, or vendors on official business shall be permitted to be present on campus or in the school buildings. All other individuals shall be considered to be trespassing and shall be asked to leave immediately.

The Board directs the Superintendent of Schools to develop procedures for the staff to follow in the event that a person or persons are reported to be in violation of this policy. The Board further directs that “No Trespassing” signs be posted appropriately on the campus and on all exterior doors of the school buildings.

In the event that a person or persons refuse to leave school property when directed to do so, the Superintendent of Schools or his/her designee shall take whatever lawful steps he/she deems necessary, including requesting assistance from the New Jersey State Police and/or filing a complaint against the individual(s) who are in violation of this policy.

In order to reduce or eliminate the number of persons who may be in violation of this policy, students who do not ride the school bus or drive their own personal vehicles in accordance with school policy may only be picked up by their parents/guardians at the end of the school day. In the event that a parent/guardian wishes to grant permission for someone other than himself/herself, the parent must notify the school prior to the end of the school day. The Board directs the Superintendent or his/her designee to take whatever steps he/she deems necessary to validate the request and to require proper identification of the person(s) picking up the student.

The Board further directs that written notification of the intent and content of this policy be sent to all parents/guardians of students each year.

Legal References

NJSA 18A:11-1 General mandatory powers and duties
18A:20-34 Use of schoolhouse and grounds for various purposes
26:3D-55 et seq. New Jersey Smoke-Free Air Act

NJAC 6A:26-12.2(a)4 Policies and procedures for school facility operation

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

Other Units

Policy 1410

Date Adopted: October 19, 1990

Date Revised: March 20, 1995, May 3, 2004, February 11, 2008,
August 26, 2013, December 11, 2017

Page 1 of 4

Date Reviewed & Approved: July, 16,
2018

The Board of Education wishes to cooperate as fully as possible with other public agencies in the community, which deal with pupils. Whenever feasible, the Superintendent of Schools shall develop positive working relationships with such agencies, including but not limited to investigative committees, pooled resources, and information exchange.

In accordance, with the 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.

Relations with Police and Fire Authorities

Cooperation with law enforcement agencies is desirable. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States, the laws of New Jersey, and recognize the potential enrichment that law enforcement agencies can make in the educational program.

Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA)

Pursuant to the provisions of NJAC 6A:16-6 et seq, the Board of Education and the Superintendent of Schools shall ensure cooperation between school staff and law enforcement authorities as defined therein.

Live Streaming Memorandum of Understanding Between Education and Law Enforcement Officials (MOU)

Pursuant to the provisions of PL 2017, c.119, effective July 21, 2017, if the school building is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education and local law enforcement must enter into a Memorandum of Understanding (MOU) which provides the authorities with the capacity to activate the equipment and view the live streaming video.

This MOU regarding live streaming, at a minimum, must include:

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Community Relations
Other Units**

**Series 1000
Policy 1410**

Page 2 of 4

- A list of designated law enforcement authorities, including contact information, position, rank, and supervisor's contact information, of those who are authorized to activate the equipment to view the live streaming video. The list may be executed as a confidential attachment to the MOU.
- Description of the circumstances under which the designated individuals could activate and view the live streaming video.
- A detailed plan for preventing and detecting unauthorized access to live streaming video.

Annually, the Superintendent of Schools and the Board of Education shall discuss the implementation of and the need for revising the MOA and the MOU and review the effectiveness of the policies and procedures adopted by the Board of Education and implemented by the district in accordance with the requirements of NJAC 6A:16-6, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety

The annual review must include input from the Executive County Superintendent, community members, Board of Education Members, and meetings with the County Prosecutor and the law enforcement officials designated by the County Prosecutor.

The MOA and MOU must be approved and signed by the following school and law enforcement officials:

- President of the Board of Education
- Superintendent of Schools
- Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.);
- Executive County Superintendent
- County Prosecutor.

Each of these individuals shall sign and received a signed copy of the MOA and the MOU annually, subsequent to the annual discussion of the MOA and the MOU.

Procedures

The following procedures shall be followed:

- The Superintendent of Schools shall schedule meetings with the Appropriate Law Enforcement Agency Leader to discuss the MOA and the MOU and/or revisions to them;
- All copies of the MOA and the MOU shall be signed by the Superintendent of Schools and the Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.);

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

**Community Relations
Other Units**

**Series 1000
Policy 1410**

Page 3 of 4

- Any and all additional approved MOA and the MOU provisions and all school and law enforcement contacts are to be attached to each signed copy of the MOA and the MOU;
- All copies of the MOA and the MOU are then to be forwarded to the Executive County Superintendent for approval and signature;
- The Executive County Superintendent signs all copies of the MOA and the MOU and forwards them to the County Prosecutor for approval and signature;
- The County Prosecutor signs all copies of the MOA and the MOU, retains one copy of each and arranges for the delivery of one copy of each to the Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.) and the remaining copies to the Executive County Superintendent;
- The Executive County Superintendent retains one copy of the MOA and the MOU and arranges for the delivery of the remaining copies of each document to the Superintendent of Schools and the President of the Board of Education.

Cooperative Arrangements with Other School Districts

The Board desires that strong lines of communication be maintained with other districts and institutions which 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 Superintendent of Schools 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.

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations
Other Units

Series 1000
Policy 1410

Page 4 of 4

Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure
18A:11-1 General mandatory powers and duties
18A:18A-11 Joint purchases by districts, municipalities; counties; authority
18A:20-4.2 Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education
18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
18A:20-34 Use of schoolhouse and grounds for various purposes
18A:36-25 Early detection of missing and abused children; policies of school districts
18A:38-30 Assistance of sheriffs, police officers, etc
18A:40A-1 et seq. Substance abuse
18A:40A-11, -12, -15, -16, -17, -18
18A:41-1 Fire drills
18A:41-5 Reporting fires
40:8A-3 et al. Authority to enter into contract for joint provision services
40:55D-8 et al. Municipal fees; exemptions

NJAC 6A:14-7.1 et seq. Receiving Schools
6A:14-8.1 et seq. Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission
6A:16-1.1 et seq. Student Development Programs
6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 10.2
6A:32-9.1(c) Athletics Procedures (General requirements)
6A:32-12.1 et seq. Annual Reporting and Planning Requirements

The New Jersey School Search Policy Manual,
Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)
Manual for the Evaluation of Local School Districts
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

1330, 1420, 3220/3230, 3320, 5125, 5131.5, 5131.6, 5141.1, 5141.4, 5141.6, 5145.11, 5145.12, 6114, 6122, 6145.1/6145.2, 6172, 7110, 7150

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

**Relations Between Area, County, State,
Regional & National Associations & the Schools**

Policy 1500

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board shall maintain membership in the Salem County School Boards Association, participating in and contributing to its activities.

As required by state law, the Board maintains membership in the New Jersey School Boards Association, paying dues as authorized by the association in accordance with state statutes. As further required by law, the Board annually selects one of its members to serve as voting delegate to the state association.

It is the policy of the Board to participate as fully as possible in the meetings and activities of the state association.

The Board shall maintain an indirect membership in the National School Boards Association through its affiliation with the New Jersey School Boards Association. It will participate as fully as possible in the activities of the national organization.

The Board maintains membership in the Middle States Association. Staff members will participate appropriately, with permission of the Superintendent.

Legal References

- NJSA** 18A:11-1 General mandatory powers and duties
18A:17-14.1 Appointment of school business administrators; may act as secretary; duties, etc.
18A:17-15 Appointment of superintendents; terms; apportionment of expense
18A:17-24.1 Sharing of personnel by school boards
18A:20-34 Use of schoolhouse and grounds for various purposes
18A:36A-1 et seq. Charter schools
18A:58-37.1 et seq. Textbook aid to public and nonpublic schools
18A:61C-1 Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
18A:61C-4 Program providing college credit courses for high school students on high school campuses; establishment
40:8A-1 et seq. Interlocal Services Act
52:14-15.9cl et seq. Public Employees Charitable Fund-raising Act
- NJAC** 6A:8-3.1(a)2 Curriculum and instruction
6A:8-3.3(a) Enrollment in college courses
6A:11-1.1 et seq. Charter Schools
6A:14-7.1 et seq. Receiving Schools
6A:16-1.1 et seq. Student Development Programs
6A:23-6.1 et seq. Purchase and Loan of Textbooks
6A:32-12 et seq. Annual Reporting and Planning Requirements

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

**Relations with Organizations,
Including Non-Public Schools**

Policy 1600

Date Adopted: October 19, 1990

Date Revised: May 3, 2004, February 11, 2008

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board of Education believes that cooperation between the school district and other organizations concerned with youth, career development and mental health will enhance the opportunities of the district's pupils. Such cooperation will also enable the district to serve its pupils better through appropriate referrals as in drug/alcohol programs, special needs, etc. The Superintendent of Schools 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 Superintendent of Schools to seek and maintain working relationships with local colleges and universities in such areas as student teaching, in-service staff development, school-college liaison and advanced placement.

Relations With Non-Public Schools

The Board of Education will cooperate with parochial and private schools in matters of mutual benefit not expressly prohibited by law. The Superintendent of Schools is encouraged to explore areas of mutual benefit with the administrative officer of such schools and to recommend desirable courses of action.

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 purpose, is not within the authority of the Board and is, therefore, prohibited.

NJSA	18A:17-14.1 Appointment of school business administrators; may act as secretary; duties, 18A:17-15 Appointment of superintendents; terms; apportionment of expense 18A:17-24.1 Sharing of personnel by school boards 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; 18A:20-34 Use of schoolhouse and grounds for various purposes 18A:36A-1 et seq. Charter schools 18A:58-37.1 et seq. Textbook aid to public and nonpublic schools 18A:61C-1 Program promoting cooperation between high schools and institutions of higher education; 18A:61C-4 Program providing college credit courses for high school students on high school campuses; establishment 40:8A-1 et seq. Interlocal Services Act 52:14-15.9c1 et seq. Public Employees Charitable Fund-raising Act
NJAC	6A:8-3.1(a)2 Curriculum and instruction 6A:8-3.3(a) Enrollment in college courses 6A:11-1.1 et seq. Charter Schools 6A:14-7.1 et seq. Receiving Schools

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

Community Relations

Series 1000

**Cooperative Arrangements & Other
Relationships with other School Districts**

Policy 1650

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: July, 16, 2018

The Board may enter into cooperative agreements, otherwise known as “interlocal agreements,” “shared service agreements,” and/or “consortiums,” with other school districts in accordance with law.

Legal References

- NJSA 18A:11-1 General mandatory powers and duties
18A:17-14.1 Appointment of school business administrators; may act as secretary; duties, etc.
18A:17-15 Appointment of superintendents; terms; apportionment of expense
18A:17-24.1 Sharing of personnel by school boards
18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
18A:20-34 Use of schoolhouse and grounds for various purposes
18A:36A-1 et seq. Charter schools
18A:58-37.1 et seq. Textbook aid to public and nonpublic schools
18A:61C-1 Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
18A:61C-4 Program providing college credit courses for high school students on high school campuses; establishment
40:8A-1 et seq. Interlocal Services Act
52:14-15.9cl et seq. Public Employees Charitable Fund-raising Act
- NJAC 6A:8-3.1(a)2 Curriculum and instruction
6A:8-3.3(a) Enrollment in college courses
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts
6A:11-1.1 et seq. Charter Schools
6A:14-7.1 et seq. Receiving Schools
6A:16-1.1 et seq. Student Development Programs
6A:23-6.1 et seq. Purchase and Loan of Textbooks
6A:32-12 et seq. Annual Reporting and Planning Requirements