

Policy

CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

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

The Board of Education believes its school-community relations program should:

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

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

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

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

Legal References: N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")
N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review
N.J.A.C. 6A:32-2.1 Definitions
N.J.A.C. 6A:32-12.1 Reporting requirements

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

N.J.A.C. 6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*1120	Board of education meetings
	*1200	Participation by the public
	*1220	<u>Ad hoc</u> advisory committees
	*2224	Nondiscrimination/affirmative action
	2232	Internal administrative communications
	*2240	Research, evaluation and planning
	*2255	Action planning for T&E certification
	*3510	Operation and maintenance of plant
	*3542	Food service
	*3570	District records and reports
	*4131/4131.1	Staff development; in-service education/visitations/conferences
	*5020	Role of parents/guardians
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*6010	Goals and objectives
	*6142.1	Family life education
	*6142.2	English as a second language; bilingual/bicultural
	*6142.6	Basic skills
	*6142.13	HIV prevention education
	*6171.1	Remedial instruction
	*6171.3	At-risk and Title 1
	*6171.4	Special education
	*6300	Evaluation of the instructional program
	*7110	Long-range facilities planning
	*9322	Public and executive sessions
	*9323/9324	Agenda preparation/advance delivery of meeting material
	*9326	Minutes

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

COMMUNICATING WITH THE PUBLIC

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

The public information program of the board and the district shall be directed by the chief school administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

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

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

Annually, the school district shall disseminate a report card of each school, which shall contain statistical information specified by the Department of Education, to all staff and parents. The school district shall also make the report card available to the media and community.

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 chief school administrator or designee shall oversee the postings. The grade shall be posted with 10 days of its receipt. In addition, the district shall provide a link to the twice-yearly report prepared by the chief school administrator detailing the number and nature of violence vandalism, and harassment, intimidation or bullying reports in the schools.

Use of Electronic Emailing System

Courtesy Eblasts:

Public requests for the use of the district's electronic emailing system must complete the Milltown Public School – Courtesy Eblast Request Form. A yearly (July – June) fee of \$5.00 will apply and is limited to 5 documents per subscription. Additional subscriptions can be purchased at the \$5.00 fee. Fee is non-negotiable and will not be pro-rated. All documentation must be related to children and the requestor must be a non-profit organization. Eblasts will be electronically sent weekly on Friday. Documentation for eblasting should be provided to the district no later than Wednesday of each week.

Milltown and Spotswood PTA and MEF are exempt from the subscription fee.

All requests must be submitted to the Superintendent's Office for approval.

Use of Electronic Automated Phone Messaging System

The Milltown School District automated phone messaging system is used solely for notifications to school staff and families of students on enrollment. Any additional personnel will be at the discretion of the Superintendent.

Avoiding Excessive Expenditures when Communicating with the Public

COMMUNICATING WITH THE PUBLIC (continued)

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

- 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 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.

Adopted: January 25, 1999

NJSBA Review/Update: December 2008

Readopted: March 24, 2009

Readopted: October 25, 2011

Revised & Adopted: March 25, 2014

Key Words

Communicating With the Public, Public Information Program, Press Releases

<u>Legal References:</u>	<u>N.J.S.A. 10:4-6 et seq.</u> <u>N.J.S.A. 18A: 17-46</u> <u>N.J.S.A. 18A:7E-2</u> through -5 <u>N.J.S.A. 47:1A-1 et seq.</u> <u>N.J.A.C. 6A:8-3.1(a)3</u> <u>N.J.A.C. 6A:23A-5.2</u> <u>N.J.A.C. 6A:23A-8.1 et seq.</u> <u>N.J.A.C. 6A:23A-9.5</u> <u>N.J.A.C. 6A:30-3.1</u> <u>N.J.A.C. 6A:32-12.1</u> <u>N.J.A.C. 6A:32-12.2</u>	<u>Open Public Meetings Act</u> Act of Violence; report by the school employee; notice of action taken; annual report School report card program Examination and copies of public records (<u>Open Public Records Act</u>) Curriculum and instruction Public relations and professional services Budget Submission, support documentation, website publication Commissioner to ensure achievement of the CCCS Comprehensive review of public school districts Reporting Requirements School-level planning
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No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible

<u>Cross References:</u>	*1000/1010 Concepts and roles in community relations; goals and objectives *1120 Board of education meetings *2240 Research, evaluation and planning *3570 District records and reports *5124 Reporting to parents/guardians *6142.2 English as a second language; bilingual/bicultural *6142.6 Basic skills *6142.10 Technology *6171.1 Remedial instruction *6171.3 At-risk and Title 1 *6171.4 Special education *6300 Evaluation of the instructional program
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COMMUNICATING WITH THE PUBLIC (continued)

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

Form

COURTESY EBLAST REQUEST FORM

This Courtesy Eblast Request Form is to be used for non-profit organizations requesting flyers to be distributed electronically through the Milltown School District's electronic emailing notification system.

Name of organization: _____

Address: _____

City: _____

Contact Person: _____

Phone: _____

Email: _____

PLEASE NOTE: Information to be eblasted must contain a contact name and number.

Subscription Fee: A yearly July through June \$5.00 fee will apply and is limited 5 documents per subscription. Additional subscriptions can be purchased at the \$5.00 fee. Fee is non-negotiable and will not be pro-rated.

Eblasts will be sent weekly on Friday. Due to parents/guardians receiving all district information via eblast we do not send reminder flyers/information.

Send completed request form and payment to:

Milltown School District
Superintendent's Office
21 West Church Street
Milltown, NJ 08850

Checks payable to: Milltown Board of Education

Adopted: March 25, 2014
Revised: October 21, 2014

Policy

MEDIA

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

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

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

The board encourages public presentation of the programs, policies and progress of the schools through press, radio and television. Building principals shall clear proposed presentations with the chief school administrator. The building principals shall ensure that the parents/guardians of pupils who participate in such presentations are informed.

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

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

School District News Releases

The chief school administrator is responsible for all news releases relative to the schools and their programs. The building principals shall see that the appropriate news releases relating to the activities and programs at their schools are prepared on a timely basis and that the release be submitted to the chief school administrator for review and dissemination to the media.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

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

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

MEDIA (continued)

Manual for the Evaluation of Local School Districts

Possible

Cross References: *1100 Communicating with the public
*9020 Public statements

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

Policy

DISTRICT PUBLICATIONS

The chief school administrator/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 Milltown Board of Education. The district annual report shall be printed for distribution. The board secretary shall make the district audit available to the public as required by law.

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

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

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

District Publications, Publications, Newsletters, Handbooks, Web Site

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:17-20 Chief school administrator; general powers
and duties
N.J.S.A. 18A:23-1 et seq. Audits and Auditors
N.J.S.A. 18A:36-35 School internet web sites; disclosure of certain
student information prohibited
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts

Possible

Cross References: *1000/1010 Concepts and roles in community relations; goals and objectives
*1100 Communicating with the public
*1110 Media
2232 Internal administrative communications
*3100 Budget planning, preparation and adoption
*5124 Reporting to parents/guardians
*5125 Pupil records
*5131 Conduct/discipline
*5145.12 Search and seizure
*6142 Subject fields
*6142.2 English as a second language; bilingual/bicultural

DISTRICT PUBLICATIONS (continued)

*6142.10	Technology
*6145.3	Publications
*6146	Graduation requirements
*6171.3	At-risk and Title 1
*6171.4	Special education
9310	Development, distribution and maintenance of governance manual

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

BOARD OF EDUCATION MEETINGS

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

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

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

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

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

In a regular meeting by September 30 of each year, the chief school administrator shall report to the board:

- A. The number of student graduated:
- B. The number of students graduated under the alternate high school proficiency assessment (ASHA) process;
- C. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEP);
- D. The total number of students denied graduation from the 12th grade class; and the number of students denied graduation from the 12th grade class solely because of failure to pass the Department of Education approved statewide proficiency assessments or AHSA .

Non-categorized schools shall discuss the school performance report (SPR) publicly. The school performance reports is an annual New Jersey Department of Education report released for every school in New Jersey that sets specific school- and subgroup-performance targets for both language arts and mathematics, and detail the school's annual progress toward meeting the targets. The report includes a range of data, including progress toward closing achievement gaps, comparison to peer schools with similar demographics, growth over time as measured through student growth percentiles (SGP) on State tests, and additional college- and career-readiness data points. The reports support school districts' and schools' engagement in performance management by setting performance goals, identifying strengths and weaknesses, and developing local plans to focus on low-performance areas.

In addition the district shall report on progress made in meeting the adequate yearly targets established for closing the achievement gap as set by the Department of Education.

School Performance Report/School Report Card

The chief school administrator or his or her designee shall oversee the collection of data for the school

BOARD OF EDUCATION MEETINGS (continued)

performance report card program and annually report the data to the board and the commissioner. The school performance report card shall be prepared annually and disseminated annually to parents and other interested taxpayers within each school district.

- A. The chief school administrator shall report annually to the board at a public meeting not later than September 30 (N.J.A.C. 6A:8-5.2f):
1. The number of students graduated;
 2. The number of students graduated under the alternative high school assessment (AHSA) process;
 3. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEPs);
 4. The total number of students denied graduation from the 12th grade class; and
 5. The number of students denied graduation from the 12th grade class solely because of failure to pass the Department of Education approved high school proficiency assessment or the AHSA.
- B. The following information shall be collected for the district and for each school within the district, as appropriate and including but not limited to:
1. Results of the elementary assessment programs;
 2. State testing;
 3. Daily attendance records for students and professional staff;
 4. Student graduation and dropout rates;
 5. Annual student scores on the Scholastic Aptitude Test;
 6. Total student enrollment, percentage of limited English proficient students, percentage of students in advanced placement courses, and any other school characteristics which the commissioner deems appropriate;
 7. Instructional resources including teacher/student ratio, average class size and amount of instructional time per day, as calculated by formulas specified by the commissioner;
 8. A written narrative by the school principal or a designee which describes any special achievements, events, problems or initiatives of the school or district;
 9. Data identifying the number and nature of all reports of harassment, intimidation, or bullying; and Indicators of student career readiness.
- C. The following information shall be collected for the district as appropriate:
1. Per pupil expenditures and State aid ratio;
 2. Percent of budget allocated for salaries and benefits of administrative personnel;
 3. Percent of budget allocated for salaries and benefits of teachers;
 4. Percentage increase over the previous year for salaries and benefits of administrative and instructional personnel;
 5. The number of administrative personnel and the ratio of administrative personnel to instructional personnel;
 6. A profile of the most recent graduating class concerning their educational or employment plans following graduation; and
 7. Any other information which the commissioner deems appropriate.

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

- A. The status of all capital projects in the school district's long range plan;
- B. The maximum permitted amount of the school district's reserve account;
- C. Implementation of school-level plans;
- D. Achievement of performance objectives;

BOARD OF EDUCATION MEETINGS (continued)

- E. Each school report card, including pupil performance results and student behavior data;
- F. Professional development activities;
- G. Condition of school facilities;
- H. Status of mandated program reviews;
- I. Community support data as detailed in the administrative code;
- J. The assignment plan for certified and noncertified nurses developed by the school district.

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

- A. Presentation of audit report;
- B. Presentation of budget;
- C. Student attendance;
- D. Dropout statistics; other demographic data;
- E. Mandated inservice programs.

Harassment, Intimidation and Bullying

In addition, two times each school year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the chief school administrator will report 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.

* Part of QAAR and no longer mandated.

Readopted: 1/2/2017

Key Words

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

Legal References: N.J.S.A. 10:4-6 et seq.
N.J.S.A. 18A:7C-7

N.J.S.A. 18A:7E-2

N.J.S.A. 18A:7E-3

N.J.S.A. 18A:10-6

N.J.S.A. 18A:12-21

N.J.S.A. 18A:17-46

N.J.S.A. 18A:22-10

N.J.S.A. 18A:22-13

N.J.S.A. 18A:23-5

N.J.A.C. 6A:8-5.2(f)

Open Public Meetings Act

School administrators report on students awarded or denied diplomas

School report card program

Report card information

Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

School Ethics Act

Act of violence; report by school employee; notice of action taken; annual report

Fixing day, etc., for public hearing

Public hearing; objectives; heard, etc.

Meeting of board; discussion of report

High school diplomas

BOARD OF EDUCATION MEETINGS (continued)

<u>N.J.A.C. 6A:14-1.1 et seq.</u>	Special Education
<u>N.J.A.C. 6A:16-5.1 et seq.</u>	School safety plans
See particularly:	
<u>N.J.A.C. 6A:16-5.2, 5.3</u>	
<u>N.J.A.C. 6A:23A-14.1 et seq.</u>	Capital reserve
<u>N.J.A.C. 6A:26</u>	Educational Facilities
See particularly:	
<u>N.J.A.C. 6A:26-2.2(a)</u>	Completion of long range facilities plans
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
See particularly:	
<u>N.J.A.C. 6A:30-3.2</u>	
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the Code of Ethics for district board of education members and charter school board of trustee members
<u>N.J.A.C. 6A:32-12.1</u>	School attendance

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*2240	Research, evaluation and planning
	*3100	Budget planning, preparation and adoption
	*3570	District records and reports
	*3571.4	Audit
	*4131/4131.1	Staff Development, Inservice Education, Visitations Conferences
	*4231/4231.1	Staff Development, Inservice Education, Visitations Conferences
	*5131.5	Vandalism/violence
	*5145.5	Photographs of pupils
	*6142.2	English as a second language; bilingual/bicultural
	*6142.6	Basic skills
	*6171.1	Remedial instruction
	*6171.3	At-risk and Title 1
	*6171.4	Special education
	*9322	Public and executive sessions
	*9323/9324	Agenda preparation/advance delivery of meeting material
	*9326	Minutes

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

Regulation

BOARD OF EDUCATION MEETINGS

Public Participation

The Milltown Board of Education will hear the comments of interested organizations and individuals. Public Participation at public board meeting shall be governed by the following rules:

- A. There shall be two designated time periods for public comments. Public comments regarding agenda items only will be heard at the beginning of each board meeting. General public comments will be heard at the end of each board meeting.
- B. Public comments will only be permitted during those portions of the meeting designated for the hearing of the public. The portions of the meetings during which the participation of the public is invited shall be limited to 30 minutes unless extended by a majority vote of the board members present.
- C. A participant must be recognized by the presiding officer and must preface his or her comments by an announcement of his or her name, place of residence, and group affiliation, if applicable.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. All statements shall be directed to the presiding officer; no participant may address or question an administrator.

The presiding officer may:

- A. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, duplicative, personally directed, abusive, obscene, or irrelevant;
- B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
- C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board's business.

The above stated rules governing public participation shall be printed and available at the start of all public meetings.

BOARD OF EDUCATION MEETINGS (regulation continued)

Reports at Public Board Meetings

The chief school administrator shall report to the board:

A. By September 30 of each year:

1. The number of students who successfully completed grade requirements for the previous year.
2. The number of students being retained due to the unsuccessful completion of grade requirements from the previous year.

This report shall include the number of pupils successfully completing the requirements under the special education and special review assessment procedures outlined in administrative code.

B. By October 30 of each year the following reports are required:

1. All acts of violence and vandalism that occurred during the previous school year in October.
2. Presentation of audit report;
3. Student attendance;
4. Mandated in-service programs.

Policy

DISTRIBUTION OF MATERIALS BY PUPILS AND STAFF

Material being sent home with pupils should relate to school matters or pupil-related community activities. Except when it pertains to the individual pupil, all such material must be approved in advance by the chief school administrator/designee.

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

The determination of the chief school administrator will be viewpoint-neutral in order to provide equal access to "limited public forums" including bulletin boards for notices, tables at back-to-school nights, or hand-outs to students.

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

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

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

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

Distribution of Materials, Research

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

34 CFR 98.1 - Pupil Protection Rights Amendment

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

DISTRIBUTION OF MATERIALS BY
PUPILS AND STAFF (continued)

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

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	1315	Distribution of materials to pupils and staff
	*1322	Contests for pupils
	*1330	Use of School Facilities
	4135.16	Work stoppages/strikes
	4235.16	Work stoppages/strikes
	*5136	Fund-raising activities
	*6142.10	Technology
	*6145.3	Publications
	6162.5	Research

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

Policy

PARTICIPATION BY THE PUBLIC

The Milltown Board of Education encourages volunteers who are especially qualified because of training, experience, or personal characteristics to take an active part in school affairs. Volunteers may be utilized to give assistance to the professional staff in the actual operation of classes and services where the Chief school administrator and staff deem such aid valuable.

Neither the Chief school administrator nor Principal shall be obligated to utilize the services of a volunteer who, in the sole discretion of the Chief school administrator or Principal, does not possess the appropriate training, experience, or personal characteristics to serve the specific needs of students. The Board, the Chief school administrator, or the Principal may terminate the services of any volunteer with or without notice and with or without cause at any time.

A teacher seeking the assistance of a volunteer must present a written plan of the volunteer's proposed schedule and duties to the Principal for approval. Additionally, the teacher must interview each prospective volunteer and make a recommendation to the Principal regarding same. The written plan and the identity of the recommended volunteers must then be presented to the Chief school administrator for final approval. Volunteers may carry out only prescribed functions pursuant to the approved written plan under the direct supervision of a certified staff member. Such volunteers shall be covered by the Board's liability insurance policy.

Volunteers must sign in at the main office upon their arrival and sign out upon their departure. Volunteers shall be required to wear name tags whenever they are in school buildings. Volunteers are not permitted to roam the school buildings.

Volunteers shall receive no financial remuneration or reimbursement from the Board. The State Department of Education requires that a volunteer must receive a Mantoux test if he/she works indoors and has contact with pupils for at least 20 hours per month.

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

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

Adopted: September 28, 2004
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

Community Volunteers, Volunteers, Public Participation

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 6A:10A-53 *et seq* Establishment of School Leadership Council
N.J.A.C. 6A:32-12.1 Reporting requirements

PARTICIPATION BY THE PUBLIC (continued)

Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1120	Board of education meetings
	1210	Community organizations
	*1220	<u>Ad hoc</u> advisory committees
	*5020	Role of parents/guardians
	*6162.4	Community resources

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

Exhibit

Milltown School District Volunteer Contract

Parkview and Joyce Kilmer Schools believe that family involvement in a child's education is essential. We believe educating a student is a collaborative effort that includes students, teachers and parents or guardians. Parkview and Joyce Kilmer Schools are asking parents to assist the schools by becoming familiar with the volunteer guidelines listed below. Your time is very valuable to us, so we will ask for your assistance in several ways. Listed below are the areas we may need your assistance throughout the year.

- Arranging bulletin boards either during lunch or after school;
- Photocopying, Housekeeping or Laminating Documents with training on equipment;
- *"Read Aloud" with student(s);
- *Editing work with student(s);
- Library aides - shelving books, assisting with selections;
- Assist teacher with special projects;
- Various projects approved by Principal(s).

The guidelines listed below are designed to assist and maintain a consistent educational flow.

Guidelines: 1. Volunteer assistance should not exceed ten hours per week.

2. New Jersey State Department of Education requires that a volunteer must receive a Mantoux test if he/she works indoors and has contact with pupils for at least 20 hours per month.

- Sign in and out and obtain a volunteer pass which needs to remain visible at all times for the children's safety;
- No food or beverages in the building while volunteering;
- Turn off cell phones while volunteering;
- Park in the Borough lot while volunteering at Parkview and the library lot while at Joyce Kilmer;
- Volunteers will remain in designated area(s) only;
- Volunteers will be discrete with school information;
- Volunteers will respect all students and abide by the board's policies prohibiting bullying and discrimination;
- Volunteers will perform assigned duties
- Volunteers will not conference with faculty or staff without an appointment
- Assistance will be determined for a designated length of time established by the school
- Extensive volunteer programs will be determined by the individual building principal
- Volunteers are never left alone with a student or a class of students
- Younger children of the volunteer cannot accompany volunteer in school

* Specific training for Tutorial Programs

Our children at Parkview and Joyce Kilmer thank you for your support.

I have received a copy of the Parent Volunteer Procedure (copy attached) and agree to abide by its terms.

Parent: _____ Date: _____

Principal: _____ Date: _____

Principal: _____ Date: _____

Revised: September 28, 2004

Reviewed: March 24, 2009

Policy

COMMUNITY ORGANIZATIONS AND CLUBS

The Milltown Board of Education appreciates the efforts of community or parent/guardian clubs that donate funds, supplies and equipment to benefit our students and staff. The board will review and determine acceptance of such proposed donations and gifts.

The Chief School Administrator shall formulate a procedure for review of the proposed use of such funds, in accordance with policy #1230. Proposed equipment and supplies must be approved for safety and instructional fidelity in the same manner in which district-purchased equipment and supplies are reviewed. Any gifts and donations accepted shall become the sole property of the school district with the board retaining sole discretion as to the use and ultimate disposition of the gift once the board has determined its continued value to the district.

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

Adopted:	March 26, 1996
NJSBA Reviewed:	December 2008
Readopted:	March 24, 2009
Revised & Readopted:	January 6, 2015

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A: 11-1	General Powers
	<u>N.J.S.A.</u> 18A:20-34	Use of school house and grounds for various purposes

<u>Cross References:</u>	1230	School Connected Organizations
	5126	Awards for Achievement
	3280	Gifts, Grants and Bequests

Policy

AD HOC ADVISORY COMMITTEES

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

Such committees shall be representative of the community in relation to the tasks delegated to them, and may include staff and pupils when appropriate. No appointee shall represent an organization, geographic area, religious group or any other subdivision of the community in an official capacity.

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

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

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

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

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

The administration shall be encouraged to utilize administration appointed committees for matters directly related to activities and issues affecting the schools. Those committees may include staff, parents, and students. The creation of such committees shall be subject to the approval of the chief school administrator. Such committees may include, but are not limited to, such topics as curriculum development, promotion of rationale required for school budgets and referenda, community events, professional purposes, community-school relations, the conduct of the schools and similar matters.

Neither the board as a whole nor any member of the board shall make it a practice not to interfere in the internal workings of such groups.

AD HOC ADVISORY COMMITTEES (continued)

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

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

Ad Hoc Advisory Committees, Citizens' Committees, Committees

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

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

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

Manual for the Evaluation of Local School Districts

Possible

Cross References: *2240 Research, evaluation and planning
*6142.1 Family life education
*6142.12 Career education
*6144 Controversial issues
*6162.4 Community resources
*6171.3 At-risk and Title 1
*9020 Public statements
*9130 Committees

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

Regulation

CITIZENS ADVISORY/AD HOC COMMITTEE

A. Appointment

In order to form the membership of advisory committees to the board of education, the board President shall:

1. Authorize the chief school administrator or designee where appropriate to disseminate to the community in writing the proposal for the Ad Hoc committee including the following information:
 - a. The purpose of the committee;
 - b. Requests for participation including any limitations the number of members needed to serve;
 - c. The length of time each member is being asked to serve;
 - d. The time and place of the first meeting;
 - e. The approximate dates on which the board wishes it to submit reports; and
 - f. The approximate date on which the board wishes to dissolve the committee.
2. Appoint residents who are able and interested in the subject and concerned about the schools;
3. Appoint a chairperson;
4. Appoint himself or herself and the Chief School Administrator, or their designee, as ex-officio members of the committee;
5. Define the committee assignment in writing;
6. Appoint an administrator advisor.

B. Operation

1. All members of the committee, whether elected board members, residents, or staff employees are intended to have the same rights, participation, and vote.
2. The chairperson shall call committee meetings, establish agenda, and provide liaison with staff where necessary.
3. It is expected that some committees will meet more often than others in accordance with a schedule determined by its membership.
4. Meetings of an advisory committee shall not be open to the public.
5. A committee chairperson may call a special meeting of his or her committee at any time with due consideration to applicable statutes, rules, and regulations.

C. Recommendations

AD HOC COMMITTEE (regulation continued)

Recommendations of advisory committees shall not reduce the responsibility of the board, which shall be free to accept or reject the recommendations as it sees fit.

Members of committees nor the committee itself may not make decisions nor bind the board or the school district in matters that are reserved to board members by law.

Matters concerned with individual school district employees or students are not appropriate matters for consideration by any advisory committee, but the philosophy, goals, and objectives related to programs, organization, structure, resources, facilities, and finance are.

Policy

SCHOOL-CONNECTED ORGANIZATIONS

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

Such organizations shall have as their objectives the promotion of pupil 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 schools the best kind of educational program possible. The Board shall make it a practice to appoint a liaison to the organization in order to understand the internal workings of such groups, and guide the alignment between the organization mission and district vision. However, the Board shall make it a practice not to interfere in the internal workings of such groups. A district or school administrator or another professional staff member designated by the Superintendent will serve as liaison to the general parent/teacher organization and other community based organizations. All members of the professional staff shall be encouraged to join the organization and to participate in its activities.

All proposed activities that involve staff and students of the Milltown School District will be established in a collaborative manner between the organization and district administration. All proposed activities or events must be approved by the school and district administration on an annual basis, and prior to the advertisement of such to the staff, students, parents or general public. The administration has the right to set parameters or deny such proposals to ensure that such proposed activities do not interfere with instruction or other school or district related activities or contradict policy or practice in district operations. All organizational donations or staff requests for donations must be approved by the school and district administration or Board prior to consideration or solicitation by the organization or the Board. All activities, fundraising, receipt of donations, and use of granted materials are subject to Board approval. Failure to follow the approval protocol outlined above may result in the denial of district advertisement of the activity and nonparticipation of staff and students in the unapproved activity.

District staff members shall communicate with outside organizations through the school and district administration. Members of outside organizations will communicate any and all proposals, requests, or concerns directly through the school and district administration.

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.

Advertisement of organizational activities using the district electronic communication system will be limited to one communication per activity per administrative approval. The organization will be permitted to share a link to their organization website on the district webpage subject to Superintendent and Board approval.

Permission to hold regular meetings of such organizations in school facilities will be extended by the Board of Education for a particular school year, in accordance with policy #1330.

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

SCHOOL-CONNECTED ORGANIZATIONS (continued)

Revised & Readopted: January 6, 2015

Key Words

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

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

Possible

Cross References: *1000/1010 Concepts and roles in community relations; goals and objectives
*1100 Communicating with the public
1210 Community organizations
*1330 Use of school facilities
*3280 Gifts, grants and bequests
4136 Meetings/committees
*5020 Role of parents/guardians
*5136 Fund-raising activities
*6010 Goals and objectives

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

REGULATION

SCHOOL-CONNECTED ORGANIZATIONS

The below protocols address typical activities and donations that outside organizations grant to the district. Protocols may be used as a guideline for other activities and donations of a similar nature that are not specifically named below. The district reserves the right for the Chief school administrator to modify the protocol in order to address special circumstances. The district will not be held responsible for any lost deposits or other ramifications, if the protocol is not followed.

School or District Level Grants

School-connected organizations are encouraged to support the vision of the district by partnering on various projects or large-scale items to alleviate the impact of such an expense on the local taxpayers. Organizational leaders must express their desire to partner on a project or item purchase to the building principal or chief school administrator prior to moving forward with plans associated with the project or item to ensure that the organizational plan and district vision are aligned. Organizations interested in partnering on various projects or large-scale items must submit the attached form for administrative review and approval prior to committing to a program from an outside vendor. School and district level projects and large-scale items will be subject to preapproval by the Chief school administrator.

Mini-Grants

School-connected organizations are encouraged to support requests from faculty and staff for donations to benefit particular programs or classroom initiatives at the schools. Mini-grant requests must be submitted directly to the building principal for review and approval before application to the sponsoring organization. Any mini-grant that does not have preapproval by the principal or chief school administrator will not be permitted for use in connection with any form of school instruction or operations.

Assembly Programs

School-connected organizations are encouraged to work with the building principals to select instructionally sound and developmentally appropriate assembly programs to supplement the district curriculum. All assembly programs must be preapproved by the building principals. District sponsored events and instructional activities will be given priority when scheduling dates. Organizations interested in sponsoring an assembly program at the schools must submit the attached form for administrative review and approval prior to committing to a program from an outside vendor. Any assembly program that is booked without prior approval by the building principal will not be permitted to be held.

Book Fair and Holiday Shoppe

School-connected organizations are welcome to coordinate various activities in the schools that are designed to meet the needs of the child that are related to both school and family. Dates for school Book Fairs and Holiday Shoppes must be preapproved by the building principal. Organizations interested in sponsoring a Book Fair or Holiday Shoppe must submit the attached form to the building principal for review and approval prior to committing to any outside vendor. District sponsored events and instructional activities will be given priority when scheduling dates.

Classroom Parents

School-connected organizations are welcome to foster relationships between parents and teachers in order to support student activities. The sponsoring organization must submit a list of parent names to the main office for approval by the teacher and the principal. Once approved, classroom parents may receive information related to the class roster. The teacher and principal must approve all activities proposed by the class parent, aside from class parties as outlined below. All classroom parents may not be needed to chaperone every field trip. Classroom parent participation on field trips is based on overall student need, trip schematics, and available and appropriate space.

Class Parties

There will be 4 classroom/grade level parties during each school year for grades PreK-7. The parties will be themed during Halloween, Winter Break, Spring Break, and Year End. All parties for students in grades PreK-5 will take place in the classrooms. Students in grades 6 and 7 will have their Winter Break and Year End parties as separate grade level parties in the All Purpose Room at Joyce Kilmer School. The Halloween and Spring Break parties will be held in individual homerooms.

Party money collection will be facilitated by the classroom teacher, with all money going directly to the class parent. Party money collection for grades PreK- 5 will remain with the individual classes. Party money collection for grades 6 and 7 will take place in the individual homerooms, and then be split in half; with one half being pooled for the two grade level parties (Winter Break and Year End) and the remaining half funding the two individual homeroom parties (Halloween and Spring Break). The class parent may send no more than one reminder via email directly to parents or on a paper flyer sent home by backpack about overdue class party money. Teachers will not be asked to solicit overdue party money from students.



MILLTOWN SCHOOL DISTRICT

Board of Education

21 West Church Street
Milltown, New Jersey 08850-1643
732-214-2365
www.milltownps.org



SCHOOL-CONNECTED ORGANIZATION PROPOSAL FORM

Date Submitted: _____

Organization Name: _____

Contact Name: _____

Contact Phone and Email: _____

Nature of Request: (Please check below)

District Level Grant

Book Fair

School Level Grant

Holiday Shoppe

Assembly Program

Other: _____

Details of Request: (Please attach relevant information for review, if applicable)

_____ Approved by Principal

_____ Approved by Superintendent

_____ Not Approved by Principal

_____ Not Approved by Superintendent

Signature of Principal

Signature of Superintendent

VISITORS

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

All visitors shall be required to report to the principal's office upon entering the building.

A "visitor" is anyone other than a student enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or students during class time without the principal's permission.

Parents requesting access to the classroom, aside from the IEP/special education evaluation process, will be granted up to 8 classroom visits per child, and not to exceed 2 per marking period. The 8 visits may be in different classrooms and with various teachers. Parents who wish to observe or have their private evaluators observe the student or a particular program as part of a special education evaluation or IEP review process will be subject to the same restrictions imposed on school staff for conducting similar observations and evaluations. Any requests for classroom visits for a child with an IEP that are not directly related to a special education evaluation or IEP review process will be limited to 8 classroom visits per child, and not to exceed 2 per marking period.

A parent requesting permission to observe their child in their classroom setting, or prospective classroom setting, must submit a request to the Principal or Director of Student Support Services (Director) and/or their respective designee, at least five (5) days before the requested observation date. The request shall be in writing and shall indicate the date and time period of the requested observation and the parent's reason(s) for such observation. The Principal, Director and/or their respective designee, will confer with the classroom teacher and will determine if the parent's observation request will not unnecessarily disrupt the educational program or lesson planned by the classroom teacher. In the event the Principal or Director and/or their respective designee determines, in their sole discretion, the observation will disrupt the program or lesson planned during the observation time requested by the parent, or the Principal or Director and/or their respective designee is unable to accompany the parent on the requested date and time, the Principal or Director and/or respective designee will suggest an alternative time and/or date for the parental observation.

A classroom observation visit will not exceed forty (40) minutes. The parent must keep confidential any information attained during their class visit other than information relative to their own child. Therefore, information including but not limited to: the names of any other student in their child's class; any activities of other children in the class, and class discussions, questions, or comments by other students in the class, shall remain confidential unless such pertains to the parent's child. During the parental observation time no recording devices or photos are permissible.

Staff members and students are strictly prohibited from propping doors open. Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

For the purpose of preventing unauthorized entry into the district buildings, the building principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;

VISITORS (continued)

- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited the number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;
- E. Security personnel working in the school building are dressed in uniform.

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

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

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

Revised & Readopted: 2/26/2018



MILLTOWN BOARD OF EDUCATION



REQUEST FOR CLASSROOM VISIT

Please indicate that you have read, understand and agree to following policy:

(All policies are available on the district's website at <https://milltownps.org> (District>Policy Manual).

Policy 1250 Visitors

_____ I have read & agree to follow the regulations of Policy 1250.

Name of visitor: (please print) _____ Date: _____

Reason for visit: _____

Requested date of visit: _____ Requested time/period of visit: _____

Visitor phone number & email: (please print) _____

Name of the student being observed: (please print) _____

Relationship to student: _____

Signature of Visitor: _____

****If the student is being observed by someone other than a parent or guardian, the following section must be completed:**

I _____ (print name) give my consent for _____ to observe my son/daughter _____ (print child's name) in school. I have also read and understand that the visitor must abide by the regulations of Milltown Board of Education Policy 1250, *Visitors* and maintaining confidentiality regarding classroom activities and interactions is critical. Failure to follow through with these regulations will result in immediate discontinuation of the observation.

Signature of Parent/Guardian:

_____ Date: _____

For District Office Only

Date of Receipt of Policy Agreement: _____

Administrative Approval: _____ Date: _____

Policy

COMMUNITY COMPLAINTS AND INQUIRIES

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

The chief school administrator shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to federal and state law and applicable negotiated agreements.

When a board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the chief school administrator.

Only in those cases where satisfactory adjustment cannot be made by the chief school administrator and the staff shall communications and complaints be referred to the board of education for resolution.

Parents/guardians and pupils will be informed of the proper avenues to follow in the individual school. Inquires and complaints concerning harassment of a student shall be referred to the Affirmative Action Officer. Matters regarding the appropriate classification, program, and placement of a disabled student shall be referred to the Child Study Team or Section 504 Officer as appropriate.

All signed complaints shall be acknowledged promptly.

Adopted: April 8, 2003
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

Community Complaints and Inquiries, Complaints, Inquiries

Legal References: N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

Possible

Cross References: *1120 Board of education meetings
*3570 District records and reports
*4112.6 Personnel records
*4116 Evaluation
4148 Employee protection
*4212.6 Personnel records
4248 Employee protection
*5145.6 Pupil grievance procedure
*6144 Controversial issues
*6161.1 Guidelines for evaluation and selection of instructional materials
*6161.2 Complaints regarding instructional materials
*6163.1 Media center/library
*9010 Role of the member
*9020 Public statements

COMMUNITY COMPLAINTS AND INQUIRIES (continued)

9123 Appointment of board secretary

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

Regulation

COMMUNITY INQUIRIES AND COMPLAINTS

These procedures are intended to address community concerns in a timely and reasonable manner. Guidelines will provide for an impartial review of community inquiries and complaints. Anonymous, ill-considered, or unrealistic complaints will be eliminated.

A parent or member of the community shall be advised of these procedures when he/she wishes to pursue an inquiry or complaint regarding the district's programs, equipment, operations, and/or personnel. A copy of these procedures shall be published in student handbooks or shall be made available upon request. Assistance shall be provided to individuals with limited English speaking proficiency and individuals with disabilities as necessary and in accordance with applicable laws and regulations.

If an individual board member, or the board as a whole, receives an inquiry or complaint, he/she shall withhold substantive and conclusive comment and shall advise the complainant of the board's policy to encourage resolution of disputes at the lowest possible level. For purposes of these procedures, "lowest possible level" means an informal discussion between the community member and the employee involved in the complaint. The Chief School Administrator shall be advised of the complaint by the board member or Board President (for complaints received by the whole board).

These regulations were developed in accordance with the Chief School Administrator's authority, granted by the board, to maintain procedures for accurate fact gathering in answer to inquiries, and to investigate and solve disputes within the management of the schools and the district whenever it is possible and legally permissible to do so. Employees shall be entitled to reasonable adequate notice of and representation at investigative meetings by their respective Associations when required by applicable collective bargaining agreements or laws. The timelines covered by these procedures may be extended with the consent of the complaining party.

These regulations will not be read to conflict with any board policy currently in effect that already sets forth procedures addressing community complaints, The Chief School Administrator of Schools, or his/her designee, shall have discretion in determining the appropriate procedures to follow regarding complaint resolution.

A. School Level – Personnel

Procedures for dealing with concerns and issues on this level start first with the teacher or staff member involved. The teacher or staff member shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue. If the concern or issue is not resolved, the next level is to the building Principal for his/her further review and consultation. The building Principal shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue. If the concern or issue is still not resolved to both parties' satisfaction, the next level for review and discussion will be with the Superintendent of Schools or his/her designee. The Superintendent of Schools or his/her designee shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue.

B. District Level – Personnel

Procedures for dealing with concerns and issues on this level start first with the employee involved. The employee shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue. If the concern or issue is not resolved, the next level for review and discussion will be with the Superintendent of Schools or his/her

designee. The Superintendent of Schools or his/her designee shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue.

C. District Level – Curricular

Procedures for dealing with concerns and issues related to curriculum and/or activities should first be directed to the Principal for that particular subject or activity area. The applicable chairperson shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue. If the concern or issue is not resolved, the next level is to the building Principal for his/her further review and consultation. The building Principal shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue. If the concern or issue is still not resolved to both parties' satisfaction, the next level for review and discussion will be with the Superintendent of Schools or his/her designee. The Superintendent of Schools or his/her designee shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue.

D. District Level – Facilities

Procedures for dealing with concerns and issues related to the safety and/or facilities of the district should first be addressed with the Principal. The Principal shall consult with the Manager of Buildings and Grounds who shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue. If the issue or concern is not resolved, the next level is to the School Business Administrator. The School Business Administrator, with the consultation of the Superintendent of Schools, shall attempt to address the concern or issue within 10 school days of receiving notice of the concern or issue.

In all four cases, if the concerns and/or issues are not resolved to the parties' satisfaction, the concerns and/or issues may be forwarded, in writing, to the attention of the President of the Board of Education for final discussion and review. The writing may either be mailed to 21 West Church Street, Milltown, New Jersey 08850 or sent via e-mail to the Board President's e-mail address as noted on the District website. A final decision of the Board of Education shall be issued, in writing, within 15 calendar days after the next Board of Education meeting.

Revised & Adopted: 5/22/2017

Policy

GIFTS TO DISTRICT EMPLOYEES

Vendors

No district employee shall accept any commission or 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 organizations, such as clubs, 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 Milltown Board of Education shall consider the writing of letters to staff members a more appropriate way of expressing gratitude and appreciation than a gift.

Gifts from Students and/or Parent/Guardians

The Milltown Board of Education does not approve of the routine presentation of gifts to School District employees on occasions such as Christmas, etc. When a pupil feels a spontaneous desire to present a gift to a staff member, the gift must not be elaborate or expensive.

The Milltown Board of Education considers the writing of letters to staff members expressing gratitude or appreciation a more welcome and in most circumstances a more appropriate tribute.

The giving of gifts having any monetary significance to teachers, principals, and other personnel either by individuals or class groups are prohibited unless approved by the chief school administrator.

If a collection of funds is involved in presenting a group gift, all contributions shall remain strictly voluntary and the names of those not contributing shall not be made known or identified in any way, directly, or indirectly, to the recipient or to any of the persons other than the individual making the collection and to the chief school administrator.

Date: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Legal References:

N.J.S.A. 2A:135-7 Officers or employees of institutions having interest in furnishing goods or supplies thereto
N.J.S.A. 18A:6-8 Interest of school officers, etc., in sale of textbooks and supplies; royalties

Cross References: 4119.21 Conflict of Interest
4219.21 Conflict of Interest

Policy

FUND-RAISING BY OUTSIDE ORGANIZATIONS

No person or organization may solicit funds on school property without prior approval from the chief school administrator and when appropriate reported to the board.

No staff member, unless authorized by the chief school administrator, shall permit the subscription or collection of money on school premises, allow any article to be exhibited for the purpose of sale or permit any person to enter the schools for the purpose of transacting private business. Special appeals in the classroom for charitable relief shall be permitted at the discretion of the chief school administrator and in accordance with Board Policy. No fund solicitation shall be conducted by non-school organizations including those of a charitable nature except with the express approval of the Milltown Board of Education.

Funds solicited by organizations, not sponsored by the district, are not to be deposited in any regular or special accounts of the district. The Board disclaims all responsibility for the protection of or accounting for such funds.

Permission to solicit funds will be granted only to those organizations or individuals whose purposes are consistent with the goals of this district and the interests of the community. The chief school administrator shall specify when and how solicitation may take place. He/she shall ensure this does not interfere with the orderly operation of the educational program.

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Legal References:

N.J.S.A. 18A:11-1 General Mandatory Powers and Duties
N.J.S.A. 52:14-15.9ct et al Public Employee Charitable Fund-Raising Act

Cross References: 3453 School Activity Funds

Policy

DISTRIBUTION OF MATERIALS TO SCHOOL PERSONNEL

The chief school administrator shall review and approve any material from special interest groups, parent/guardians, citizens, political, religious, or other non-school sources before it may be distributed in or via the schools.

The approval may be given to the distribution of materials which are of obvious educational quality, which supplement and enrich the quality of life for the community and school.

Any requests from civic institutions or special interest groups which involve such activities as patriotic foundations, contests, exhibits, sales or products to and by pupils, sending promotional materials home with pupils, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that on balance such activities promote pupil interests without advancing the special interests of any particular group.

It is the policy of the Milltown Board of Education that pupils, staff members, and district facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the board or its delegated representative; any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by this board.

All materials or activities proposed by outside sources for pupil or staff use or participation shall be reviewed by the chief school administrator on the basis of educational value in the total school program, benefit to pupils, and good taste. No such approval shall have the primary purpose of advancing the name, product or special interest of the proposing group.

Fliers of direct educational and cultural interest and of an essentially noncommercial nature may be used or circulated in the schools of this district with the permission of the chief school administrator. No materials which are deemed to have a lack of educational value and/or deemed to be primarily commercial advertising materials will be allowed. District publications shall contain no advertising that has not been approved by the chief school administrator.

No materials may be used or circulated in the schools of this district which are deemed to be primarily advertising materials, except fliers of direct educational and cultural interest, and of an essentially noncommercial nature.

District publications shall contain no advertising, but advertising is permitted in the pupil publications such as, but not limited to, school newspapers, yearbooks, programs, with the permission of the chief school administrator.

No staff member or pupil representing an outside organization may distribute or post literature on that organization's behalf on district property either during or after school hours without the permission of the chief school administrator.

Adopted:	April 6, 2004
NJSBA Review/Update:	December 2008
Readopted:	March 24, 2009

DISTRIBUTION OF MATERIALS TO SCHOOL PERSONNEL (continued)

Key Words

Special Interest Groups, Advertising, Fundraising, Solicit, Solicitation, Commercial, Partisan, Distribute

Legal Reference: N.J.S.A. 18A:42-4 Distribution of Literature

Policy

CONTESTS FOR PUPILS

The chief school administrator 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 chief school administrator shall determine whether the experiences are closely enough allied to and in support of the instructional work of the school and will clearly serve to advance the educational aims of the district. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for approving a contest.

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

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

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

Adopted: March 26, 1996
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

Contests for Pupils, Awards

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:42-2 School orchestra not to compete with civilian
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Possible

Cross References: 1314 Fundraising by outside organizations
1320 Participation in out-of-school community activities
*3280 Gifts, grants and bequests
*5126 Awards for achievement

CONTESTS FOR PUPILS (continued)

*6145	Extracurricular activities
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.4	Public performances and exhibitions
*6153	Field trips

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

Policy

USE OF SCHOOL FACILITIES

The Milltown School District facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules--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.

Community use shall be encouraged so long as such use results in no additional net costs to the district or impedes in any way the ability of the district to provide a thorough and efficient education to the children of the district or detracts from the district goals and objectives.

The board shall require that all users of school facilities comply with the 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.

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

The person completing the use application shall be a bona fide official of the requesting group/organization possessing the legal authority to bind the group/organization to the terms and conditions for such use and for the liability of the group/organization.

I. Eligible Applicants

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

- A. Category A: Uses and groups directly related to the school and the operations of the school, e.g., school varsity and intramural sports, or parent advisory groups appointed by the board;
- B. Category B: Uses and organizations indirectly related to the school, e.g., PTA or collective bargaining unit(s) representing district employees;
- C. Category C: Community organizations formed for charitable, civic or educational purposes, whose offices or activities are principally located or conducted in Milltown and a majority of its participants residing within the district and:
 - 1. The use is for the sole benefit of the school age children through grade 12;
 - 2. There is no admission charge or other form of membership fee or participation fee charged; and
 - 3. That all workers are volunteers, e.g., scouts, parent booster groups, local service clubs, or non/not-for-profit groups;
- D. Category D1: Departments or agencies of the municipal government, e.g., governing body, recreation department, or boards and committees of the municipal government;
- Category D2: Other governmental agencies, e.g., county, state, and federal governmental

USE OF SCHOOL FACILITIES (continued)

agencies;

Category D3: Community-based organizations that do not meet the three point criteria in Category C;

- E. Category E: Non-community based organizations formed for charitable, civic or educational purposes, e.g., scouts, parent booster groups, local service clubs, and non/not-for-profit groups;
- F. Category F: The use of school facilities shall not be granted for the advantage of any commercial or profit-making organizations, or private social functions unless academic in nature. A donation of 5% of tuition charged will be made to the school district from profit making organizations offering enrichment activities after school. Use may be granted upon board approval, subject to the recommendation of the chief school administrator and that all cost to the district for labor and utilities and other expenses are provided by the user in addition to a general rental fee for the use of facilities.

II. Parameters of Use

- A. Applications beyond typical use such as the unusual size of group or extensive room requests as determined by the CSA shall only be granted upon approval of application as follows:
1. Notice will be mailed at cost to the applicant to residents within 200 feet of school and parents will be notified via typical district electronic communication as to the date of the public Board of Education meeting for application vote.
 2. Parking and traffic impact reviewed and approved by Police Chief.
 3. Approval by Borough Zoning Officer.
 4. Approval by Board of Education
- B. Applicants will be granted access to rooms upon approval by the CSA and/or BOE.
1. Room capacity will be verified by the Business Administrator.
- C. Applicants must submit a written explanation of how the organization will ensure contained access to the space agreed upon.
- D. Applicants will provide a security deposit for space as determined by Business Administrator.
- E. The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session for pupils, or over the summer when the programs may interfere with cleaning and maintenance schedules, unless explicitly negotiated in a contract that requires at a minimum compensation for access and oversight of facilities during those times.
- F. 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.
1. 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, e.g., the stage lights and piano in the all purpose room, or the basketball baskets in the gym. The use of district sporting equipment is specifically prohibited, e.g., baseballs, bats, or protective gear. No district equipment shall be removed from the premises for use by non-district personnel.

III. Restrictions

- A. The district shall not permit the use of facilities to individuals or groups prohibited by law or any purpose which is prohibited by law.
- B. Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic

USE OF SCHOOL FACILITIES (continued)

beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations; and with the directions of administrative, maintenance, or other designated staff to the district.

- C. Applicants will not be granted permission for any temporary or permanent modifications to existing facilities unless explicitly negotiated in a contract that requires Board of Education approval.
 - 1. Parents will be notified of any aesthetic or structural changes as deemed necessary by the CSA.
 - 2. Approval by Borough Zoning Officer and/or other local or county official.
 - 3. Review and approval by district architect.

IV. Political Activity

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

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

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5,000, for each violation.

In the event the chief school administrator deems it advisable, he/she will submit any application for the use of facilities to the Board of Education for action.

The chief school administrator or board of education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. A reason for such refusal shall not be required.

V. Custodians

- A. Required to be in attendance during the hours of indoor rental.
- B. To act as the general custodian of school property and equipment.
- C. Clean and make the building ready for the next school day.
- D. To conduct the pre and post inspection of the facility being used. Any such damages or related issues observed in the post inspection will be charged to the lessee.

At least one employee of the Board of Education must be on duty whenever the building is in use except as specified in other regulations adopted by this Board of Education. Specifically, this provision provides for the minimum number of hours for an employee in accordance with Collective Bargaining Agreement.

Time spent by the custodian(s) in cleaning the facilities used by the lessee must be paid for by that lessee.

Custodial fees will not be charged to school-affiliated groups when these fees are reasonable and are incurred because of a fundraising activity the proceeds of which are incurred and benefit pupils. Prior to scheduling these fundraising activities, plans shall be submitted to the business administrator for approval.

The number of custodians required for each rental will be determined by the Business Administrator. Volunteer help from the organization renting the facility shall be used to the extent possible.

USE OF SCHOOL FACILITIES (continued)

VI. Security

Police may be required during the hours of rental for traffic control, etc. at the expense of the lessee, and as determined by the Board of Education.

Expenses for police will not be charged to school affiliated groups when these fees are incurred because of a fundraising activity with proceeds of which are to benefit pupils. Prior to scheduling these fundraising activities, plans shall be submitted to the Business Administrator for approval.

VII. Playgrounds

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

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

Revised & Readopted: 10-2-2017

Regulation

USE OF SCHOOL FACILITIES

General

- A. Groups or organizations, as designated in Board policy, desiring the use of school facilities for a meeting or other activity must first file a written application or request in the office of the Chief school administrator. Schools are not available for use by the public when closed for summer session, holidays, emergencies, etc.
- B. Organized groups must be properly covered with liability insurance. Certificate of insurance in the amount of at least \$1,000,000 (one million dollars) must accompany application. Said certificate also shall name the Milltown School District including the Milltown Board of Education, its members and employees, as additional named insured.

Assessment of Cost

- A. The following costs shall be assessed:
 - 1. Category A: No security deposit. No charge.
 - 2. Category B and C: No security deposit. No charge unless the user is charging an admission fee, conducting a raffle, or raising funds in any other way, or the District is incurring additional costs. In such case, any costs incurred by the District, i.e., custodial costs as approved annually by the Board of Education, other personnel, security, or materials, shall be estimated and collected in advance. If after the event it is determined that any estimate was in excess of the actual costs incurred by the District, a credit or refund shall be made to the user. If the estimate was insufficient, the balance owed shall be billed to the user, with payment due within thirty (30) days or before the next requested use, whichever is sooner.
- B. In determining the number of District custodians to be assigned for any use and the estimated time per custodian, the school business administrator (SBA) shall consider the amount of time for opening and closing of the facility/grounds, set-up and clean-up time, use of special equipment (bleachers, chairs, tables, AV equipment, fencing, and the like) .

Security and Supervision

- A. Use of facilities/grounds may be granted contingent on the user providing adequate supervision of participants and any attendees. Persons serving as coaches or advisors shall not count as supervisors as they are engaged in the running of the program. A supervisor shall be at least 21 years of age.
- B. Supervisors must be provided at the expense of the user at a ratio of 1 supervisor per each unit of 15 participants or attendees under the age of 18. For large audience groups, such as for plays and concerts, five (5) supervisors shall be required. This number may be modified by the CSA based on the specific type of event, or the nature of the audience or participants.

If the user is unable to provide the required number of supervisors, the user may request the requisite number of District employees who shall be paid by the user at the chaperone rate set forth by the District collective bargaining agreement.

The user shall be responsible for supplying the required number of supervisors. Their lack of availability from among District personnel shall not remove or diminish this responsibility on the part of the user.

At least one supervisor shall be present at least one-half hour prior to any event or at a time when the first participant/attendee is expected to arrive and remain one-half-hour after any event or until such time as all participants/attendees have vacated the buildings and grounds to assure the safety and well-being of participants and attendees.

- C. Users may be required to employ District staff members at fees set forth in the District's collective bargaining agreement, to provide additional supervision if in the opinion of the SBA such is warranted.
- D. Users may be required to employ police security if in the opinion of the SBA such is warranted.
- E. Spectators shall not be permitted unless specifically indicated on the application and approved. If spectators are permitted the same standard for ratio of supervisors shall apply as if the spectators were participants or attendees. If the user permits spectators and same was not approved, it shall serve as cause to cancel other approvals or to deny approval in the future.
- F. Users shall be responsible for providing first aid, nursing, and medical services to any participants, attendees, or spectators. As phones may not always be immediately available, users are required to make their own arrangements for summoning emergency medical assistance.
- G. Users shall seek the immediate assistance of the custodial staff for any clean-up or repairs required.
- H. Only sports equipment designed for interior use shall be permitted in the school facilities. Baseballs, softballs and similar equipment are specifically prohibited for use indoors.

<u>Facility</u>	<u>Amount</u>	<u>Facility</u>	<u>Amount</u>
School	\$ 500	Gym/APR	\$ 250
Computer Lab	\$ 250	All others	\$ 25

Payment of Damages

- A. Payable within thirty (30) days. Failure to pay within the specified time shall be cause to cancel further use, other approvals, or to deny approval in the future.
- B. Users that do not vacate by the specified time shall be charged one additional hour for rental and one additional hour at straight or overtime for each assigned employee for each 15 minute unit or part thereof beyond the approved time. Repeated non-compliance shall be cause to cancel further use, other approvals or to deny approval in the future.
- C. Custodial services are provided, however, it is the responsibility of the user to make certain the general conditions of the facility/grounds are in the same state as when they began to use them. Trash and recyclables shall be placed in appropriate containers as provided by the custodial staff.

Application Process

- A. The application should be procured at the school office of the facility/grounds for which use is to be requested.
- B. Applications should be submitted at least two (2) weeks in advance of the first date for requests covering less than one calendar month. Those spanning more than one (1) calendar month should be submitted at least one (1) month in advance.
- C. Applications disapproved by the SBA or those requiring the expenditure of additional funds for staffing shall be submitted to the Board for its review and possible approval. Others may be approved by the SBA.

Fee Waiver of Modification

The Business Administrator may waive or modify the fee structure based on unique circumstances on a strictly case-by-case basis with no waiver or modification serving as a precedent for any other request. In granting such a waiver or modification the Business Administrator shall consider the uniqueness of the request and any financial impact upon the school district.

Other Regulations

- A. Permission for use of school facilities at any time from 11:00 p.m. on Friday through 8 a.m. Monday morning shall not be granted except by permission of the Business. The 11:00 - 8:00 limitation includes set-up and clean-up time, not merely the period of use.
- B. All fees shall be made by check payable to the Milltown Board of Education and filed at the time of submitting a request form for use of facilities with the office of the SBA.
- C. Use of school facilities shall be restricted to the room or other areas specified in the application.
- D. A member of the district custodial staff shall be on the premises at least one-half hour before (and longer if set-up requires additional time) the scheduled time of use and shall remain on the premises until all persons have vacated the building and the occupied areas are cleaned.
- E. Custodial staff may not need to be present for use of the school grounds provided that entry into the school buildings or use of school utilities, i.e., water, is not required.
- F. Smoking or carrying of lighted tobacco products shall be prohibited in all school buildings and grounds at all times and at outdoor events at which children are present.
- G. Possession or consumption of alcoholic beverages in any form or mixture shall not be permitted on school premises, nor shall any person possessing same be allowed on said premises.
- H. No person under the influence of alcohol or narcotics is permitted on school premises.
- I. Firearms or weapons of any kind are prohibited from school grounds and buildings.
- J. Footwear for activities utilizing a gymnasium shall be sneakers or an equivalent type of footwear.
- K. All electrical and mechanical equipment arrangements shall be under the control of the school custodial staff at all times.
- L. Applicants shall leave the school building, facilities and grounds in the same condition in which they were found.

- M. No changes are to be made in the arrangements of school furniture or equipment without permission of the school authorities. The organization for which such property is moved shall be responsible for moving it back to its original position before the beginning of the next school day.
- N. Scenery, decoration, supplies, or equipment provided by the holder of the permit must be removed from the school building promptly so as not to interfere with school activities. If there is a delay and it is deemed necessary to remove such, the removal shall be made by the Board at the expense of the holder of the permit.
- O. Scenery, decoration or equipment shall not be suspended or attached to any school structure in such a manner as to deface or damage the structure.
- P. School equipment shall not be loaned or rented, except by the same criteria as set forth for use of facilities.
- Q. The permit holder shall be held responsible for all damages which are caused by or result from its activity and shall make reparation to the Board for the full replacement amount of any and all such damages.
- R. The Board reserves the right to take any action necessary to preserve order or to protect the property and facilities within its jurisdiction at the expense of the permit holder.
- S. In the event of any dispute or controversy regarding the true interpretation or meaning of any policy statements or regulations regarding use of facilities, the judgment of the Board concerning such controversy or dispute shall be final. Until such time as the Board makes a determination on same, the decision of the SBA shall be in effect.
- T. Any and all violations of these policies and rules by any group or organizations shall be reported in detail by the SBA to the Board which shall take action as it deems necessary.
- U. Administration reserves the right to deny entrance to any person, regardless of association with Event, when perceived as disgruntled or threatening.
- V. The Board reserves the right to require any user of facilities to engage the services of the Milltown Police Department or some other appropriate security service as recommended by the SBA, CSA or the Board at the user's sole expense.
- W. The user shall save harmless the Milltown Board of Education, any of its employees, agents, or representatives for any damages resulting from any cancellation or curtailment of approved use applications.
- X. Priority use ordinarily shall be granted to category A purposes, then to category B, then to scouts and to municipal recreation activities.

A copy of this regulation and the applicable policy shall be presented to the user upon initial request for a use of facilities application.

Reviewed & Updated: September 2018

Regulation

FACILITIES MODIFICATION REQUEST

Date _____

Name of Applicant _____

Contact Number and Email: _____

Room or Area targeted for proposed modification:

Reasons for and explanation of proposed modification:

Expected timeline for modification:

Other information:

APPROVAL

___ Modification Approved

___ Modification Denied

Administrator Signature

Date

Exhibit

Fee Schedule for Category A, B, C School Activities/PAC/PTA/MEA/Community based
K-12 – Scouts, parent/booster, local service clubs/not for profit

The applicable security deposit shall be required for all groups and organizations within this category.

<u>Facility Use</u>	<u>Hourly Charges</u>
Vestibule/Hallway	N/C
Classroom	N/C
Faculty Room	N/C
Art Room	N/C
Music Room	N/C
Media Center/Library*	N/C
All Purpose Room (APR)	N/C
Computer Lab (JK)**	N/C
JK Gym	N/C
PV Gym A	N/C
PV Gym B	N/C
PV Gyms A & B	N/C

* May only use space of Media Center/Library without computers unless a district teacher is employed for the activity/program.

** May only use if a district teacher is employed for the activity/program.

NOTE: Charges for additional custodial time may be incurred if the use of facilities request is when school is closed (weekends, early dismissal, days off, etc.

Reviewed: January 29, 2010

Exhibit

Fee Schedule for Category D, Municipal, State and County Governments

The applicable security deposit shall be required for all groups and organizations within this category.

<u>Facility Use</u>	<u>Hourly rates</u>
Storage Closet/Space	\$5
Vestibule/Hallway	\$5
Classroom	\$5
Faculty Room	\$5
Art Room	\$5
Music Room	\$5
Media Center/Library*	\$14
All Purpose Room (APR)	\$8
Computer Lab (JK)*	\$52
JK Gym	\$14
PV Gym A or B	\$12
PV Gyms A & B	\$19

<u>Summer Facility Use</u>	<u>Monthly Charges**</u>				
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021+</u>
Per School	\$450	\$900	\$2,000	\$3,000	\$4,000

* May only use computers if a district teacher is employed for the activity/program.

** Monthly charges are prorated if space is used less than 10 days during the month.

NOTE: Charges for additional custodial time are as follows:

Time and a half:	1hr- \$36.00	4hrs- \$140.00
Double time:	1hr- \$47.00	4hrs- \$176.00

Revised: July 30, 2018

Exhibit

Fee Schedule for Category E Non-Community Based Organizations for Non-Profit Activities

The applicable security deposit shall be required for all groups and organizations within this category.

<u>Facility Use</u>	<u>Hourly Rate</u>
Storage Space	\$25
Vestibule/Hallway	\$25
Classroom	\$20
Faculty Room	\$20
Art Room	\$20
Music Room	\$20
Media Center/Library*	\$35
All Purpose Room (APR)	\$35
Computer Lab (JK)*	\$110
JK Gym	\$35
PV Gym A	\$50
PV Gym B	\$50
PV Gyms A & B	\$60

	<u>Monthly Rates**</u>				
<u>Summer Facility Use</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021+</u>
Per School	\$450	\$900	\$2,000	\$3,000	\$4,000

* May only use computers if a district teacher is employed for the activity/program.

** Monthly charges are prorated if space is used less than 10 days during the month.

NOTE: Charges for additional custodial time are as follows:

Time and a half:	1hr- \$36.00	4hrs- \$140.00
Double time:	1hr- \$47.00	4hrs- \$176.00

Exhibit

Fee Schedule for Category F Profit Activities – Board Approval

The applicable security deposit shall be required for all groups and organizations within this category.

<u>Facility Use</u>	<u>Hourly Rates</u>
Storage Closet/Space	\$35
Vestibule/Hallway	\$35
Classroom	\$30
Faculty Room	\$30
Art Room	\$30
Music Room	\$30
Media Center/Library*	\$45
All Purpose Room (APR)	\$45
Computer Lab (JK)**	\$225
JK Gym	\$65
PV Gym A	\$65
PV Gym B	\$65
PV Gyms A & B	\$110

<u>Summer Facility Use</u>	<u>Monthly Rates**</u>				
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021+</u>
Per School	\$450	\$900	\$2,000	\$3,000	\$4,000

* May only use computers if a district teacher is employed for the activity/program.

** Monthly charges are prorated if space is used less than 10 days during the month.

NOTE: Charges for additional custodial time are as follows:

Time and a half:	1hr- \$36.00	4hrs- \$140.00
Double time:	1hr- \$47.00	4hrs- \$176.00

Revised: July 30, 2018

Policy

LOCAL UNITS

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

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

Police Authorities

It is the policy of the board to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens and to be in compliance with current memorandum of agreement between education and law enforcement officials. At the same time, schools have a responsibility to parents/guardians for the welfare of their children while they are in school. To carry out these responsibilities, the administration is directed to follow the procedures developed to implement board policies, particularly those for policies numbered 5131.5, 5131.6, 5131.7, 5145.11 and 5145.12.

Fire Department

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

Division of Child Protection and Permanency (DCP&P)

Procedures for district cooperation with the Division of Child Protection and Permanency are included with those implementing policy 5141.4 Child Abuse and Neglect.

Emergency Room/Squad

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

Cooperative Arrangements with Other School Districts

The board desires that strong lines of communication be maintained with other districts and institutions 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.

LOCAL UNITS (continued)

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

*NOTE: as of January 2013 the Division of Youth and Family Services (DYFS) changed its name to Division of Child Protection and Permanency (DCP&P).

Adopted: November 26, 1996
 NJSBA Review/Update: December 2008
 Readopted: March 24, 2009
 Revised & Readopted: April 9, 2013

Key Words

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

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 2A:4A-60 <u>et al.</u> <u>N.J.S.A.</u> 18A:11-1 <u>N.J.S.A.</u> 18A:18A-11 <u>N.J.S.A.</u> 18A:20-4.2 <u>N.J.S.A.</u> 18A:20-9 <u>N.J.S.A.</u> 18A:20-34 <u>N.J.S.A.</u> 18A:36-25 <u>N.J.S.A.</u> 18A:38-30 <u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.S.A.</u> 18A:40A-11, -12, -15, -16, -17, -18 <u>N.J.S.A.</u> 18A:41-1 <u>N.J.S.A.</u> 18A:41-5 <u>N.J.S.A.</u> 18A:54-20 <u>N.J.S.A.</u> 40:55D-8 <u>et al.</u> <u>N.J.S.A.</u> 40A:65-16 <u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:14-8.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 11.1 <u>N.J.A.C.</u> 6A:32-9.1(c) <u>N.J.A.C.</u> 6A:32-12.1 <u>et seq.</u></p>	<p>Disclosure of juvenile information; penalties for disclosure General mandatory powers and duties Joint purchases by districts, municipalities; counties; authority Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion Use of schoolhouse and grounds for various purposes Early detection of missing and abused children; policies of school districts Assistance of sheriffs, police officers, etc. Substance abuse Fire drills Reporting fires Powers of board (county vocational schools) Municipal fees; exemptions Provision of joint contract Receiving Schools Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission Student Development Programs Athletics Procedures (General requirements) Annual Reporting and Planning Requirements</p>
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LOCAL UNITS (continued)

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

A Uniform State Memorandum of Agreement Between Education and Law Enforcement

Possible

<u>Cross References:</u>	*1330	Use of school facilities
	1420	County and intermediate units
	*1600	Relations between other entities and the district
	*3220/3230	State funds; federal funds
	*3320	Purchasing procedures
	*5125	Pupil records
	*5131.5	Vandalism/violence
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141.1	Accidents
	*5141.4	Child abuse and neglect
	5141.6	Crisis intervention
	*5145.11	Questioning and apprehension
	*5145.12	Search and seizure
	*6114	Emergencies and disaster preparedness
	*6122	Articulation
	*6145.1/6145.2	Intramural competition; interscholastic competition
	*6172	Alternative educational programs
	*7110	Long-Range facilities planning
	7130	Relations with other governmental units

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

Policy

RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT

The Milltown School Board believes that cooperation between the schools 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 substance abuse programs, special needs, etc. The chief school administrator is encouraged to explore areas of mutual concern with the administrative officers of such organizations and to recommend desirable courses of action.

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

It is of particular importance to establish and maintain close working relations with trades, businesses and industries which provide members for advisory committees and are possible sources of career placements for our pupils.

Core Curriculum Content Standards

The board shall encourage the active involvement of representatives from the community, business, industry, labor, and higher education in the development of educational programs aligned with the Core Curriculum Content Standards.

Charter Schools

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

Donations to Private Organizations

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

Adopted: January 25, 1999
NJSBA Review/Update: December 2008
Readopted: March 24, 2009

Key Words

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

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

RELATIONS BETWEEN OTHER ENTITIES
AND THE DISTRICT (continued)

<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
<u>N.J.S.A.</u> 18A:36A-1 <u>et seq.</u>	Charter schools
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 18A:58-37.1 <u>et seq.</u>	Textbook aid to public and nonpublic
<u>N.J.S.A.</u> 18A:61C-1	Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
<u>N.J.S.A.</u> 18A:61C-4	Program providing college credit courses for high school students on high school campuses; establishment
<u>N.J.S.A.</u> 40:8A-1 <u>et seq.</u>	Interlocal Services Act
<u>N.J.S.A.</u> 52:14-15.9cl <u>et seq.</u>	Public Employees Charitable Fund-raising Act
<u>N.J.A.C.</u> 6A:8-3.1(a)2	Curriculum and instruction
<u>N.J.A.C.</u> 6A:8-3.3(a)	Enrollment in college courses
<u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u>	<i>Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</i>
<u>N.J.A.C.</u> 6A:11-1.1 <u>et seq.</u>	Charter Schools
<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Student Development Programs
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-4.1(a)(b), -4.2(a)	
<u>N.J.A.C.</u> 6A:23-6.1 <u>et seq.</u>	Purchase and Loan of Textbooks
<u>N.J.A.C.</u> 6A:32-12 <u>et seq.</u>	Annual Reporting and Planning Requirements
Zelman, Chief school administrator of Public Instruction of Ohio, et al. V. Simmons-Harris et al., 536 U.S. _____ (2002)	
New Jersey Constitution, Article VIII, Section III, pars. 2 and 3, Section IV, par. 1	
<u>Manual for the Evaluation of Local School Districts</u>	

Possible

Cross References:

1320	Participation in out-of-school community activities
*1322	Contests for pupils
*1330	Use of school facilities
*1410	Local units
1420	County and intermediate units
1500	Relations between area, county, state, regional and national associations and the district
*2131	Chief school administrator
*3280	Gifts, grants and bequests
*4122	Student teachers/interns
*5131.6	Drugs, alcohol, tobacco (substance abuse)
5141.6	Crisis intervention
*5200	Nonpublic school pupils
*6010	Goals and objectives
*6122	Articulation

RELATIONS BETWEEN OTHER ENTITIES
AND THE DISTRICT (continued)

6141.5	Advanced placement
*6142.4	Physical education and health
*6146	Graduation requirements
*6162.4	Community resources
*6171.2	Gifted and talented

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