

**Policy**

---

CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

The Paulsboro 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 Superintendent of Schools 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 Superintendent of Schools shall be responsible for developing programs, techniques and channels for implementing this policy.

Adopted: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 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

Possible

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

<b><u>Cross References:</u></b>	*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.

**Policy**

---

COMMUNICATING WITH THE PUBLIC

The Paulsboro School 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 Superintendent of Schools, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the 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.

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

Avoiding Excessive Expenditures when Communicating with the Public

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

- 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: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 2009

Key Words

Communicating With the Public, Public Information Program, Press Releases

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:7E-2  
through -5 School report card program  
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")  
N.J.A.C. 6A:8-3.1(a)3 Curriculum and instruction  
N.J.A.C. 6A:23A-5.2 Public relations and professional services

COMMUNICATING WITH THE PUBLIC (continued)

N.J.A.C. 6A:23-8.1 et seq. Budget Review and Approval

See particularly:

N.J.A.C. 6A:23-8.3 Commissioner to ensure achievement of CCCS

N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review

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

**Possible**

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

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

**Policy**

---

MEDIA

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

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

In general, the Superintendent of Schools 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 Paulsboro School 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 Superintendent of Schools. The staff member in charge shall ensure that the parents/guardians of pupils who participate in such presentations are informed.

The Superintendent of Schools or designee shall devise procedures for optimum benefit from such presentations.

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

Public Press, Radio and Television

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

Members of the Board, the Superintendent of Schools, and other as may be necessary, will be available for interview by the media representative. All requirements of the Open Public Meetings Act shall be adhered to when dealing with the media.

District News Releases

The Superintendent of Schools shall be responsible for all news releases relative to the schools and may delegate authority to release routine and non-controversial material.

All matters representing the official position of the Paulsboro Public School District prepared for release to the public news media by any of its employees shall be approved by the Superintendent of Schools prior to release.

Adopted: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 2009

Key Words

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

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act

MEDIA (continued)

<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

**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 Paulsboro Board of Education recognizes that freedom of speech is a basic right extended to students in the public school. The Board further recognizes that the expression of this right by students, through the use of district publications can serve to educate and encourage students in the responsible communication of ideas, opinions and beliefs. The Paulsboro Board of Education is committed to providing its student and school community with the opportunity to submit entries and have access to the district publications.

A publication is considered an official organ of the school and a district publication when it is publicized, sold, distributed and produced during or after school hours on behalf of, or by the school, an employee, student, any authorized agent of the school, or paid for by the school. All district publications are subject to reasonable controls and monitoring.

The Superintendent of Schools/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, pupils, staff and the general community as deemed necessary by the board. The district annual report shall be printed for distribution. The board secretary shall make the district audit available to the public as required by law.

Centralized control of district publications, 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 Superintendent of Schools 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: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 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 Superintendent; 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

**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

DISTRICT PUBLICATIONS (continued)

*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
*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.



**Policy**

---

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 meetings may deal with any topic related to the board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers 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 Superintendent of Schools shall report to the board the number of pupils graduated and the number of pupils denied graduation from the prior 12<sup>th</sup> grade class. This report shall include the number of pupils graduated under the special education and special review assessment procedures outlined in administrative code.

The following information will be presented to the board during the course of the year at a regularly scheduled meeting of the board and will be advertised to the public.

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

In a regular board meeting by October 30 of each year, the Superintendent of Schools 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;

BOARD OF EDUCATION MEETINGS (continued)

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

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

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

In addition, 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.

Adopted: 1994  
 NJSBA Review/Update: November 2008, February 2016  
 Readopted: March 2009, June 2016  
 Revised:

Key Words

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

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u> <u>N.J.S.A.</u> 18A:7C-7 <u>N.J.S.A.</u> 18A:10-6 <u>N.J.S.A.</u> 18A:12.21 <u>N.J.S.A.</u> 18A:17-46 <u>N.J.S.A.</u> 18A:22-10 <u>N.J.S.A.</u> 18A:22-13 <u>N.J.S.A.</u> 18A:23-5 <u>N.J.A.C.</u> 6A:8-5.2(e) <u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u>	Open Public Meetings Act School administrators report on students awarded or denied diplomas 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 Special Education School safety plans
---------------------------------	--	--

BOARD OF EDUCATION MEETINGS (continued)

See particularly:

N.J.A.C. 6A:16-5.2, 5.3N.J.A.C. 6A:23A-14.1 et seq. Capital reserveN.J.A.C. 6A:26 Educational Facilities

See particularly:

N.J.A.C. 6A:26-2.2(a)7 Completion of long range facilities plansN.J.A.C. 6A:26-9.1(d) Capital reserve accountsN.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

See particularly:

N.J.A.C. 6A:30-2.4, -3.1N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for district board of education members and charter school board of trustee membersN.J.A.C. 6A:32-12.1 School attendanceN.J.A.C. 6A:32-12.2 Guidance and counseling**Possible****Cross References:**

*1100	Communicating with the public
*2240	Research, evaluation and planning
*3100	Budget planning, preparation and adoption
*3570	District records and reports
*3571.4	Audit
*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.

## **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 Superintendent of Schools/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 Superintendent of Schools will not discriminate against speech or materials on the basis of its viewpoint or religious content.

The determination of the Superintendent of Schools 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 Superintendent of Schools through the principal of the school. 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 Superintendent of Schools prior to distribution. The Superintendent of Schools 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: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 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**

<b><u>Cross References:</u></b>	*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 Paulsboro Board of Education encourages volunteers and/or residents of the community who are especially qualified because of training, experience, or personal characteristics to take an active part in school affairs. Such persons may be invited to act as advisers both as groups and individually in:

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

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

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

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

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

Adopted: 1994  
NJSBA Review/Update: November 2008, January 2016  
Readopted: March 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

**Possible**

**Cross References:** \*1000/1010 Concepts and roles in community relations; goals and objectives

PARTICIPATION BY THE PUBLIC (continued)

*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.





**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 Superintendent of Schools. Staff members shall not constitute a majority of any general community advisory committee.

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

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

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

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

Adopted: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 2009

Key Words

Ad Hoc Advisory Committees, Citizens' Committees, Committees

AD HOC ADVISORY COMMITTEES (continued)

**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

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

**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.

**Policy**

---

SCHOOL-CONNECTED ORGANIZATIONS

The Paulsboro 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 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 for their physical, mental, social and moral development.

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

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

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

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

Adopted: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 2009

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.

**Policy**

---

VISITORS

The Paulsboro Board of Education welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine.

In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the Superintendent of Schools 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 pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

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 Superintendent of Schools 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.

Adopted: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 2009

Key Words

Visits to the Schools, Visitors

Legal References:

N.J.S.A. 2C:18-3 Unlicensed entry of Structures, defiant trespasser;  
peering into dwelling places; defenses  
N.J.S.A. 2C:33-2 Disorderly conduct  
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. 26:3D-55 et seq.  
New Jersey Smoke-Free Air Act

Possible

Cross References: \*1220 Ad hoc advisory committees  
\*3327 Relations with vendors  
\*3515 Smoking prohibition  
\*4131/4131.1 Staff development; in-service education/visitations/conferences  
\*5020 Role of parents/guardians  
\*5124 Reporting to parents/guardians  
\*5125 Pupil records

VISITORS (continued)

*5142	Pupil safety
*5145.11	Questioning and apprehension
*6144	Controversial issues
*9010	Role of the member

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

**Policy**

---

COMMUNITY COMPLAINTS AND INQUIRIES

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

Complaints, questions and suggestions concerning school personnel or the operation of the schools should follow the chain of command- teacher, supervisor, Principal, Superintendent, and Board of Education.

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

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

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 Superintendent of Schools.

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

All signed complaints shall be acknowledged promptly.

Adopted: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 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.

**Policy**

---

CONTESTS FOR PUPILS

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

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

- A. For the benefit of the pupil;
- B. Open to all pupils 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.

NJSBA Review/Update: November 2008, February 2016  
Adopted: March 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

\*6145 Extracurricular activities



CONTESTS FOR PUPILS (continued)

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

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

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

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

In the event the Superintendent of Schools deems it advisable, any application may be submitted to the board of education for action.

The Superintendent of Schools 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. They shall not be required to give a reason for such refusal.

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

The buildings shall not be available for community use if the programs interfere with cleaning and maintenance schedules.

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

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

A member of the cafeteria staff will be on duty at all times during the use of any kitchen. Compensation for

USE OF SCHOOL FACILITIES (continued)

this service shall be at the current salary rate. Tipping is forbidden. Reimbursement for services rendered shall be made payable to the Paulsboro Board of Education and submitted to the Board Secretary. All charges are subject to approval by the Board.

The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

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

Political Activity

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

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

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

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

Adopted: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 2009, June 2016  
Revised:

Key Words

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

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

USE OF SCHOOL FACILITIES (continued)

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

**Possible**

**Cross References:** \*1230 School-connected organizations  
\*3514 Equipment  
\*3515 Smoking prohibition  
\*6145 Extracurricular activities

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

**Policy**

---

LOCAL UNITS

The Paulsboro 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 Superintendent of Schools shall seek to develop positive working relationships with community agencies, including but not limited to, police authorities, fire departments, Division of Youth and Family Services, emergency room and/or squad, other school districts, and all other agencies providing services to district pupils.

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

Police Authorities

It is the policy of the board to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens and to be in compliance with current memorandum of agreement between education and law enforcement officials. At the same time, schools have 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 Superintendent of Schools 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 Superintendent of Schools 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. Further, this school district shall cooperate with other school districts in the solution of common educational concerns. District staff under the direction of the Superintendent of Schools shall

LOCAL UNITS (continued)

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 Superintendent of Schools shall include in his/her reports to the board an evaluation of the desirability and feasibility of cooperation with other school districts.

Adopted: 1994  
 NJSBA Review/Update: November 2008, February 2016  
 Readopted: March 2009

Key Words

Local Agencies, Local Units, Fire Department, Police Department, Emergency Room, Other School Districts

<b>Legal References:</b>	<u>N.J.S.A. 2A:4A-60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:18A-11</u>	Joint purchases by districts, municipalities; counties; authority
	<u>N.J.S.A. 18A:20-4.2</u>	Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education
	<u>N.J.S.A. 18A:20-9</u>	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A. 18A:20-34</u>	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A. 18A:36-25</u>	Early detection of missing and abused children; policies of school districts
	<u>N.J.S.A. 18A:38-30</u>	Assistance of sheriffs, police officers, etc.
	<u>N.J.S.A. 18A:40A-1 et seq.</u>	Substance abuse
	See particularly:	
	<u>N.J.S.A. 18A:40A-11, -12, -15, -16, -17, -18</u>	
	<u>N.J.S.A. 18A:41-1</u>	Fire drills
	<u>N.J.S.A. 18A:41-5</u>	Reporting fires
	<u>N.J.S.A. 18A:54-20</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 40:8A-3 et al.</u>	Authority to enter into contract for joint provision services
	<u>N.J.S.A. 40:55D-8 et al.</u>	Municipal fees; exemptions
	<u>N.J.A.C. 6A:14-7.1 et seq.</u>	Receiving Schools
	<u>N.J.A.C. 6A:14-8.1 et seq.</u>	Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Student Development Programs
	See particularly:	
	<u>N.J.A.C. 6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 10.2</u>	
	<u>N.J.A.C. 6A:32-9.1(c)</u>	Athletics Procedures (General requirements)
	<u>The New Jersey School Search Policy Manual</u> , New Jersey Attorney General	
	<u>A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials</u> (1999 Revisions)	

**Possible**

**Cross References:** \*1330 Use of school facilities  
 1420 County and intermediate units

LOCAL UNITS (continued)

*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 Paulsboro Board of Education 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 Superintendent of Schools is encouraged to explore areas of mutual concern with the administrative officers of such organizations and to recommend desirable courses of action.

The board directs the Superintendent of Schools to seek and maintain working relationships with local colleges and universities in such areas as student teaching, 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 including the Common Core State 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 including the Common Core State Standards.

The board shall make reasonable efforts to develop articulation agreements with New Jersey colleges and universities to facilitate the delivery of college credit courses to qualified high school students, with the understanding that these credits shall be accepted at all public New Jersey higher education institutions.

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.

Relations with Non-Public Schools

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

Donations to Private Organizations

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

Adopted: 1994  
NJSBA Review/Update: November 2008, February 2016  
Readopted: March 2009



**RELATIONS BETWEEN OTHER ENTITIES  
AND THE DISTRICT (continued)**

Key Words

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

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrators; may act as secretary; duties, etc.
	<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents; terms; apportionment of expense
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal 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>	Inter-local 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:23A-20.1 <u>et seq.</u>	Ownership and storage of textbooks
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts
	Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al., 536 U.S. _____ (2002)	
	New Jersey Constitution, Article VIII, Section III, pars. 2 and 3, Section IV, par. 1	

**Possible**

<b><u>Cross References:</u></b>	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

RELATIONS BETWEEN OTHER ENTITIES  
AND THE DISTRICT (continued)

	and the district
*2131	Chief school administrator
*3280	Gifts, grants and bequests
*4122	Student teachers/interns
*5131.6	Drugs, alcohol, tobacco (substance abuse)
5141.6	Crisis intervention
*5200	Nonpublic school pupils
*6010	Goals and objectives
*6122	Articulation
6141.5	Advanced placement
*6142.4	Physical education and health
*6146	Graduation requirements
*6162.4	Community resources
*6171.2	Gifted and talented

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