

**SERIES 1000****COMMUNITY RELATIONS**

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CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

The Garwood 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 Garwood 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 Garwood Board of Education;
- 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: December 1985

Revised: December 2002

Revised: June 15, 2010

Revised: August 15, 2017

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  
N.J.A.C. 6A:32-12.2 School-level planning  
Manual for the Evaluation of Local School Districts

COMMUNICATING WITH THE PUBLIC

The Garwood Board of Education 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 Garwood Board of Education 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 Garwood Board of Education'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<sup>th</sup> the chief school administrator shall oversee the compilation of a report card of each school in the district that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be disseminated to staff and parents/guardians and made available to the media and other interested members of the school community.

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 within 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.

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: December, 1985

Revised: December, 2002

Revised: June 15, 2011

Revised: October 16, 2012

Revised: August 15, 2017

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. 18A:17-46 Act of Violence; report by the school employee;  
notice of action taken; annual report  
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  
N.J.A.C. 6A:23A-8.1 et seq. Budget submission, support documentation,  
website publication  
N.J.A.C. 6A:23A-9.5 Commissioner to ensure achievement of CCCS  
N.J.A.C. 6A:30-3.1 Comprehensive review of public school districts  
N.J.A.C. 6A:32-12.1 Reporting Requirements  
N.J.A.C. 6A:32-12.2 School-level planning  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et  
seq.

MEDIA

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

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

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

The Garwood Board of Education 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 Chief School Administrator 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 Garwood Board of Education shall make a periodic review of its relations with the news media.

Adopted: December, 1985

Revised: December 2002

Revised: October 16, 2012

Revised: August 15, 2017

Legal References: N.J.S.A. 47:1A-1 Right to Know  
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 of the Board  
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of  
commencement; adjournment, etc., for lack of quorum  
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)  
N.J.A.C. 6:8-2.1 Reporting requirements  
N.J.A.C. 6A:30-1.2 Definitions  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:31-12.2(a)(1)(i) School Planning  
Manual for the Evaluation of Local School Districts (August 2000)

DISTRICT PUBLICATIONS

The Chief School Administrator/designee shall direct development and review of informational newsletters, school district website and handbooks for parents/guardians, pupils, staff and the general community as deemed necessary by the Garwood Board of Education. The district's annual report and/or school report cards shall be printed for distribution. The board secretary shall make the district audit available to the public as required by law.

Centralized control of district publications, including the district website, shall be designed to ensure that 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 website, or websites 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: October 20, 1997

Reviewed: November 2002

Revised: October 16, 2012

Revised: August 15, 2017

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:30-3.1 Comprehensive review of public school districts  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32-12.2 School-level planning

BOARD OF EDUCATION MEETINGS

The Garwood 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 Garwood Board of Education are open to the public and representatives of the media, except when, by resolution at the public meeting, the Garwood Board of Education excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

The Garwood Board of Education 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 Garwood Board of Education will not permit unnecessary or undesirable identification of district pupils at public or Garwood 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 Garwood Board of Education must take public action. An unidentifiable coding shall be used when referring to the pupil.

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

The Garwood Board of Education 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 Garwood Board of Education:

- 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 performance report card program and annually report the data to the Garwood Board of Education 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 Garwood Board of Education 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. Results of the Early Warning Test;
  3. Results of the High School Proficiency Test;
  4. Daily attendance records for students and professional staff;
  5. Student graduation and dropout rates;
  6. Annual student scores on the Scholastic Aptitude Test;
  7. 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;
  8. Instructional resources including teacher/student ratio, average class size and amount of instructional time per day, as calculated by formulas specified by the commissioner;



9. A written narrative by the school principal or a designee which describes any special achievements, events, problems or initiatives of the school or district;
  10. 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;  
A profile of the most recent graduating class concerning their educational or employment plans following graduation; and
  6. Any other information which the commissioner deems appropriate.

\*In a regular Garwood Board of Education 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;
- 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 Garwood Board of Education 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 Reporting

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 Garwood 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.

Legal References: N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:7C-7 School administrators report on students awarded or denied diplomas  
N.J.S.A. 18A:7E-2 School report card program  
N.J.S.A. 18A:7E-3 Report card information  
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of  
N.J.S.A. 18A:12-21 School Ethics Act  
N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report  
N.J.S.A. 18A:22-10 Fixing day, etc., for public hearing  
N.J.S.A. 18A:22-13 Public hearing; objectives; heard, etc.  
N.J.S.A. 18A:23-5 Meeting of board; discussion of report  
N.J.A.C. 6A:8-5.2(f) High school diplomas  
N.J.A.C. 6A:14-1.1 et seq. Special Education  
N.J.A.C. 6A:16-5.1 et seq. School safety plans  
See particularly:  
N.J.A.C.6A:16-5.2, 5.3  
N.J.A.C. 6A:23A-14.1 et seq. Capital reserve  
N.J.A.C. 6A:26 Educational Facilities  
See particularly:  
N.J.A.C.6A:26-2.2(a) Completion of long range facilities plans  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
  
See particularly:  
N.J.A.C. 6A:30-3.2  
N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for district board of education members and charter school board of trustee members  
  
N.J.A.C. 6A:32-12.1 School attendance

Adopted: December, 1985  
Revised: October 20, 1997  
Revised: December, 2002  
Revised: October 16, 2012  
Revised: August 15, 2017

DISTRIBUTION OF MATERIALS BY PUPILS AND STAFF

Material being sent home via electronic mail and a hard copy 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.

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.

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.

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 state and federal law.

Adopted: December, 1985  
Revised: December, 2002  
Revised: October 16, 2012  
Revised: August 15, 2017

Legal References: N.J.S.A. 18A:14-81 Prohibits certain electioneering; penalty  
N.J.S.A. 18A:14-85 Displaying, selling or giving political insignia;  
penalty

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. 18A:36-34 Written approval required prior to acquisition of certain survey information from students

N.J.S.A. 19:34-6 Obstructing or interfering with polling place or voter

N.J.S.A. 19:34-15 Electioneering within or about polling place; misdemeanor

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

Hazelwood School District v. Kuhlmer, 4840.5.260 (1988)

Pupil Protection Rights Amendment 34 C.F.R.98.1

PARTICIPATION BY THE PUBLIC

The Garwood 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 chief school administrator and staff deem such aid valuable;
- D. Offering suggestions on a specific problem or set of closely related problems about which the Garwood Board of Education 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 Garwood Board of Education's liability insurance policy.

The chief school administrator 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 Garwood Board of Education, chief school administrator, 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 Garwood Board of Education, chief school administrator, and staff shall use their own best judgment in arriving at decisions.

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

Date: June 15, 1986

Revised: January 2003

Revised: November 15, 2011

Revised : November 21, 2017

Legal Reference: N.J.S.A. 18A:11-1  
N.J.S.A. 18A:54-20  
N.J.A.C. 6A:32-12.1

General mandatory powers and duties  
Powers of board (county vocational schools)  
Reporting requirements

AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the Garwood Board of Education and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The Garwood Board of Education 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 Garwood Board of Education 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 Garwood Board of Education 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 Garwood Board of Education 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 Garwood Board of Education, which shall be free to accept or reject the recommendations as it sees fit. Only the Garwood Board of Education 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 Garwood Board of Education.

Any publicity concerning the organization, membership, operations, findings or recommendations of any committee shall be released only by the Garwood Board of Education 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 Garwood Board of Education wishes them to render, the resources the Garwood Board of Education intends to provide, and the approximate date on which the Garwood Board of Education wishes to dissolve the committee.

Furthermore, the committee shall be instructed as to the relationship it has to the Garwood Board of Education, to the individual Garwood Board of Education members, to the secretary of the Garwood Board of Education, to the chief school administrator, and to the rest of the professional staff.

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

Date: December 1985

Revised: January 2003

Revised: January 15, 2013

Revised: November 21, 2017

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

SCHOOL-CONNECTED ORGANIZATIONS

The Garwood 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.

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

The Garwood Board of Education 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 Garwood 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.

Date: December 1985  
Revised: January 2003  
Revised: January 15, 2013  
Revised: November 21, 2017

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)



VISITORS

The Garwood Board of Education welcomes visits to school by parents/guardians, Garwood Board of Education 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 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 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.

Date: December 1985

Revised: February 2003

Revised: January 15, 2013

Revised: November 21, 2017

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

COMMUNITY COMPLAINTS AND INQUIRIES

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

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

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

When a Garwood Board of Education 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 Garwood Board of Education for resolution.

All signed complaints shall be acknowledged promptly.

ADOPTED: December, 1985  
REVISED: October 20, 1997  
REVISED: January 2003  
REVISED: March 19, 2013  
REVISED: December 19, 2017

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")

FUNDRAISING

The Garwood Board of Education shall review and act on all proposals for fundraising activities conducted by student groups and student-related groups. The Garwood Board of Education shall not subsidize student fundraising activities.

The Principal and Superintendent will work cooperatively to develop regulations to conduct such activities.

All monies shall be deposited and accounted for to comply with New Jersey law.

For purposes of this policy, "pupil fund raising" shall include the solicitation and collection of money from pupils for any purpose and shall include the collection of money in exchange for tickets, papers or any other goods or services except those goods and services which are part of a board-approved program of the schools.

The Garwood Board of Education prohibits the collection of money in school or on school property or at any school-sponsored events by a pupil for personal benefit. Collection of money by school organizations approved by the Garwood Board of Education shall be approved by the principal. Collections by organizations outside the schools or by pupils on behalf of such organizations shall be approved by the Chief School Administrator.

The Garwood Board of Education shall not be responsible for the protection of or the accounting of funds collected from pupils by organizations outside the schools, by teaching staff members when not required to collect money for a board-approved purpose, and by school-connected organizations. Funds raised by school-sponsored activities shall be deposited in the proper district accounts.

The Garwood Board of Education reserves the authority to limit or prohibit fundraising activities by school-sponsored groups or outside organizations that encourage or require door to door solicitation.

Adopted: December 1985  
Revised: March 2003  
Revised: June 25, 2013  
Revised: December 19, 2017

Legal References: N.J.S.A. 18A:19-14 Student Activities Funds

USE OF SCHOOL FACILITIES/EQUIPMENT

Building Use

The Garwood 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 Garwood Board of Education will permit the use of school facilities when such permission has been requested in writing and has been approved by the Chief School Administrator for:

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

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

In the event the chief school administrator deems it advisable, any application may be submitted to the Garwood Board of Education for action.

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

Smoking is prohibited at all times in any district building or on school grounds. For the purpose 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 during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

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

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

The Garwood Board of Education shall require that all users of school facilities comply with policies of the Garwood Board of Education 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.

DATE: December 1985

REVISED: January 1997

REVISED: March 2003

REVISED: October 18, 2004

REVISED: December 21, 2004

REVISED: June 25, 2013

REVISED: December 19, 2017

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. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 19:44A-19.1 Solicitation on state owned property prohibited; certain circumstances  
N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act  
N.J.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  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)  
Boy Scouts of America v. Dale, 120 S. Ct. 2446 (2000)  
Good News Club v. Milford Central School, 121 S. Ct. 2093 (2001)

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 aligned 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.

DATE: March 2003

Revised: June 25, 2013

Revised: December 19, 2017

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

LOCAL UNITS

The Garwood 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, Division of Child Protection and Permanency, 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 Garwood Board of Education 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 Garwood Board of Education 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 Garwood Board of Education 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 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 Garwood Board of Education an evaluation of the desirability and feasibility of cooperation with other school districts.

DATE: December 1985

REVISED: March 2003

REVISED: June 25, 2013

REVISED: December 19, 2017

Legal References: N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:18A-11 Joint purchases by districts, municipalities; counties; authority

N.J.S.A. 18A:20-4.2 Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education

N.J.S.A. 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion

N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes

N.J.S.A. 18A:36-25 Early detection of missing and abused children; policies of school districts

N.J.S.A. 18A:38-30 Assistance of sheriffs, police officers, etc.

N.J.S.A. 18A:40A-1 et seq. Substance abuse

See particularly:

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

N.J.S.A. 18A:41-1 Fire drills

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

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

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

N.J.S.A. 40A:65-16 Provisions of joint contract

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

See particularly:

N.J.A.C. 6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 11.1

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

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

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

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

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

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

RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT

The Garwood 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 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 Garwood Board of Education directs the Chief School Administrator to seek and maintain working relationships with local colleges and universities in such areas as student teaching, in-service 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.

NJ Learning Standards and Core Curriculum Content Standards

The Garwood Board of Education 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 NJ Learning Standards and Core Curriculum Content Standards.

The Garwood Board of Education 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 Garwood Board of Education 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 Garwood Board of Education and is, therefore, prohibited.

Date: December 1985

Revised: March 2003

Revised: January 18, 2011

Revised: June 25, 2013

Revised: December 19, 2017

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:17-14.1 Appointment of school business administrators; may act as secretary; duties, etc.  
N.J.S.A. 18A:17-15 Appointment of superintendents; terms; apportionment of expense  
N.J.S.A. 18A:17-24.1 Sharing of personnel by school boards  
N.J.S.A. 18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion  
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes  
N.J.S.A. 18A:36A-1 et seq. Charter schools  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 18A:58-37.1 et seq. Textbook aid to public and nonpublic  
N.J.S.A. 18A:61C-1 Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope  
N.J.S.A. 18A:61C-4 College level instruction for high school students  
N.J.S.A. 40A:65-1 et seq. Uniform Shared Services and Consolidation Act  
N.J.S.A. 52:14-15.9 et seq. Deductions construed as voluntary payments  
N.J.A.C. 6A:8-3.1(a)2 Curriculum and instruction  
N.J.A.C. 6A:8-3.3(a) Enrollment in college courses  
N.J.A.C. 6A:11-1.1 et seq. Charter Schools  
N.J.A.C. 6A:14-7.1 et seq. Receiving Schools  
N.J.A.C. 6A:16-1.1 et seq. Student Development Programs  
See particularly:  
N.J.A.C. 6A:16-4.1(a)(b), -4.2(a)  
N.J.A.C. 6A:23A-20.4 Ownership and storage of textbooks  
N.J.A.C. 6A:32-12 et seq. Annual Reporting and Planning Requirements  
Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al., 536 U.S. 639 (2002)  
New Jersey Constitution, Article VIII, Section III, pars. 2 and 3, Section IV, par. 1