

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

Policy Manual

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ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 1000/1010

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

The Estell Manor Board of Education believes that school district community relations is not solely an information program, but encompasses all aspects of the school's 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 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 school that will integrate home, school, and community in meeting the needs of district students;
- 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 shall be responsible for developing programs, techniques and channels for implementing this policy.

Adopted: May 27, 1998
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

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:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A:30-3.1 Comprehensive review of public school districts

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

Possible

<u>Cross References:</u>	
*1100	Communicating with the public
*1120	Board of education meetings
*1200	Participation by the public
*1220	Ad hoc advisory committees
*2224	Nondiscrimination/affirmative action
2232	Internal administrative communications
*2240	Research, evaluation and planning
*2255	Action planning for NJQSAC
*3510	Operation and maintenance of plant
*3542	Food service
*3570	District records and reports
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5020	Role of parents/guardians
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*6010	Goals and objectives
*6142.1	Family life education
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6142.13	HIV prevention education
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education
*6300	Evaluation of the instructional program
*7110	Long-range facilities planning
*9322	Public and executive sessions
*9323/9324	Agenda preparation/advance delivery of meeting material
*9326	Minutes

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

COMMUNICATING WITH THE PUBLIC

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

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

The district's budget; its audit; its annual goals and its progress toward achievement of them; its special education plans; its bilingual/ESL program; student progress toward achievement of the New Jersey Student Learning Standards; and any other information shall be communicated to the public as required by law.

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

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

The homepage of the school and the district website will include the grade received from the Commissioner of Education on the effort of the school and the district to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The superintendent 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 superintendent detailing the number and nature of violence vandalism, and harassment, intimidation or bullying reports in the school.

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; and
- C. Excessive public relations activities that are not part of the instructional program are prohibited.

Adopted: November 24, 2008
Revised: July 27, 2011
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

Communicating With the Public, Public Information Program, Press Releases

COMMUNICATING WITH THE PUBLIC (continued)

<u>Legal References:</u>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	<u>Open Public Meetings Act</u>
	<u>N.J.S.A.</u> 18A:7E-2	
	through -5	School report card program
	<u>N.J.S.A.</u> 18A: 17-46	Act of Violence; report by the school employee; notice of action taken; annual report
	<u>N.J.S.A.</u> 47:1A-1 <u>et seq.</u>	Examination and copies of public records (<u>Open Public Records Act</u>)
	<u>N.J.A.C.</u> 6A:8-3.1(a)3	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:23A-5.2	Public relations and professional services
	<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Budget Submission, support documentation, website publication
	<u>N.J.A.C.</u> 6A:23A-9.5	Commissioner to ensure achievement of the CCCS
	<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts
	<u>Every Student Succeeds Act of 2015</u> , Pub.L. 114-95, 20 <u>U.S.C.A.</u> 6301 <u>et seq.</u>	

Possible

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

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

Policy

MEDIA

Every effort shall be made to assist all communications media in the Estell Manor 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 shall be responsible for establishing relations with news media, and providing information to each through the means found most suitable. Particularly, he/she shall ensure that the media receive all school report cards as required by the administrative code.

The board encourages public presentation of the programs, policies and progress of the schools through press, radio and television. The building principal shall clear proposed presentations with the superintendent. The superintendent or his/her designee shall ensure that the parents/guardians of students who participate in such presentations are informed.

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

The superintendent or designee shall devise procedures for optimum benefit from such presentations.

Adopted: May 27, 1998
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

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

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

Possible

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

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 1111
☐ **Monitored**
☐ **Mandated**
☒ **Other Reasons**

Policy

DISTRICT PUBLICATIONS

The Estell Manor superintendent/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, students, 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 shall prepare procedures to ensure that the district web site, or web sites of any school 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: December 13, 2004
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

District Publications, Publications, Newsletters, Handbooks, Web Site

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-20	Superintendent; general powers and duties
	<u>N.J.S.A.</u> 18A:23-1 <u>et seq.</u>	Audits and Auditors
	<u>N.J.S.A.</u> 18A:36-35	School internet web sites; disclosure of certain student information prohibited
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts

Possible

<u>Cross References:</u>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1110	Media
	2232	Internal administrative communications
	*3100	Budget planning, preparation and adoption
	*5124	Reporting to parents/guardians
	*5125	Student 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

DISTRICT PUBLICATIONS (continued)

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

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

BOARD OF EDUCATION MEETINGS

Estell Manor 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 students at public or board of education meetings, particularly when the student is subject to disciplinary action, or has been identified as having a disability. A special confidential file shall be kept of the names of students with disabilities on whose behalf the board must take public action. An unidentifiable coding shall be used when referring to the student.

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

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

Non-categorized schools shall discuss the school performance report (SPR) publicly. The school performance report 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 superintendent 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 board and the commissioner. The school performance report card shall be prepared annually and disseminated annually to parents and other interested taxpayers within each school district.

- A. The 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. Daily attendance records for students and professional staff;

BOARD OF EDUCATION MEETINGS (continued)

4. Student graduation and dropout rates;
5. 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;
6. Instructional resources including teacher/student ratio, average class size and amount of instructional time per day, as calculated by formulas specified by the commissioner;
7. A written narrative by the school principal or a designee which describes any special achievements, events, problems or initiatives of the school or district;
8. Data identifying the number and nature of all reports of harassment, intimidation, or bullying; and Indicators of student career readiness.

B. The following information shall be collected for the district as appropriate:

1. Per student 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; and
6. Any other information which the commissioner deems appropriate.

*In a regular board meeting by October 30 of each year, the superintendent 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 student 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;

BOARD OF EDUCATION MEETINGS (continued)

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 superintendent 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 school, the status of all investigations, the nature of the HIB, and other data required by law.

Adopted: February 28, 2007
 Revised: November 22, 2010, March 23, 2011, July 27, 2011
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	<u>Open Public Meetings Act</u>
	<u>N.J.S.A.</u> 18A:7C-7	School administrators report on students awarded or denied diplomas
	<u>N.J.S.A.</u> 18A:7E-2	School report card program
	<u>N.J.S.A.</u> 18A:7E-3	Report card information
	<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:12-21	<u>School Ethics Act</u>
	<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
	<u>N.J.S.A.</u> 18A:22-10	Fixing day, etc., for public hearing
	<u>N.J.S.A.</u> 18A:22-13	Public hearing; objectives; heard, etc.
	<u>N.J.S.A.</u> 18A:23-5	Meeting of board; discussion of report
	<u>N.J.S.A.</u> 18A:37-13 <u>et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
	<u>N.J.A.C.</u> 6A:8-5.2(f)	High school diplomas
	<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
	<u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u>	School safety plans
	See particularly:	
	<u>N.J.A.C.</u> 6A:16-5.2, 5.3	
	<u>N.J.A.C.</u> 6A:23A-14.1 <u>et seq.</u>	Capital reserve
	<u>N.J.A.C.</u> 6A:26	Educational Facilities
	See particularly:	
	<u>N.J.A.C.</u> 6A:26-2.2(a)	Completion of long range facilities plans
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	See particularly:	
	<u>N.J.A.C.</u> 6A:30-3.2	
	<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for district board of education members and charter school board of trustee members
	<u>N.J.A.C.</u> 6A:32-12.1	School attendance

Possible

BOARD OF EDUCATION MEETINGS (continued)

<u>Cross References:</u>	
*1100	Communicating with the public
*2240	Research, evaluation and planning
*3100	Budget planning, preparation and adoption
*3570	District records and reports
*3571.4	Audit
*4131/4131.1	Staff Development, Inservice Education, Visitations Conferences
*4231/4231.1	Staff Development, Inservice Education, Visitations Conferences
*5131.5	Vandalism/violence
*5145.5	Photographs of students
*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 STUDENTS AND STAFF

Material being sent home with Estell Manor students should relate to school matters or student-related community activities. Except when it pertains to the individual student, all such material must be approved in advance by the superintendent/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 (e.g., non-profit, non-partisan, community groups), the superintendent will not discriminate against speech or materials on the basis of the viewpoint or religious content.

The determination of the superintendent 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.

Students shall not be used to distribute partisan materials or partisan information pertaining to a school or general election, budget or bond issue, or negotiations. Students 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. 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 student or parent/guardian response shall be reviewed and approved by the superintendent prior to distribution. The superintendent 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: July 27, 2005
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

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 - Student Protection Rights Amendment

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

DISTRIBUTION OF MATERIALS BY
STUDENTS AND STAFF (continued)

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

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	1315	Distribution of materials to students and staff
	*1322	Contests for students
	*1330	Use of School Facilities
	4135.16/4235.16	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.

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 1200

☐ **Monitored**

☐ **Mandated**

☒ **Other Reasons**

Policy

PARTICIPATION BY THE PUBLIC

The Estell Manor 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 students; 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 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 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, 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, and staff shall use their own best judgment in arriving at decisions.

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

Adopted: October 24, 2007
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

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)

Possible

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

PARTICIPATION BY THE PUBLIC (continued)

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.

AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the Estell Manor Board of Education 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 students 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 students 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. 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 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, 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: May 27, 1998
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

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 Act of 1988, (Pub. L.
No. 100-297) amending Elementary and Secondary Education Act of 1965.

34 CFR 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.

SCHOOL-CONNECTED ORGANIZATIONS

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

Such organizations shall have as their objectives the promotion of student welfare; the development of close relationships between the home and the school; and the development between educators and the public of such united efforts as will secure for every student in the school the best kind of educational program possible.

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

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

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

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: May 27, 1998
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

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.

SCHOOL-CONNECTED ORGANIZATIONS (continued)

VISITORS

The Estell Manor 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 shall devise regulations addressing visitors' access to the schools.

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

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

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

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

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;
- E. Security personnel working in the school building are dressed in uniform.

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

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

May 27, 1998

VISITORS (continued)

NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

Visits to the Schools, Visitors, Sign-in, Propping Doors

Legal References:

<u>N.J.S.A.</u> 2C:18-3	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
<u>N.J.S.A.</u> 2C:33-2	Disorderly conduct
<u>N.J.S.A.</u> 18A:7G-5.2	Public school facilities, certain, security measures required
<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> 26:3D-55 et seq.	<u>New Jersey Smoke-Free Air Act</u>

Possible

<u>Cross References:</u>	*1220	<u>Ad hoc</u> advisory committees
	*3327	Relations with vendors
	*3515	Smoking prohibition
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5020	Role of parents/guardians
	*5124	Reporting to parents/guardians
	*5125	Student records
	*5131.1	Harassment, intimidation and bullying
	*5142	Student 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 Estell Manor Board of Education welcomes inquiries about and constructive criticism of the district's programs, equipment, operations and personnel.

The superintendent 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 students 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.

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

All signed complaints shall be acknowledged promptly.

Adopted: May 27, 1998
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

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
*4112.6/4212.6 Personnel records
*4116 Evaluation
*4216 Evaluation
*5145.6 Student 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

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

CONTESTS FOR STUDENTS

The superintendent shall approve participation in extracurricular contests sponsored by organizations outside the Estell Manor school, as long as participation does not interfere with the instructional program. When such contests involve promotional aid, school time, or faculty assistance to students in essay writing, poster making, or other activities, the superintendent 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 student;
- B. Open to all students 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 students and teachers.

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

Adopted: June 19, 2000
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

Contests for Students, Awards

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

Possible

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

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

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- 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 superintendent deems it advisable, any application may be submitted to the board of education for action.

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

Smoking is prohibited at all times 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 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

USE OF SCHOOL FACILITIES (continued)

in the gym. No district equipment shall be removed from the premises for use by nondistrict personnel.

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

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

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: September 22, 2004
 Revised: September 24, 2012
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

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. 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 et. seq. Equal Access Act
 GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227
Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.
Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)

USE OF SCHOOL FACILITIES (continued)

Boy Scouts of America v. Dale, 120 S. Ct. 2446 (2000)

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

Possible

Cross References: *1230 School-connected organizations
*3514 Equipment
*3515 Smoking prohibition
*5131.1 Harassment, intimidation and bullying
*6145 Extracurricular activities

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

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 1410

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

LOCAL UNITS

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

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 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 Missing, Abused and Neglected Children.

Emergency Room/Squad

The superintendent 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 students are enrolled in programs in this district.

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

LOCAL UNITS (continued)

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

Adopted: February 28, 2007
 Revised: June 17, 2013
 NJSBA Review/Update: July 2021
 Readopted: October 27, 2021

Key Words

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

<p><u>Legal References:</u> <u>N.J.S.A. 2A:4A-60 et al.</u> <u>N.J.S.A. 18A:11-1</u> <u>N.J.S.A. 18A:18A-11</u> <u>N.J.S.A. 18A:20-4.2</u> <u>N.J.S.A. 18A:20-9</u> <u>N.J.S.A. 18A:20-34</u> <u>N.J.S.A. 18A:33-11.1</u> <u>N.J.S.A. 18A:35-4.29</u> <u>N.J.S.A. 18A:36-25</u> <u>N.J.S.A. 18A:38-30</u> <u>N.J.S.A. 18A:40A-1 et seq.</u> <u>See particularly:</u> <u>N.J.S.A. 18A:40A-10, 11,</u> <u>-12, -15, -16, -17, -18</u> <u>N.J.S.A. 18A:40-12.6</u> <u>N.J.S.A. 18A:40-27.1</u> <u>N.J.S.A. 18A:40-41</u> <u>See particularly:</u> <u>N.J.S.A. 18A:40-41j</u> <u>N.J.S.A. 18A:41-1</u> <u>N.J.S.A. 18A:41-5</u> <u>N.J.S.A. 18A:41-6</u> <u>N.J.S.A. 18A:54-20</u> <u>N.J.S.A. 19:60-1.1</u> <u>N.J.S.A. 40:55D-8 et al.</u></p>	<p>Disclosure of juvenile information; penalties for disclosure General mandatory powers and duties Joint purchases by districts, municipalities; counties; authority Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion Use of schoolhouse and grounds for various purposes Breakfast after the bell program; Requirements for cardiopulmonary resuscitation (CPR) and automated defibrillator (AED) instruction Early detection of missing and abused children; policies of school districts Assistance of sheriffs, police officers, etc. Instructional programs on substance abuse Administration of epinephrine Provision of nursing services to preschool students Pamphlet on sudden cardiac arrest non-profit youth-serving organizations Fire drills Reporting fires School security drills Powers of board (county vocational schools) Procedure for moving the date of school elections Municipal fees; exemptions</p>
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LOCAL UNITS (continued)

<u>N.J.S.A.</u> 40A:65-16.	Provisions of joint contract
<u>N.J.A.C.</u> 5:70-2.5	Required inspections
<u>N.J.A.C.</u> 5:70-2.24	Inspection of educational occupancies
<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
<u>N.J.A.C.</u> 6A:14-8.1 <u>et seq.</u>	Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission
<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(b)(c), 5.2, 6.1, 6.2, 11.1	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-9.1(c)	Athletics Procedures (General requirements)

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

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

Possible

<u>Cross References:</u>	*1330	Use of school facilities
	1420	County and intermediate units
	*1600	Relations between other entities and the district
	*3220/3230	State funds; federal funds
	*3320	Purchasing procedures
	*5125	Student 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.

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 1410

 Monitored

 X **Mandated**

 X **Other Reasons**

Regulation

LOCAL UNITS

GENERAL STATEMENT

The Estell Manor Board of Education shall foster with its community of parents a sense of wellbeing and confidence that each child is valued and will be protected from any form of threat or danger to their safety and wellbeing. Ensuring the safety and wellbeing of the students and staff requires cooperation between the district schools and community agencies. The superintendent shall establish 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 students.

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

Position	Summary of Main Responsibilities
Superintendent	<ul style="list-style-type: none">• General policy and procedure oversight within the district• Development and implementation of the Memorandum of Agreement for the school district• Designation of the liaison(s)• Contacting and being the liaison with law enforcement, local fire departments, DCP&P, EMS and other school districts• Maintain contact information for police, EMS, fire department, DCP&P
Building principal	<ul style="list-style-type: none">• General procedure oversight within the school• Development and implementation of the Memorandum of Agreement for the school• Contacting and being the liaison with law enforcement, local fire departments, DCP&P, EMS and other school districts• Maintain contact information for police, EMS, fire department, DCP&P• Contact parents/guardians or emergency contact as appropriate
School Nurse	<ul style="list-style-type: none">• Respond to any illness and injury• Determine if EMS shall be called and designate a staff member to make the call• Maintain emergency contact information of staff and students• Maintain contact information for police, EMS, fire department, DCP&P
Policy & Personnel Committee	<ul style="list-style-type: none">• Recommend to the Superintendent of Schools the mandated tasks, specific to drug and alcohol abuse, which are appropriately assigned to designated staff members with rationale for each recommendation.

MEMORANDUM OF AGREEMENT (regulation continued)**PROCEDURES**Law Enforcement Liaison

- A. The superintendent designates as a liaison to the county prosecutor's office and to the local law enforcement agency:
 - 1. Vice-principal;
 - 2. School social worker;
- B. The roles and functions of the(se) liaisons are to:
 - 1. Facilitate communication and cooperation;
 - 2. Identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems;
 - 3. Act as the primary contact person between the schools and the affected law enforcement agencies;
 - 4. Act together in developing joint training and other cooperative efforts, including information exchanges and joint speaking engagements;
 - 5. Coordinate drug and alcohol abuse and violence intervention and prevention efforts; and
 - 6. Consult on the review of school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1, and the review of approved model policies of the School Security Task Force.

Local Law Enforcement and Memorandum of Agreement

The superintendent and each building principal shall establish an ongoing and cooperative relationship with the local law enforcement authority for each of the district schools.

The superintendent and each building principal shall ensure that emergency contact information for the local police department, the local fire department, emergency medical services (EMS) and the Division of Child Protection and Permanence (DCP&P) is maintained in each building office, updated annually and accessible in the event of an emergency.

Cooperation will include establishing a Memorandum of Agreement as required by law and the annual review of the agreement.

Annual Review Process for the Memorandum of Agreement

The superintendent and appropriate law enforcement officials shall annually review the Memorandum of Agreement (MOA) and revise the agreement as necessary. The annual review shall include the following:

- A. Discussion regarding the implementation of and the need for revising the MOA; and
- B. Review the effectiveness of the policies and procedures adopted by the board of education and implemented by the school district in accordance with the requirements in N.J.A.C. 6A:16-6 Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety. Board policies for review and discussion shall include:
 - 1. 5131.5 Violence and Vandalism
 - 2. 5131.6 Drugs, Alcohol and Steroids;
 - 3. 5131.7 Weapons and Dangerous Instruments;
 - 4. 5145.11 Questioning and Apprehension;
 - 5. 5145.12 Search and Seizure;
 - 6. 6114 Emergency and Disaster Preparedness.

MEMORANDUM OF AGREEMENT (regulation continued)

The annual review shall include input from the executive county superintendent, community members (which may include board of education members) and meeting(s) with the county prosecutor and the law enforcement officials designated by the county prosecutor (see primary resource 1 MOA).

Signatures and Copies of the Memorandum of Agreement

The Memorandum of Agreement shall be approved by the following school and law enforcement officials:

1. President of the board of education;
2. Superintendent;
3. Chief(s) of the police department or the station commander(s), as appropriate;
4. Executive county superintendent; and
5. County prosecutor.

Fire Department

- A. Members of the local fire department play a vital role in the school safety program. It shall be the responsibility of the superintendent and each building principal to:
 1. Establish and maintain relationships with the local fire department;
 2. Work with his/her faculty staff and the local fire department in determining the nature and timing of the fire department's participation in the school program;
 3. Coordinate and supervise the planned activities and required drills.
- B. Annually, between July 1 and the opening of schools for the upcoming school year, the building principal is directed to seek the advice and cooperation of the local fire department(s) in the following matters:
 1. The planning and conduct of one fire drill and one school security drill each month prior to June 1 each year (N.J.S.A. 18A:41-1);
 2. The discussion shall focus on the individual procedures for each school in responding to fire and security drills as set forth in the "School Security Drill Checklist" (see primary resource 2) and the "Guide for Developing High-Quality School Emergency Operations Plans" (see primary resource 3).
 3. The development, in compliance with the New Jersey Student Learning Standards for Health and Physical Education, Standard 2.1, Strand D of regular courses of instruction in accident and fire prevention that are adapted to the understanding of the grades and classes (N.J.S.A. 18A:6-2);
 4. First aid, especially in fire related incidents;
 5. Steps needed to conform to all state and local fire codes;
 6. Each fire department shall be advised of any changes in the structural layout of the school, construction or remediation projects; and/or changes in use or application of the facility so as to assist in the fire department's planned activities and required drills;
 7. The meeting shall result in the revision or additions to the school's emergency preparedness plan, which shall be submitted to the superintendent, who shall confidentially present each school's plan to the board of education for adoption.

Division of Child Protection and Permanency

Annually, the superintendent/designee shall attend a meeting with the local branch of the Division of Child Protection and Permanency ("DCP&P") and the Office of Adolescent Services ("OAS") to review procedures to ensure the safety, permanency, and well-being of the children and families of the district. The agenda of the meeting shall include, but not be limited to the following:

- A. Changes/revisions to reporting procedures and contact information;

MEMORANDUM OF AGREEMENT (regulation continued)

- B. Standard investigatory steps and anticipated timelines;
- C. Coordination of services to children and families of the district;
- D. The sharing of resources and provision of coordinated services to students who have been removed from their general education by DCP&P and are transitioning back into the district;
- E. Consultation with the Institutional Abuse Investigation Unit to determine needs of that unit and ways in which the district can assist in the investigation.

(See board policies and procedures 5141.6 Child Abuse and Neglect and 5142 Student Safety for district reporting obligations.)

Emergency Medical Services

- A. The school nurse shall maintain accurate documentation of the emergency contact information for each student. This documentation shall be updated annually;
- B. The school nurse shall keep an accurate and accessible record of local emergency medical services, DCP&P, police and fire department contact information;
- C. All accidents and injuries shall be reported to the school nurse. The school nurse shall be responsible for examining all reported accidents and injuries according to board policies and procedures 5141.1 Accidents and 5141.2 Illness;
- D. Annually, the school nurse shall meet with the local health department to discuss any existing or anticipated outbreaks of communicable diseases and the coordinated response to same. The attendees shall also consider the coordination of immunization services and the coordinated distribution of appropriate health information to students and parents via flyers and speakers or other means, and the required reporting of communicable diseases.
- E. The school nurse shall also be responsible for maintaining contact with emergency responders to facilitate services and communication in the event of an emergency.

Emergency Medical Services

The superintendent shall oversee the annual review of state departments and agencies that are currently providing or are anticipated to provide services to students enrolled within the district. Such review shall result in the identification of associated departments or agencies, and in outreach to each department or agency to consult in the coordination of services in the case of an emergency or crisis situation and resources available to affected students.

REGULATION HISTORY

Adopted: October 27, 2021

CROSS REFERENCES

5131.5	Vandalism and Violence
5131.6	Substance Abuse
5131.7	Weapons and Dangerous Instruments
5141	Health
5141.1	Accidents
5141.2	Illness

MEMORANDUM OF AGREEMENT (regulation continued)

- 5141.4 Child Abuse and Neglect
- 5142 Safety (covers missing children)
- 5145.11 Questioning and Apprehension
- 5145.12 Search and Seizure

Primary Resources

- 1 New Jersey Department of Education Guidance/Memorandum of Agreement
- 2 School Security Drill Checklist
- 3 Guide for Developing High-Quality School Emergency Operations Plans

ESTELL MANOR SCHOOL DISTRICT
Estell Manor, New Jersey

FILE CODE: 1600

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Policy

RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT

The Estell Manor Board of Education believes that cooperation between the school and other organizations concerned with youth, career development and mental health will enhance the opportunities of the district's students. Such cooperation will also enable the district to serve its students better through appropriate referrals as in substance abuse programs, special needs, etc. The superintendent 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 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 students.

New Jersey Student Learning 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 New Jersey Student Learning Standards.

Charter Schools

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

Donations to Private Organizations

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

Adopted: October 24, 2001
NJSBA Review/Update: July 2021
Readopted: October 27, 2021

Key Words

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

Legal References: N.J.S.A. 18A:11-1
N.J.S.A. 18A:17-14.1
N.J.S.A. 18A:17-15

General mandatory powers and duties
Appointment of school business administrators; may act as secretary; duties, etc.
Appointment of superintendents; terms; apportionment

RELATIONS BETWEEN OTHER ENTITIES
AND THE DISTRICT (continued)

<u>N.J.S.A.</u> 18A:17-24.1	of expense
<u>N.J.S.A.</u> 18A:20-9	Sharing of personnel by school boards
	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 schools
<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> 40A:65-1 <u>et seq.</u>	<u>Uniform Shared Services and Consolidation Act</u>
<u>N.J.S.A.</u> 52:14-15.9cl <u>et seq.</u>	<u>Public Employees Charitable Fund-Raising Act</u>
<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: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
See particularly:	
<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
<u>Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al</u> , 536 U.S. (2002)	

New Jersey Constitution, Article VIII, Section III, pars. 2 and 3, Section IV, par. 1

Possible

<u>Cross References:</u>	1320	Participation in out-of-school community activities
	*1322	Contests for students
	*1330	Use of school facilities
	*1410	Local units
	1420	County and intermediate units
	1500	Relations between area, county, state, regional and national associations and the district
	*2131	Superintendent
	*3280	Gifts, grants and bequests
	*4122	Student teachers/interns
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	5141.6	Crisis intervention
	*5200	Nonpublic school students
	*6010	Goals and objectives
	*6122	Articulation
	6141.5	Advanced placement
	*6142.4	Physical education and health
	*6146	Graduation requirements

RELATIONS BETWEEN OTHER ENTITIES
AND THE DISTRICT (continued)

*6162.4 Community resources
*6171.2 Gifted and talented

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