

CAMDEN'S PROMISE CHARTER SCHOOL
Camden, New Jersey

Policy Manual

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1000 Community Relations

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CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

The Camden's Promise Charter School Board of Trustees believes that school-community relations is not solely an information program, but encompasses all aspects of the school's relationship with the total community.

The board of trustees believes its school-community relations program should:

- A. Promote public interest and participation in the operation of the school system;
- B. Gather information about public attitudes toward the school system and its programs and report them to the chief school administrator and the board;
- C. Provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems and progress of the school system to the community and the staff;
- D. Develop the most effective means of communication with the school system's public and use available media as appropriate;
- E. Develop programs in the schools that will integrate home, school, and community in meeting the needs of the 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 chief school administrator shall be responsible for developing programs, techniques and channels for implementing this policy.

NJSBA Review/Update: March 2017

Adopted:

Key Words

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

Legal References: N.J.S.A. 10:4-6 et seq.
N.J.S.A. 18A:36A-1 et. seq.
N.J.S.A. 47:1A-1 et seq.
N.J.A.C. 6A:30-3.1

Open Public Meetings Act
Charter School Program Act of 1995
Examination and copies of public records ("Open Public Records Act")
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 trustees meetings
	*1200	Participation by the public
	*1220	<u>Ad hoc</u> advisory committees
	*2224	Nondiscrimination/affirmative action
	2232	Internal administrative communications
	*2240	Research, evaluation and planning
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	*3510	Operation and maintenance of plant
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	*5020	Role of parents/guardians
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	*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 Camden's Promise Charter School Board of Trustees supports the implementation of a public relations program to foster the continuing and constructive cooperation of this charter with the community served by the school. The board of trustees believes that all reasonable means should be employed to keep the community served by this school informed on matters of importance regarding school policies, finances, programs, personnel, and operations.

The board 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 school 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 school and shall provide interpretation and explanation of the school's plans and programs.

The school'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; graduation statistics and any other information shall be communicated to the public as required by law.

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

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

The homepage of the school's website will include the grade received from the Commissioner of Education on the effort of the school to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The chief school administrator or designee shall oversee the postings. The grade shall be posted with 10 days of its receipt. In addition, the school shall provide a link to the twice-yearly report prepared by the person 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

School 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. Excessive public relations activities that are not part of the instructional program are prohibited.

NJSBA Review/Update: March 2017
Adopted:

Key Words

COMMUNICATING WITH THE PUBLIC (continued)

Communicating With the Public, Public Information Program, Press Releases

<u>Legal References:</u>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	Open Public Meetings Act
	<u>N.J.S.A.</u> 18A: 17-46	Act of Violence; report by the school employee; notice of action taken; annual report
	<u>N.J.S.A.</u> 18A:7E-2 through -5	School report card program
	<u>N.J.S.A.</u> 47:1A-1 <u>et seq.</u>	Examination and copies of public records ("Open Public Records Act")
	<u>N.J.A.C.</u> 6A:8-3.1(a)3	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts
	<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:23A-22.6	Public relations and professional services

Every Student Succeeds Act of 2015, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq.

Possible

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

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

Policy

MEDIA

Every effort shall be made to assist all communications media in the community to gain complete and adequate coverage of the programs, problems, planning, and activities of the Camden's Promise Charter School system.

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

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

The board encourages public presentation of the programs, policies and progress of the school through press, radio and television. The building principals shall ensure that the parents/guardians of students who participate in such presentations are informed.

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

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

NJSBA Review/Update: March 2017
Adopted:

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>	Open Public Meetings Act
	<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:36A-1 et seq.</u>	Charter School Program Act of 1995
	<u>N.J.S.A. 47:1A-1 et seq.</u>	Examination and copies of public records ("Open Public Record Act")
	<u>N.J.A.C. 6A:11-1 et seq.</u>	Charter Schools

Possible

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

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



SCHOOL PUBLICATIONS

The chief school administrator/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 Camden's Promise Charter School Board of Trustees. The school annual report shall be printed for distribution. The board secretary shall make the school audit available to the public as required by law.

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

In accordance with law, the chief school administrator shall prepare procedures to ensure that the school web site 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.

NJSBA Review/Update: March 2017

Adopted:

Key Words

School 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:36A-1 <u>et seq.</u>	Charter School Program Act of 1995
	<u>N.J.A.C.</u> 6A:11-1 <u>et seq.</u>	Charter Schools
	<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
	*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
	*6171.3	At-risk and Title 1
	*6171.4	Special education

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

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Policy

BOARD OF TRUSTEES MEETINGS

Board of trustees meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the Camden's Promise Charter School Board of Trustees 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 school students at public or board of trustees 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 school. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers and other appropriate media outlets.

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

In a regular board meeting by July 31 of each year, the chief school administrator shall provide a report to the board which includes, but is not limited to, information on the following topics:

- A. The achievement of the school's mission, goals and objectives;
- B. The efficiency in the governance and management of the school;
- C. The attainment of the New Jersey Student Learning Standards and the delivery of an educational program leading to high student academic achievement;
- D. Statewide Assessment Program results and local assessment results of students;
- E. The degree of parental and community involvement in the school;
- F. The school's public relations and outreach efforts; and
- G. The student admissions policies and staff recruitment plan.

This report shall be submitted annually by August 1 following each full school year in which the school is in operation to the Commissioner, the respective executive county superintendent of schools and the local board of trustees, no later than 4:15 P.M. If August 1 falls on a weekend, the annual report is due on the first subsequent work day.

This report must also include a copy of the following:

- A. The resolution of the board of trustees naming the chief school administrator of the school;
- B. A directory of the current members of the board of trustees;
- C. Amendments to the bylaws of the board of trustees adopted during the previous year;

BOARD OF TRUSTEES MEETINGS (continued)

- D. A calendar for the upcoming school year; and
- E. The resolution of the board of trustees naming the Affirmative Action Officer, the Section 504 Officer and the Title IX Coordinator.

The report shall be made available to the parent/guardians of students enrolled in the school.

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 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.

- A. The chief school administrator shall report annually to the board at a public meeting not later than September 30 (N.J.A.C. 6A:8-5.2f):
 - 1. The number of students graduated;
 - 2. The number of students graduated under the alternative high school assessment (AHSA) process;
 - 3. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEPs);
 - 4. The total number of students denied graduation from the 12th grade class; and
 - 5. The number of students denied graduation from the 12th grade class solely because of failure to pass the Department of Education approved high school proficiency assessment or the AHSA.
- B. The following information shall be collected for each school, 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;
 - 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 school 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;

BOARD OF TRUSTEES MEETINGS (continued)

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

NJSBA Review/Update: March 2017

Adopted:

Key Words

Board of Trustees 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>	Open Public Meetings Act
	<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	School Ethics Act
	<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:36A-16	Annual assessment of charter schools
	<u>N.J.A.C.</u> 6A:8-5.2(f)	High school diplomas
	<u>N.J.A.C.</u> 6A:11-2.2	Reporting
	<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	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)7	Completion of long range facilities plans
	<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for district board of trustees members and charter school board of trustee members

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*2240	Research, evaluation and planning
	*3100	Budget planning, preparation and adoption
	*3570	School records and reports
	*3571.4	Audit
	*5131.5	Vandalism/violence
	*5145.5	Photographs of students

BOARD OF TRUSTEES MEETINGS (continued)

*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 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 chief school administrator/designee.

There is no school 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.

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 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 student 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.

NJSBA Review/Update: March 2017
Adopted:

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,

DISTRIBUTION OF MATERIALS BY
STUDENTS AND STAFF (continued)

No. 03-1101 (October 2004)

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

Possible

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

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

Policy

PARTICIPATION BY THE PUBLIC

The Camden's Promise Charter School Board of Trustees 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 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 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 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 board, 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 board, 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.

NJSBA Review/Update: March 2017

Adopted:

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:36A-1 et seq. Charter School Program Act of 1995

Possible

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

PARTICIPATION BY THE PUBLIC (continued)

1210	Community organizations
*1220	Ad hoc advisory committees
*5020	Role of parents/guardians
*6162.4	Community resources

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

Policy

AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the board and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The Camden's Promise Charter School Board of Trustees 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 chief school administrator. Staff members shall not constitute a majority of any general community advisory committee.

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

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

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

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

NJSBA Review/Update: March 2017
Adopted:

Key Words

Ad Hoc Advisory Committees, Citizens' Committees, Committees

AD HOC ADVISORY COMMITTEES (continued)

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

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

34 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.

Policy

SCHOOL-CONNECTED ORGANIZATIONS

The Camden's Promise Charter School Board of Trustees 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 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 schools the best kind of educational program possible.

Organizations shall not use the school's name in their titles without the board's express consent. Such permission to use the school's name does not constitute permission to act as the school'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 trustees for a particular school year, in accordance with policy 1330 Use of School Facilities.

The building principals 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.

NJSBA Review/Update: March 2017
Adopted:

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:36A-1 et seq. Charter School Program Act of 1995

Possible

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

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

Policy

VISITORS

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

All visitors shall be required to report to the 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.

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.

NJSBA Review/Update: March 2017
Adopted:

Key Words

Visits to the Schools, Visitors

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:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>	New Jersey Smoke-Free Air Act

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
	*5020	Role of parents/guardians
	*5124	Reporting to parents/guardians

VISITORS (continued)

*5125	Student records
*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 Camden's Promise Charter School Board of Trustees welcomes inquiries about and constructive criticism of the school's programs, equipment, 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 students will be informed of the proper avenues to follow in the school.

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

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

Complaint Regarding Potential Violations of the Charter School Law

Any individual or group may bring a complaint to the board of trustees alleging a violation of the provisions of the Charter School Law, N.J.S.A. 18A:36A-1 et seq. The board shall establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make nonbinding recommendations to the board concerning the disposition of a complaint.

The contact information and information regarding the grievance procedure will be available in the main school office and/or the student/parent and staff handbooks.

Complaints shall be submitted in writing with copies distributed to the grievance committee, chief school administrator and to the board of trustees. The grievance committee shall review the complaint according to board procedures and present nonbinding recommendations concerning the disposition of the complaint to the board of trustees. After consideration of the recommendations of the advisory grievance committee the board shall render a decision. All parties to the grievance shall be promptly notified of the board decision.

The decision of the board may be appealed to the Commissioner of Education.

All signed complaints shall be acknowledged promptly.

NJSBA Review/Update: March 2017

Adopted:

Key Words

Community Complaints and Inquiries, Complaints, Inquiries

Legal References: N.J.S.A. 10:4-6 et seq.
N.J.S.A. 18A:11-1
N.J.S.A. 18A:36A-15 et seq.
N.J.S.A. 47:1A-1 et seq.

Open Public Meetings Act
General mandatory powers and duties
Complaints to board of trustees
Examination and copies of public records ("Open

COMMUNITY COMPLAINTS AND INQUIRIES (continued)

Public Records Act")

Possible

Cross References: *1120 Board of trustees meetings
*3570 School records and reports
*4112.6 Personnel records
*4116 Evaluation
4148 Employee protection
*4212.6 Personnel records
4248 Employee protection
*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 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 students 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 school. 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 school 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.

NJSBA Review/Update: March 2017

Adopted:

Key Words

Contests for Students, Awards

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:42-2 School orchestra not to compete with civilian

Possible

Cross References: *5126 Awards for achievement
*6145 Extracurricular activities
*6145.1/6145.2 Intramural competition; interscholastic competition
*6153 Field trips

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

Policy

USE OF SCHOOL FACILITIES

The Camden's Promise Charter School Board of Trustees will encourage use of the school facilities, consistent with board policy, standards and educational philosophy. 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.

The board adopts the following as its objectives in making school facilities reasonably available to organizations and persons for non-school uses:

- A. To encourage fuller community use of physical facilities constructed and maintained at community expense;
- B. To encourage and support organizations making educational, cultural, artistic, and social offerings available to the community;
- C. To increase community support and awareness of the charter school by making the schools more functionally active in the total community life;
- D. To provide additional revenue from the community to offset support costs;
- E. To encourage a greater variety and scope of activities available to the school community youth.

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 board of trustees for action.

The chief school administrator or board of trustees 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 the school building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

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

Use of school 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 school equipment shall be removed from the premises for use by nonschool personnel.

The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of the school. 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.

NJSBA Review/Update: March 2017

Adopted:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 2C:33-16	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 19:44A-19.1	Solicitation on state owned property prohibited; certain circumstances
	<u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>	<u>New Jersey Smoke-Free Air Act</u>
	<u>N.J.A.C.</u> 6A:26-12.2(a)4	Policies and procedures for school facility operation
	20 <u>U.S.C.A.</u> 4071et seq. –	<u>Equal Access Act</u>
	GOALS 2000: <u>Educate America Act</u> (<u>Pro Children Act of 1994</u>), Pub. L. 103-227	
	<u>Every Student Succeeds Act of 2015</u> , Pub. L. 114-95, 20 <u>U.S.C.A.</u> 6301 <u>et seq.</u>	
	<u>Resnick v. East Brunswick Twp. Bd. of Ed.</u> , 77 <u>N.J.</u> 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
*6145 Extracurricular activities

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



Policy

LOCAL UNITS

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

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

Police Authorities

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

Fire Department

The chief school administrator shall seek input from local fire officials when course materials on 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 school cooperation with the Division of Child Protection and Permanency are included with those implementing policy 5141.4 Child abuse and neglect.

Emergency Room/Squad

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

Cooperative Arrangements with Other School Districts

The board of trustees desires that strong lines of communication be maintained with other schools, districts and institutions which provide programs, training, or services not available to children attending this school, and with districts whose resident students are enrolled in programs in this school.

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 cooperating institutions is encouraged.

LOCAL UNITS (continued)

Further, this school shall cooperate with other school districts in the solution of common educational concerns. School 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. In carrying out this policy, the chief school administrator shall include in his/her reports to the board an evaluation of the desirability and feasibility of cooperation with other schools and districts.

NJSBA Review/Update: March 2017
Adopted:

Key Words

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

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

LOCAL UNITS (continued)

5.2, 6.1, 6.2, 11.1

N.J.A.C. 6A:14-7.1 et seq.N.J.A.C. 6A:14-8.1 et seq.N.J.A.C. 6A:30-1.1 et seq.N.J.A.C. 6A:32-9.1(c)

Receiving Schools

Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission

Evaluation of the performance of school districts

Athletics Procedures (General requirements)

Possible**Cross References:**

*1330	Use of school facilities
1420	County and intermediate units
*1600	Relations between other entities and the school
*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
7130	Relations with other governmental units

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



Policy

RELATIONS BETWEEN OTHER ENTITIES AND THE SCHOOL

The Camden's Promise Charter School Board of Trustees believes that cooperation between the school and other organizations concerned with youth, career development and mental health will enhance the opportunities of the students of this school. Such cooperation will also enable the school to serve its students better through appropriate referrals as in substance abuse programs, special needs, etc. The chief school administrator is encouraged to explore areas of mutual concern with the administrative officers of such organizations and to recommend desirable courses of action.

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

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

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

Donations to Private Organizations

The authority for a board of trustees 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.

NJSBA Review/Update: March 2017
Adopted:

Key Words

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

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrators; may act as secretary; duties, etc.
	<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents; terms
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion

RELATIONS BETWEEN OTHER ENTITIES AND THE SCHOOL (continued)

<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
<u>N.J.S.A.</u> 18A:36A-1 <u>et seq.</u>	Charter schools
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 18A:58-37.1 <u>et seq.</u>	Textbook aid to public and nonpublic
<u>N.J.S.A.</u> 18A:61C-1	Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
<u>N.J.S.A.</u> 18A:61C-4	Program providing college credit courses for high school students on high school campuses; establishment
<u>N.J.S.A.</u> 40A:65-1	Uniformed Shared Services and Consolidation Act
<u>N.J.S.A.</u> 52:14-15.9cl <u>et seq.</u>	Public Employees Charitable Fund-raising Act
<u>N.J.A.C.</u> 6A:8-3.1(a)2	Curriculum and instruction
<u>N.J.A.C.</u> 6A:8-3.3(a)	Enrollment in college courses
<u>N.J.A.C.</u> 6A:11-1.1 <u>et seq.</u>	Charter Schools
<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Student Development Programs
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-4.1(a)(b), -4.2(a)	
<u>N.J.A.C.</u> 6A:23A-20.4	Ownership and storage of textbooks
<u>N.J.A.C.</u> 6A:32-12 <u>et seq.</u>	Annual Reporting and Planning Requirements

Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al.,
536 U.S. (2002)

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

Possible

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

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