

**WOODBRIIDGE TOWNSHIP BOARD OF EDUCATION**  
**Woodbridge, New Jersey**

**Policy Manual**

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**CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES**

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

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

- A. Promote public interest and participation in the operation of the school system;
- B. Gather information about public attitudes toward the school system and its programs and report them to the superintendent and the board;
- C. Provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems and progress of the school system to the community and the staff;
- D. Develop the most effective means of communication with the school system's public and use available media as appropriate;
- E. Develop programs in the schools that will integrate home, school, and community in meeting the needs of district 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: December 21, 1978  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

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:32-2.1 Definitions  
N.J.A.C. 6A:30-3.1 Comprehensive review of public school districts  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32-12.2 School-level planning

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
	*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 Woodbridge Township Board of Education will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the 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 schools and shall provide interpretation and explanation of the schools' plans and programs.

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

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

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

The homepage of each school and the district website will include the grade received from the Commissioner of Education on the effort of each school and the district to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The 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 schools.

Avoiding Excessive Expenditures when Communicating with the Public

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

- A. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited;
- B. Distribution of pictures of school board members is prohibited within 90 days of any district election; and
- C. Excessive public relations activities that are not part of the instructional program are prohibited.

Adopted: December 21, 1978

NJSBA Review/Update: October 2011

Readopted: August 21, 2014

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: 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 ( <u>Open PublicRecords 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>N.J.A.C.</u> 6A:32-12.1	Reporting Requirements
	<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

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

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 community to gain complete and adequate coverage of the programs, problems, planning, and activities of the Woodbridge Township 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. Building principals shall clear proposed presentations with the superintendent. The building principal shall ensure that the parents/guardians of students who participate in such presentations are informed.

The superintendent 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.

**Cablecasting Student Activities**

The area cable TV system presents an excellent opportunity to expand the system and enhance the communication. However, at the same time, we have a legal and moral responsibility to protect the best interests of our students and prevent their exploitation.

Therefore, the superintendent is empowered to establish such regulations as are meaningful and appropriate to take full advantage of the system while protecting the interests of the students.

Adopted: December 21, 1978, December 9, 1982  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

**Key Words**

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

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

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*9020	Public statements

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

Policy

**DISTRICT PUBLICATIONS**

The 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 schools in the district, shall not publish any personally identifiable information about a student without prior written consent from the student's parents/guardians. Consent shall be obtained on the form indicated by the State Department of Education and shall contain a statement describing the potential dangers of posting personally identifiable information about students on the Internet.

NJSBA Review/Update: October 2011  
Adopted: August 21, 2014

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
	<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
	<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

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	Pupil records
	*5131	Conduct/discipline
	*5145.12	Search and seizure
	*6142	Subject fields
	*6142.2	English as a second language; bilingual/bicultural
	*6142.10	Technology
	*6145.3	Publications
	*6146	Graduation requirements
	*6171.3	At-risk and Title 1
	*6171.4	Special education
	9310	Development, distribution and maintenance of governance manual



DISTRICT PUBLICATIONS (continued)

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

**BOARD OF EDUCATION MEETINGS**

The Woodbridge Township 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.

In a regular meeting by September 30 of each year, the superintendent shall report to the board the number of students graduated and the number of students denied graduation from the prior 12<sup>th</sup> grade class. This report shall include the number of students graduated under the special education and special review assessment procedures outlined in administrative code.

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.

BOARD OF EDUCATION MEETINGS (continued)

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

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

In addition, two times each school year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the 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 schools, the status of all investigations, the nature of the HIB, and other data required by law.

NJSBA Review/Update: October 2011  
Adopted: August 21, 2014

Key Words

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

<p><u>Legal References:</u> <u>N.J.S.A. 10:4-6 et seq.</u> <u>N.J.S.A. 18A:7C-7</u></p> <p><u>N.J.S.A. 18A:10-6</u></p> <p><u>N.J.S.A. 18A:12-21</u> <u>N.J.S.A. 18A:17-46</u></p> <p><u>N.J.S.A. 18A:22-10</u> <u>N.J.S.A. 18A:22-13</u> <u>N.J.S.A. 18A:23-5</u> <u>N.J.A.C. 6A:8-5.2(e)</u> <u>N.J.A.C. 6A:14-1.1 et seq.</u> <u>N.J.A.C. 6A:16-5.1 et seq.</u> See particularly: <u>N.J.A.C. 6A:16-5.2, 5.3</u> <u>N.J.A.C. 6A:23A-14.1 et seq.</u> <u>N.J.A.C. 6A:26</u> See particularly: <u>N.J.A.C. 6A:26-2.2(a)</u> <u>N.J.A.C. 6A:30-1.1 et seq.</u> See particularly: <u>N.J.A.C. 6A:30-3.2</u> <u>N.J.A.C. 6A:32-3.2</u></p> <p><u>N.J.A.C. 6A:32-12.1</u> <u>N.J.A.C. 6A:32-12.2</u> <u>N.J.A.C. 6A:32-13.1</u> <u>N.J.A.C. 6A:32-13.2</u> <u>N.J.A.C. 6A:32-14.1</u></p>	<p><u>Open Public Meetings Act</u> School administrators report on students awarded or denied diplomas Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum <u>School Ethics Act</u> Act of violence; report by school employee; notice of action taken; annual report Fixing day, etc., for public hearing Public hearing; objectives; heard, etc. Meeting of board; discussion of report High school diplomas Special Education School safety plans</p> <p>Capital reserve Educational Facilities</p> <p>Completion of long range facilities plans Evaluation of the Performance of School Districts</p> <p>Requirements for the Code of Ethics for district board of education members and charter school board of trustee members Reporting requirements School-level planning School attendance Dropouts Review of mandated programs and services</p>
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BOARD OF EDUCATION MEETINGS (continued)Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*2240	Research, evaluation and planning
	*3100	Budget planning, preparation and adoption
	*3570	District records and reports
	*3571.4	Audit
	*4131	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 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 (i.e., non-profit, non-partisan, community groups), the superintendent will not discriminate against speech or materials on the basis of its 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. The Woodbridge Township Education Association has the right to distribute materials to membership without approval.

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.

NJSBA Review/Update: October 2011  
Adopted: August 21, 2014

Key Words

Distribution of Materials, Research

<u>Legal References:</u> 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	
<u>Child Evangelism Fellowship of New Jersey vs. Stafford Township School District</u> , No.03-1101 (October 2004)	
<u>Hazelwood School District v. Kuhlmeier</u> , 484 U.S. 260 (1988)	

DISTRIBUTION OF MATERIALS BY  
STUDENTS AND STAFF (continued)

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	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**

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**COMMERCIAL ADVERTISING**

The Woodbridge Township Board of Education recognizes that students, staff members, and district facilities should not be used for advertising or promoting the interests of any non-school agency organization, public or private, without the approval of the board or its delegated representative; and any such approval granted for any cause or group should not be construed as an endorsement of said cause or group by the board.

- A. It is the policy of the board that commercial advertising shall be prohibited in the district schools with the following exceptions:
1. The scoreboard systems at the high school stadiums, soccer fields, and gymnasiums; and
  2. The fences at the high school football stadiums and school district baseball/ softball fields.
  3. School buses
- B. The board of education shall ensure that all commercial advertising conforms to the following standards:
1. No advertising shall be accepted for intoxicating beverages, tobacco substances, any controlled substances or dangerous drugs, contraceptives, personal hygiene products, political messages, parties, medications, or other products or services deemed objectionable;
  2. Paid commercial advertisers shall receive exclusive non-competitive (products or services) advertising rights for the term of advertising purchased;
  3. Preference shall be given to firms and organizations located in Woodbridge Township; and
  4. Advertisements shall be concise and conform to established specifications.
- C. A schedule of commercial advertisement fees will be established and published each year.
- D. The superintendent shall prepare appropriate regulations to implement this policy.

Adopted: August 28, 1997  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

**Key Words**

Distribution of Materials, Advertising

**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)

COMMERCIAL ADVERTISING (continued)

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



COMMERCIAL ADVERTISING (continued)

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	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.

**PARTICIPATION BY THE PUBLIC**

The Woodbridge Township 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: September 22, 1983  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

Key Words

Community Volunteers, Volunteers, Public Participation

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.A.C. 6A:32-12.1 Reporting requirements

PARTICIPATION BY THE PUBLIC (continued)

Possible

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

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

**Policy**

**AD HOC ADVISORY COMMITTEES**

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the Woodbridge Township 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.

Creating an Ad Hoc Committee

In creating a new advisory committee, the board shall:

- A. Make known the committee's needs to the public;
- B. Appoint citizen members who are able and interested in the subject and concerned about the schools;

AD HOC ADVISORY COMMITTEES (continued)

- C. Seek the widest range of community interests and backgrounds;
- D. Approve appointments by the superintendent of staff members and/or students to the committee;
- E. Approve the appointment of citizens by the superintendent;
- F. Appoint a chairperson;
- G. Appoint the president and the superintendent as ex officio members of all advisory committees.

In charging a new advisory committee, the board shall define the committee assignment in writing and set a date for a preliminary and final report.

Adopted: December 21, 1978  
 NJSBA Review/Update: October 2011  
 Readopted: August 21, 2014

Key Words

Ad Hoc Advisory Committees, Citizens' Committees, Committees

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

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

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

Possible

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

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

**SCHOOL-CONNECTED ORGANIZATIONS**

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

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

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

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

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

NJSBA Review/Update:       October 2011  
Adopted:                       August 21, 2014

Key Words

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

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

Possible

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

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

**Policy**

**VISITORS**

The Woodbridge Township 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 the number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;

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.

Visitor Procedures for Contagion Prevention

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The principal, or his/her designee, may admit a visitor if he or she determines that it is necessary. In all

VISITORS (continued)

such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

Adopted: December 21, 1978; January 18, 2018; August 20, 2020  
 NJSBA Review/Update: October 2011; July 2020  
 Readopted: August 21, 2014; January 18, 2018; August 20, 2020

Key Words

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

Legal References:    N.J.S.A. 2C:18-3                      Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses  
                                  N.J.S.A. 2C:33-2                      Disorderly conduct  
                                  N.J.S.A. 18A:7G-5.2                    Public school facilities, certain, security measures required  
                                  N.J.S.A. 18A:11-1                      General mandatory powers and duties  
                                  N.J.S.A. 18A:54-20                    Powers of board (county vocational schools)  
                                  N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act

Possible

Cross References:    \*1220                    Ad hoc advisory committees  
                                  \*3327                    Relations with vendors  
                                  \*3515                    Smoking prohibition  
                                  \*4131/4131.1        Staff development; inservice education/visitations/conferences  
                                  \*5020                    Role of parents/guardians  
                                  \*5124                    Reporting to parents/guardians  
                                  \*5125                    Pupil records  
                                  \*5142                    Pupil safety  
                                  \*5145.11              Questioning and apprehension  
                                  \*6144                    Controversial issues  
                                  \*9010                    Role of the member

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



Policy

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**PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Woodbridge Township Board of Education welcomes the attendance of members of the community at athletic and other public events held by the senior high schools in the district, but the board also acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of such events.

The board holds the legal authority to bar the attendance of any person at a school event whose conduct may constitute a disruption. In compliance with law, the board directs that no alcoholic beverages be consumed at any function sponsored by the district, nor any betting occur on school premises.

The board promulgates the following regulations with respect to the conduct of school events:

- A. There will be no smoking at any public function held in a school building;
- B. A schedule of fees for all school events shall be prepared by the superintendent and adopted by the board; and
- C. Free passes to school events will be available to each board member, mayor, municipal officials, all ex-board members for a period up to ten years following their term of office, and such other persons as may be designated by the superintendent and approved by the board.

Adopted: December 21, 1978  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

Key Words

Disturbance, Violence, Disrupt, Disruption,

Legal References: N.J.S.A. 2C:33-1 Riot; failure to disperse  
N.J.S.A. 2C:33-2 Disorderly conduct  
N.J.S.A. 2C:33-2.1 Public place defined; loitering to obtain or distribute CDS is a disorderly persons offense

Possible

Cross References: \*1250 Visitors  
\*1330 Use of school facilities  
\*1410 Local units  
\*3510 Operation and maintenance of plant  
\*3516 Safety  
\*5141.1 Accidents  
\*5142 Student safety  
\*6114 Emergencies and disaster preparedness

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

**COMMUNITY COMPLAINTS AND INQUIRIES**

The Woodbridge Township 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: December 21, 1978  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

Key Words

Community Complaints and Inquiries, Complaints, Inquiries

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

Possible

Cross References:    \*1120    Board of education meetings  
                              \*3570    District records and reports  
                              \*4112.6    Personnel records  
                              \*4212.6    Personnel records  
                              \*5145.6    Pupil grievance procedure  
                              \*6144    Controversial issues  
                              \*6161.1    Guidelines for evaluation and selection of instructional materials  
                              \*6161.2    Complaints regarding instructional materials  
                              \*6163.1    Media center/library  
                              \*9010    Role of the member  
                              \*9020    Public statements  
                              9123    Appointment of board secretary

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

Policy

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**GIFTS TO DISTRICT EMPLOYEES**

No district employee is to accept any commission, gift, or anything of value from individuals, groups, or companies supplying or seeking to supply materials or services required in the operation of the Woodbridge Township schools. The operation of the schools includes materials for the construction, repair, and maintenance of the school plant, for materials and supplies needed to conduct instruction, for materials and supplies used in school organizations such as clubs, senior class, etc., and for certified and non-certified consulting services.

The board considers the presentation of gifts to staff members by pupils and their parents an undesirable practice, because it tends to embarrass pupils with limited means and gives the appearance of currying favor. Based on the foregoing premise, it is the policy of the board that staff members discourage gifts from students or parents, and staff members instruct their students to express their feelings in letters rather than gifts.

Adopted: December 21, 1978  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

Key Words

Gifts, Gratitude, Appreciation

Legal References:    N.J.S.A. 2A:135-7    Officers or Employees of Institutions Having Interest in Furnishing Goods or Supplies Thereto;  
                                  N.J.S.A. 18A:6-8    Interest of School Officers, etc., in Sale of Textbooks and Supplies, Royalties

Possible

Cross References:    4119.21/4219.21    Employee conflict of Interest

**Policy**

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**RELATIONS WITH SPECIAL INTEREST GROUPS**

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

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

- A. All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of their:
  - 1. Educational value in the total school program;
  - 2. Benefit to pupils;
  - 3. Factual accuracy; and
  - 4. Good taste; and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.
  
- B. No materials may be used or circulated in the schools of this district which are deemed to be primarily advertising materials, with the following exceptions:
  - 1. Imprinted materials solicited by teachers as being suitable for a project or purpose of their class;
  - 2. Flyers of direct educational and cultural interest, and of an essentially non-commercial nature upon approval of the superintendent; and
  - 3. Films bearing only the name of the sponsoring firm.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization and the subject matter advances the educational aims of the district.

- A. The board of education is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this district. However, in accepting the offer of such scholarships or prizes, the board directs that these guidelines be observed:
  - 1. No information, either academic or personal, shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is 18, or the parents of a student who is younger, in accordance with the board's policy on student records;
  - 2. The type of scholarship or prize, and any restrictions upon it, shall be approved by the superintendent;
  - 3. All pertinent information regarding the proposed award shall be submitted for the superintendent's approval in advance of the date on which the award is to be made by at least three months; and
  - 4. The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient.

Adopted: December 21, 1978  
NJSBA Review/Update: October 2011

RELATIONS WITH SPECIAL INTEREST GROUPS (continued)

Readopted: August 21, 2014

Legal References: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties

Possible  
Cross References: 3453 School Activity Funds



**Policy**

**USE OF SCHOOL FACILITIES**

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

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 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

USE OF SCHOOL FACILITIES (continued)

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.

Joint Use of Facilities

The board advocates the joint expenditure of district funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with the local municipal governing body in formal agreement to acquire, equip, operate, and maintain a computer facility.

Animals

Pets are not permitted on school grounds during or after school operational hours without the permission of the superintendent or his designee. Off-leash dogs seen wandering around school grounds without an owner shall be reported to animal control.

Playground

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

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

Vehicles and Motorized Toys

Because of the potential hazard, no vehicles or toys that are powered by fuel or battery shall be brought onto school grounds for any purpose that is primarily recreational, without the express permission of the superintendent or his designee. Such vehicles and toys include, but are not limited to, mini-bikes, mopeds, snowmobiles, motorized scooters, motorized model airplanes or other flying or driving toys, and rockets.

Adopted:	December 21, 1978
NJSBA Review/Update:	October 2011
Readopted:	August 21, 2014; February 18, 2016; November 17, 2016

Key Words

Use of School Facilities, Use of School Equipment, District 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> 26:3D-55 <u>et seq.</u>	<u>New Jersey Smoke-Free Air Act</u>
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)



USE OF SCHOOL FACILITIES (continued)

N.J.A.C. 6A:26-12.2(a)4 Policies and procedures for school facility operation

20 U.S.C.A. 4071 – 4074 – Equal Access Act

GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227

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

Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)

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

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 Woodbridge Board of Education 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 lead person 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 lead person 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 lead person 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 lead person 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 lead person shall include in his/her reports to the board an evaluation of the desirability and feasibility of cooperation with other schools and districts.

Adopted: August 21, 2014

Key Words

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

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

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

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

**Possible**

<b>Cross References:</b>	*1330	Use of school facilities
	1420	County and intermediate units
	*1600	Relations between other entities and the school

LOCAL UNITS (continued)

*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.

Exhibit

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VOLUNTEER FIRE/EMS LOG

	Date	Employee Name	Time Out	Time Returned	Nature of Emergency
1.					
2.					
3.					
4.					
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**RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT**

The Woodbridge Township Board of Education believes that cooperation between the schools and other organizations concerned with youth, career development and mental health will enhance the opportunities of the district's 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.

**Common Core State Standards**

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

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

**Charter Schools**

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

**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: December 21, 1978  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

**Key Words**

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

RELATIONS BETWEEN OTHER ENTITIES  
AND THE DISTRICT (continued)

<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:17-14.1	Appointment of school business administrators; may act as secretary; duties, etc.
	<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents; terms; apportionment of expense
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:36A-1 <u>et seq.</u>	Charter schools
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-37.1 <u>et seq.</u>	Textbook aid to public and nonpublic 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>Uniformed 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
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:16-4.1(a)(b), -4.2(a)	
	<u>N.J.A.C.</u> 6A:23A-20.1 <u>et seq.</u>	Ownership and storage of textbooks
	<u>N.J.A.C.</u> 6A:32-12 <u>et seq.</u>	Annual Reporting and Planning Requirements
	<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	Chief school administrator
	*3280	Gifts, grants and bequests
	*4122	Student teachers/interns
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	5141.6	Crisis intervention
	*5200	Nonpublic school students
	*6010	Goals and objectives
	*6122	Articulation
	6141.5	Advanced placement

RELATIONS BETWEEN OTHER ENTITIES  
AND THE DISTRICT (continued)

- \*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.



Policy

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**EVALUATION OF COMMUNITY RELATIONS PROGRAMS**

The Woodbridge Township Board of Education feels it imperative that communication be maintained in both directions between the public schools of the district and such local institutions, organizations, and groups as industry, business, labor, charity, and other special interests which make up the structure of the community.

The board has authority over the students in its care but shares that authority to a limited extent through the cooperative training programs that take certain students into the community during part of their secondary educational career. To make those experiences meaningful, the board feels cooperation is essential with the community.

Any programs which develop from community cooperative efforts require superintendent's approval prior to implementation. In reviewing these matters the administration shall keep in mind that the schools:

- A. Shall maintain an impartiality among all constituents of the community who promote worthy causes;
- B. Shall not be used to promote private or commercial interests;
- C. Shall not be used for direct sales promotion of goods or services;
- D. Shall not assign students to outside tasks which do not benefit the student primarily.

Adopted: December 21, 1978  
NJSBA Review/Update: October 2011  
Readopted: August 21, 2014

Key Words

Community Relations Programs, Evaluation of Programs

Legal References: 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:58-37.1 et seq. Textbook aid to public and nonpublic schools  
N.J.S.A. 18A:61C-1 Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope  
N.J.S.A. 40A:65-1 et seq. Uniformed Shared Services and Consolidation Act  
N.J.S.A. 52:14-15.9cl et seq. Public Employees Charitable Fund-Raising Act  
N.J.A.C. 6A:16-1.1 et seq. Student Development Programs  
See particularly:  
N.J.A.C. 6A:16-4.1(a)(b), -4.2(a)  
N.J.A.C. 6A:23A-20.1 et seq. Ownership and storage of textbooks  
N.J.A.C. 6A:32-12 et seq. Annual Reporting and Planning Requirements  
Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al, 536 U.S. (2002)

EVALUATION OF COMMUNITY RELATIONS PROGRAMS (continued)

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	Chief school administrator
	*3280	Gifts, grants and bequests
	*6162.4	Community resources

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