

WOODBRIIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

Regulations Manual

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CABLECASTING STUDENT ACTIVITIES

- A. Requests for video taping or broadcasting must be submitted to the building principal at least ten (10) working days prior to the event. The period of time may be shortened at the discretion of the principal.
- B. If the event is a contest or any other activity which involves another school, the principal of the other schools must also approve.
- C. The request shall be submitted on forms developed and approved by the district. The information requested on these forms shall include, but not be limited to:
 - 1. Name of requesting organization
 - 2. Person responsible for the production
 - 3. Name, date and time of the event
 - 4. Description of equipment to be used
 - 5. Evidence of acceptable insurance coverage
 - 6. Expected showing date(s)
- D. Permission shall be decided by the principal on the basis of:
 - 1. His/her judgment concerning the interference the equipment may have on the event;
 - 2. The probable impact on the participants;
 - 3. The contribution such a showing will make as part of the total communication between the school and community.
- E. Events which are open to the public do not require that releases be signed by the students or staff participants.
- F. Events which are not open to the public may only be approved if all participants sign releases (permission). In such cases, there may not be monetary demands made by the students or staff for such permission.

Adopted: 09/83
Readopted: 08/14

WOODBRIAGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 1100
Woodbridge, New Jersey

Regulation

COMMUNICATING WITH THE PUBLIC

The board of education encourages community participation in planning for the excellence of their schools. Under the direction of the superintendent, selected members of the staff who are interested in promoting education by means of study and discussion groups and other programs that require administrative or technical expertise or guidance in their implementation shall participate in the identification of:

- A. Community resources;
- B. Services and needs that will assist parents/guardians;
- C. Students; and
- D. Other district residents;

In utilizing the advice and assistance of interested individuals and groups, the board in no way abdicates its responsibility to the citizens of the district as the official body charged with the responsibility for making the final decision on all matters pertaining to the educational program within the district.

The school system's communication program shall be an integral part of the district's total educational program and shall evolve from the activities conducted within the total program. The program shall:

- A. Be honest, continuous, and as comprehensive as possible;
- B. Involve the board of education, school personnel, students and the community.

Public Relations

The program of public relations shall be the direct responsibility of the superintendent and his/her staff, under whose direction the program shall function with the guidance of the policies of the board of education.

Responsibilities of School Personnel

- A. Public relations of the district begin in the classroom;
- B. The behavior of the staff must continually support this point;
- C. Contact between the staff of the district and the public should be executed with patience, tact, understanding, and lack of bias;
- D. At all times, contact with the public should foster the best interests of the district as a whole.

Teachers

Owing to the unique position of teachers in the community, a teacher should interpret the district's program to the public whenever the occasion arises.

COMMUNICATING WITH THE PUBLIC (continued)

Non-Certificated Personnel

Employees of this district are encouraged to interpret the program and activities of the district to the public whenever proper occasions for such interpretation arise.

Commercial Endorsement

No employee of this district may lend his or her support as an employee of this district to commercial or other organizations seeking to promote or generate interest in a product or service.

Endorsement of a product or service by an employee is not permitted when the connection between the district and the employee is made part of such endorsement.

Avoiding Excessive Expenditures when Communicating with the Public

District publications will be produced and distributed in a cost-efficient manner. The following guidelines shall be observed:

- A. The lowest cost materials or production techniques appropriate to the publication shall be utilized. All requests for upgraded materials shall be submitted in writing and approved by the business administrator. Use of color glossy publications is prohibited.
- B. Distribution of pictures of school board members is prohibited within 90 days of any district election.
- C. All public relation activities shall relate directly to the instructional program and be approved by the superintendent.

Adopted: 8/14
NJSBA Review/Update: September 2008 (Accountability Regulations)

NEWS MEDIA RELATIONS

In order to maintain a progressive and coordinated program of public relations for the district, it is essential that:

- A. The submission of photographs to news media or permission for representatives of news media to photograph district subjects, personnel, or students shall be authorized by the appropriate administrator.
- B. Any photograph of a controversial nature or questionable with regard to individual right of privacy shall not be sanctioned. In cases where there is doubt with regard to taste or privacy, but where it is felt that the publishing of the photograph serves a purpose which is in the best interests of the district, the appropriate administrators will not authorize the use of the photograph without first obtaining a release from the individual(s) concerned or their parent or guardian.

Adopted: 08/14

WOODBIDGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 1100a
Woodbridge, New Jersey

Regulation

SCHOOL PUBLICITY

The purpose of publicity is to give the public an overview of education in the district schools. Material released to local papers should be of current interest, have news value and be consistent with the district's educational philosophy.

- A. When telling about a specific project, for instance, the district is concerned with presenting the educational values involved rather than describing the details of the project itself.
- B. Educational jargon should not be used. Terms employed should be those which can be understood by all people.
- C. The district should strive to maintain balance in its publicity. Representation from all grade levels and from all subject matter fields should be inclined in our publicity.
- D. The district is trying to interpret all phases of education and, therefore, often it will be better to run a series of articles rather than just one article.
- E. News releases shall be planned in a systematic manner. A hodgepodge of items released on one given day often tends to produce results that are undesirable.
- F. Material for release to papers should have the approval of the Superintendent. This does not include releases from P.T.A. groups.
- G. In order to maintain a progressive and coordinated program of public relations for the district, it is essential that:
 - 1. Staff members, acting in their capacity as district employees, not give the school information requested by representatives of the news media without prior approval of the Superintendent;
 - 2. Students will not be permitted to give school information or interviews requested by representatives of the news media, while on school property, without prior approval of the Superintendent.

Adopted: 08/14

WOODBRIAGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 1100b
Woodbridge, New Jersey

Regulation

STAFF INFORMATION PROGRAM

The District is cognizant of the value of a well-informed staff. Therefore, the administration will, within resources available, take into consideration the following needs to staff:

- A. To be informed about the nature and functions of the district, including the public it serves and its unique setting in the educational milieu.
- B. To be informed about actions of the Board of Education, policies and regulations of the district, and events that the Superintendent deems significant.
- C. To have in-depth knowledge, in the case of certain staff members, of the kinds of services offered and the expertise available within the district.
- D. To be kept informed regarding district sponsored workshops, conferences, courses and other inservice activities.

The District recognizes the complexity involved in the execution of portions of this policy including obvious areas where judgments of importance and/or judgments of resources available may vary. Except in those instances where the Board has reserved judgment for itself, the sole judgment as to the implementation of any portion of this regulation shall be that of the Superintendent. Nothing herein shall imply a right of any staff member to participate in any activity without approval of the appropriate supervisor.

Adopted: 08/14

WOODBRIAGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 1100c
Woodbridge, New Jersey

Regulation

PUBLIC RELATIONS

In support of the Board's policy to utilize appropriate media through which the purposes, values and needs of the schools may be communicated and to assist representatives of such media in presenting a true picture of the school system, as indicated in Regulation 2121a.

All releases sent out concerning a school must be reviewed and approved by the appropriate administrator before publication and distribution.

Adopted: 08/14

WOODBIDGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 1100d
Woodbridge, New Jersey

Regulation

**BOARD RULES FOR CONDUCT
OF PUBLIC ADDRESSES**

A period of public participation is provided at the conclusion of the full agenda at each public meeting of the Board. Any matter of proper concern to the Board may be addressed at that time. It shall be the duty of the appropriate administrators to notify the public of the following rules.

A. Notice of Board Meetings

The Board Secretary shall notify representatives of the news media and municipal clerk of the date, time and place of each public meeting of the Board. A public notice of such meeting shall also be posted in the Board office and, when time permits, advertised in the official Board newspaper.

A copy of the agenda shall be distributed to all attendees. Additional information may be available to the public in the Board Secretary's office. A copy of the Board's rules for public participation shall also be available to all attendees.

B. Eligibility of Speakers

The Board Secretary shall make the public aware that the Board will hear any resident or any person who has a legitimate concern for the affairs of the school district.

C. Prohibited Materials

The Board Secretary shall put the public on notice that no placards, signs, or banners are permitted in the meeting room.

D. Hearing of Public

Any eligible person attending a Board meeting is invited to express his/her views during the portion of the meeting which has been designated for this purpose in accordance with the following procedures:

1. Public participation will be permitted only as indicated on the order of business in the by-laws of the Board.
2. Public participants must be residents of this district or have a legitimate interest in the action of the Board; when the issue addressed by the participant is subject to remediation under policies and procedures of the Board, the participant will not be heard.
3. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation if appropriate.
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
5. Each person properly recognized and identified may address the chairperson on matters properly before the Board, and shall do so as briefly as the subject allows.
6. Each comment made by a participant shall be limited to five (5) minutes.
7. A speaker's right to be heard may be immediately terminated when remarks being made become too personal, vitriolic, abusive, profane or obscene.

8. Any attendee may be requested to leave the meeting when that person does not observe reasonable decorum. A person refusing such request may be deemed disorderly and ordered removed by the police.
9. No person shall be heard a second time until each person wishing to address the chair on the subject at hand has been heard once.
10. The chairperson may select representatives to speak on each side of an issue.
11. The Board will hear only one speaker representing a delegation.
12. Members of the Board and the Superintendent enjoy the privilege of asking questions of any person addressing the Board during the period of open public participation.

All persons wishing to meet with the Board shall register their intent with the Board Secretary 30 days in advance of the meeting and include: name, and address of the participant(s), group affiliation, if appropriate, and topic to be addressed. The Board will provide citizens' nights for unscheduled meetings.

Adopted: 08/14

PARENTAL COMMUNICATION

A. Conferences

Conferences are scheduled with parents who have children in grades Kindergarten through 6. These conferences will be held twice a year. The dates must be approved by the Board of Education upon recommendation of the Superintendent at least one month before they occur.

B. Communication from Home

If it should be necessary for a parent or other relative to leave a message for a child during the school day, the parent will contact the office and the information will later be relayed to the child. Unauthorized class interruptions are not permitted. Only messages of an emergency nature will be handled.

C. Communication to Home

Notices from the school to the home will be kept to a minimum and will reflect only the vital needs of the school. All such notices should be returned promptly when information or a signature is required by the school.

D. Parental Assistance

Parents can be helpful to their children and the school by:

1. Supporting the schools in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on the part of their children;
2. Sending students to school with proper attention to health, personal cleanliness and dress;
3. Maintaining an active interest in the students daily work, and making it possible for them to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Complying with the school's requests. This includes reading carefully all communications and signing and returning them as required;
5. Cooperating with the school in attending conferences set up for exchanging information on the student's progress in school.

Adopted: 08/14

Regulation

DISTRICT PUBLICATIONS

WITHHOLD AUTHORIZATION TO FILM/PHOTOGRAPH MINORS FOR PUBLICATION
and/or
PUBLISH PHOTOGRAPHS, NAME, WRITTEN WORK OR ARTWORK OF MINORS ON A DISTRICT
MAINTAINED WEB PAGE

Film/Photograph Minors for Publication

The school district attempts to control media access to campus according to law. Media representatives who may lawfully be on school campuses of the school district may occasionally photograph or film students. Parents and guardians should use this form to withhold authorization for media representatives to publish and/or broadcast photographs or film individually identifying their child or children.

The district shall make a reasonable effort to inform all media representatives of district requirements for entering the school as a visitor (1250 Visitors) and the requirements for filming, taping or photographing students. The district cannot guarantee that the media representative will comply with parental preference as indicated on this form. Additionally, in the event of spontaneous, unplanned, or unauthorized media presence on campus, the district may not be able to inform the media representatives of a parent's preference.

Published Photographs, Name, Written Work or Artwork of Minors on a District Maintained Web Page

The school district maintains a central website (www.woodbridge.k12.nj.us), as well as individual school web pages. The purpose of these pages is to inform the community about our district and to share work created by students and staff. These web pages are located on the World Wide Web (www) and can be seen throughout the world by people with access to the internet.

Parents and guardians should use this form to withhold authorization from the district to publish photographs individually identifying their child, or to publish their child's name, written work or artwork on any website maintained by the Morgan Hill Unified school district. Note: By initialing option "A" below, parents may prohibit publication of photographs EXCEPT for the school yearbook and school newspaper.

- A. I DO NOT authorize the school district or media representatives to publish and/or broadcast photographs and/or film individually identifying my child, EXCEPT for the school year book and school newspaper.

Initials parent/guardian

- B. I DO NOT authorize the school district or media representatives to publish and/or broadcast photographs and/or film individually identifying my child (INCLUDING the school year book and school newspaper).

Initials parent/guardian

- C. I DO NOT authorize the school district to publish photographs individually identifying my child, or to publish my child's name, written work or artwork on any web site maintained by school district.

Initials parent/guardian

Child's Name: _____

School: _____

Signature of Parent or Guardian: _____ Date _____

Regulation

DISTRIBUTION OF MATERIALS TO STUDENTS

Any materials distributed and/or approved for distribution must identify the author or distributor of the material.

The district shall bear no costs in money or staff time for the distribution of materials by outside groups or organization unless specifically approved by the superintendent or specifically approved as part of this regulation. The district shall not be responsible for printing or copying any materials distributed by outside organizations.

Tier 1 – Distribution Approved

Publications, hand-outs and notices pre-approved for distribution may be circulated through student backpacks from the following groups:

A. School affiliated groups:

1. Student organizations;
2. PTA;
3. PTO;
4. Education Foundation.

The school affiliated groups as listed above are approved to use school facilities, supplies and equipment for the distribution of publications, handouts and notices.

B. Organizations whose primary purpose is to serve the public on a community-wide basis and who do not charge admission to scheduled events including:

1. Scouts;
2. 4-H;
3. Library Association;
4. Municipal government;
5. The Community Recreation Department – notices of sponsored activities for students.

Tier 2 – Approval Required for Distribution

The superintendent shall authorize all publications, hand-outs and notices for distribution and circulation through student backpacks from the following groups:

A. Community Youth Athletic Organizations;

B. Organizations whose primary purpose is to conduct or promote events to raise funds for the benefit of the community, who charge admission to events publicized and who donate the major portion of the net proceeds to the community or to some specific community project including but not limited to:

- a. The Lions;
- b. Church affiliated groups;
- c. United Way Fund.

C. Independent fund-raising organizations and/or individual fund-raising efforts publicizing events on behalf of the school or classroom;

DISTRIBUTION OF MATERIALS TO STUDENTS (regulation continued)

- D. Any organization that offers materials that are of educational quality which supplement and enrich text and reference book materials for definite school courses;
- E. All organizations not listed under Tier 1.

Tier 3 – Prohibited for Distribution

The following publications, hand outs and notices are prohibited for distribution and circulation through student backpacks;

- A. Parent/guardian, student and/or staff business advertising and/or for profit events and/or groups including but not limited to:
 - 1. Mary Kaye, Tupperware; Pampered Chef, Yankee Candles, etc.;
 - 2. Real estate, medical/dental, construction and banking promotional materials.
- B. Commercial advertising;
- C. Organizations whose primary purpose is to raise money for their own use, who charge admission for events in the publication, and who retain the major portion of the net proceeds. Does not include institutions of higher education;
- D. Organizations whose primary purpose is to create an interest, following or support for themselves including political parties and private clubs.

Submission of Materials for Approval

All publicity or materials to be disseminated by students shall be presented to the superintendent for approval prior to distribution.

Requests shall:

- A. Include a copy of the material to be distributed;
- B. Give a brief description of the targeted group to which the material will be distributed;
- C. Include the grade level of children who will be asked to distribute the material;
- D. Be made at least five working days prior to the requested date of distribution.

NJSBA Review/Update:

Adopted: 08/14

COMMERCIAL ADVERTISING

All properties of the Woodbridge Township School District may be used for displaying commercial advertising.

- A. Commercial advertising shall conform 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. The Superintendent or designee shall be the final judge of what is objectionable. Final decisions may be appealed to the Woodbridge Township Board of Education.
 - 2. Paid commercial advertisements shall be secured on a competitive bid process according to the specifications established by the Board.
 - 3. Paid commercial advertisers shall receive exclusive non-competitive (products or services) advertising rights for the term of advertising purchased.
 - 4. Payment for all commercial advertisement shall be made in advance to the Woodbridge Township School District Business Office.
 - 5. School facilities shall not be used to advertise, sell tickets to, or collect funds for any organization or program defined as political or sectarian in nature.
- B. All requests for commercial advertisements shall be made in writing at the Office of the Business Administrator/Board Secretary through the proper application form.
- C. The Office of the Superintendent of Schools shall review and approve all applications to determine adherence to Board of Education policy.
- D. All commercial advertisements must conform to established specifications, including content, size, and composition of materials.
- E. Full payment for commercial advertisements shall accompany the final approved application.
- F. A schedule of commercial advertisement fees will be established and published each year.
- G. Commercial advertisements will be accepted for a minimum of one year with an option to renew for an additional year.
- H. Damage to commercial advertisements is the sole responsibility of the commercial advertiser.
- I. All revenue for commercial advertising will be deposited in the Woodbridge Township School District's General Fund.
- J. Local business advertisements on school signs will be made by contract for a period of no longer than five (5) years.

Adopted: 04/13
Readopted: 08/14, 4/19

**ADVERTISEMENTS OF COMMUNITY
ORGANIZATIONS IN SCHOOL**

Only advertisements of community organizations specifically approved by the Board of Education are permitted in the schools. Approval for community organizations to use the schools for displaying advertisements must come from the Director of Administrative Services on the district approved form.

- A. Community organizations may put posters in the girls' and boys' locker rooms and only there, provided the principal feels such an announcement is beneficial and/or worthwhile for the students or the community. Public address system in the school may not be used to announce community organization activities.
- B. The students may solicit and accept patrons and advertisements to help defray the cost of authorized school publication.
- C. Principals shall prohibit any material from use and circulation in the schools which is deemed to be primarily advertising material.
- D. Teachers may use materials carrying the name of a commercial sponsor provided its content is educational and approved by the principal.

Adopted: 08/14

SCHOOL VOLUNTEERS

- A. The Superintendent of Schools shall appoint a district employee to be in charge of coordinating the volunteer program.
- B. The coordinator of this program will recruit help on a district-wide or regional basis.
- C. Schools should continue to recruit needed personnel from their own community.
- D. Volunteers who have applied will be selected by the respective administrator who reserves the right to make choices on the basis of the background and aptitudes of the applicant in relation to the needs of the school.
- E. Training appropriate for the tasks to be performed will be given to volunteer workers by school personnel.
- F. Information generally needed by all volunteers shall be written into a Procedure Manual to be used by the volunteer and personnel assigned to train and utilize volunteer personnel.
- G. Information specific to a particular assignment will be written and incorporated into a separate Procedure Manual and distributed only to those training or performing a specific job.
- H. All volunteers are under the supervision of the building administrator or an employee designated by him/her.
- I. A record of the hours contributed by each volunteer shall be logged by date and time spent as a volunteer.
- J. Certificates of recognition will be given at the end of each school year. The certificate will note the number of hours worked and the nature of the task(s) performed.
- K. Volunteers and their accomplishments shall be given public recognition whenever appropriate.
- L. Volunteer Coaches:

Volunteer coaches are unpaid volunteers who help coaching staffs train their teams. Community members may volunteer to coach sports, band, school plays, and/or concerts, or any other school activity where their background would benefit the students.

1. Volunteer coaches must complete the following before they can begin participating:
 - a. Coaching Principals course
 - b. CPR certification
 - c. First aid certification
 - d. Concussion certification
 - e. Heat acclimation/Wellness certification
 - f. Background check
2. The coaching staff is required to supervise the volunteer coaches. At no time are the team members allowed to be alone with the volunteer coach (without another coach present);

3. A list of volunteer coaches must be submitted to the Assistant Superintendent for Human Resources for approval before they begin participation.
4. Volunteer coaches must be approved annually for each sport or activity.

M. Parent Volunteers:

Parents who wish to volunteer in school on a regular basis will be required to complete an annual background check.

- N. Documentation for all volunteers shall be maintained by the building principal.

Adopted: 09/83
Readopted: 08/19

Regulation

CITIZENS ADVISORY/AD HOC COMMITTEE

A. Appointment

In order to form the membership of advisory committees to the board of education, the board president may:

1. Authorize the superintendent or designee where appropriate to disseminate to the community in writing the proposal for the ad hoc committee including the following information:
 - a. The purpose of the committee;
 - b. Requests for participation including any limitations the number of members needed to serve;
 - c. The length of time each member is being asked to serve;
 - d. The time and place of the first meeting;
 - e. The approximate dates on which the board wishes it to submit reports; and;
 - f. The approximate date on which the board wishes to dissolve the committee.
2. Appoint residents who are able and interested in the subject and concerned about the schools;
3. Appoint a chairperson;
4. Appoint himself or herself and the superintendent, or their designee, as ex-officio members of the committee;
5. Define the committee assignment in writing;
6. Appoint an administrator advisor.

B. Operation

1. All members of the committee, whether elected board members, residents, or staff employees are intended to have the same rights, participation, and vote;
2. The chairperson shall call committee meetings, establish agenda, and provide liaison with staff where necessary;
3. It is expected that some committees will meet more often than others in accordance with a schedule determined by its membership;
4. Meetings of an advisory committee shall not be open to the public;
5. A committee chairperson may call a special meeting of his or her committee at any time with due consideration to applicable statutes, rules, and regulations;

C. Recommendations

Recommendations of advisory committees shall not reduce the responsibility of the board, which shall be free to accept or reject the recommendations as it sees fit.
Members of committees nor the committee itself may not make decisions nor bind the board or the school district in matters that are reserved to board members by law.

AD HOC COMMITTEE (regulation continued)

Matters concerned with individual school district employees or students are not appropriate matters for consideration by any advisory committee, but the philosophy, goals, and objectives related to programs, organization, structure, resources, facilities, and finance are.

Adopted: 08/14

Regulation

SCHOOL-CONNECTED ORGANIZATIONS

A. Organizations of parents, teachers and students

The board has recognized the parent/teacher association (PTA) parent/teacher organization (PTO), etc., as district affiliated groups.

The board encourages parents, teachers and students to participate in this organization.

B. Special purpose district affiliated groups

The board of education encourages parents/guardians to form organizations to support particular school programs.

The board of education will, upon request, recognize such organizations as district affiliated. The purposes of recognition are:

1. To authorize district affiliated groups to use school property for meetings and events; and
2. To authorize such groups to use the name of the district or its schools in connection with efforts to support particular school programs.

The board of education does not endorse or sponsor district affiliated groups. Recognition by the board does not make an organization the only spokesperson for parents/guardians interested in the particular activity.

All organizations which seek affiliation with the district or which seek to maintain an existing affiliation must comply with the following requirements:

1. No organization may use the names [Woodbridge Township School District](#) and/or any name directly associated with the school's departments and programs without the prior permission of the board of education;
2. All district affiliated organizations must permit all residents and parents/guardians of students in the district to become members and officers in the organization;
3. Membership in district affiliated organizations must be limited to district residents;
4. In order to be eligible for affiliation with the district, an organization must have as its sole purpose support of the schools of the district or of a particular program of the district. The board of education will not grant affiliation to any organization whose aims, however praiseworthy, are not directly connected to the district;
5. No district affiliated organization may engage in political or lobbying activities or any other activities inconsistent with nonprofit status;
6. No district affiliated organization may endorse or oppose candidates or issues in school elections or other elections;

SCHOOL CONNECTED ORGANIZATIONS (regulation continued)

7. Requests for recognition as district affiliated organizations must be directed, in writing, to the board of education, and must be accompanied by a copy of the organization's constitution, bylaws, certificate of incorporation (if any) and membership list.

C. Fund-raising by district affiliated groups

The board of education appreciates the fund-raising efforts of parents/guardians' organizations, whose gifts have enriched the district's educational program. In order to comply with applicable law and sound accounting practices, all fund raising for the benefit of the district is subject to the following regulations:

1. No organization may engage in fund raising on behalf of the district or a particular district program without the advance approval of the board of education;
2. All funds and property raised on behalf of the district or a particular district program are held in trust for the students of the district. They are not the property of the fund-raising organization;
3. All books, accounts, and financial records of a fund-raising organization must be available for inspection, upon request, by the district's auditors and by officials of the state department of education.

NJSBA Review/Update:

Adopted: 08/14

PARENT ASSOCIATIONS

School organizations and student groups approved by the Board may be sponsored by an association of parents concerned with promoting the objectives of that organization or group. This association may raise funds provided it is made clear that such solicitation is being made under the parent association and not through the school. Only student groups sponsored by an active parents organization may solicit funds outside the grounds. Gambling or games-of-chance are not considered acceptable fund raising techniques under the above policy.

Adopted: 08/14

**REGULATIONS FOR CONDUCTING 50/50 RAFFLES
BY PARENT/TEACHER GROUPS**

Recognizing the request from parent/teacher groups for permission to conduct 50/50 raffles during meetings, approval is granted within the following guidelines:

- A. A written request shall be filed by the group with the Superintendent of Schools. The request should include a statement of the purpose(s) for raising money.
- B. Any and all permits required by appropriate governmental agencies shall be secured by the group and a copy of such permit(s) must be submitted to the Board of Education office.
- C. Such raffles may be conducted only at meetings where students are not involved in the program.
- D. No students shall be actively involved in the sale or purchase of the tickets.
- E. By June 30 of each school year, a report shall be filed by the group with the office of the Board of Education. The report shall include the amount of money raised and the purpose(s) for which the money was expended.

Adopted: 10/80

Readopted: 08/14

WOODBIDGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 1251
Woodbridge, New Jersey

Regulation

VISITORS TO SCHOOLS

- A. The building principal has the authority to evaluate all requests to visit the school. If for some reason a request to visit a school is not considered advisable, an explanation will be given by the school principal.
- B. As a general rule, arrangements to visit a school class should be made at least three (3) days in advance of the intended visit.
- C. All visitors must report to the principal's office upon entering the school. Parents who have appointments with staff personnel in the guidance office, or other administrative office, may report there directly.
- D. Visitors who will be required to walk through the school may be given a visitor's badge and will be given instructions.
- E. Parent-Teacher conferences will be arranged through the guidance office or through the principal's office.
- F. Visits to classrooms by educators and future teachers are arranged through the office of the principal with the cooperation and consent of teachers.
- G. Teachers may invite guest speakers or observers with the approval of the principal.
- H. At no time shall a staff member transact business with a person in the school who has not been duly registered at the school office and received authorization to be present for the purpose of conducting business.
- I. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting.
- J. A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or guardian or a person authorized to act on the behalf of a parent or guardian. The visitor must sign the child out.
- K. Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present, suggests that he/she intends or is likely to become disruptive, may be requested to leave the school premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.
- L. Each school shall post, in areas accessible to the public and the students, regulations and statutes related to disruptive behavior and disturbances in the school.

Adopted: 08/14

ATTENDANCE AT MIDDLE SCHOOL ATHLETIC EVENTS

Attendance at middle school athletic events shall be limited to attending students and their parents and relatives. Other persons may be admitted upon the approval of the principal.

Adopted: 08/14

Form

COMMUNITY INQUIRIES AND COMPLAINTS FORM

SCHOOL _____

I, the undersigned, a patron of Woodbridge Township School District, do hereby make complaint and advise the administration and/or board of education that I understand and believe that:

a teacher, employee, or policy of said district, on or about the _____ day of _____

20____, at _____ did:

(Please describe the incident or act complained of)

I believe this incident, act, or policy adversely affects the performance of said teacher, employee, or district as follows: (Please describe how you believe the action complained of has an adverse effect.)

Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of: (This must include discussing the incident with: 1-the teacher, 2-the building principal, and 3-the superintendent)

I suggest the following action on behalf of the administration and/or board:

If this matter proceeds to a formal or informal hearing, I will appear and testify as to my knowledge of the matter.

Complainant signature: _____ Date: _____

Administrator signature: _____ Date: _____

Regulation

COMMUNITY INQUIRIES AND COMPLAINTS

Procedures for Resolving Community Inquiries and Complaints

These procedures are intended to address community concerns in a timely and reasonable manner. Guidelines will provide for an impartial review of community inquiries and complaints. Anonymous, ill-considered, or unrealistic complaints will be eliminated.

A parent or member of the community shall be advised of these procedures when he/she wishes to pursue an inquiry or complaint regarding the district's programs, equipment, operations, and/or personnel. A copy of these procedures shall be published in student handbooks or shall be made available upon request. Assistance shall be provided to individuals with limited English speaking proficiency and individuals with disabilities as necessary and in accordance with applicable laws and regulations.

If an individual board member, or the board as a whole, receives an inquiry or complaint, he/she shall withhold substantive and conclusive comment and shall advise the complainant of the board's policy to encourage resolution of disputes at the lowest possible level. For purposes of these procedures, "lowest possible level" means an informal discussion between the community member and the employee involved in the complaint. The superintendent of schools shall be advised of the complaint by the board member or board president (for complaints received by the whole board).

These regulations were developed in accordance with the superintendent's authority, granted by the board, to maintain procedures for accurate fact gathering in answer to inquiries, and to investigate and solve disputes within the management of the schools and the district whenever it is possible and legally permissible to do so. Employees shall be entitled to reasonable adequate notice of and representation at investigative meetings by their respective associations when required by applicable collective bargaining agreements or laws. The timelines covered by these procedures may be extended with the consent of the complaining party.

These regulations will not be read to conflict with any board policy currently in effect that already sets forth procedures addressing community complaints, [such as, but not limited to, BP 6216: Complaints Regarding Instructional Materials or Subject Matter.] The superintendent of schools, or his/her designee, shall have discretion in determining the appropriate procedures to follow regarding complaint resolution.

PROCEDURAL LEVELS

Level I: Discussion with Employee

- A. Members of the community, parents/guardians, or students expressing questions or complaints will be directed to resolve their concerns through an informal discussion with the employee. This practice will not apply to instances where informal discussion is in contravention of law or is deemed inadvisable (i.e. allegations of child abuse or criminal activity).

Level II: Conference with Supervisor and Building Principal

- A. If the complainant believes that the discussion with the employee has not led to a satisfactory conclusion, the complainant may proceed to discuss the matter with the employee's immediate supervisor within five (5) business days following initial discussion with the employee.

COMMUNITY COMPLAINTS AND INQUIRIES (regulation continued)

- B. If the complainant believes that discussions have not led to a satisfactory conclusion, the employee's supervisor will detail the substance of the conference in writing. Unresolved concerns will be specifically set forth along with attempts at resolution by all parties. The complainant will be given a copy.
- C. Unresolved matters will be brought to the attention of the building principal within three (3) business days following the conference with the supervisor along with the written report of the conference. The building principal will contact the complainant in an effort to reach an amicable resolution within five (5) business days of the supervisory conference. A meeting or discussions will take place as soon as practicable, but not later than five (5) days from the principal's initial contact with the complainant over the matter in dispute. If, in the judgment of the principal, the inclusion of the assistant superintendent or other department administrator would be beneficial in resolving the problem, he/she may be included in the discussions.
- D. If the complainant believes that a meeting or discussions with the building principal have not led to a satisfactory conclusion, the building principal will detail the substance of the meeting or discussions in writing. Attempts by both parties to come to an amicable resolution shall be stated. The complainant and school superintendent will be given a copy.

Level III: Appeal to the Superintendent of Schools

- A. If the matter is not resolved to the satisfaction of the complainant, it may be appealed to the superintendent of schools within five (5) business days of the meeting between the complainant and the supervisor or principal. The appeal to the superintendent must be in writing specifying the matter in dispute. The superintendent shall attempt to resolve the matter as quickly as possible.
- B. The superintendent, or a senior staff member designated by the superintendent, will meet with the parties within ten (10) business days after receipt of the written complaint from the supervisor or principal. The superintendent, or his designee, will conduct an investigation into the matter. A written report of the investigation will be completed not later than ten (10) business days from the date of receipt of the written complaint. The superintendent will make a decision considering all facts set forth in written documents, discussions with parties involved, and subsequent to the meeting between the parties. The superintendent shall communicate his/her decision in writing to the parties within three (3) business days after meeting with the parties.

Level IV: Appeal to the Board of Education

- A. If the complainant is dissatisfied with the superintendent's decision, the complainant may request a review by the board of education. Such request shall be submitted in writing. The appropriate committee of the board of education shall review the appeal and may, at its discretion, conduct a hearing or refer the matter for review by the full body of the board of education. The committee shall provide a written response to the written request for review within ten (10) business days of receipt of the request. The committee shall conduct investigations and will attempt to resolve the matter amicably;
- B. The committee, through its chairperson, will render a written decision not later than fifteen (15) business days from the date of issuing its response to the complainant. The committee will decide to (1) dismiss the appeal; (2) grant the relief requested, in whole or in part; or (3) refer the matter to the full board with a recommendation. The committee will specify its reasons in arriving at its decision;
- C. The board shall act to affirm, modify, or reject the recommendation of the committee as soon as reasonably possible. The deliberations of the board shall be conducted in accordance with the provisions of the open public meetings act, other applicable laws and employee collective bargaining agreements;

COMMUNITY COMPLAINTS AND INQUIRIES (regulation continued)

- D. The board's determination of an appeal shall be forwarded to the employee, superintendent, employee's supervisor and/or principal within (5) school days of its action. The complainant shall also be advised of such action to the extent appropriate and permissible by law;
- E. At the conclusion of the investigation of any complaint and/or appeal to the board, a complaint that is found to be without merit or basis in fact shall not be placed in the employee's personnel file. If the complaint is substantiated, a copy of supporting documents and the final written decision shall be placed in the employee's personnel file in accordance with applicable provisions of collective bargaining agreements.

Level V: Appeal to the County superintendent of School and State Commissioner of Education

- A. If attempts to resolve a problem are not successful at a local level, recourse may be had to the county superintendent of schools for his/her advise and counsel in attempting to affect a solution. The law provides for resort to the New Jersey Commissioner of Education, who is expressly empowered to hear and decide controversies and disputes related to the conduct of the public schools;
- B. Any person may file an appeal to the commissioner of education on behalf of any student or group of students protesting an act or a failure to act on the part of local school authorities. After hearing and considering all of the facts in the situation, the commissioner has the authority to take appropriate corrective action.

NJSBA Review/Update:

Adopted: 08/14

Regulation

COMMUNITY INQUIRIES AND COMPLAINTS

The following protocol shall be observed for the handling of complaints:

Step 1

A community member, student, parent grievant, or their representative(s) shall first discuss the alleged grievance with the school principal.

Step 2

If, after consultation with the school principal, a satisfactory solution has not been reached within seven (7) calendar days, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the school principal. The grievant shall in writing state the remedy or solution sought.

The grievant must submit a grievance on the attached form. This form may be secured at the school office as well as the office of the assistant school principal or other designated affirmative action officer. If such written formal grievance is not filed with seven (7) calendar days after the initial discussion in Step 1, the grievance shall be considered waived.

Step 3

If the grievant is not satisfied with disposition of his/her written grievance, Step 2, or if no decision has been remedied within seven (7) calendar days after presentation of the written grievance, he/she may file the grievance in writing with the superintendent. The superintendent shall render a decision within twenty (20) calendar days.

Step 4

If the grievant is not satisfied with the resolution of the grievance at Step 3, then the grievance shall be submitted in writing to the board of education within seven (7) calendar days of receipt of the decision of the superintendent, and the board shall render a decision in writing within thirty (30) calendar days after the submission of the said grievance.

The grievant can request an appearance before the board of education. The board will decide if an appearance is appropriate on a case-by-case basis. The appearance shall be limited to fifteen (15) minutes. When an appearance occurs, the board shall render a decision within thirty (30) calendar days of the appearance.

NJSBA Review/Update:

Adopted: 08/14

Regulation

ACCEPTANCE OF GIFTS

- A. No school employee is to accept any commission, gift, or anything of value from individuals, groups, or companies supplying or seeking to supply materials required in the operation of the Woodbridge Township School District.
- B. 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.
- C. 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.
- D. It is the policy of the Board that staff members discourage gifts from students or parents, and staff members instruct their class to express their feelings in letters rather than gifts.

Adopted: 08/14

CONTESTS FOR STUDENTS

The District receives numerous requests for contests to be conducted in the schools. The Board of Education recognizes the merits of some of these requests and appreciates the interest in school evidenced by local, state and national organizations. At the same time, the Board recognizes its responsibility for maintaining a planned, balanced educational program.

The District believes that contests conducted in the school should be educational in nature, voluntary for the student, and not cause disruption to the ongoing instructional program. Therefore, the Board will neither approve nor condone contest activities which are unrelated to, or tend to disrupt the program of instruction.

Requests for permission to conduct contests must be made to the Director of Administrative Services six weeks prior to the date of the contest and be conducted in accordance with the regulations of the district. Contests not approved by the Director of Administrative Services shall not be conducted in any school.

The following criteria shall be used by the Director of Administrative Services when considering requests to conduct contests in the schools:

- A. Participation by schools and students in any contest shall be voluntary.
- B. Each contest shall be conducted in a manner that will insure there will be no disruption to the instructional program.
- C. The subject matter for any contest shall be appropriate to the age level of the participants.
- D. The school's responsibility shall be limited to announcing the contest and providing related information to students.
- E. Sponsoring organizations shall designate one of their members to be a contact person for each school that participates and shall specify the time this individual will collect all student materials at the building
- F. All poster entries submitted by students shall be accepted by the sponsoring organization and shall be returned within a reasonable time following announcement of the winners.
- G. Judging of the results shall be the responsibility of the organization conducting the contest. School personnel shall not be required to serve as judges.
- H. A list of contest winners shall be sent to participating schools.

Adopted: 08/14

COMMUNITY USE OF SCHOOL FACILITIES

The facilities of the public schools may be used by Woodbridge Township School District school groups, including parent-teacher groups, at no rental fee, and by other groups organized for community benefit, including Woodbridge Township Recreation and Woodbridge Township youth-sponsored sports groups, at no rental fee. Other organizations may use the facilities upon payment of the rental fee established by the Board of Education in the "Schedule of Rental Charges." No rentals shall be approved that will in any way conflict with the program and best interests of the Woodbridge Township School District. Requests for use of facilities for tournaments and leagues will be negotiated separately.

- A. All requests for the use of school facilities shall be made in writing at the office of the building principal or administrator in charge of the desired facilities. The building principal shall determine whether the desired facilities are available as noted in the "Building Availability Record Book."
- B. All applicants shall complete four copies of the request form and submit them to the building principal for approval. If the facilities are available and the request complies with Board policy, the building principal shall schedule the use of the facilities and forward the necessary copies to the offices noted on the form of the applicant. This application will be forwarded to the appropriate Woodbridge Township officials.
- C. If facilities are not available, the applicant shall be informed, as well as the Office of the Business Administrator/Board Secretary, through the proper distribution of the request form. A copy of all request forms shall be submitted to the Office of the Business Administrator/Board Secretary, whether the request is approved or not.
- D. The Office of the Business Administrator/Board Secretary, shall review all approved and disapproved applications to determine adherence to Board policy, and rescind building decisions if in conflict with policy, and shall give final approval for authorization.
- E. Applications for reservations of building must be in the office of the building principal at least ten days prior to the first reservation date. The associated fee must be paid in full one week prior to the first requested date.
- F. Cancellations must be received in the office of the building principal at least 48 hours prior to requested use of the building for a full refund.
- G. All organizations must follow rules for athletic fields (attached).
- H. Additional costs for site managers, lights, clocks, scoreboards and custodians shall be paid by the person or organization using the facilities. The school district will determine if a Site Manager is needed and fee will be covered by applicant.
- I. The schools will reserve the right to allow team/parent groups to sell concessions at the events. The organization or person using the facility may not sell concessions if the team/school parent group chooses to sell.
- J. All persons or organizations granted the use of any of the facilities of the Woodbridge Township School District shall show evidence that they are properly covered by insurance up to the indemnification of \$1,000,000.00 and that certification of same, holding the Woodbridge Township Board of Education harmless, shall be received in the Office of the Business Administrator/Board Secretary in advance of the event. Indemnification form follows this regulation.
- K. Where deemed appropriate, police and/or first aid squads will be required and paid for by the renting organization. The principal, Board of Education, and/or Woodbridge Township officials will make the determination.

- L. Organizations or groups requesting the rental or use of buildings or facilities for the purpose of sponsoring youth activities must guarantee that such activities will be adequately supervised. Before the use shall be granted, the requesting organization or group must agree to provide adequate supervision for juveniles participating in the activity. The principal, Board of Education, and/or Woodbridge Township Municipal Office shall determine the adequacy of the supervision.
- M. The persons or organizations granted the use of the facilities shall be responsible for enforcing rules of good conduct on the part of persons using school facilities. Non-compliance will result in forfeiture of future use of buildings and/or loss of security deposit by the persons or organizations responsible.
- N. Any damage to the buildings and/or grounds resulting from the use of the facilities shall be the responsibility of the persons and organizations granted the use of the facilities. An additional fee will be assessed for damages as determined by the district administration.
- O. Persons or organizations granted use of the facilities will not be permitted to use Woodbridge Township School District equipment located at the facilities.
- P. In the best interests of the pupils and the schools, the kitchen facilities of the cafeterias of all schools cannot be used by outside agencies and/or organizations. School dishes, silverware, kitchen utensils and kitchen equipment are not available for use by any group.
- Q. Refreshments shall be restricted to the area designated by the principal, Board of Education, and/or Woodbridge Township officials will make the determination.
- R. Alcoholic beverages may not be served or consumed on school premises at any time. Violation of this policy is also in violation of Chapter III, Section 2 of the Revised Ordinances of the Township of Woodbridge.
- S. All decorations must be approved by the building principal. Decorations must be made of non-flammable materials.
- T. Schedule of rental charges attached.

ORGANIZATIONS:

TIER I*

Woodbridge Township community or youth organizations – Pop Warner, Woodbridge Recreation, Little Leagues, Woodbridge Community Players, WTYRC; and Government entities.

TIER II*

Private organizations (for profit and not for profit) with Township participants (80% Woodbridge residents minimum). The District reserves the right to verify the organization's roster for proof of residency.

TIER III*

Private organizations without Township participants.

TIER IV

Private organizations with adult Township participants (80% Woodbridge residents minimum). The District reserves the right to verify the organization's roster for proof of residency.

TIER V

Private organizations without adult Township participants.

*Separate rate for tournaments and leagues.

QUESTIONS CONCERNING FACILITY RENTALS SHOULD BE DIRECTED TO:

**MR. BRIAN WOLFERMAN
BUSINESS ADMINISTRATOR/BOARD SECRETARY
732-602-8536**

SCHEDULE OF RENTAL CHARGES*

	TIER I	TIER II	TIER III	TIER IV	TIER V
PER CLASSROOM	0	\$150/4 hrs. +25/hr.	\$200/4 hrs. \$40/hr.	\$250/4 hrs. \$55/hr.	\$500/4 hrs. \$110/hr.
ELEMENTARY - ALL PURPOSE ROOM	0	\$150/4 hrs. +25/hr.	\$200/4 hrs. \$40/hr.	\$250/4 hrs. \$55/hr.	\$500/4 hrs. \$110/hr.
HIGH SCHOOL - AUDITORIUM	0	\$700/4 hrs. +100/hr.	\$1,000/4hrs. +\$150/hr.	\$1,300/4hrs. +200/hr.	\$2,600/4hrs. +\$400/hr.
HIGH SCHOOL – GYM	0	\$700/4 hrs. +100/hr.	\$1,000/4hrs. +\$150/hr.	\$1,300/4hrs. +200/hr.	\$2,600/4hrs. +\$400/hr.
HIGH SCHOOL - CAFETERIA	0	\$500/4 hrs. +100/hr.	\$800/4 hrs. +120/hr.	\$1,100/4hrs. +140/hr.	\$2,200/4hrs. +280/hr.
MIDDLE SCHOOL - AUDITORIUM	0	\$600/4 hrs. +100/hr.	\$1,000/4hrs. \$150/hr.	\$1,400/4hrs. +\$200/hr.	\$2,800/4hrs. +\$400/hr.
*Woodbridge Middle School - Auditorium	0	\$700/4 hrs. +100/hr.	\$1,200/4hrs. \$150/hr.	\$1,700/4hrs. +\$200/h4.	\$2,200/4hrs. +\$400/hr.
MIDDLE SCHOOL – GYM	0	\$600/4 hrs. +100/hr.	\$1,000/4hrs. +150/hr.	\$1,400/4hrs. +\$200/hr.	\$2,800/4hrs. +\$400/hr.
MIDDLE SCHOOL - CAFETERIA	0	\$500/4 hrs. \$100/hr.	\$800/4 hrs. +120/hr.	\$1,100/4hrs. +140/hr.	\$2,200/4hrs. +280/hr.
GRASS FIELD– Football/Baseball/Softball/Soccer	0	\$150 (1 - 6 hrs.) \$300 (7-14 hrs.)	\$300 (1 - 6 hrs.) \$600 (7-14 hrs.)	\$300 (1 - 6 hrs.) \$600 (7-14 hrs.)	\$ 500 (1 - 6 hrs.) \$1000 (7-14 hrs.)
TURF FIELD Football/Baseball/Softball/Soccer	0	\$200 (1 - 6 hrs.) \$400 (7-14 hrs.)	\$400 (1 - 6 hrs.) \$800 (7-14 hrs.)	\$400 (1 - 6 hrs.) \$800 (7-14 hrs.)	\$400 (1 - 6 hrs.) \$800 (7-14 hrs.)
CRICKET FIELDS** TENNIS COURTS***	0	\$100** (1-6 hrs/day max) \$200*** (7-14 hrs/day max)	\$200** (1-6 hrs/day max) \$400*** (7-14 hrs/day max)	\$200** (1-6 hrs/day max) \$400*** (7-14 hrs/day max)	\$200** (1-6 hrs/day max) \$400*** (7-14 hrs/day max)
ADDITIONAL FEES					
SITE MANAGERS (Mandatory)	0	+\$35/hr.	+\$35/hr.	+\$35/hr.	+\$35/hr.
LIGHTS	0	+\$25/hr.	+\$25/hr.	+\$25/hr.	+\$25/hr.
CLOCK/SCOREBOARD	0	+\$25/hr.	+\$25/hr.	+\$25/hr.	+\$25/hr.
CUSTODIANS (if necessary)	0	0	Hourly Contracted Rate	0	Hourly Contracted Rate
SECURITY	For every 75 attendees, a Woodbridge Township Police Officer is required.				

***ANY ACTIVITIES MUST BE COMPLETED BY 9:30 p.m. Gates will be locked at 10 p.m. UNLESS OTHERWISE SPECIFIED**

Stadium costs do not include the following:

Use of stadium clock = additional \$25 per hour
 Use of stadium lights = additional \$25 per hour
 Site Manger = additional \$35 per hour

Lighting Systems/Dimmer Panels

Organizations wishing to use the lighting system and dimmer panel at the senior high school auditoriums will be required to pay an additional fee for lighting technicians who will be on hand in the event there is an electrical problem.

- U. A non-school sponsored organization interested in using a district facility will be required to provide a \$1,000.00 security deposit in the form of bank check or money order. This deposit will be returned to the organization after the activity has been completed, provided the building has been left in the same condition in which it was found prior to the organization's event. Should the damage exceed the security deposit, the district may pursue legal action to recuperate damages.
- V. Religious organizations using school facilities for the purpose of conducting religious services are required to pay for all rental fees.
- W. All monies due to the Board of Education for rental fees shall be made payable to the Board of Education and forwarded to the Office of the Business Administrator/Board Secretary. Building principals shall not receive or make payment of any monies.

Adopted: 07/10

Readopted: 11/14, 08/16, 12/16, 8/17, 11/17, 5/19

(NOTE: Rules for Athletic Fields and Accompanying Indemnification Agreement follows this Regulation.)



WOODBIDGE TOWNSHIP SCHOOL DISTRICT

P. O. Box 428, School Street
Woodbridge, New Jersey 07095
732-750-3200

RULES FOR ATHLETIC FIELDS:

1. No metal spikes on turf fields.
2. No gum chewing on turf fields.
3. No sunflower seeds on turf fields.
4. No vehicles on turf fields.
5. All teams are responsible for putting trash in trash cans.
6. No alcohol or smoking on school property at any time. Violation of this rule is also in violation of Chapter III, Section 2 of the Revised Ordinances of the Township of Woodbridge.
7. All other Woodbridge Township School District Policies and Regulations as well as Woodbridge Township ordinances apply
8. The Woodbridge Township School District reserves the right to cancel event due to weather or other unanticipated circumstances.

QUESTIONS CONCERNING FACILITY RENTALS SHOULD BE DIRECTED TO:

MR. BRIAN WOLFERMAN
BUSINESS ADMINISTRATOR/BOARD SECRETARY
732-602-8536



WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

P. O. Box 428, School Street
Woodbridge, New Jersey 07095
732-750-3200

INDEMNIFICATION AGREEMENT

_____ agrees to
(Name of Organization)

indemnify and hold harmless the Woodbridge Township Board of Education and its agents, servants, and employees from any liability or obligation which might be incurred, including any alleged liability, for granting permission to _____ for use
(Name of Organization)

and the use of the premises of the Woodbridge Township Board of Education at

(School/Location)

on _____ for _____
(Date) (Purpose for Use of Building)

This Indemnification Agreement is understood to encompass and include any and all claims for damages in excess of primary insurance limits of liability, \$1,000,000.00 maintained by:

(Name of Organization)

(Name of Chief Officer of Organization - PLEASE PRINT)

SIGNATURE - Chief Officer of Organization

Date

This is to certify that

_____ as President/Chief Executive Officer
(Name of President/Chief Officer)

of _____
(Name of Organization)

has full authority to execute the above agreement.

Notary

(Ref: Regulation #1330a Community Use of School Facilities)



WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

APPLICATION AND AGREEMENT FOR USE OF BUILDING AND/OR SCHOOL FACILITIES

Number _____

**CUSTODIAL FEES NOT INCLUDED IN RENTAL FEE: CONTACT DARREN CROCKER AT
(732) 634-4500 ext. 2338 FOR ALL CUSTODIAL FEES ASSOCIATED WITH THIS RENTAL**

Any organization given permission to use the food concession stand must obtain a retail food license from the Health Dept.
Note: The renting organization agrees to indemnify and hold harmless the Woodbridge Township Board of Education and its agents, servants, and employees from any liability or obligation which might be incurred, including any alleged liability, for granting permission for use of any premises of the Woodbridge Township Board of Education.
 A Certificate of Insurance for \$1,000,000.00 naming the Woodbridge Township Board of Education and Woodbridge Township as additional insured is required by you in advance of this event.

Name of Requestor: _____ Phone No. _____ Date of Request _____

Organization _____ Address: _____

School and Facility Requested: _____ Email: _____

Facility Requested (circle one): Athletic Field Auditorium Cafeteria Classroom Gymnasium

Lights _____ Curtains _____ Admission amount charged: _____ Number of Persons Expected: _____

Explain purpose of activity _____ Event Time: _____ to _____

Month	Dates	Time	Month	Dates	Time

<p>APPROVED:</p> <p>Date _____</p> <p>_____ Signature of Principal</p> <p>DISAPPROVED:</p> <p>Reason: _____</p> <p>_____ Signature of Principal</p> <p>If not approved by Principal, application shall be reviewed by the Board Secretary's Office to verify reason for disapproval.</p>	<p>Cost to Organization \$ _____</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Note: Check should be submitted before approval is final. Checks should be made payable to the Woodbridge Township Board of Education and forwarded to the Board Secretary's Office.</p> </div> <p>Signed: _____</p> <p>Address: _____</p> <p>Organization: _____</p> <p>Telephone: _____</p>
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<p>Schools must distribute approved applications as follows:</p> <p>Original: Organization</p> <p>Copies: School File</p> <p> Office of Buildings & Grounds</p> <p> Fire Official</p> <p> Purchasing Dept. Town Hall</p> <p> Municipal Clerk Town Hall (Athletic Fields Only)</p> <p>Woodbridge/Sewaren Port Reading Keasbey Avenel Fords Hopelawn Iselin Colonia</p>	<p>Please note: Fire official <u>MUST</u> be advised of all building reservations prior to event.</p> <p>Fire Official notified: _____ (Please circle district)</p> <p style="text-align: right;">Date</p>
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****Automated External Defibrillators (AEDs) are available inside all Woodbridge Township Board of Education buildings****
 Information on AED locations is available at the schools.

USE OF FACILITIES FOR PRO-WRESTLING

- A. Only home-school organizations will be permitted to sponsor pro-wrestling in high school gyms subject to Board policy.
- B. All proceeds must be used for the students of the respective school.
- C. No card playing will be permitted in locker rooms by the participants (drinking is prohibited by Board and municipal ordinances).
- D. Home-school organization must provide strict supervision to insure the safety of participants and spectators by providing ushers, special police, signs, etc.
- E. No metal folding chairs are to be used. All spectators must sit in the bleachers.
- F. No food or beverages are permitted in the gym.
- G. The Board of Education must be named "save harmless" in all insurance policies for the facility/program.
- H. The Fifth Quarter Club should show evidence that they are properly covered by insurance up to the indemnification of \$1,000,000.00 and that we should receive a certification of same holding the Board of Education harmless.
- I. The distance between the mats the wrestlers will use and the spectators should be considerable.
- J. If tickets are printed for this event, a statement indicating that the Woodbridge Board of Education assumes no liability for the event, should be printed on the back of the tickets. This statement should come from the Board attorney for its proper legal wording.

Adopted: 08/14

PERSONAL USE OF BOARD EQUIPMENT

The use of equipment for personal purposes is strictly forbidden at all times.

The off-premises use of Board equipment by employees for school related activities may be approved by the building principal or administrator in charge. Such a request shall be in writing and kept on file in the administrator's office.

The use of Board equipment on the school premises by an outside organization is to be minimal and should be limited to non-profit organizations which would be entitled free building usage. Any approval granted shall be by the Superintendent only, following said written request. Requests shall be kept on file in the administrator's office.

In order to assure the proper protection of Board equipment:

- A. All equipment must be lettered "Woodbridge Township Board of Education" or lettered with the name of the school.
- B. Each motor vehicle and each piece of equipment is to have an assigned place. Keys are to be kept in a designated location.

Staff members who violate this policy are subject to disciplinary action.

Adopted: 08/14

RELATIONS WITH EDUCATIONAL INSTITUTIONS

In order to maintain cordial and constructive relationships with other educational institutions, the District shall:

A. With Parochial and Private Schools:

1. Maintain liaison with the administrators of all private and parochial schools, which enroll significant numbers of pupils resident in this district, in order to be aware of any program changes that may be planned which could affect this district;
2. Determine how this district can advance the education of resident pupils attending parochial or private schools by the provision in these schools of special programs;
3. Cooperate fully in the implementation of all state and federal programs administered by this district which benefit in whole or in part, eligible pupils attending private or parochial school.

B. With Institutions of Higher Education:

1. Welcome representatives of higher education institutes who wish to speak to our students interested in attending their college upon completion of secondary education;
2. Cooperate with state institutions in the placement and evaluation of practice teachers in accordance with Board policy on student teachers;
3. Encourage local colleges to offer for credit college level courses in the schools of this district to adult or continuing education participants;
4. Encourage local colleges to provide graduate level courses for the benefit of district staff members in the schools of this district.

Adopted: 08/14