

## **1000 - COMMUNITY RELATIONS**

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**Policy**

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CONCEPTS AND ROLES/GOALS AND OBJECTIVES IN COMMUNITY RELATIONS

The Board of Education believes that community participation in the affairs of the schools is essential if the school district, its various publics and the community are to maintain mutual confidence and respect, and work together to improve the quality of education for all students. The 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 and communications program should:

- A. Engage the public, promote public interest and encourage their participation in the operation of the school system;
- B. Gather information about public attitudes opinions and perceptions 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. Establish a standing communications committee to research, develop, implement and evaluate district community relations and communications efforts through use of a public relations plan.
- E. Develop the most effective means of communication with the school system's public and use available media as appropriate;
- F. Develop programs in the schools that will integrate home, school, and community in meeting the needs of district pupils;
- G. Develop and maintain the confidence of the community in the school Board and the school staff;
- H. Develop a climate that attracts good teachers and encourages staff to strive for excellence in the educational program;
- I. Anticipate and forestall problems that are brought about by lack of understanding;
- J. Evaluate past procedures in order to make improvements in future communications.

Therefore, the Board of Education directs that high priority be given at all levels of the school district to strengthening and creating new ways to involve and to communicate with the citizens of Camden City regarding functions, operation, problems and planning for the school district.

To respond fully to the needs and concerns of community groups and various publics, individual schools must work closely with their own school communities.

The Superintendent shall be responsible for developing programs, techniques and channels for implementing this policy.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

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:30-1.4(a)1 Evaluation process for the annual review  
N.J.A.C. 6A:32-2.1 Definitions  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts

**Possible**

**Cross References:** \*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 T&E certification  
\*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.

**Policy**

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COMMUNICATION WITH THE PUBLIC

The Board supports the right of the public and community (parents, guardians and others) to know about the programs and services of their schools and shall make every effort to provide information.

The Board 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; pupil progress toward achievement of the Core Curriculum Content Standards; graduation statistics and any other information shall be communicated to the public as required by law.

The 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.

Each year by September 30 the Superintendent shall oversee the compilation of a report card of each school in the District that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be disseminated to staff and parents/guardians and made available to the media and other interested members of the school community.

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 and appropriate is prohibited.
- B. Distribution of pictures of school board members is prohibited within ninety (90) days of any district election.
- C. Excessive public relations activities that are not part of the instructional program are prohibited.

Adopted: June 24, 1985  
Revised: August 23, 1995  
Readopted: August 14, 2007  
NJSBA Review/Update: March 2009  
Revised: January 2010

**Key Words:**

Communicating with the Public, Public Information Program, Press Releases

**Legal References:**

<u>N.J.S.A. 10:4-6 et seq.</u>	Open Public Meetings Act
<u>N.J.S.A. 18A:7E-2 through -5</u>	School report card program
<u>N.J.S.A. 47:1A-1 et seq.</u>	Examination and copies of public Records (“Open Public Records Act”)
<u>N.J.A.C. 6A:8-3.1(a)3</u>	Curriculum and instruction
<u>N.J.A.C. 6A:23-8.1 et seq.</u>	Budget Review and Approval
<u>See particularly:</u>	
<u>N.J.A.C. 6A:23-8.3</u>	Commissioner to ensure achievement of CCCS
<u>N.J.A.C. 6A:23A-5.2</u>	Public relations and professional services
<u>N.J.A.C. 6A:30-1.4(a)(1)</u>	Evaluation process for the annual review
<u>N.J.A.C. 6A:32-12.1</u>	Reporting Requirements
<u>N.J.A.C. 6A:32-12.2</u>	School-level planning

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

Manual for the Evaluation of Local School Districts

**Possible Cross References:**

*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**

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MEDIA

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

All representatives of the media shall be given equal access to information about the schools. General news 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's public information officer shall be responsible for establishing relations with news media, and providing particular information to each through the means found most suitable.

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 Principal shall ensure that the parents/guardians of pupils 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.

Adopted: June 24, 1985  
Revised: August 23, 1995  
Readopted: August 14, 2007  
NJSBA Review/Update: March 2009

Key Words

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

**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.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 Record Act")  
N.J.A.C. 6A:30-1.2 Definitions  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32A-12.2(a)1i School-level planning

Manual for the Evaluation of Local School Districts

**Possible**

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

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

**Policy**

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DISTRICT PUBLICATIONS

The Superintendent/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, pupils, 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.

All official publications shall be reviewed and approved for dissemination by the Superintendent/designee.

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.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009  
Approved: June 23, 2009  
Approved: October 26, 2009

Key Words

District Publications, Publications, Newsletters, Handbooks, Web Site

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:17-20 Superintendent; general powers and duties  
N.J.S.A. 18A:23-1 et seq. Audits and Auditors  
N.J.S.A. 18A:36-35 School internet web sites; disclosure of certain student information prohibited  
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)  
N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts

**Possible**

**Cross References:** \*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

**Possible Cross References Cont.**

*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

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

**Policy**

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NEWS RELEASES

In order that the programs, problems, planning, and activities of the district be given wide and coordinated coverage, the following guidelines shall be followed in giving information to the media:

- A. Only the Board President shall be the official spokesperson for the Board, except as he/she delegates this duty to others.
- B. News releases which are of a district-wide nature or pertain to established district policy, policy programs or regulation shall be the responsibility of the district public information officer, subject to the approval of the Superintendent.

While it is impossible to know how news releases--and generally, the affairs of the district--will be treated in the media, every effort should be made to help the media obtain complete and accurate information which will create positive public engagement with the school district.

Official district publications which include information about Camden City Public Schools should be reviewed and approved for dissemination by the Superintendent.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

Key Words

News Releases, Press Release, Release, Releases

**Possible**  
**Cross References:**

1100	Communication with the public
1110	News media relations
4132	Professional research/publication

**Policy**

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BOARD OF EDUCATION MEETINGS

Board of Education meetings shall be a primary means of sharing information with the public and inviting their comments and suggestions. Regular, Special and Emergency 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 acknowledges the right of members of the public to address the Board on Agenda items and matters of general interest. Public participation shall adhere to the procedures stipulated in Policy 9322. 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, whenever possible, shall audiotape and/or videotape Regular, Special and Emergency Board meetings. Each videotaped Regular meeting will be televised at least twice prior to the next regular monthly meeting.

The Board will not permit unnecessary or undesirable identification of district pupils at public or Board of Education meetings, particularly when the pupil is subject to disciplinary action, or has been identified as having a disability. A special confidential file shall be kept of the names of pupils with disabilities on whose behalf the Board must take public action. An unidentifiable coding shall be used when referring to the pupil.

Public comments and questions immediately following presentation of the Superintendent's Report must be related to items on the report. Public comments and questions will also be permitted at the end of Regular meetings and may deal with any topic related to the Board's conduct of the schools. Public comments will also be accepted at Special and Emergency meetings.

The Board's Regular and Work Session meetings shall be approved at the Board's re-organizational meeting. The Board's Regular and Executive Session meeting schedule shall be advertised through designated newspapers, as well as the District's internet site and cable television channel. Special and Emergency meetings dates, location and agenda shall be advertised as required by statute.

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

In a Regular Board meeting by September 30 of each year, the Superintendent shall report to the Board the number of pupils graduated and the number of pupils denied graduation from the prior 12<sup>th</sup> grade class. This report shall include the number of pupils 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 Quality Single Accountability Continuum (QSAC).

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; and
- E. Mandated in-service programs.

In addition, two (2) 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. The proceedings shall be transcribed and kept on file by the Board. The transcription shall be made available to the public.

Date: June 24, 1985  
 Revised: August 23, 1995  
 Revised: August 11, 2007  
 NJSBA Review: March 2009  
 Revised: April 2009  
 Revised: June 2010  
 Revised: July 26, 2011

**Key Words:**

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

**Legal References:**

<u>N.J.S.A.</u> 10:4-6 et seq.	Open Public Meetings Act
<u>N.J.S.A.</u> 18A:7C-7	School administrators report on students awarded or denied diplomas
<u>N.J.S.A.</u> 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
<u>N.J.S.A.</u> 18A:12.21	School Ethics Act
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:22-10	Fixing day, etc., for public hearing
<u>N.J.S.A.</u> 18A:22-13	Public hearing; objectives; heard, etc.
<u>N.J.S.A.</u> 18A:23-5	Meeting of Board; discussion of report
<u>N.J.A.C.</u> 6A:8-5.2(e)	High school diplomas
<u>N.J.A.C.</u> 6A:14-1.1 et. seq.	Special Education
<u>N.J.A.C.</u> 6A:16-5.1 et seq.	School safety plans

*See particularly:*

<u>N.J.A.C.</u> 6A:16-5.2, 5.3	
<u>N.J.A.C.</u> 6A:23A-14.1 et. seq.	Capital Reserve
<u>N.J.A.C.</u> 6A:26	Educational Facilities

*See particularly:*

<u>N.J.A.C.</u> 6A:26-2.2(a)7	Completion of long range facilities plans
<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts

*See particularly:*

<u>N.J.A.C.</u> 6A:30-3.1	
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for district board of education members and charter school board of trustee members.
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements

**Legal References Continued**

<u>N.J.A.C. 6A:32-12.2</u>	School-level planning
<u>N.J.A.C. 6A:32-13.1</u>	School attendance
<u>N.J.A.C. 6A:32-13.2</u>	Dropouts
<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services

**Possible Cross References:**

*1100	Communicating with the public
*2240	Research, evaluation and planning
*3100	Budget planning, preparation and adoption
*3570	District records and reports
*3571.4	Audit
*5131.5	Vandalism/violence
*5145.5	Photographs of pupils
*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.

**Regulation**

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**BOARD OF EDUCATION MEETINGS/COMMUNICATING WITH THE PUBLIC**

Any member of the public desiring to speak and receive a reply on any issue at a public meeting of the Board must make:

**A. Advanced Inquiry**

- (1.) Individuals interested in receiving an oral response to an inquiry shall make prior arrangements through the office of the Business Board Secretary at least two (2) days in advance of a Regular Meeting to ensure placement on the official agenda and an appropriate response. Such persons shall be required to provide the Board Secretary's office with their name, address, problem and/or nature of the inquiry, any organization or group represented. Every effort will be made to respond to all inquiries at the next public meeting of the Board.
- (2.) Individuals interested in receiving a written response from the Board shall forward to the Board Secretary's office a written request for information. Every effort will be made to respond to written requests within fourteen (14) working days after filing. Any reasonable inquiry that cannot be responded to within the prescribed amount of time shall receive a written response from the Board informing the individual(s) of this fact.
- (3.) Persons who have not received a written response within the indicated time period, or are not satisfied with the response, may call or visit the Board Secretary or designee to complete the Public Portion Form in order to be placed on the official agenda for an oral reply at the next Board meeting.
- (4.) The Board Secretary will read a status report of all requests and their responses during the Correspondence section of the Regular Meeting Agenda.

**B. Public Participation**

- (1.) After the official business of the Regular Meeting has been disposed of, the President or presiding officer shall open the meeting to the public in the following manner:
  - (a) Individuals that filed an Advance Inquiry with the Board Secretary, at least two (2) days prior to the meeting, shall be, unless otherwise suspended by the presiding officer of the Board, five (5) minutes during which time he/she will restate their initial inquiry, and await a response from the Board or its designee.
  - (b) The individual may also comment on the response so as to reaffirm or gather a full understanding of the reply before yielding to the expiration of time, or the satisfaction of the response. In suspending the time limitation, the President or presiding officer will utilize discretion based on the content of the inquiry and whether an appropriate reply can be ascertained at that meeting.
  - (c) The Board shall provide constituents, who have not sought advance inclusion on the agenda in accordance with the prescribed procedures set forth in this and other Board policy(ies), three (3) minutes to address the Board. Such persons shall, in fairness to those who have advance inquiries, be heard after all advance inquiries have been duly disposed of.

**BOARD OF EDUCATION MEETINGS/COMMUNICATING WITH THE PUBLIC  
Regulation**

**FILE CODE: 1120**

Date: August 23, 1995  
Revised: August 14, 2007  
NJSBA Reviewed/Update: March 2009  
Revised: April 2009  
Revised: June 2010

**Exhibit**

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**BOARD OF EDUCATION MEETINGS: COMMUNICATING WITH THE PUBLIC**

Public Portion Form:

The Board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak as prescribed by law and regulated by Board Policies.

The right of the public to be present at the meeting(s) should not be confused with public participation. The Camden Board of Education retains the right to regulate public participation at all Board meetings. [N.J.S.A. 10:4-12(a) Open Public Meeting Act].

Individuals that submitted the attached form to the Board Secretary at least two (2) days in advance of the following Regular meeting, shall be allotted FIVE MINUTES to address the Board. The individual shall begin by stating their name/address and restating their initial inquiry.

The individual may also comment on the Board's response so as to reaffirm or gather a full understanding of the Board's position. At his/her discretion, the President or presiding officer may curtail the allotted time depending on the nature of the inquiry and/or whether an appropriate response can be provided at that meeting. Individuals who submit an advanced inquiry shall have priority in addressing the Board.

Constituents who have not sought advance inclusion on the agenda shall be allotted THREE MINUTES in which to make presentations and/or inquiries.

I, the undersigned, having read all of the above, do state that I understand and will adhere to the Public Portion procedure. I further understand that I will have five (5) minutes in which to ask a question(s) and/or make a comment if I submitted this form to the Board Secretary at least two (2) days in advance of the next Regular Board meeting.

I request an answer to the following question(s) or I wish to comment on the following topic(s):

TOPIC/QUESTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_

Name (Print clearly) \_\_\_\_\_

Address \_\_\_\_\_

Organization Represented, if any \_\_\_\_\_

Revised: August 23, 1995

Revised: August 14, 2007

NJDBA Review/Update: March 2009

Revised: April 2009

Revised: June 2010

**Policy**

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SCHOOL MEETINGS

The Board believes public meetings for specific purposes held in individual schools can be a valuable means of interesting and informing the community.

The Superintendent will approve all requests by Principals to hold such public meetings before such meetings are scheduled.

Date: June 24, 1985  
Revised: March 1, 1994  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

Key Words

Community, meetings

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

**Possible**

**Cross References:** \*1010 Concepts and roles/goals and objectives in community relations  
\*1100 Communication with the public

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

**Policy**

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DISTRIBUTION OF MATERIALS BY PUPILS AND STAFF

Material being sent home with pupils should relate to school matters or pupil-related community activities. Except when it pertains to the individual pupil, all such material must be approved in advance by the 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.

Pupils shall not be used to distribute partisan materials or partisan information pertaining to a school or general election, budget or bond issue, or negotiations. Pupils shall not be exploited for the benefit of any individual, group, or profit-making organization.

No staff member may distribute any materials on school property without prior approval of the Superintendent. Materials will clearly indicate their source. Non-school-related materials will be plainly labeled, including an express disclaimer that the activity is "not a school-sponsored activity." Flyers and parental permission slips will be subject to the same review and standards.

All surveys, questionnaires or other similar items requiring pupil or parent/guardian response shall be reviewed and approved by the Board 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 federal law.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

Key Words

Distribution of Materials, Research

**Legal References:** N.J.S.A. 18A:36-34 Written approval required prior to acquisition of certain survey information from students  
N.J.S.A. 18A:42-4 Distribution of literature as to candidacy, bond issues, or other public question to be submitted at election; prohibited  
N.J.S.A. 19:34-6 Prohibited actions in polling place on election day, exception for simulated voting  
N.J.S.A. 19:34-15 Electioneering within or about polling place; disorderly persons offense

34 CFR 98.1 - Pupil Protection Rights Amendment

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

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

**Possible**

<b><u>Cross References:</u></b>	*1100	Communicating with the public
	1315	Distribution of materials to pupils and staff
	*1322	Contests for pupils
	*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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PARTICIPATION BY THE PUBLIC

The Board encourages volunteers and/or residents of the community who are especially qualified because of training, experience, or personal characteristics to take an active part in school affairs. Such persons may be invited to act as advisers both as groups and individually in:

- A. Clarifying the general ideas and attitudes held by our residents regarding school;
- B. Determining the purposes of courses of study and special services to be provided for pupils; evaluating the extent to which these purposes are being achieved by present practices;
- C. Giving active assistance to the professional staff in the actual operation of classes and services where the 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. Volunteers who will be in contact with pupils on a regular basis must pass the required tuberculosis screening.

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.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

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:10A-53 et seq Establishment of School Leadership Council  
N.J.A.C. 6A:32-12.1 Reporting requirements

**Possible**

<b><u>Cross References:</u></b>	*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**

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COMMUNITY ORGANIZATIONS

The Camden Board of Education appreciates the efforts of groups of parents/guardians and other concerned citizens, who form clubs or community based organizations, to contribute funds or equipment for district-approved student extracurricular activities.

The Superintendent or designee shall formulate a procedure for review of the proposed use of such funds. Proposed equipment must be approved for safety in the same manner in which district-purchased equipment is reviewed.

All activities of any clubs or community based organizations shall be coordinated with the Principal and any activity involving students shall require prior Board approval.

Date: June 24, 1985  
Revised: March 1, 1994  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

Key Words

Community Organizations, Equipment

**Legal References:** N.J.S.A. 18A:11-1      General Mandatory Powers and Duties  
N.J.S.A. 18A:20-34      Use of Property

**Possible**

**Cross References:** \*1330      Use of school facilities

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

**Policy**

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AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The 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 pupils when appropriate. No appointee shall represent an organization, geographic area, religious group or any other subdivision of the community in an official capacity.

Systematic programs shall be set up to draw on the assistance business, labor, and other organizations have to offer in developing vocational, technical and enrichment programs and in providing pupils with practical work experience.

The 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 and the Board shall cooperate fully in its activities.

Date: June 24, 1985  
Revised: March 1, 1994  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

**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 Amendments of 1988 (P.L. 100-297)

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

Manual for the Evaluation of Local School Districts

**Possible**

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

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

**Policy**

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PARENT-TEACHER AND OTHER  
SCHOOL-CONNECTED ORGANIZATIONS

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

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

Organizations shall not use the district's name in their titles without the 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 including PTA'S, PTO'S, booster clubs 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.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

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**

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VISITORS

The Board 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 pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the Principal's permission.

Visitor's signs shall be displayed in appropriate languages.

All such visitors including Board members must first report to the Principal's office for permission and a visitor's pass. No private person may visit a student in school unless it is with the specific approval of the Principal, and a staff member must be present during the conference. A student is never permitted to leave the school with anyone who is not clearly identified as his/her parent/guardian or an authorized person.

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.

Staff members from other Camden City schools visiting in a school to which they are not assigned must secure the Principal's permission before embarking on their business.

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.

Unauthorized visitors, including pupils from other schools, shall be requested to leave the building and/or grounds. If these unauthorized visitors refuse to leave the building and/or grounds, the police shall be summoned. Charges may be preferred by the Principal against all persons who refuse to leave the building and/or grounds when requested, if the facts warrant such action. The Superintendent shall be notified by the Principal. He/she, in turn, shall notify the Board Attorney and the Business Administrator/Board Secretary's office. It shall be the responsibility of the attorney of the Board when so notified to prepare the necessary facts and prosecute the offenders.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

**Key Words**

Visits to the Schools, Visitors

**Legal References:** N.J.S.A. 2C:18-3      Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses  
N.J.S.A. 2C:33-2      Disorderly conduct  
N.J.S.A. 18A:11-1      General mandatory powers and duties  
N.J.S.A. 18A:54-20      Powers of Board (county vocational schools)  
N.J.S.A. 26:3D-55 et seq.      New Jersey Smoke-Free 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.

**Regulation**

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VISITORS

A. Visitors Defined:

Many visitors may normally be expected to visit a school during the school day. These visitors may include Board members, parents/guardians of pupils, representatives of the parent-teacher association, interested citizens, invited speakers, central staff personnel, maintenance and repair personnel, salesperson, representatives of the news media, students not now enrolled in the school, and others.

B. Procedure for Visitors:

Since the Principal is responsible for all persons in a school building, visitors must report first to the school office.

1. Employees of the school district (including directors, supervisors, coordinators, maintenance personnel and others) are to advise the school Principal that they are in the building.
2. A visitor not employed by the Camden City Public Schools must report to the school office and receive permission to be in the school building. He/she shall be issued a "visitor's permit" which specifically designates his/her time arrival and destination. He/she may visit classrooms or other areas of the school building only with the approval of the Principal.

C. Supervision of Visitors: Any person on school property who has not registered with the school office and there from received permission to be in the school building shall be illegally on school property. Such person is to be asked to:

1. Identify himself/herself properly, or
2. Leave the school grounds.

The Principal or designee has the authority to request aid of the Camden City Police Department when the visitor refuses to leave the school building or creates and disturbance.

Adopted: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

**Policy**

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LOITERING OR CAUSING DISTURBANCES

The Board believes that all children of school age have a right to attend public schools and to receive a suitable education without disturbance.

Therefore, violence, vandalism, seizure of school buildings or any other disruption of the educational program will not be condoned or tolerated.

Unauthorized persons who enter into school premises or grounds and cause a disruption shall be prosecuted. Pupils who are guilty of continued and willful disobedience, or of open defiance of the authority of any teachers or person having authority over them, shall be liable to suspension or expulsion from school.

Any student leading or instigating an illegal or unauthorized demonstration or walkout shall be liable to immediate suspension consistent with due process. Re-entry into the school program shall be permitted only after satisfactory consultation with the student and parent/guardians.

Any person who is not a member of school staff or student body who loiters on or about any school building or grounds, without written permission, or who causes disturbances, may be guilty of loitering and shall be prosecuted accordingly.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

**Key Words**

Loitering, Disturbances

**Legal References:** N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:37-1 Suspension and expulsion  
through 5

**Possible**

**Cross References:** \*1250 Visitors  
\*5114 Suspension and expulsion

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

**Policy**

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COMMUNITY COMPLAINTS AND INQUIRIES

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

The Board, individually and collectively, shall refer all public and parental complaints, and suggestions to the Superintendent or Business Administrator/Board Secretary or their designee for study and recommendation. 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 pupils 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.

Following study, the Board shall answer all signed complaints received in writing. No anonymous letters shall be considered by the Board.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

**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  
\*4116 Evaluation  
4148 Employee protection  
\*4212.6 Personnel records  
4248 Employee protection  
\*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

**Possible Cross Reverences Cont:**

- \*9010 Role of the member
- \*9020 Public statements
- 9123 Appointment of Board Secretary

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

**Regulation**

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COMMUNITY COMPLAINTS AND INQUIRIES

The Board of Education invites constructive criticism by all parents/guardians and residents of the district. It is also the policy of this district that the Board of Education supports the actions of its employees and protects them from unwarranted and unnecessary attack. Therefore, to ensure that all complaints are fairly treated and the interests of district employees guarded, the following procedures shall be followed:

- A. District officials and administrators will not normally entertain or consider communications or complaints from teachers, parents/guardians, or other citizens, but shall refer all such communications to the appropriate Principal.
- B. Individual Board members shall refer persons making complaints about the school to the appropriate Principal in charge of the person, building, or facility being complained about.
- C. Complaints should be monitored by the Principal of the appropriate school. In the event the complainant is not satisfied in a conference with school representatives (Principal, teachers or counselors), the problem should be referred to the Superintendent or School Business Administrator/ Board Secretary (or designee).
- D. The Superintendent or Deputy Superintendent/Board Secretary (or designee) will arrange for a hearing. If the complaint concerns a teacher or a Principal, the Superintendent will be available if his/her presence is desired; otherwise, his/her designee will represent him/her.
- E. If no solution satisfactory to the complainant is forthcoming, he/she may seek a hearing before the Board. The complainant shall state:
  - 1. The nature of the problem;
  - 2. The facts of the case;
  - 3. The persons involved;
  - 4. The recommended solution.

A written statement should be submitted six calendar days before the next Board meeting, in order to be included on the agenda.

To prevent hasty, ill-considered action, the Board reserves the right, if the circumstances warrant it, to wait until the next regular meeting after the complaint is placed on the agenda before acting on same.

- F. All persons are cautioned that any person who upbraids, insults or abuses a professional employee, in the presence or hearing of a pupil, is liable to legal action.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

**Policy**

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GIFTS TO DISTRICT EMPLOYEES

No school employee is to accept any commission or gift from individuals or companies seeking to sell equipment or materials required in the operation of our public schools. The operation of the schools includes the purchase of materials for the construction, repair and maintenance of the school plant; for the conducting of student classes; for materials and supplies used in school organizations, such as clubs, senior class; and for comparable items.

This prohibition shall not be construed to prevent vendors from paying reasonable costs of providing opportunities for school officers and employees to see or hear about new ideas, equipment and/or materials.

The Board of Education shall consider as always welcome and in most circumstances more appropriate the writing of letters to staff members expressing gratitude or appreciation.

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

**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  
5133 Gifts to staff members

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

**Policy**

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FUNDRAISING BY OUTSIDE ORGANIZATIONS

Any organization desiring to distribute flyers or other materials to staff members in connection with their fund or other drives may do so only with the approval of the Superintendent (or designee).

Authors, agents, and canvassers shall not be permitted to visit any school during school hours for the purpose of recommending or exhibiting any books, maps, or other apparatus of whatsoever kind.

The Camden City Public Schools Welfare Chest is designed to reduce the number of individual appeals by various agencies to raise money among Camden City Public School children and staff and to offer opportunities for children to derive educational values from the campaign for giving. The campaign shall be conducted according to regulations developed by the Superintendent (or designee).

Date: June 24, 1985  
Revised: August 23, 1995  
Revised: August 14, 2007  
NJSBA Review/Update: March 2009

**Key Words**

Fundraising, Campaign

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

**Possible Cross References:** 4137/4237      Soliciting and selling  
5136      School fund-raising activities

**Policy**

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DISTRIBUTION OF MATERIALS TO PUPILS AND STAFF

No tickets, circulars, or commercial advertising matter of any kind shall be distributed in the school or on school property except with the authorization of the Superintendent or designee. He/she may seek Board authorization in cases which he/she feels warrant the consideration of the Board.

Distributing or Peddling Materials

No person shall be permitted to distribute or peddle unauthorized literature, merchandise, or materials in schools or on or near school grounds. Police action shall be taken by the Principal against adult offenders, and any pupil involved in actions of this type may be immediately suspended to the custody of his/her parents/guardians.

Adopted: June 24, 1985  
Revised: August 23, 1995  
Readopted: August 14, 2007  
NJSBA Review/Update: March 2009

**Key Words**

Distributing, Peddling, Distribution of Materials

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

**Possible**

**Cross References:** \*1100 Communicating with the public  
1315 Distribution of materials to pupils and staff  
\*1322 Contests for pupils  
\*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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PARTICIPATION IN OUT OF SCHOOL COMMUNITY ACTIVITIES

Student groups may, with the permission of the Board on recommendation from the Superintendent participate in local public events which fall into the following classifications:

- A. Educational events in which the school's serve as hosts;
- B. Community functions organized in the interests of the school;
- C. Occasions of community, county, state or national interest of sufficient breadth to enlist general sympathy and cooperation;
- D. Patriotic events, such as Veteran's Day, Memorial Day, etc.;
- E. Charity benefit activities provided such activity has been specifically approved in advance by the Superintendent and Board;
- F. Programs sponsored by established character-building agencies, or programs sponsored jointly by the school system and mass communications media where the time or space given to the programs are of a public nature.

Student groups may not participate in events that fall into any of the following classifications:

- A. Events that are for the furtherance of any politically partisan interest;
- B. Events that are primarily for the furtherance of any sectarian concern;
- C. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation.

The Superintendent or designee shall develop regulations for screening requests for performances, assigning priorities to them, and ensuring that expenses are paid by the sponsors when appropriate.

Adopted: June 24, 1985  
Revised: August 23, 1995  
Readopted: August 14, 2007  
NJSBA Review/Update: March 2009

Key Words

Community Activities, Community Functions, Programs, Performances

**Legal Reference:** N.J.S.A.18A:42-2 School Orchestra not to Compete with Civilian Musicians; Exceptions

**Possible**

**Cross References:** 6145.4 Public performances and exhibitions

**Policy**

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CONTESTS FOR PUPILS

The Superintendent shall approve participation in extracurricular contests sponsored by organizations outside the schools, as long as participation does not interfere with the instructional program. When such contests involve promotional aid, school time, or faculty assistance to pupils in essay writing, poster making, or other activities, the Superintendent shall determine whether the experiences are closely enough allied to and in support of the instructional work of the school and will clearly serve to advance the educational aims of the district. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for approving a contest.

Contests and awards whether local, state, or national shall be:

- A. For the benefit of the pupil;
- B. Open to all pupils on a non-discriminatory basis;
- C. Consistent with district objectives;
- D. Judged by disinterested parties;
- E. Properly supervised with safety precautions in place;
- F. Voluntary for pupils and teachers.

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

Adopted: June 24, 1985  
Revised: August 23, 1995  
Readopted: August 14, 2007  
NJSBA Review/Update: March 2009

Key Words

Contests for Pupils, Awards

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

**Possible**

**Cross References:** 1314 Fundraising by outside organizations  
1320 Participation in out-of-school community activities  
\*3280 Gifts, grants and bequests  
\*5126 Awards for achievement  
\*6145 Extracurricular activities  
\*6145.1/6145.2 Intramural competition; interscholastic competition

**Possible Cross References Cont.:**

6145.4	Public performances and exhibitions
*6153	Field trips

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

**Policy**

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USE OF SCHOOL FACILITIES

The 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.

As a service to the community, the Board shall permit the use of school facilities by responsible and properly organized community groups. Regular school activities and school-connected organizations shall be given preference in the use of facilities.

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 Board shall not permit any use of the school district facilities which would result in personal gain to any individual or group, nor any use which is political or sectarian in character, unless the Board shall vote to make an exception to this provision. The Board shall determine the fees to be charged for use of facilities for profit-making or fund-raising activities.

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.

An applicant for the use of school facilities shall be required to assume full responsibility for the preservation of order in the building or athletic field which he/she is permitted to use and liability for any damage to or loss of school property. The user shall be responsible for strict observance of Board policy and regulations.

An application for building usage must 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. 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 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.

#### Use of Cafeteria Facilities

Cafeteria facilities may be made available to community groups by special permission, upon formal written application and in accordance with district regulations. Permission of the Principal of the school requested must be obtained.

The using group shall make payment in advance of the event. Failure to pay in advance shall automatically cancel Board permission.

#### Public Use of School Toilets

General use of school toilets shall not be permitted during school hours. Principals and janitors are authorized to enforce this rule upon authority of the Board. This is not to be interpreted to exclude such use by authorized groups using the building with permission.

Adopted:	June 24, 1985
Revised:	August 23, 1995
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NJSBA Review/Update:	March 2009

#### Key Words

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

<b><u>Legal References:</u></b>	<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>	New Jersey Smoke-Free Air Act
	<u>N.J.S.A.</u> 18A:54-20	Powers of Board (county vocational schools)
	<u>N.J.A.C.</u> 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.

## **Regulation**

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### USE OF SCHOOL FACILITY

All use of school facilities must be in conformance with Board policy, which delegates the authority for issuing school permits to the School Business Administrator/Board Secretary or designee. School facilities are reserved first for school purposes. Permits for other uses will be issued only when no interference with these will arise.

Additionally, an application for the use of school facilities after 5 p.m. by persons or groups not officially connected with the schools must be filed with the business office at least ten (10) days prior to the date of requested use. The application must also be approved by the Principal of the school to be used.

All entertainments must be described on the application form and must be as described and of high moral standard.

An application filed with the School Business Administrator/Board Secretary, if approved, shall be returned to the applicant with a permit.

Specific regulations governing facilities use include the following:

1. Special permission must be obtained for the use of district motion picture machines, for decorating, installing scenery, and moving or tuning district pianos.
2. No pianos, moving picture machines, scenery, or other apparatus is to be moved into the building unless special permission is granted by the Principal. No pianos will be moved by district personnel. Applicant must furnish a regular piano mover. If a district piano is moved, it must be tuned by the applicant at no charge to the Board.
3. It is understood that school auditoriums are not adapted to receive professional entertainment equipment and that special equipment of any kind, including spotlights, stage scenery, phonographs, etc., will not be furnished by the district.
4. The services of janitors will not include the erecting or dismantling of scenery or equipment unless such scenery or equipment is the property of the district.
5. Scenery, palms, and other equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with school activities.
6. All meetings, entertainments, dances, etc., must cease not later than 11:00 o'clock P.M.; the janitor will see that the building is closed promptly.
7. Whenever materials, equipment, furnishings, or rubbish are left after the use of a school building by persons not officially connected with the schools, the party to whom the permit is issued must remove all materials, equipment, furnishings, or rubbish before opening of school.
8. No janitor shall have the right to open any school building outside of school hours for any person or persons unless they first have authority to open said building from the Board of Education Business Office.

9. Should the holder of a permit wish to cancel a reserved date, the School Business Administrator/Board Secretary's Office shall be notified at least 24 hours before the date of the meeting or performance. If no notice is received by the district and the holder of a permit fails to appear within one hour after the meeting or performance is scheduled to start, the holder of the permit must pay the regular charge for the extra services of each janitor employed and also the operating costs (if any) for the time the building is kept open.
10. All permits shall be revocable and shall not be considered as a lease. The School Business Administrator/Board Secretary or designee may reject any application or cancel any permit. The charges will not be considered as rental charges but will be limited to operating expenses with a reasonable allowance for wear and tear.
11. A permit is not transferable.
12. The holder of a permit to use any part of a building or athletic field or grounds shall have the responsibility of complete and adequate supervision of the activities conducted thereon and shall provide sufficient police attendance if needed, to uphold law and order. The district shall not become engaged in the supervision of any part of the function or performance, nor shall it be responsible for the same. The activity is to be considered by the Board and the user as not a regularly scheduled school function of any part of the school program.
13. All national and state laws, local ordinance, and rules of the police and fire departments regarding public assemblies must be strictly complied with.
14. The number of tickets sold must not exceed the seating capacity of the auditorium or gymnasium for which the permit is granted.
15. The district is not responsible for any loss of property by the applicant or guests while they are using the building.
16. The district is not responsible for any loss of property by the applicant or guests while they are using the building.
17. An organization using district facilities must provide, at its own expense, public liability insurance for bodily injury and property damages.
18. The fees for money-making activities will be revised periodically.
19. All agencies are required to have insurance coverage for activities as specified on the application for the use of building.
20. When using buildings, proper police protection must be supplied by the applicant.
21. All entertainment is to be of high moral standards and only as stated on application.
22. Any group using buildings must be financially responsible for damages to property.
23. There is to be no smoking on any school Board property.
24. All summer programs are to end no later than ten (10) working days into the month of August.
25. The definition of inclement weather during the summer is a temperature of 90 degrees or above. Lightning or any other severe weather conditions will permit the organization to use specified areas inside the building.

The user's protective insurance shall fully insure it and the Board of Education against all claims for damages for personal injury, including wrongful death, which may arise from its use of any district facility under the permit.

Such public liability and owner's protective insurance shall be in the amount of \$1,000,000 combined single limit coverage. A certificate showing the issuance of such insurance shall be delivered to the School Business Administrator/Board Secretary's Office. The district assumes no risk; and, by the acceptance of the permit, the organization expressly releases the Board of Education of, and from, any liability for any damage, injury or loss, to any person or property, from any cause whatsoever.

Schedule of Rates for the Use of School Facilities (Exclusive of Janitor's Fees):

The rate as designated on the application shall be for the part or parts of the building designated on the application.

Schools:

Camden High School \$250.00;	Fetters School \$50.00;
Woodrow Wilson High School 250.00;	H.B. Wilson 50.00;
East Camden Middle School 175.00;	Lanning Square Elem. 100.00;
Hatch Middle School 175.00;	Lincoln Elementary 50.00;
Morgan Village Middle 175.00;	Parkside Elementary 50.00;
Pyne Poynt Middle School 200.00;	Powell Elementary 50.00;
Veterans Middle School 175.00;	Sewell Elementary 50.00;
Skill Development Center 175.00;	Sharp Elementary 50.00;
Bonsall Elementary 50.00;	Sumner Elementary 50.00;
Broadway Elementary 50.00;	Washington Elementary 50.00;
Catto School 50.00;	Whittier Elementary 50.00;
Cooper's Poynt 100.00;	Wiggins Elementary 100.00;
Davis Elementary 100.00;	Yorkship Elementary 50.00;
Administrative Annex 175.00	

(One-half of the above rates will be charged for rehearsals.)

Parent/Teacher Association - Performances, Meetings and Affairs:

When a regular meeting is held after 5 p.m. and no admission is charged to the public each janitor employed is to be paid directly by the PTA (current rate). The hours are to be between 7 and 11 p.m. No charge is made for use of the building. When a regular meeting is held prior to 5:00 p.m., no charge is to be made for the janitor or for the building.

School Performances and Meetings:

For school performances held after 5:00 p.m. when no admission is charged, there shall be no charge. For school performances held after 5:00 p.m., when admission is charged and a school organization receives all proceeds from sale of tickets, no charge is made for the building, but each janitor employed must be paid at the current rate.

Adopted:	June 24, 1985
Revised:	January 28, 1991
Revised:	August 23, 1995
Readopted:	August 14, 2007
NJSBA Review/Update:	March 2009

**Policy**

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LOCAL UNITS

The Board of Education wishes to cooperate as fully as possible with other community agencies that serve district pupils. Cooperation will include pooling resources and exchanging information with other community agencies. The Superintendent shall seek to develop positive working relationships with community agencies, including but not limited to, police authorities, fire departments, Division of Youth and Family Services, emergency room and/or squad, other school districts, and all other agencies providing services to district pupils.

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

Police Authorities

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

Fire Department

The Superintendent shall seek input from local fire officials when course materials in fire safety are being reviewed and revised and when procedures for fire drills are formulated. The fire department should be kept up to date on changes in the school buildings and class arrangements so that, in the event of an emergency, they will be prepared. All fires shall be reported to the local fire department in compliance with law.

Division of Youth and Family Services (DYFS)

Procedures for district cooperation with the Division of Youth and Family Services are included with those implementing policy 5141.4 Child abuse and neglect.

Emergency Room/Squad

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

Cooperative Arrangements with Other School Districts

The Board desires that strong lines of communication be maintained with other districts and institutions which provide programs, training, or services not available to children residing in this district, and with districts whose resident pupils are enrolled in programs in this district.

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

Further, this school district shall cooperate with other school districts in the solution of common educational concerns. District staff under the direction of the Superintendent shall participate in the coordination of such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendar and activities, and any others where it may be advantageous to serve a broader area than this school district. In carrying out this policy, the Superintendent shall include in his/her reports to the Board an evaluation of the desirability and feasibility of cooperation with other school districts.

Adopted: June 24, 1985  
 Revised: August 23, 1995  
 Readopted: August 14, 2007  
 NJSBA Review/Update: March 2009

### Key Words

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

<b><u>Legal References:</u></b>	<p><u>N.J.S.A. 2A:4A-60 et al.</u> Disclosure of juvenile information; penalties for disclosure</p> <p><u>N.J.S.A. 18A:11-1</u> General mandatory powers and duties</p> <p><u>N.J.S.A. 18A:18A-11</u> Joint purchases by districts, municipalities; counties; authority</p> <p><u>N.J.S.A. 18A:20-4.2</u> Acquisition, improvement, lease, etc., of property for school purposes; authority of Board of Education</p> <p><u>N.J.S.A. 18A:20-9</u> Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion</p> <p><u>N.J.S.A. 18A:20-34</u> Use of schoolhouse and grounds for various purposes</p> <p><u>N.J.S.A. 18A:36-25</u> Early detection of missing and abused children; policies of school districts</p> <p><u>N.J.S.A. 18A:38-30</u> Assistance of sheriffs, police officers, etc.</p> <p><u>N.J.S.A. 18A:40A-1 et seq.</u> Substance abuse</p> <p><u>See particularly:</u></p> <p><u>N.J.S.A. 18A:40A-11, -12, -15, -16, -17, -18</u></p> <p><u>N.J.S.A. 18A:41-1</u> Fire drills</p> <p><u>N.J.S.A. 18A:41-5</u> Reporting fires</p> <p><u>N.J.S.A. 18A:54-20</u> Powers of Board (county vocational schools)</p> <p><u>N.J.S.A. 40:8A-3 et al.</u> Authority to enter into contract for joint provision services</p> <p><u>N.J.S.A. 40:55D-8 et al.</u> Municipal fees; exemptions</p> <p><u>N.J.A.C. 6A:14-7.1 et seq.</u> Receiving Schools</p> <p><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</p> <p><u>N.J.A.C. 6A:16-1.1 et seq.</u> Student Development Programs</p> <p><u>See particularly:</u></p> <p><u>N.J.A.C. 6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 10.2</u></p> <p><u>N.J.A.C. 6A:32-9.1(c)</u> Athletics Procedures (General requirements)</p> <p><u>N.J.A.C. 6A:32-12.1 et seq.</u> Annual Reporting and Planning Requirements</p>
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Manual for the Evaluation of Local School Districts

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

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

**Possible**

<b><u>Cross References:</u></b>	*1330	Use of school facilities
	1420	County and intermediate units
	*1600	Relations between other entities and the district
	*3220/3230	State funds; federal funds
	*3320	Purchasing procedures
	*5125	Pupil records
	*5131.5	Vandalism/violence
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141.1	Accidents
	*5141.4	Child abuse and neglect
	5141.6	Crisis intervention
	*5145.11	Questioning and apprehension
	*5145.12	Search and seizure
	*6114	Emergencies and disaster preparedness
	*6122	Articulation
	*6145.1/6145.2	Intramural competition; interscholastic competition
	*6172	Alternative educational programs
	*7110	Long-range facilities planning
	7130	Relations with other governmental units

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

**Policy**

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COUNTY AND INTERMEDIATE UNITS

The Camden City Board of Education directs the Superintendent and the School Business Administrator/Board Secretary or designees to make all possible use of the resources and services offered by the county and intermediate units of the State Department of Education, the educational services commission and other like agencies.

Adopted: June 24, 1985  
Reconfirmed: August 23, 1995  
Readopted: August 14, 2007  
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Key Words

County Units, Intermediate Units

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

**Possible**

**Cross References:**

*1330	Use of school facilities
1410	Local Units
*1600	Relations between other entities and the district
*3220/3230	State funds; federal funds
*3320	Purchasing procedures
*5125	Pupil records
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.4	Child abuse and neglect
5141.6	Crisis intervention
*5145.11	Questioning and apprehension
*5145.12	Search and seizure
*6114	Emergencies and disaster preparedness
*6122	Articulation
*6145.1/6145.2	Intramural competition; interscholastic competition
*6172	Alternative educational programs
*7110	Long-range facilities planning
7130	Relations with other governmental units

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

**Policy**

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RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT

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

Core Curriculum Content 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 Core Curriculum Content 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 exists in 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.

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Key Words

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

<b><u>Legal References:</u></b>	<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> 40:8A-1 <u>et seq.</u>	Interlocal Services Act
	<u>N.J.S.A.</u> 52:14-15.9cl <u>et seq.</u>	Public Employees Charitable Fund-raising Act
	<u>N.J.A.C.</u> 6A:8-3.1(a)2	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:8-3.3(a)	Enrollment in college courses
	<u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u>	<i>Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</i>
	<u>N.J.A.C.</u> 6A:11-1.1 <u>et seq.</u>	Charter Schools
	<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
	<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Student Development Programs
	See particularly:	
	<u>N.J.A.C.</u> 6A:16-4.1(a)(b), -4.2(a)	
	<u>N.J.A.C.</u> 6A:23-6.1 <u>et seq.</u>	Purchase and Loan of Textbooks
	<u>N.J.A.C.</u> 6A:32-12 <u>et seq.</u>	Annual Reporting and Planning Requirements
	Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al., 536 U.S. _____ (2002)	
	New Jersey Constitution, Article VIII, Section III, pars. 2 and 3, Section IV, par. 1	
	<u>Manual for the Evaluation of Local School Districts</u>	

**Possible**

<b><u>Cross References:</u></b>	1320	Participation in out-of-school community activities
	*1322	Contests for pupils
	*1330	Use of school facilities
	*1410	Local units
	1420	County and intermediate units
	1500	Relations between area, county, state, regional and national associations and the district
	*2131	Superintendent
	*3280	Gifts, grants and bequests
	*4122	Student teachers/interns
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	5141.6	Crisis intervention

**Possible Cross References Cont.:**

*5200	Nonpublic school pupils
*6010	Goals and objectives
*6122	Articulation
6141.5	Advanced placement
*6142.4	Physical education and health
*6146	Graduation requirements
*6162.4	Community resources
*6171.2	Gifted and talented

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