

9000 COMMUNITY

<u>Number</u>	<u>Title</u>
9100	Relations Between Public and District Personnel
9120	Public Relations Program (M)
9130	Public Complaints and Grievances
9140	Citizens Advisory Committees (M)
9150	School Visitors
9161	Crowd Control
9180	School Volunteers
9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
9190	Community Organizations
9200	Cooperation Between Parents and School
9210	Parent Organizations
9230	Parental Responsibilities
9240	Rights of Parents
9242	Use of Electronic Signatures
9260	Parental Liability for Vandalism
9270	Home Schooling and Equivalent Education Outside the School (M)
9280	Parent Conferences
9320	Cooperation with Law Enforcement Agencies (M)
9323	Notification of Juvenile Offender Case Disposition
9324	Sex Offender Registration and Notification
9400	Media Relations
9500	Cooperation with Educational Agencies
9541	Student Teachers/Interns
9550	Educational Research Projects
9560	Administration of School Surveys
9700	Special Interest Groups
9713	Recruitment by Special Interest Groups (M)
9720	Solicitations by Vendors



9100 RELATIONS BETWEEN PUBLIC AND DISTRICT PERSONNEL

All professional and non-teaching personnel have an important obligation toward the total school-community relations program. It should be emphasized that school-community relations are largely determined by what happens in the classroom. Therefore, the attitudes of the teaching staff are an integral part of public acceptance.

To this end, the Board of Education expects all district employees to maintain the following standards:

1. The maintenance of just and courteous professional relationships with students, parents, citizens, and staff members.
2. The maintenance of their own efficiency and keeping abreast of developments in their fields of work.
3. The placement of the welfare of the children as the first concern of the school system.
4. The proper use and protection of all school properties, equipment, and materials.
5. A demonstrated willingness to learn all they can from citizens in the community that will help them with the education of the children enrolled in the school system.

Adopted: 09 March 2021



9120 PUBLIC RELATIONS PROGRAM

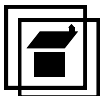
The Board of Education believes all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district programs, finances, personnel, policies, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the students and staff of the district shall be approved by the Superintendent or designee.

The school district will not release or publish photographs or release other personal identifying information of an individual district student without the prior written permission of the parent(s) or legal guardian(s) or from the adult student. Written permission slips for such release from each parent(s) or legal guardian(s) or adult student will be obtained by the Principal or designee for the students in their school building or by the Program Administrator for students in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual student in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult student.

The Superintendent shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the school. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a student handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.



The Board of Education adopts the following strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available and appropriate, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

The school district will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening the school and community events, and TV productions that are not part of the instructional program or do not provide information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.

The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent shall recommend to the Board of Education an increase in the maximum dollar amount for public relations. Any increase in the maximum dollar amount shall require formal Board action.



Communicating with the Public

Each year by April 30th, the Superintendent will present the School Report Card to the Board of Education. The School Report Card includes information required by State and Federal law and is compiled by the Department of Education with statistical information provided by the Superintendent. The Report Card shall be made available to the staff, parents or guardians, and the media as well as other interested members of the community.

Avoiding Excessive Expenditures when Communicating with the Public

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

1. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.
2. Distribution of pictures of Board of Education members is prohibited within ninety days of any district election.
3. Excessive public relations activities that are not part of the instructional program are prohibited.

The homepage of each school and the district website will include the grade received from the Commissioner of Education on the effort of each school and the district to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The Superintendent or designee shall oversee the postings. The grade shall be posted within ten days of its receipt. In addition, the district shall provide a link to the twice-yearly report prepared by the Superintendent or designee detailing the number and nature of violence, vandalism, and harassment, intimidation or bullying reports in the schools.

Use of Social Networking Sites (Social Media) to Communicate with the Public

The Board of Education recognizes the fact that social media is a means of communication that may be beneficial in the dissemination of important district information and therefore, the Board authorizes the Superintendent or designee to establish a social media account for the district such as, but not limited to Twitter®, Facebook® or other similar such sites in order to open lines of communication with the public when practicable.



POLICY

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

COMMUNITY
9120/page 4 of 4
Public Relations Program

Under normal circumstances, this social media account shall be used to convey important emergency information or information that may require distribution in as many formats as possible and shall contain only official district information.

Any such social media account shall be under the direct auspices of the Superintendent and/or his/her designee, who shall be responsible for the content of any communications posted therein. Under no circumstances shall this social media account be used or posted on by any individual staff member, student or Board member. Any password(s) and username(s) associated with this social media account(s) shall be secured to prevent unauthorized access.

N.J.A.C. 6A:23A-5.2

Adopted: 09 March 2021



9130 PUBLIC COMPLAINTS AND GRIEVANCES

Any person or group having a legitimate interest in the school may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

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, who shall review the complaint according to established procedures.

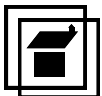
Only in those cases where satisfactory adjustment cannot be made by the Superintendent and the staff shall communications and complaints be referred to the Board for resolution.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the Building Principal; a complaint about instructional or resource materials should be addressed to the Superintendent.

Complaints, questions, and suggestions concerning school personnel or the operation of the school should follow the established "chain of command" - teacher, Principal, Superintendent, Board of Education.

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, the educational program, instructional and resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

1. Neither the Board as a whole, nor any individual Board member, will entertain or consider communications or complaints from school employees, parents, students, or other citizens, but shall refer such communications to the Superintendent.
2. Complaints and inquiries should be written, in as brief a form as possible and sent to the Superintendent.
3. The Superintendent will make every effort to resolve the problem with the person(s) immediately involved.



4. When satisfaction has not been received at this level, the Board will accept complaint or inquiries submitted in writing.
5. Persons requesting a hearing of the Board shall present their complaint or grievance in written form to the School Business Administrator/Board Secretary in sufficient detail to permit a full understanding of the matter. After hearing the evidence submitted by the Superintendent, the Board will, if it deems advisable, grant a hearing to the parties interested.
6. School employees who are employed under a bargaining unit contract shall follow the provisions of that contract for the filing of complaints or grievances.
7. Decisions regarding complaints and inquiries presented initially to the Board at a public meeting may be deferred, at the discretion of the Board.

It is hoped that citizens of the community will make every effort to resolve problems involving teachers or administrators with the personnel involved. The Superintendent must be consulted on all matters involving school personnel and the community.

Adopted: 09 March 2021



9140 CITIZENS ADVISORY COMMITTEES

Community and/or parent 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 issues and concerns. The Board shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, long-range studies, program evaluation, and development of policies or educational goals/programs. Each committee shall be appointed for a specific purpose and time. The Board may dissolve any Board-appointed committee at its sole discretion.

Such committees shall be representative of the community in relation to the tasks delegated to them, and may include staff and students when appropriate. No appointee shall represent an organization, geographic area, religious group or any other subdivision of the community in an official capacity.

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

The Board shall adopt the committee structure and organization it deems appropriate to the assignment at hand, except for funded programs where requirements are set by law. The Board is responsible for approving all members of a committee and the method of their selection in consultation with the Superintendent. Staff members shall not constitute a majority of any general community advisory committee.

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

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

In district-initiated advisory committees, the Superintendent shall draft procedures for instructing committees as to the length of time each member is being asked to serve, the services the Board wishes them to render, the resources the Board intends to provide, and the approximate date on which the Board wishes to dissolve the committee. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to the individual Board members, to the School Business Administrator/Board Secretary, to the Superintendent, and to the rest of the professional staff.



POLICY

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

COMMUNITY
9140/page 2 of 2
Citizens Advisory Committees

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

N.J.A.C. 6:30-1.5; 6:31-1.14(b)
20 U.S.C.A. 3801 et seq.

Adopted: 09 March 2021



9150 SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, Board members, other adult residents of the community, and interested educators, when appropriate. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the school, the following procedures have been established:

1. All visitors shall be required to report to the school office upon entering the building, and are to sign in and secure a visitor's pass.
2. A "visitor" is anyone other than a student enrolled in or a staff member employed in the school. Visitors may not consult with the teaching staff or students during class time without the permission of the Superintendent or designee.
3. 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 related to visitations. The Superintendent shall seek confirmation of legal custodianship where necessary.
4. Persons may not visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc. to staff.
5. No visitor shall be allowed to deliver any address, lecture or provide instruction on any subject unless authorized by the Superintendent or designee.
6. All visitors to the school must obey no smoking regulations and any other regulations designed to ensure orderly operating of the school. All persons violating this Policy shall be considered "disorderly persons" and subject to appropriate action.

After Hours Visits to the School

Visitors are not permitted to enter the school building after the school office has closed for the day or when school is not in session, other than at times when special, after hours events are being held at the school.

In order to protect student, district and staff property, and to ensure student safety and anonymity, no visitor shall be permitted to enter the school building, classrooms or other school rooms unless accompanied by an authorized district employee.



Employees are not permitted to allow entry to the school building, classrooms or other school rooms by visitors after hours. Employees who violate this Policy shall be subject to disciplinary action, including termination.

Visitors who violate this Policy may be considered to be trespassing and may be subject to prosecution.

Student Inter-Visitation to Schools

The Board of Education is cognizant of the value of students who have graduated from school or are attending other schools returning to visit and even counsel with former teachers. There is appreciation, too, that older students enjoy returning to their former school. However, certain problems can arise from indiscriminate visitations such as classes being disrupted.

Therefore, the following policy will be observed:

1. The students must be authorized by an administrator to visit the school during the regular school day.
2. Students visiting the school must obtain permission from the administrator before making visitations in the building.
3. Students' visitations must be made to a specific individual or group with a stated purpose.
4. Visiting students must comply with all rules and policies of the school and must agree to obey all directives of adult staff members.

N.J.S.A. 2C:18-3

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 09 March 2021



9161 CROWD CONTROL

The Board of Education believes in order to achieve its goals for interscholastic competition, the student body and the general public attending an interscholastic event conduct themselves in such a manner as to make a positive contribution toward the educational objectives of this district.

The Board directs the Superintendent to prepare regulations for student and public behavior at interscholastic events and to publicly post such regulations and to devise procedures for the control of crowds.

Disturbances at School Events

The Board welcomes the attendance of members of the community at athletic and other public events held by the school, but the Board also acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of these events.

The Board holds the legal authority to bar the attendance of any person whose conduct may constitute a disruption at a school event. In compliance with law, the Board directs that no alcoholic beverage be consumed at any function on school property and that no betting occurs on school premises.

The Board authorizes school officials to have expelled from any district event by the law enforcement officers on duty, any spectator who willfully violates the rules and regulations of the district or whose behavior jeopardizes the safe conduct of the event. Further, any spectator involved in continual violations of the rules and regulations shall be prohibited from attending further school events.

Adopted: 09 March 2021



9180 SCHOOL VOLUNTEERS

Citizen Volunteers

The Board of Education encourages citizen assistance to school personnel in ways that will enhance the school program. Volunteers shall be designated by and serve at the discretion of the Superintendent or designee. Accordingly, the Superintendent shall determine if the prospective volunteer meets the qualifications established by him/her to serve in a voluntary capacity within the school. All such volunteers shall be known to be of good character, responsibility and integrity.

All such volunteers shall be provided with a copy of this Policy along with any rules of expected conduct as determined by the Superintendent.

Volunteers will be supervised by the appropriate certified professional staff member to whom they are assigned and under no circumstances will citizen volunteers provide the direct instruction of students.

For the purpose of this Policy, a "volunteer" is a person who is not paid by the Board of Education, and who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee.

Guidelines for Volunteers

All volunteers, as defined in this Policy:

- Shall serve only under the direction and supervision of an appropriately certified or licensed staff member;
- Shall be limited in his/her service to a maximum of ten hours per week;
- Must understand their duties and responsibilities and perform no service outside those duties;
- May only serve in a support capacity;
- Shall respect the individuality, dignity, and worth of each child;
- Are not permitted access to student records;
- Should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;



- May consult with the Principal regarding their duties and responsibilities; and
- Are not to receive any financial remuneration from the Board of Education for their service.

Citizen volunteers carrying out prescribed functions under the supervision of designated professional staff members shall be covered by the Board's liability insurance policy.

The Superintendent shall supervise the 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.

All school volunteers who assist in the school in a capacity of volunteers must undergo a criminal background check at the expense of the volunteer.

Not all individuals who attend or assist with activities in school are subject to background checks and due to the nature of those activities, are not considered to be volunteers as defined in this Policy. Examples of such activities and participation in them are as follows:

- Individuals attending Grandparents Day events/celebrations;
- Persons serving as invited guest readers;
- Parents attending "Donuts for Dad" or "Muffins for Mom activities";
- Parents or others attending "Back to School Night,"
- Parents or others delivering forgotten items to a student;
- Visits with the school nurse or Principal;
- Attendance and participation in Parent - Teacher Conferences; etc.

Specifically, individuals acting as guests and/or exercising their parental roles, responsibilities or duties are not subject to criminal background checks.

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

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 09 March 2021



9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Superintendent will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The Superintendent will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;



3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each student;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential student matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches must consult with the Superintendent regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer co-curricular activity advisors/assistants must consult with the Superintendent regarding any matters or questions regarding their duties and responsibilities;
9. Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
10. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 09 March 2021



9190 COMMUNITY ORGANIZATIONS

Community Resources

The Board will draw on the knowledge and opinions of the community in developing mandated policies and programs in compliance with statute and administrative code, and to aid in meeting the district's identified needs.

The Board of Education encourages local businesses and individual residents who are especially qualified because of training, experience or interest to take an active part in the district's educational programs. Those persons and representatives of businesses identified by the Superintendent and the staff and approved by the Board may be invited to act as advisors in groups or individually in appropriate circumstances and situations.

The district shall also take advantage of the physical and financial resources of the community and of organizations including business when such facilities or locations provide learning and enrichment opportunities not otherwise available to our students. Student safety shall be a primary concern in making use of such resources.

In accordance with law, the administration shall identify and establish working relationships with community agencies that are involved in evaluation and treatment of drug/alcohol problems.

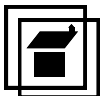
Community Organizations

The Board of Education appreciates the efforts of concerned citizens who form or belong to organizations that contribute funds or equipment for district approved student extracurricular activities, or for recognition of student achievement.

The Superintendent 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.

The Board encourages active support of and cooperation with community associations by teachers and other district employees.

Adopted: 09 March 2021



9200 COOPERATION BETWEEN PARENTS AND SCHOOL

The Board believes that the education of children is a joint responsibility, one it shares with the parents and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The Board recognizes the vital role of the parents in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents are familiar with the needs, problems, gifts and abilities of their children, staff should seek to involve parents as much as possible in the planning of the individual program. Parents must, by law, be included in the development of certain educational programs for their children.

Parents are requested to keep the school apprised of changes in factors in the home situation that may affect student conduct or performance. Parents are specifically requested to inform the school of any changes in legal custody of the child.

Parents are responsible for their child's punctuality, attendance, cleanliness, and propriety of dress.

The Superintendent shall develop procedures and regulations to implement this Policy. These regulations shall include use of the parent's native language when necessary.

Adopted: 09 March 2021



9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support parent organizations whose objectives are to promote the educational interests of district students.

Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.

A parent organization may not organize students, sponsor school activities, or solicit money in the name of this school district or of any school in the district without the prior approval of the Superintendent or designee. Such approval must be sought by written application to the Superintendent or designee.

To prevent the concurrent demands upon the community, all fund-raising activities must be approved by the Superintendent.

Permission to hold regular meetings of such organization in school facilities will be extended by the Board of Education for particular school year, in accordance with Board Policy.

The Principal may serve as advisor 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.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the school and as supporters of public education in the school district. Representatives of recognized parent organizations shall comply with all applicable Board policies.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the school and reserves the right to withdraw recognition from any parent organization, at will, whose actions are inimical to the interests of the school district and the students of this district.

Adopted: 09 March 2021



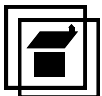
9230 PARENTAL RESPONSIBILITIES

The Board of Education believes that children benefit when parent(s) or legal guardian(s) recognize and discharge a responsibility to encourage and support the learning process.

Parent(s) or legal guardian(s) can help children learn by:

1. Requiring that children obey all school rules and by accepting responsibility for a child's improper conduct;
2. Sending children to school with proper attention to health, personal cleanliness, and dress;
3. Maintaining an active interest in each child's daily work and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Reading communications from the school and signing and returning them promptly when so requested;
5. Attending conferences arranged for the exchange of information on the child's progress in school; and
6. Scheduling family matters to minimize interference with school time.

Adopted: 09 March 2021



9240 RIGHTS OF PARENTS

The Board of Education recognizes that the parent(s) or legal guardian(s) of each child are ultimately responsible for the care and custody of that child, and that both parent(s) or legal guardian(s) share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the rights and responsibilities of the other parent may be limited. The Board believes that the interests of the child are best served by the continuing involvement of both parents in the child's life and well-being.

The Board will presume that each natural or adoptive parent(s) or legal guardian(s) of a student enrolled in this district possesses full parental rights of access to the student and to information about the student, notwithstanding any separation of the parent(s) or legal guardian(s) or dissolution of their marriage. Accordingly, and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parent(s) or legal guardian(s) for access to their child, to their child's teachers, and to information about their child.

Every parent, except as prohibited by Federal and State law, shall have access to records and information pertaining to his/her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

The place of residence of either parent shall not appear on any records or information released pursuant to the provisions of this section.

A child's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the noncustodial parent or terminates the parental rights of the noncustodial parent.

Nothing in this policy shall be construed as limiting in any way the rights of the noncustodial parent whose parental rights have not been terminated to full access to his/her child's records.

N.J.S.A. 18A:35-4.6 et seq.; 18A:47-4; 18A:47-8
N.J.A.C. 6A:14-1.3; 6A:14-2.9; 6A:32-7.1; 6A:32-7.5

Adopted: 09 March 2021



9242 USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this Policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student’s progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district’s acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.



The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Adopted: 09 March 2021



9260 PARENTAL LIABILITY FOR VANDALISM

The school property held in trust by this Board of Education represents a substantial investment of the taxpayers of the school district; liability for the willful and malicious destruction of that property should be borne by those directly and indirectly responsible.

The Board further believes that parent(s) or legal guardian(s) are ultimately responsible for the supervision and discipline of students and that the knowledge that they are vicariously liable for the acts of their children and wards will encourage parent(s) or legal guardian(s) to exercise that responsibility more vigorously.

Where any property, real or personal, owned by this Board has been willfully and maliciously damaged by any minor, whether or not the person is enrolled in this district, the Board shall bring civil action against the parent(s) or legal guardian(s) having legal custody and control of the person at the time the damage was caused, for the full amount of the damage.

N.J.S.A. 18A:37-3

Adopted: 09 March 2021



9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOL

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that a parent, guardian, or other person having custody and control of a child has a constitutional right to choose the type and character of education they feel is best suited for their child(ren), be it secular or sectarian. Home schooling is an option and when chosen this option will be carried out in the student's home rather than the school.

In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school. The Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not receiving an education in accordance with N.J.S.A. 18A:38-25. The New Jersey Department of Education encourages the parent, legal guardian, or other person having custody and control of a school-aged child to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.

The parent or legal guardian or other person having custody and control of a child between the ages of six and sixteen, who fails to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.



POLICY

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

COMMUNITY
9270/page 2 of 2

Home Schooling and Equivalent Education
Outside the School

If a child seeks admission to this school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer student, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

When children are home schooled and are not enrolled in a school, the school district is not required to provide any of the entitlements or privileges of students enrolled in the school district unless an entitlement or privilege is specifically provided in Board Policy or required by Federal law, or State statute or administrative code. The school district's curriculum and other public record information will be provided to the parent, legal guardian, or other person having custody and control of a child upon request in accordance with the Open Public Records Act and Policy and Regulation 8310.

A child educated at home shall not receive a State endorsed high school diploma from the Board of Education.

N.J.S.A. 18A:38-25 through 18A:38-31

U.S.C.A. 1401 et seq.

New Jersey Department of Education – Frequently Asked Questions: Home Schooling

Adopted: 09 March 2021



9280 PARENT CONFERENCES

The Board of Education endorses the parent-teacher conference as an effective means of permitting parent(s) or legal guardian(s) and teachers to share information about students and the educational program in a constructive setting.

The Superintendent is directed to schedule parent-teacher conferences at such times as will permit the maximum attendance of parent(s) or legal guardian(s), including working parent(s) or legal guardian(s); to encourage the participation of parent(s) or legal guardian(s); and to provide in-service training to teachers to assist them in making most effective use of the conference.

The Board believes that the information exchanged in parent-teacher conferences can be of great importance to the student's ability to profit educationally; such conferences are, therefore, an essential part of the instructional program and an integral part of a teacher's professional responsibility. Accordingly, all teachers are required to attend the parent conferences scheduled for the children assigned to them. A teacher's failure to observe this policy may be cause for discipline.

The Board regards parent-teacher conferences as non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the student. The parent(s) or legal guardian(s) of the student may bring to the conference additional persons who share that interest and wish to aid the parent(s) or legal guardian(s) and the teacher. When a parent(s) or legal guardian(s) desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, the parent(s) or legal guardian(s) who plans to bring legal counsel to a parent-teacher conference shall notify the school Principal of that intention no later than five working days in advance of the conference in order that the Superintendent may secure such legal representation as he/she may deem advisable.

The purposes of the parent-teacher conference are best served when all persons present share freely and candidly their knowledge of the student's educational progress and information relating to that progress. Any person present may make and preserve notes, for his/her benefit, of the information shared and may, if permitted, make a tape recording of the conference as an aid to memory or to share with an absent parent or legal guardian. Because the presence of the tape recorder may act to impede the free exchange necessary to an effective conference, however, either the parent(s) or legal guardian(s) or the teacher may refuse the other's request that a tape recorder be used.

Adopted: 09 March 2021



9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.

The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 et seq. to ensure cooperation between school staff and law enforcement officials in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, as defined in N.J.S.A. 24:21-2, including anabolic steroids, drug paraphernalia, alcoholic beverages and/or firearms as defined in subsection f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(r) and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations. The Board directs the Superintendent to institute a program of such communication and cooperation.

Policy and Regulation 9320, as adopted by the Board, will be submitted for approval to the County Superintendent of Schools in accordance with N.J.A.C. 6A:16-6.2(a)2.

Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of students and serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq.

N.J.A.C. 6A:16-6.1 et seq.

Adopted: 09 March 2021



9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

The School Principal has a need to receive and have access to juvenile justice proceedings involving juveniles who are registered students in the school building. The school Principal shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The school Principal may request from law enforcement agencies at the time of charge, adjudication or disposition, information as to the identity of a juvenile student charged, the adjudication and the disposition. The school Principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

A law enforcement or prosecuting agency shall at the time of charge, adjudication or disposition, advise the school Principal of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function or was committed against an employee or official of the school; or
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. An offense, if committed by an adult, would constitute a crime and the offense:
 - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; or
 - b. Involved the unlawful use or possession of a firearm or other weapon; or
 - c. Involved the unlawful manufacture, distribution or possession with intent to distribute a controlled dangerous substance or controlled substance analog; or



- d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; or
- e. Would be a crime of the first or second degree.

Information provided in accordance with the section above shall be treated as confidential. The school Principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or to planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

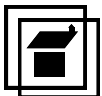
Law enforcement or the prosecuting agency may provide the school Principal with information identifying one or more juveniles who are under investigation or who have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with the section above shall be treated as confidential, but the school Principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided in accordance with this paragraph shall be maintained.

The Principal who requests and/or receives information as specified in this policy shall notify the Superintendent or designee within twenty-four hours.

The school district shall comply with the Department of Education rules and regulations concerning the creation, maintenance and disclosure of student records regarding school Principal notification of juvenile offender case disposition and this policy.

P.L.1982, c.79
R.S.53:1-15
P.L.1985, c.69

Adopted: 09 March 2021



9324 SEX OFFENDER REGISTRATION AND NOTIFICATION

The Board of Education and administration will comply with the guidelines developed by the New Jersey Attorney General's Office and will work cooperatively with the County Prosecutor's Office and the local police department regarding the requirements of N.J.S.A. 2C:7-1 et seq. (Megan's Law).

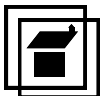
The Megan's Law notification statute applies to all sex offenders who are required to register pursuant to N.J.S.A. 2C:7-1 et seq. The offenses requiring registration by persons convicted, an adjudicated delinquent or a person acquitted by reason of insanity are as indicated in New Jersey Statutes Annotated.

Definitions

- A. Tier One offenders encompass those that are a "low risk of re-offense", thus constituting a low risk of harm to the community. This offender is one who, because of the type of crime, the lack of violence in his/her behavior, the lack of a substantial criminal history and the existence of ties to the community presents no more than a possible risk of re-offense.
- B. Tier Two offenders encompass those who are a "moderate risk of re-offense", thus constituting a moderate risk of harm to the community in that the pertinent documents demonstrate that they are reasonably likely to re-offend, warranting limited notice for the protection of the public.
- C. Tier Three offenders encompass those who are a "high risk of re-offense" in that the available record demonstrates that there is a probable risk of re-offense, warranting notice to the community likely to encounter the offender.

The County Prosecutors Office determines the specific schools, community organizations and residences to receive notification.

The School District is automatically included on the notification list and is not required to register to be notified under Tier Two or Tier Three notifications. Where the risk of re-offense is determined by the County Prosecutor's Office to be moderate or high in accordance with the law, the County Prosecutor's Office and/or the appropriate law enforcement office will notify the Superintendent and the Principal of the targeted school(s). The Superintendent should not notify the target school(s), but may contact the Prosecutor's Office if the Superintendent thinks that a



school in the notification area has been inadvertently omitted. The school district is entitled to receive the offender's name and a recent photograph, along with a physical description, the offense of which he/she was convicted, their address, place of employment and/or schooling, and vehicle license number.

The Board of Education shall take appropriate steps to educate and alert those staff members who are charged with the care and supervision of children, emphasizing that this information is intended to assist such staff members in the protection of their charges, not to provide notification to the community at large. All sex offender notification information to the community must be released by the appropriate law enforcement agency or the County Prosecutor's Office. The school district and/or any school staff member shall keep all sex offender notification information confidential. In the event the school district is notified a student is a Tier One or Two sex offender, the school district will cooperate with the local law enforcement and the County Prosecutor's Office on community notification consistent with the law and guidelines of the New Jersey Attorney General's Office.

The County Prosecutor's Office will be asked to provide guidance to the school district staff members. The Board of Education, working in conjunction with the County Prosecutor's Office and/or a local law enforcement office, will hold meetings and other educational programs at a particular school for staff regarding the safeguarding of the school district's children. There will be a strong emphasis on providing pertinent information, constructive knowledge and guidance to the community, as well as advice concerning the consequences of vigilante activity.

The Building Principal notified by the Prosecutor's Office will have the discretion to make the determination as to which employees within the school should be informed of the notification. The Building Principal should share the notice with any person who in the course of the duties of his/her employment or assignment is regularly in a position to observe unauthorized persons in or near the property of the notified school. If any persons to be notified by the Building Principal are employees of private contractors, the Principal or the Superintendent will notify the private vendor who will provide notice to the employees. The Principal shall only notify school appropriate district staff of Tier Two or Tier Three notifications and not to provide notification to the community at large. Guidance to the school district in providing this information to staff members will be obtainable from the County Prosecutor's Office.

N.J.S.A. 2C:7-1 et seq.
Guidelines - New Jersey Office of the Attorney General

Adopted: 09 March 2021



9400 MEDIA RELATIONS

The maintenance of a good working relationship with the media is essential to meeting the objectives of the school district's community relations program.

The Board of Education must give formal approval to all basic practices governing relations between the media and the school district and reserves the right to negotiate, on terms most favorable to the school district, for the broadcasting, filming, or sound recording of any school event by an outside agency.

The Superintendent or designee shall be the chief communications representative of the school district. The chief communications representative shall be readily available to: provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; assist school and parent organizations with media relations; meet periodically with media representatives; protect school personnel from any unnecessary demands on their time by media representatives; and provide additional information as appropriate.

The Superintendent or designee must authorize in advance interviews between staff members and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the school and the learning environment.

The Superintendent or designee must authorize the release of any image of district subjects, personnel, or students.



Any image of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any image of a child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without permission of the Department case worker. Where the release of any image may violate the privacy of any student or staff member, the Superintendent or designee must first secure the written permission of the staff member or the student's parent(s).

Photographs of Students

Taking pictures of district students and buildings for commercial purposes is prohibited without written approval of the Superintendent.

"Commercial purposes" in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

"School students" in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Pictures of children with educational disabilities shall not be disseminated in any way unless written permission is granted by parents. Photos of children placed in the district by the New Jersey Division of Child Protection & Permanency (DCP&P) shall not be published without permission of the division caseworker.

Photographs on the District Website

Pictures of district students shall not be posted on the website, except under the following conditions:

1. Prior written permission has been obtained from the student's parent or from the adult student;
2. Group photographs may identify the group, but not the individuals in the group;
3. Prior written permission has been obtained from the student's parent or from the adult student, if the student is receiving an award or special recognition.

Adopted: 09 March 2021



9500 COOPERATION WITH EDUCATIONAL AGENCIES

The Board of Education believes that cooperation between the school district and other organizations concerned with youth, career development, and mental health will enhance the opportunities of the district's students. Such cooperation will also enable the district to serve its students better through appropriate referrals as in drug/alcohol 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, in-service staff development, school-college liaison, and advanced placement.

Relations With Non-Public Schools

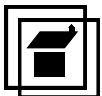
The Board of Education will cooperate with parochial and private schools in matters of mutual benefit not expressly prohibited by law. The Superintendent is encouraged to explore areas of mutual benefit with the administrative officer of such schools and to recommend desirable courses of action.

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 monies to any private organization, regardless of the merits of that organization's purpose, is not within the authority of the Board and is, therefore, prohibited.

20 U.S.C.A. §3066
N.J.S.A. 18A:38-13.1 et seq.; 18A:40-23 et seq.;
18A:46-19.1 et seq.; 18A:46A-1 et seq.;
18A:58-37.1 et seq.
N.J.A.C. 6A:23-6.1 et seq.; 6A:14-6.2 et seq.

Adopted: 09 March 2021



9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

The Board of Education requires every student teacher/intern possess a county substitute credential issued in accordance with N.J.A.C. 6A:9B-7.1.

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. 6A:9A-4 et seq; 6A:9A-5 et seq.; 6A:9B-7.1

Adopted: 09 March 2021



9550 EDUCATIONAL RESEARCH PROJECTS

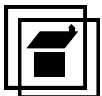
The Board of Education recognizes that educational research can be a valuable tool in identifying and applying strategies to enhance student achievement and in identifying factors that could prevent students from becoming contributing members of society. Surveys among student populations can be an important part of this research.

Students and parents retain certain rights, however, in the administration of surveys. The Board shall ensure that prior written consent is obtained from parents or emancipated students before any survey is administered that is funded in whole or in part by any program administered by the United States Department of Education, if the survey (analysis or evaluation) is designed to reveal information on any of the following:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent;
or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written informed consent shall also be obtained from parents or emancipated students prior to the administration of any academic or nonacademic survey, assessment, analysis or evaluation that would reveal the student's social security number.

Parents shall be given the opportunity to inspect any survey, analysis or evaluation that solicits information in any of the above areas. If parents object to their child(ren)'s participation in the survey, the child(ren) shall be allowed to opt out.



POLICY

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

COMMUNITY
9550/page 2 of 2
Educational Research Projects

Prior approval of the Superintendent is required for all other surveys on topics not listed. Anyone seeking approval of a proposed survey must provide the Superintendent with details of the survey methodology, its specific educational purpose and a description of how results will be disseminated and applied.

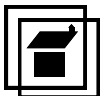
For all surveys the identity of the respondent shall remain confidential.

The Superintendent shall develop regulations to implement this Policy that include reasonable timelines for parents to access and review surveys as prescribed by law, and arrangements to protect student privacy in the administration of a survey.

This Policy and the regulations shall be made available to the public at least annually at the beginning of the school year, especially to parents and to district staff. The public shall be informed within a reasonable period of time if substantive change is made to policy and regulations. The public shall also be informed of specific or approximate dates, if known, when surveys may be administered.

N.J.A.C. 6A:32-7.5

Adopted: 09 March 2021



9560 ADMINISTRATION OF SCHOOL SURVEYS

The Protection of Pupil Rights Amendment (PPRA) requires written consent for certain student surveys, analysis and/or evaluations funded in whole or in part by a program of the United States Department of Education. The district will comply with the PPRA consent requirements and Policy 2415.05 for certain student surveys, analysis, and/or evaluations.

The district will also comply with the requirements of 34 CFR Part 98 – Student Rights in Research, Experimental Programs and Testing for certain programs administered by the Secretary of the United States Department of Education:

1. Instructional material used in connection with any research or experimentation program and project shall be made available for inspection by parents/legal guardians of students engaged in such program or project in accordance with the requirements of 34 CFR Part 98.3.
2. Prior written parental/legal guardian consent is required for any surveys, analysis, and/or evaluations that involve psychiatric or psychological examination, testing, or treatment; if the primary purpose is to reveal information as specified in 34 CFR Part 98.4(a)(1).
 - a. Psychiatric or psychological examination or test means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs or feelings.
 - b. Psychiatric or psychological treatment means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group.

However, academic and nonacademic surveys, assessments, analyses, and/or evaluations may be administered to students for programs or activities that are not funded in whole or in part by a program of the United States Department of Education and/or programs not administered by the Secretary of the United States Department of Education as defined in 34 CFR Part 98.1. In accordance with N.J.S.A. 18A:36-34, the district shall receive prior written informed consent from a student's parent or legal guardian before administering these academic and nonacademic surveys, assessments, analyses, and/or evaluations that reveal information concerning:

1. Political affiliations;



2. Mental or psychological problems potentially embarrassing to the student or the student's family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom a respondent has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
7. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program;
8. Social security number; or
9. Religious practices, affiliations, or beliefs of the student or parent(s) or legal guardian(s).

When administering an academic and/or nonacademic survey, assessment, analysis, and/or evaluation that concern the issues listed in 1. through 9. above, the Superintendent shall request written informed consent at least two weeks prior to the administration of the survey. The request for consent shall provide the parent/legal guardian the opportunity to view a copy of the document at a convenient location and time. The student shall not participate in the administration of the academic and/or nonacademic surveys, assessments, analyses, and/or evaluations if the requested written informed consent is not obtained.

N.J.S.A. 18A:36-34
34 CFR Part 98

Adopted: 09 March 2021



9700 SPECIAL INTEREST GROUPS

The Board of Education recognizes the contributions of persons and organizations outside the school district may take the form of materials, activities, and awards that tend to serve the interests of the contributor as well as benefit the school district and students. For the purposes of this Policy, “organizations outside the school district” shall be any organization, group, activity, club, association, agency, or individual that is not approved or sponsored by the Board of Education.

The Board reserves the right to review, approve, or reject proposed contributions from organizations outside the school district. Proposed contributions may be rejected by the Board, including but not limited to, proposed contributions that have the primary effect of advancing the name, product, or special interest of a person, corporation, or organization; fail to meet district standards of accuracy and good taste; are of little or no educational value to students; make unreasonable demands upon the time and energies of staff and students or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.

The approval of the use of any material or the conduct of any activity offered by an organization outside the school district shall not under any circumstances be construed as an endorsement by this Board of any interest, cause, or organization.

Permission to solicit or raise funds on school premises will be granted only to those persons and organizations whose purposes are consistent with the goals of this district and the interests of the community and are in accordance with the Board’s fundraising policy. Solicitation or fundraising may not interfere with the orderly operation of the school. The Board will not be responsible for the protection of or accounting for such funds and these funds may not be deposited in any district account.

The participation of students in disseminating public information materials shall be encouraged with the understanding that:

1. Students shall not be exploited for the benefit of any individual, group, or profit-making organization;
2. Students shall participate only in appropriate situations as approved by the Superintendent or designee or the Board of Education;
3. Students shall participate in fund raising activities for school activities only;
4. Students shall not be used to distribute partisan materials or information pertaining to a school election, budget or bond issue, or negotiations.



Any nonprofit service organization which is based solely within the boundaries of this district and has no relationship or responsibility to a parent organization on a regional, county, State, or national level, that raises its operating budget through donations and provides a service directly to this community and its children shall be permitted to utilize the schools' communication systems to alert the community to activities that will involve and benefit the children of Commercial Township.

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

All surveys, questionnaires or other similar items requiring student or parent response shall be reviewed and approved by the Superintendent prior to dissemination.

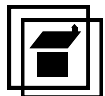
The Board prohibits the distribution of political literature to or through the students of this district in the school building or on school grounds that promotes, favors, or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election. No student shall be requested or directed by any school official or employee to engage in any activity that tends to promote, favor, or oppose any such candidacy, bond issue, proposal or a public question submitted at any election.

Contests for Students

The Superintendent shall approve participation in extracurricular contests sponsored by organizations outside the school, as long as participation does not interfere with the instructional program. When such contests involve promotional aid, school time, or faculty assistance to students in essay writing, poster making, or other activities, the Superintendent shall determine whether the experiences are closely enough 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:

1. For the benefit of the student;
2. Open to all students regardless of race, creed, color, national origin, ancestry, age or sex;
3. Consistent with district objectives;
4. Judged by disinterested parties;
5. Properly supervised with safety precautions in place;
6. Voluntary for students and teachers.



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

Posting of Non-School Related Materials

The Board of Education shall permit posting of non-school materials with the approval of the Superintendent.

The Board of Education will permit posting of such materials in an area designated for community information for:

1. Groups directly related to the school and the operations of the school;
2. Organizations indirectly related to the school;
3. Departments or agencies of the municipal government;
4. Other government agencies; and
5. Community organizations formed for charitable, civic or educational purposes.

The Board of Education will permit distribution of materials under the following conditions:

1. No organization may distribute materials to students or staff without prior approval of the Superintendent. Approval of the Superintendent will typically be granted for the distribution of materials to students from organizations whose members' ages are comparable to the ages of our students. It is preferred that organizations have national sponsorship, and the information to be distributed must directly involve/benefit the students who are to receive it. Organizations approved for distribution are limited to:

The Boy Scouts of America, the Girls Scouts of America, Little League Baseball, local soccer, etc.

2. Students may not distribute materials to other students that advertise the activities of outside organizations without the permission of the Superintendent or designee;
3. Students may not distribute materials, including personal invitations, during class time.



The posting or distribution of non-school related materials shall not be granted for the advantage of any commercial or profit-making organization, partisan organization, individual, private social functions or any purpose which is prohibited by law.

The Superintendent or Board of Education may refuse to grant permission to post or distribute materials whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Authorization for posting or distributing materials shall not be considered as an endorsement of or approval of the activity, person, group or organization nor the purpose they represent.

Fund Raising by Outside Organizations

The district may cooperate in furthering the work of any non-profit, community wide social service agency provided such cooperation does not restrict or impair educational programs. As a matter of policy, the Board expects such activities to be kept to a minimum.

No organization may solicit funds from staff members within the school, nor may anyone distribute flyers or other materials related to fund drives through the school, without the approval of the Superintendent, nor shall any staff member be made responsible, or assume responsibility for, the collection of any money or distribution of any fund drive literature without such activity being approved by the Board on the recommendation of the Superintendent.

Soliciting Funds from and by School Personnel

Solicitations by Staff

Staff members must refrain from using their positions in the school district for personal gain and for soliciting support of parents or students in the district for projects or enterprises in which the staff member is directly or indirectly involved, except as may be approved by the Superintendent.

Solicitations of Staff

In the interest of preventing the exploitation of staff, solicitation of staff by whatever source is prohibited during the school day on school grounds unless approval in writing is obtained from the Superintendent.

Solicitation by Students

It is the policy of the Board to permit in-school sponsorship of only those solicitations that have educational value for the student and which do not interfere with the educational program. All activities must have the approval of the Superintendent.



Solicitations of Students

In the interest of preventing the exploitation of students, solicitations by outside organizations, commercial enterprises and individuals are prohibited on school grounds both during and after school hours.

Outside organizations are not permitted to advertise events or sell products through the school or use the children to sell tickets and/or products except those events jointly sponsored with a school and school-approved parents-teacher activities, and those specifically approved by the Superintendent.

N.J.S.A. 18A:42-4

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted: 09 March 2021



9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education prohibits recruitment activities by outside organizations on school premises, regardless of the purpose of the recruitment or the nature of the recruitment agency. Except as required and referenced below, no information about individual students will be released for the purpose of approaching students for educational, occupational, military, or any other recruitment purpose.

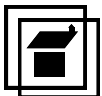
However, a school district that receives funds under ESEA, on request from a military recruiter or an institution of higher education, must provide access to the names, addresses, and telephone listings for secondary students. Parent(s), legal guardian(s) and/or the adult student may request that such information not be released for the child without the prior written parental, legal guardian and/or adult student approval. The district will give military recruiters the same right of access to secondary students as generally provided to post-secondary institutions and prospective employers.

Parent(s) or legal guardian(s) and adult students will be informed annually in writing of their right to request a student's excusal from participation in all recruitment activities and/or from a listing in the student information directory distributed for recruitment purposes.

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1
No Child Left Behind §9528

Adopted: 09 March 2021



9720 SOLICITATIONS BY VENDORS

The Board of Education will permit vendors to solicit students and parent(s) or legal guardian(s) for the sale of goods and services through the school, provided that the Board has given prior approval to the vendor and to the solicitation.

The Superintendent shall review each vendor's request to solicit sales and shall recommend to the Board for its approval only those that offer a product or service that is related to the educational goals of this district and offers good value to purchasers.

Any funds collected on behalf of a vendor approved by the Board under this policy shall be kept in a separate account pending transfer to the vendor. The Board disclaims any responsibility for any such funds.

In the event that more than one vendor requests permission to solicit sales of a particular product or service, or the Superintendent seeks a vendor to provide a particular product or service to parent(s) or legal guardian(s) or students, the Superintendent shall seek quotations from qualified vendors in order to determine which will provide the greater value to purchasers.

The Board reserves the right to withdraw its approval of any vendor at any time.

Adopted: 09 March 2021

