

Policy

CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

Pride Academy Charter School is committed to providing an holistic, results-driven, and values and community-based educational program that will meet the needs of children in transition to becoming adults and children who deserve the very best educational options and choices to prepare and equip them for successful futures. The CSA will seek opportunities to share the educational philosophy and mission statement of Pride Academy Charter School when communicating with the public.

The board of trustees believes that school's community relations is not solely an information program, but encompasses all aspects of the school's relationship with the total community.

The board of trustees believes its schoolcommunity relations program should:

- A. Promote public interest and participation in the operation of the charter school;
- B. Gather information about public attitudes toward the charter school and its programs and report them to the chief school administrator and the board;
- C. Provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems and progress of the school to the community and the staff;
- D. Develop the most effective means of communication with the school's public and use available media as appropriate;
- E. Develop programs in the schools that will integrate home, school, and community in meeting the needs of district pupils;
- F. Develop and maintain the confidence of the community in the school board and the school staff;
- G. Develop a climate that attracts good teachers and encourages staff to strive for excellence in the educational program;
- H. Anticipate and forestall problems that are brought about by lack of understanding;
- I. Evaluate past procedures in order to make improvements in future communications.

The chief school administrator (CSA) shall be responsible for developing programs, techniques and channels for implementing this policy.

Date:

Key Words

CONCEPTS AND ROLES IN COMMUNITY RELATIONS;
GOALS AND OBJECTIVES (continued)

Community Relations, Public Relations, School District Public Relations, Public Attitudes, SchoolCommunity Program, Community Participation, Community Involvement

<u>Legal References:</u>	<u>N.J.S.A. 10:46 et seq.</u>	Open Public Meetings Act
	<u>N.J.S.A. 47:1A-1 et seq.</u>	Examination and copies of public records ("Open Public Records Act")
	<u>N.J.S.A. 18A:36A</u>	Charter School Program Act of 1995
	<u>N.J.A.C. 6A:11</u>	Charter School Administrative Code
	<u>N.J.A.C. 6A:30-1.4(a)1</u>	Evaluation process for the annual review
	<u>N.J.A.C. 6A:322.1</u>	Definitions
	<u>N.J.A.C. 6A:3212.1</u>	Reporting requirements
	<u>N.J.A.C. 6A:3212.2</u>	School-level planning

Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*1120	Board of education meetings
	*1200	Participation by the public
	*1220	<u>Ad hoc</u> advisory committees
	*2224	Nondiscrimination/affirmative action
	2232	Internal administrative communications
	*2240	Research, evaluation and planning
	*2255	Action planning for T&E certification
	*3510	Operation and maintenance of plant
	*3542	Food service
	*3570	District records and reports
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*5020	Role of parents/guardians
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*6010	Goals and objectives
	*6142.1	Family life education
	*6142.2	English as a second language; bilingual/bicultural
	*6142.6	Basic skills
	*6142.13	HIV prevention education
	*6171.1	Remedial instruction
	*6171.3	At-risk and Title 1
	*6171.4	Special education
	*6300	Evaluation of the instructional program
	*7110	Long-range facilities planning
	*9322	Public and executive sessions
	*9323/9324	Agenda preparation/advance delivery of meeting material
	*9326	Minutes

CONCEPTS AND ROLES IN COMMUNITY RELATIONS;
GOALS AND OBJECTIVES (continued)

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

Policy

COMMUNICATING WITH THE PUBLIC

The board will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the board and the district shall be directed by the chief school administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

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

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

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

Avoiding Excessive Expenditures when Communicating with the Public

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

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

Adopted: June 2008

NJSBA Review/Update: July 2009

Readopted:

Key Words

Communicating With the Public, Public Information Program, Press Releases

<u>Legal References:</u>	<u>N.J.S.A. 10:4-6 et seq.</u>	Open Public Meetings Act
	<u>N.J.S.A. 18A:7E-2</u> through -5	School report card program
	<u>N.J.S.A. 47:1A-1 et seq.</u>	Examination and copies of public records ("Open Public Records Act")
	<u>N.J.A.C. 6A:8-3.1(a)3</u>	Curriculum and instruction
	<u>N.J.A.C. 6A:23A-5.2</u>	Public relations and professional services

COMMUNICATING WITH THE PUBLIC (continued)

N.J.A.C. 6A:23-8.1 et seq. Budget Review and Approval

See particularly:

N.J.A.C. 6A:23-8.3 Commissioner to ensure achievement of CCCS

N.J.A.C. 6A:30-1.4(a)1 Evaluation process for the annual review

N.J.A.C. 6A:32-12.1 Reporting Requirements

N.J.A.C. 6A:32-12.2 School-level planning

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

Manual for the Evaluation of Local School Districts

Possible**Cross References:**

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

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

X MonitoredX MandatedX Other Reasons**Legal References**COMMUNICATING WITH THE PUBLIC**QSAC Monitored:**

Section 3: Governance

Mandated:

N.J.A.C. 6A:23A-5.2 ("accountability regulations") requires a district board to adopt policy for avoiding excessive public relations expenditures when communicating with the public. District publications must be produced and distributed in a cost-efficient manner.

Other Reasons:

Both statute and code require the district to inform its community of specific proposals, programs, activities and the condition of the district.

N.J.S.A. 18A:17-46 states that the Department of Education will grade each school in a district on its efforts to implement policies and programs consistent with the harassment, intimidation or bullying law. (N.J.S.A. 18A:37-13 et seq.) The grade received by the school shall be posted on the homepage of the school's website, and the grade for the district and each school shall be posted on the homepage of the district's website, within 10 days of receiving the grade. Further, a link to the report shall be available on the website.

The No Child Left Behind Act of 2001 requires communicating with the public on a number of topics.

Recommendation:

A policy assigning responsibility for informing the public on topics specified by law as well as matters of general interest. Policy should refer to means to be used; cross references will lead to discrete policies establishing the means and covering the topics in more depth.

Legal References:N.J.S.A. 10:4-6 et seq.N.J.S.A. 18A:7E-2

through -5

N.J.S.A. 18A:17-46N.J.S.A. 47:1A-1 et seq.N.J.A.C. 6A:8-3.1(a)3N.J.A.C. 6A:23A-5.2N.J.A.C. 6A:23A-8.1 et seq.N.J.A.C. 6A:23A-9.5Open Public Meetings Act

School report card program

Act of Violence; report by the school employee; notice of action taken; annual report

Examination and copies of public records (Open Public Records Act)

Curriculum and instruction

Public relations and professional services

Budget submission, support documentation, website publication

Commissioner to ensure achievement of CCCS

COMMUNICATING WITH THE PUBLIC (continued)

<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts
<u>N.J.A.C.</u> 6A:32-12.1	Reporting Requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

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

Possible**Cross References:**

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

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

Sample Policy

COMMUNICATING WITH THE PUBLIC

The board will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the board and the district shall be directed by the chief school administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

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

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

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

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 chief school administrator or designee shall oversee the postings. The grade shall be posted within 10 days of its receipt. In addition, the district shall provide a link to the twice-yearly report prepared by the chief school administrator detailing the number and nature of violence vandalism, and harassment, intimidation or bullying reports in the schools.

Avoiding Excessive Expenditures when Communicating with the Public

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

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

Date:

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

COMMUNICATING WITH THE PUBLIC (continued)

Key Words

Communicating With the Public, Public Information Program, Press Releases

Policy

MEDIA

Every effort shall be made to assist all communications media in the community to gain complete and adequate coverage of the programs, problems, planning, and activities of the charter school.

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

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

The board encourages public presentation of the programs, policies and progress of the school through press, radio and television. The building principal shall clear proposed presentations with the chief school administrator. The chief school administrator or designee shall ensure that the parents/guardians of pupils who participate in such presentations are informed.

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

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

Date:

Key Words

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

Legal References:

N.J.S.A. 10:46 et seq.

N.J.S.A. 18A:106

N.J.S.A. 18A:111

N.J.S.A. 18A:5420

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:30-1.2

N.J.A.C. 6A:32-12.1

N.J.A.C. 6A:32A-12.2(a)1i

Open Public Meetings Act

Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

General mandatory powers and duties

Powers of board (county vocational schools)

Examination and copies of public records ("Open Public Record Act")

Definitions

Reporting requirements

School-level

planning

Manual for the Evaluation of Local School Districts

MEDIA (continued)

Possible

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

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

Policy

DISTRICT PUBLICATIONS

The chief school administrator/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, pupils, staff and the general community as deemed necessary by the board. The annual report shall be made available for public inspection and excerpts may be printed for distribution at the discretion of the board and the chief school administrator. The board secretary shall make the annual audit available to the public as required by law.

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

In accordance with law, the chief school administrator shall prepare procedures to ensure that the charter school web site shall not publish any personally identifiable information about a student without prior written consent from the student's parents/guardians. Consent shall be obtained on the form indicated by the State Department of Education and shall contain a statement describing the potential dangers of posting personally identifiable information about students on the Internet.

Date:

Key Words

District Publications, Publications, Newsletters, Handbooks, Web Site

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

Manual for the Evaluation of Local School Districts**Possible**

<u>Cross References:</u>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1110	Media
	2232	Internal administrative communications
	*3100	Budget planning, preparation and adoption

DISTRICT PUBLICATIONS (continued)

*5124	Reporting to parents/guardians
*5125	Pupil records
*5131	Conduct/discipline
*5145.12	Search and seizure
*6142	Subject fields
*6142.2	English as a second language; bilingual/bicultural
*6142.10	Technology
*6145.3	Publications
*6146	Graduation requirements
*6171.3	At-risk and Title 1
*6171.4	Special education
9310	Development, distribution and maintenance of governance manual

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

Legal References

BOARD OF EDUCATION MEETINGS**QSAC Monitored:**

Section 3: Governance

Other Reasons:

N.J.S.A. 10:46 et seq. requires the board to conduct its business at an open public meeting, with certain exceptions.

N.J.S.A. 10:412(a) requires a portion of every meeting be set aside for public comment on any governmental or school district issue that a member of the public feels may be of concern to the residents of the municipality or school district.

N.J.S.A. 18A:17-46 requires that two times each school year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the chief school administrator reports to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

N.J.S.A. 18A:17-46 requires the board to provide ongoing staff training, in cooperation with the Department of Education on violence, vandalism and harassment, intimidation or bullying reporting.

N.J.S.A. 18A:22-13 requires a public hearing of the budget.

N.J.S.A. 18A:235 requires the board to discuss the recommendations of the auditor at a public meeting.

N.J.A.C. 6A:16-5.2(a)4 requires that the district board of education shall hold an annual public hearing on all acts of violence and vandalism and incidents of substance abuse that occurred during the previous school year. This requirement is now outdated, due to the statutory change in N.J.S.A. 18A:17-46, to require two hearings per year.

N.J.A.C. 6A:16-5.3(f)1-2 requires that a transcript of the public hearing be kept on file and made available to the public, and that the transcript be filed with the Department of Education by November 1. Not enforceable since underlying statutory requirement has been repealed.

N.J.A.C. 6A:30-3.2(f) Upon completion of the proposed responses to the District Performance Review, the district board of education shall fix a date, place and time for the holding of a public meeting, which may be a regularly scheduled meeting of the district board of education, at which time the proposed responses to the District Performance Review and statement of assurance shall be presented to the district board of education for approval by resolution. The district board of education shall:

- A. Post the proposed responses to the District Performance Review and statement of assurance on the district website, five (5) days prior to the fixed date of the meeting; and make these documents available to the public for examination;

BOARD OF EDUCATION MEETINGS (continued)

B. Give notice if the meeting in accordance with the Open Public Meetings Act;

C. Provide for public comment at the meeting.

N.J.A.C. 6A:32-3.2 requires each board of education and charter school board of trustees to discuss the School Ethics Act and the Code of Ethics for School Board Members annually at a regularly scheduled public meeting.

N.J.A.C. 6A:32-12 lists the annual reporting and planning requirements that must be provided to the public annually at a regular board meeting.

Recommendation:

A policy to address the above requirements, and to direct the use of the regular board meeting as a primary channel of twoway communication. Public perception that the board is trying to exclude the community may damage the board's image or lead to litigation.

Legal References:

N.J.S.A. 10:46 et seq.

N.J.S.A. 18A:7C-7

N.J.S.A. 18A:106

N.J.S.A. 18A:12-21

N.J.S.A. 18A:17-46

N.J.S.A. 18A:2210

N.J.S.A. 18A:2213

N.J.S.A. 18A:235

N.J.A.C. 6A:8-5.2(e)

N.J.A.C. 6A:14-1.1 et seq.

N.J.A.C. 6A:16-5.1 et seq.

See particularly:

N.J.A.C. 6A:16-5.2, 5.3

N.J.A.C. 6A:23A-14.1 et seq.

N.J.A.C. 6A:26

See particularly:

N.J.A.C. 6A:26-2.2(a)

N.J.A.C. 6A:30-1.1 et seq.

See particularly:

N.J.A.C. 6A:30-3.2

N.J.A.C. 6A:32-3.2

N.J.A.C. 6A:32-12.1

N.J.A.C. 6A:32-12.2

N.J.A.C. 6A:32-13.1

N.J.A.C. 6A:32-13.2

N.J.A.C. 6A:32-14.1

Open Public Meetings Act

School administrators report on students awarded or denied diplomas

Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

School Ethics Act

Act of violence; report by school employee; notice of action taken; annual report

Fixing day, etc., for public hearing

Public hearing; objectives; heard, etc.

Meeting of board; discussion of report

High school diplomas

Special Education

School safety plans

Capital reserve

Educational Facilities

Completion of long range facilities plans

Evaluation of the Performance of School Districts

Requirements for the Code of Ethics for district board of education members and charter school board of trustee members

Reporting requirements

School-level planning

School attendance

Dropouts

Review of mandated programs and services

Possible**Cross References:**

*1100

Communicating with the public

*2240

Research, evaluation and planning

BOARD OF EDUCATION MEETINGS (continued)

*3100	Budget planning, preparation and adoption
*3570	District records and reports
*3571.4	Audit
*4131	Staff Development, Inservice Education, Visitations Conferences
*5131.5	Vandalism/violence
*5145.5	Photographs of pupils
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education
*9322	Public and executive sessions
*9323/9324	Agenda preparation/advance delivery of meeting material
*9326	Minutes

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

Sample Policy

BOARD OF EDUCATION MEETINGS

Board of education meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the board of education are open to the public and representatives of the media, except when, by resolution at the public meeting, the board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be stated in the agenda, together with any time limit proposed for individual speakers.

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

Comments and questions at the end of regular or special meetings may deal with any topic related to the board's conduct of the schools. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers and other appropriate media outlets.

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

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

*In a regular board meeting by October 30 of each year, the chief school administrator shall provide a report which includes information on the following topics:

- A. The status of all capital projects in the school district's long range plan;
- B. The maximum permitted amount of the school district's reserve account
- C. Implementation of school-level plans;
- D. Achievement of performance objectives;
- E. Each school report card, including pupil performance results and student behavior data;
- F. Professional development activities;
- G. Condition of school facilities;

BOARD OF EDUCATION MEETINGS (continued)

- H. Status of mandated program reviews;
- I. Community support data as detailed in the administrative code;
- J. The assignment plan for certified and noncertified nurses developed by the school district.

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

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

In addition, two times each school year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the chief school administrator will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

Date:

Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

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

* Part of QAAR and no longer mandated. Left in because it is good for accountability.

Policy

BOARD OF TRUSTEES MEETINGS

Board of trustees meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the board of trustees are open to the public and representatives of the media, except when, by resolution at the public meeting, the board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be stated in policy or on the agenda, together with any time limit proposed for individual speakers.

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

Comments and questions at the end of regular meetings may deal with any topic related to the board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the board is made through newspapers and other appropriate media outlets.

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

In a regular meeting by September 30 of each year, the chief school administrator shall report to the board the number of pupils who completed the charter school's educational program and left to enter another school in the graduating class. This report shall include the number of pupils graduated under the special education and special review assessment procedures outlined in administrative code.

In a regular board meeting by October 30 of each year, the chief school administrator shall provide a Quality Assurance Annual Report (QAAR) which includes information on the following topics:

- A. The status of all capital projects in the school district's long range plan;
- B. The maximum permitted amount of the school district's reserve account
- C. Implementation of school-level plans;
- D. Achievement of performance objectives;
- E. Each school report card, including pupil performance results and student behavior data;
- F. Professional development activities;
- G. Condition of school facilities;
- H. Status of mandated program reviews;

BOARD OF TRUSTEES MEETINGS (continued)

- I. Community support data as detailed in the administrative code;
- J. The assignment plan for certified and noncertified nurses developed by the school district.

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

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

In addition, the board shall conduct a public hearing in October to allow the chief school administrator to report to the board all acts of violence and vandalism that occurred during the previous school year. The proceedings shall be transcribed and kept on file by the board. The transcription shall be made available to the public. This transcript of the public hearing shall also be forwarded to the Division of Student Services in the Department of Education by November 1.

Date:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 10:46 et seq.	Open Public Meetings Act
	<u>N.J.S.A.</u> 18A:7C-7	School administrators report on students awarded or denied diplomas
	<u>N.J.S.A.</u> 18A:106	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
	<u>N.J.S.A.</u> 18A:12.21	School Ethics Act
	<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
	<u>N.J.S.A.</u> 18A:2210	Fixing day, etc., for public hearing
	<u>N.J.S.A.</u> 18A:2213	Public hearing; objectives; heard, etc.
	<u>N.J.S.A.</u> 18A:235	Meeting of board; discussion of report
	<u>N.J.S.A.</u> 18A:36A	Charter School Program Act of 1995
	<u>N.J.A.C.</u> 6A:11	Charter School Administrative Code
	<u>N.J.A.C.</u> 6A:8-5.2(e)	High school diplomas
	<u>N.J.A.C.</u> 6A:14-1.1 et seq.	Special Education
	<u>N.J.A.C.</u> 6A:16-5.1 et seq.	School safety plans
	See particularly:	

BOARD OF TRUSTEES MEETINGS (continued)

<u>N.J.A.C.</u> 6A:16-5.2, 5.3	
<u>N.J.A.C.</u> 6A:26	Educational Facilities
See particularly:	
<u>N.J.A.C.</u> 6A:26-2.2(a)7	Completion of long range facilities plans
<u>N.J.A.C.</u> 6A:26-9.1(d)	Capital reserve accounts
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
See particularly:	
<u>N.J.A.C.</u> 6A:30-2.4, -3.1	
<u>N.J.A.C.</u> 6A:32-3.2	Requirements for the Code of Ethics for district board of education members and charter school board of education members
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning
<u>N.J.A.C.</u> 6A:32-13.1	School attendance
<u>N.J.A.C.</u> 6A:32-13.2	Dropouts
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

Manual for the Evaluation of Local School Districts**Possible****Cross References:**

*1100	Communicating with the public
*2240	Research, evaluation and planning
*3100	Budget planning, preparation and adoption
*3570	District records and reports
*3571.4	Audit
*5131.5	Vandalism/violence
*5145.5	Photographs of pupils
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education
*9322	Public and executive sessions
*9323/9324	Agenda preparation/advance delivery of meeting material
*9326	Minutes

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

Policy

DISTRIBUTION OF MATERIALS BY PUPILS AND STAFF

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

There is no charter school obligation to distribute or post any community group materials. But if a forum is opened up to any category of group (i.e., non-profit, non-partisan, community groups), the chief school administrator will not discriminate against speech or materials on the basis of its viewpoint or religious content.

The determination of the chief school administrator will be viewpoint-neutral in order to provide equal access to "limited public forums" including bulletin boards for notices, tables at back-to-school nights, or hand-outs to students.

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

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

All surveys, questionnaires or other similar items requiring pupil or parent/guardian response shall be reviewed and approved by the chief school administrator prior to distribution. The chief school administrator shall solicit written permission from parents/guardians before students participate in surveys or research that requests personal information as set out in federal law.

Date:

Key Words

Distribution of Materials, Research

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

DISTRIBUTION OF MATERIALS BY
PUPILS AND STAFF (continued)

34 CFR 98.1 - Pupil Protection Rights Amendment

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

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

Possible

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

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

Policy

PARTICIPATION BY THE PUBLIC

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

- A. Clarifying the general ideas and attitudes held by our residents regarding school;
- B. Determining the purposes of courses of study and special services to be provided for pupils; evaluating the extent to which these purposes are being achieved by present practices;
- C. Giving active assistance to the professional staff in the actual operation of classes and services where the chief school administrator and staff deem such aid valuable;
- D. Offering suggestions on a specific problem or set of closely related problems about which the board must make a decision;
- E. Coordinating the delivery of social services to students.

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

The chief school administrator shall supervise development of programs and procedures to enlist community participation in school events and deliberations. He/she shall keep on file information on all volunteers and documentation that requirements of law have been fulfilled.

The board, chief school administrator, and the staff shall give substantial weight to the advice that they receive from individuals and community groups interested in the school, especially those individuals and groups that have been invited or created to advise them regarding selected problems. The board, chief school administrator, and staff shall use their own best judgment in arriving at decisions.

The chief school administrator shall report to the public annually on all aspects of community support of the educational program.

Date:

Key Words

Community Volunteers, Volunteers, Public Participation

Legal References:

N.J.S.A. 18A:11-1

N.J.S.A. 18A:54-20

N.J.A.C. 6A:10A-53 et seq

N.J.A.C. 6A:32-12.1

General mandatory powers and duties

Powers of board (county vocational schools)

Establishment of School Leadership Council

Reporting requirements

PARTICIPATION BY THE PUBLIC (continued)

Manual for the Evaluation of Local School Districts

Possible

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

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

Policy

AD HOC ADVISORY COMMITTEES

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the board and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The board shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, longrange 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 boardappointed committee at its sole discretion. Committees not continued at the annual reorganization meeting will be considered to have been automatically dissolved.

During new parent orientation sessions at PACS in August, Parent Council positions will be offered, as well as opportunities for parents to join committees in any of the following areas: Graduation, Special Events, Fundraising, Academic Success, NCLB, School Culture, Pride Pledge (discipline), Student Life, Athletic Program, Project Pride, and Hospitality.

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

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

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

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

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

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

When the law regulates the formation and activities of an advisory committee on a specific topic such as the Comprehensive Equity Plan, the administration shall cooperate fully in its activities.

Date:

Key Words

Ad Hoc Advisory Committees, Citizens' Committees, Committees

Legal References:

N.J.S.A. 10:46 et seq.

N.J.S.A. 18A:106

N.J.A.C. 6A:16-4.2(a)

N.J.A.C. 6A:3212.1

Open Public Meetings Act

Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum

Review and availability of policies and procedures for the intervention of student alcohol or other drug abuse

Reporting requirements

HawkinsStafford Elementary and Secondary School Improvement Amendments of 1988
(P.L. 100297)

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

Manual for the Evaluation of Local School Districts

Possible

Cross References:

*2240 Research, evaluation and planning

*6142.1 Family life education

*6142.12 Career education

*6144 Controversial issues

*6162.4 Community resources

*6171.3 At-risk and Title 1

*9020 Public statements

*9130 Committees

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

SCHOOLCONNECTED ORGANIZATIONS

<u>Cross References:</u>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	1210	Community organizations
	*1330	Use of school facilities
	*3280	Gifts, grants and bequests

SCHOOLCONNECTED ORGANIZATIONS (continued)

4136	Meetings/committees
*5020	Role of parents/guardians
*5136	Fund-raising activities
*6010	Goals and objectives

*Indicates policy is included in the Critical Policy Reference Manual

Policy

VISITORS TO PACS

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

All visitors shall be required to report to the chief school administrator's office upon entering the building.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the charter school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the chief school administrator or designee.

All visitors to the school must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

Date:

Key Words

Visits to the Schools, Visitors

Legal References:

<u>N.J.S.A.</u> 2C:183	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
<u>N.J.S.A.</u> 2C:332	Disorderly conduct
<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 26:3D55 <u>et seq.</u>	New Jersey Smoke-Free Air Act

Possible

VISITORS (continued)

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

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

Policy

COMMUNITY COMPLAINTS AND INQUIRIES

The board of trustees welcomes inquiries about and constructive criticism of the charter school's programs, equipment, operations and personnel.

The chief school administrator shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law and applicable negotiated agreements.

As set forth in the approved PACS charter application and pursuant to the N.J.S.A. 18A:36A-15, the Pride Academy Charter School Board will establish an Advisory Grievance Committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make non-binding recommendations to the board concerning the disposition of a complaint.

The staff representatives of the Advisory Grievance Committee will be nominated and elected by members of the faculty and staff. Nominations will take place during the first faculty meeting in September. Teachers will nominate two teachers and one member of the support staff. Faculty and staff will cast votes for two teachers and one staff member from the list of nominated candidates during the second faculty meeting in September. The two teachers and one staff member that receive the most votes, will serve as the faculty and staff representatives for the rest of the school year. In the event of a tie, there will be a run-off election during the third faculty meeting in September.

Parents/guardians and pupils will be informed of the proper avenues to follow in the charter school.

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

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

All signed complaints shall be acknowledged promptly.

Date:

Key Words

Community Complaints and Inquiries, Complaints, Inquiries

Legal References:

N.J.S.A. 10:46 et seq.

Open Public Meetings Act

N.J.S.A. 18A:111

General mandatory powers and duties

N.J.S.A. 18A:54-20

Powers of board (county vocational schools)

N.J.S.A. 47:1A-1 et seq.

Examination and copies of public records ("Open Public Records Act")

COMMUNITY COMPLAINTS AND INQUIRIES (continued)**Possible****Cross References:**

*1120	Board of trustees meetings
*3570	District records and reports
*4112.6	Personnel records
*4116	Evaluation
4148	Employee protection
*4212.6	Personnel records
4248	Employee protection
*5145.6	Pupil grievance procedure
*6144	Controversial issues
*6161.1	Guidelines for evaluation and selection of instructional materials
*6161.2	Complaints regarding instructional materials
*6163.1	Media center/library
*9010	Role of the member
*9020	Public statements
9123	Appointment of board secretary

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

COMMUNITY COMPLAINTS AND INQUIRIES (continued)

5/06
1312

Policy

CONTESTS FOR PUPILS

The chief school administrator 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 pupils in essay writing, poster making, or other activities, the chief school administrator 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 charter school. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for approving a contest.

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

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

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

Date:

Key Words

Contests for Pupils, Awards

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

Possible

<u>Cross References:</u>	1314	Fundraising by outside organizations
	1320	Participation in out-of-school community activities activities
	*3280	Gifts, grants and bequests
	*5126	Awards for achievement

CONTESTS FOR PUPILS (continued)

*6145	Extracurricular activities
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.4	Public performances and exhibitions
*6153	Field trips

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

Policy

USE OF SCHOOL FACILITIES

The charter school facilities are paid for with funds provided by the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education allows the community to benefit more broadly from the use of charter school facilities.

When it is consistent with the lease agreement, the board may permit the use of school facilities when such permission has been requested in writing and has been approved by the chief school administrator for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

The use of school facilities shall not be granted for the advantage of any commercial or profitmaking organization, private social functions, or any purpose which is prohibited by law.

In the event the chief school administrator deems it advisable, any application may be submitted to the board of education for action.

The chief school administrator or board of education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

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

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

Use of charter school equipment on the premises by nonschool personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by nonschool personnel.

USE OF SCHOOL FACILITIES (continued)

The board shall require that all users of school facilities comply with policies of this board, the lease agreement, and the rules and regulations of this charter school. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Date:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 2C:3316	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
	<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:2034	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>	New Jersey Smoke-Free Air Act
	<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:26-12.2(a)4	Policies and procedures for school facility operation
	20 <u>U.S.C.A.</u> 4071 – 4074	Equal Access Act
	GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227	
	No Child Left Behind Act of 2001, Pub. L. 107-110, 20 <u>U.S.C.A.</u> 6301 <u>et seq.</u>	
	<u>Resnick v. East Brunswick Twp. Bd. of Ed.</u> , 77 N.J. 88 (1978)	
	<u>Boy Scouts of America v. Dale</u> , 120 S.Ct. 2446 (2000)	
	<u>Good News Club v. Milford Central School</u> , 121 S.Ct. 2093 (2001)	

Possible

<u>Cross References:</u>	*1230	Schoolconnected organizations
	*3514	Equipment
	*3515	Smoking prohibition
	*6145	Extracurricular activities

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

Policy

LOCAL UNITS

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

In accordance with law, the school may accept or share the use of facilities or equipment with other local organizations. The terms of the acceptance or sharing shall be decided on a case-by-case basis.

Police Authorities

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

Fire Department

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

Division of Youth and Family Services (DYFS)

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

Emergency Room/Squad

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

Cooperative Arrangements with Other School Districts

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

LOCAL UNITS (continued)

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

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

Date:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A. 2A:4A60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A. 18A:111</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:18A11</u>	Joint purchases by districts, municipalities; counties; authority
	<u>N.J.S.A. 18A:204.2</u>	Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education
	<u>N.J.S.A. 18A:209</u>	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A. 18A:2034</u>	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A. 18A:3625</u>	Early detection of missing and abused children; policies of school districts
	<u>N.J.S.A. 18A:3830</u>	Assistance of sheriffs, police officers, etc.
	<u>N.J.S.A. 18A:40A-1 et seq.</u>	Substance abuse
	<u>See particularly:</u>	
	<u>N.J.S.A. 18A:40A11,</u>	
	<u>-12, 15, 16, 17, 18</u>	
	<u>N.J.S.A. 18A:41-1</u>	Fire drills
	<u>N.J.S.A. 18A:415</u>	Reporting fires
	<u>N.J.S.A. 18A:5420</u>	Powers of board (county vocational schools)
	<u>N.J.S.A. 40:8A-3 et al.</u>	Authority to enter into contract for joint provision services
	<u>N.J.S.A. 40:55D8 et al.</u>	Municipal fees; exemptions
	<u>N.J.A.C. 6A:14-7.1 et seq.</u>	Receiving Schools
	<u>N.J.A.C. 6A:148.1 et seq.</u>	Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Student Development Programs
	<u>See particularly:</u>	
	<u>N.J.A.C. 6A:16-4.1(b)(c),</u>	
	<u>5.2, 6.1, 6.2, 10.2</u>	
	<u>N.J.A.C. 6A:32-9.1(c)</u>	Athletics Procedures (General requirements)

LOCAL UNITS (continued)

N.J.A.C. 6A:3212.1 et seq. Annual Reporting and Planning Requirements

Manual for the Evaluation of Local School Districts

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

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

Possible**Cross References:**

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

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

Policy

RELATIONS BETWEEN PACS AND OTHER ENTITIES

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

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

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

Core Curriculum Content Standards

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

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

Charter Schools

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

Partnerships

The founders of Pride Academy Charter School seek to establish partnerships with the public schools in the three target communities within the region of residence. The founders support and honor the inroads that they are making to increase student outcomes and provide their communities with successful educational programs. To this end, Pride Academy Charter School seeks to partner with the public schools, share best practices, and work with them to offer their districts a strong research-based model of middle school education that will enhance and expand the educational opportunities and choices for the students residing in their communities.

PACS will develop partnerships with and become members of professional organizations such as the National Staff Development Council and the New Jersey Charter School Resource Center for Effective School Practices to use as resources for becoming informed and trained in the most current innovative and cutting-edge professional development policies and best practices.

RELATIONS BETWEEN OTHER ENTITIES
AND THE DISTRICT (continued)

Donations to Private Organizations

The authority for a board of trustees to expend public funds is derived from the constitutional mandate to "provide for the maintenance and support of a thorough and efficient system of free public schools." The donation of moneys to any private organization, regardless of the merits of that organization's purposes, is not within the authority of the board and is, therefore, prohibited.

Date:

Key Words

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

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrators; may act as secretary; duties, etc.
	<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents; terms; apportionment of expense
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:209	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A.</u> 18A:2034	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:36A-1 <u>et seq.</u>	Charter schools
	<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:5837.1 <u>et seq.</u>	Textbook aid to public and nonpublic schools
	<u>N.J.S.A.</u> 18A:61C1	Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of collegelevel instruction; scope
	<u>N.J.S.A.</u> 18A:61C4	Program providing college credit courses for high school students on high school campuses; establishment
	<u>N.J.S.A.</u> 40:8A-1 <u>et seq.</u>	Interlocal Services Act
	<u>N.J.S.A.</u> 52:1415.9cl <u>et seq.</u>	Public Employees Charitable Fundraising Act
	<u>N.J.A.C.</u> 6A:8-3.1(a)2	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:8-3.3(a)	Enrollment in college courses
	<u>N.J.A.C.</u> 6A:11-1.1 <u>et seq.</u>	Charter Schools
	<u>N.J.A.C.</u> 6A:147.1 <u>et seq.</u>	Receiving Schools
	<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Student Development Programs
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:16-4.1(a)(b), -4.2(a)	
	<u>N.J.A.C.</u> 6A:23-6.1 <u>et seq.</u>	Purchase and Loan of Textbooks
	<u>N.J.A.C.</u> 6A:3212 <u>et seq.</u>	Annual Reporting and Planning Requirements

Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al.,

RELATIONS BETWEEN OTHER ENTITIES
AND THE DISTRICT (continued)

536 U.S. _____ (2002)

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

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Possible

Cross References:

1320	Participation in outofschool community activities
*1322	Contests for pupils
*1330	Use of school facilities
*1410	Local units
1420	County and intermediate units
1500	Relations between area, county, state, regional and national associations and the district
*2131	Chief school administrator
*3280	Gifts, grants and bequests
*4122	Student teachers/interns
*5131.6	Drugs, alcohol, tobacco (substance abuse)
5141.6	Crisis intervention
*5200	Nonpublic school pupils
*6010	Goals and objectives
*6122	Articulation
6141.5	Advanced placement
*6142.4	Physical education and health
*6146	Graduation requirements
*6162.4	Community resources
*6171.2	Gifted and talented

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

NJSBA POLICY SERVICES

Pride Academy Charter School
*Policy

FILE CODE: 1250

☐ Monitored

☐ Mandated

☒ Other Reasons

** This is a modified model policy from the Critical Policy Reference Manual (CPRM). It has been revised to include some of the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery. The changes are highlighted below.*

VISITORS

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

All visitors shall be required to report to the principal's office upon entering the building.

A "visitor" is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

Staff members and students are strictly prohibited from propping doors open. Students and staff members shall not open a door for anyone. All persons seeking entry to the building shall be directed to the main entrance.

For the purpose of preventing unauthorized entry into the district buildings, the building principal shall ensure that:

- A. The school's main entrance is clearly marked so that it is easily visible and recognizable;
- B. Exterior doors are locked, and when they are in use for a large entry/exit, staff members, security personnel, law enforcement officers or other representatives of the district are assigned to monitor them;
- C. Entrances are clearly marked with a numerical sequence to allow for specific response by police, fire, and emergency medical services responders;
- D. A limited number of doors are available for access by staff and the staff members shall be informed of which doors they are authorized to use;
- E. Security personnel working in the school building are dressed in uniform.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary.

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc., to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the chief school administrator or designee.

All visitors to the schools must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

Visitor Procedures for Contagion Prevention

VISITORS (continued)

In order to prevent the spread of disease during pandemic recovery and to protect the health and safety of students and staff against infection, no visitors shall be permitted in the schools until pandemic restrictions are lifted. The principal may admit a visitor if he or she determines that it is necessary. In all such cases, the visitor shall submit to the screening procedure (e.g., temperature and exposure questionnaire) and shall be required to wear a face mask while in the school building. The face mask shall be required in all cases. However, an accommodation may be made where the visitor can demonstrate that wearing a face mask is detrimental to the visitor's health. A child under two years of age shall not be required to wear a face mask.

Adopted:

NJSBA Review/Update:

Readopted: August 2020

Key Words

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

Legal References:

<u>N.J.S.A.</u> 2C:18-3	Unlicensed entry of Structures, defiant trespasser; peering into dwelling places; defenses
<u>N.J.S.A.</u> 2C:33-2	Disorderly conduct
<u>N.J.S.A.</u> 18A:7G-5.2	Public school facilities, certain, security measures required
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:20-20	Control and Regulation of Playgrounds
<u>N.J.S.A.</u> 18A:40-12	Closing Schools During Epidemic
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 26:3D-55 et seq.	New Jersey Smoke-Free Air Act
McCann v. Bd. of Educ. of South Plainfield, (EDU8243-04, Comm'r, Nov. 5, 2005)	
L.A. v. Port Republic Bd. of Educ., (EDU4308-05, Comm'r Feb. 22, 2007)	

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:

<https://www.nj.gov/education/reopening/>

Possible**Cross References:**

*1220	<u>Ad hoc</u> advisory committees
*3327	Relations with vendors
*3515	Smoking prohibition
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5020	Role of parents/guardians
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131.1	Harassment, intimidation and bullying
*5142	Pupil safety
*5145.11	Questioning and apprehension
*6144	Controversial issues
*9010	Role of the member

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