

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

FILE CODE: 1000/1010

☐ Monitored

☐ Mandated

☒ Other Reasons

**Policy**

CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

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

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

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

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

Adopted: September 10, 1985

Revised: June 26, 2008

NJSBA Review/Update: May 2022

Readopted:

Key Words

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

Legal References: N.J.S.A. 10:4-6 et seq.

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

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

N.J.A.C. 6A:30-3.1

Open Public Meetings Act

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

Evaluation of the Performance of School Districts

Comprehensive review of public school districts

Possible

Cross References: \*1100

Communicating with the public

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

*1120	Board of education meetings
*1200	Participation by the public
*1220	Ad hoc advisory committees
*2224	Nondiscrimination/affirmative action
2232	Internal administrative communications
*2240	Research, evaluation and planning
*2255	Action planning for NJQSAC
*3510	Operation and maintenance of plant
*3542	Food service
*3570	District records and reports
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5020	Role of parents/guardians
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*6010	Goals and objectives
*6142.1	Family life education
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6142.13	HIV prevention education
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education
*6300	Evaluation of the instructional program
*7110	Long-range facilities planning
*9322	Public and executive sessions
*9323/9324	Agenda preparation/advance delivery of meeting material
*9326	Minutes

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

# QUINTON TOWNSHIP BOARD OF EDUCATION

Quinton, New Jersey

FILE CODE: 1100

☐ Monitored

☐ Mandated

☒ Other Reasons

## Policy

### COMMUNICATING WITH THE PUBLIC

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

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

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

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

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

The homepage of each school and the district website will include the grade received from the Commissioner of Education on the effort of each school and the district to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The superintendent or designee shall oversee the postings. The grade shall be posted within 10 days of its receipt. In addition, the district shall provide a link to the twice-yearly report prepared by the superintendent detailing the number and nature of violence vandalism, and harassment, intimidation or bullying reports in the schools.

#### Avoiding Excessive Expenditures when Communicating with the Public

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

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

Adopted: September 10, 1985

NJSBA Review/Update: May 2022

Readopted:

#### Key Words

Communicating With the Public, Public Information Program, Press Releases

**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: 17-46

Open Public Meetings Act

School report card program

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

COMMUNICATING WITH THE PUBLIC (continued)

<u>N.J.S.A.</u> 47:1A-1 <u>et seq.</u>	Examination and copies of public records ( <u>Open Public Records Act</u> )
<u>N.J.A.C.</u> 6A:8-3.1(a)3	Curriculum and instruction
<u>N.J.A.C.</u> 6A:23A-5.2	Public relations and professional services
<u>N.J.A.C.</u> 6A:23A-8.1 <u>et seq.</u>	Budget Submission, support documentation, website publication
<u>N.J.A.C.</u> 6A:23A-9.5	Commissioner to ensure achievement of the CCCS
<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts

Every Student Succeeds Act of 2015, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq.

Possible

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

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

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

FILE CODE: 1110

☐ Monitored

☐ Mandated

☒ Other Reasons

**Policy**

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**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 Quinton Township school system.

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

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

The board encourages public presentation of the programs, policies and progress of the school through press, radio and television. The building principal shall clear proposed presentations with the superintendent. The staff member in charge shall ensure that the parents/guardians of students who participate in such presentations are informed.

The superintendent or designee shall devise procedures for optimum benefit from such presentations.

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

**School Colors**

Blue and Gold are the approved school colors. The school colors may be worn by students on certain occasions throughout the year.

**School Symbol**

The school mascot is the Wildcat.

Adopted: December 10, 1985, October 23, 2008

Revised: June 26, 2008

NJSBA Review/Update: May 2022

Readopted:

**Key Words**

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

**Legal References:** N.J.S.A. 10:4-6 et seq.  
N.J.S.A. 18A:10-6

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

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

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

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)

**Possible**

MEDIA (continued)

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

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

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

FILE CODE: 1111

☐ Monitored

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☒ Other Reasons

**Policy**

DISTRICT PUBLICATIONS

The superintendent/designee shall direct development and review of informational newsletters and handbooks for parents/guardians, students, staff and the general community as deemed necessary by the board. The district annual report shall be printed for distribution. The board secretary shall make the district audit available to the public as required by law.

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

In accordance with law, the superintendent shall prepare procedures to ensure that the district or 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.

Adopted: June 26, 2008

NJSBA Review/Update: May 2022

Readopted:

Key Words

District Publications, Publications, Newsletters, Handbooks, Web Site

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-20	Superintendent; general powers and duties
	<u>N.J.S.A.</u> 18A:23-1 <u>et seq.</u>	Audits and Auditors
	<u>N.J.S.A.</u> 18A:36-35	School internet web sites; disclosure of certain student information prohibited
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:30-3.1	Comprehensive review of public school districts

**Possible**

<b><u>Cross References:</u></b>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1110	Media
	2232	Internal administrative communications
	*3100	Budget planning, preparation and adoption
	*5124	Reporting to parents/guardians
	*5125	Student 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

DISTRICT PUBLICATIONS (continued)

9310

Development, distribution and maintenance of governance manual

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



**Regulation**

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DISTRICT PUBLICATIONS – WEBSITE

The Quinton Township School District website and all district web pages shall be considered district publications and subject to the policies and procedures concerning publications and distribution of materials (see board policies and regulations 1111 District Publications, 1140 Distribution of Materials, 6145.3 Student Publications).

Content Standards

The Superintendent, with input from the webmaster and the technology coordinator, is responsible for web page approval. The Superintendent or his or her designee(s) shall review materials submitted for posting on the district website in order to ensure that the content and appearance of webpage materials are appropriate and reflect the high standards of the district.

Subject Matter

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, and the Quinton Township School District. If the information is scholarly and will help students, teachers, and parents using our website, it is acceptable. Therefore, neither staff nor students may publish personal web pages or home pages of other individuals or organizations not directly affiliated with the Quinton Township School District website. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality

All web pages must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material.

Objectionable material is defined as material that does not meet the standards for instructional resources specified in the Quinton Township School District policy 6161.1 Guidelines for the Evaluation and Selection of Instructional Materials, and this procedure.

The judgment of the webmaster, technology coordinator, and district administrators will prevail regarding the question of quality or propriety of web page material, appearance, or content,

Ownership and Retention

All web pages on the district's servers are the property of the Quinton Township School District. Official district web pages will reside only on district owned or operated servers. The only organization permitted to post a web page on the district server is the PTO. Web pages of other school connected organizations may be linked on the district website at the discretion of the Superintendent.

Student Safeguards

Students may publish information on the Quinton Township School District website only when they are under the supervision of webmaster, technology coordinator, or the teacher and with the approval of the designated website monitor. No personally identifiable information about a student shall be posted without prior written consent from the student's parents/guardians (see board policy 5145.5 Student Photographs). Personally identifiable information includes:

1. Student names;
2. Student telephone number, address, names of other family members, or names of friends;

DISTRICT PUBLICATIONS – WEBSITE (regulation continued)

3. Student email addresses;
4. Student pictures (video or still) and audio clips;
5. Information that indicates the physical location of a student at a given time.

District assigned email addresses of staff members or district assigned employee email addresses may be published.

School Board Policies

All documents on the Quinton Township School District website must conform to the Quinton Township Board of Education policies and regulations and copyright law. Persons developing or maintaining web documents are responsible for complying with these policies. Some of the relevant issues and related board policies include the following:

- A. No unlawful copies of copyrighted materials may be knowingly posted on the district website;
- B. Documents created for the website and/or linked to the district website will meet the criteria for use as an instructional resource;
- C. Any links to the district website that are not specifically curriculum related will meet the criteria established in the Quinton Township School District Internet Use Policy (6142.10 Internet Safety and Technology). Any other non-curricular materials shall be limited to information about other youth activities, agencies, or organizations that are known to be non-sectarian, exclusively devoted to community interests or child welfare, non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising;
- D. All communications on interactive sites and social media will comply with the Quinton Township School Internet Use Policy (6142.10) and the Quinton Township School District Code of Student Conduct (see policy 5131 Conduct and Discipline and the student handbook). Website postings and/or communication shall not contain material that:
  1. May be perceived as profane, obscene, racist, sexist or promote illicit, illegal or unethical activity;
  2. Violates the district's affirmative action policies (2224, 4111.1/4211.1, 6121);
  3. Is personal in nature and not related to the business of the district;
  4. Can be interpreted as provocative, flirtatious or sexual in nature;
  5. Is confidential and not authorized for distribution;
  6. Violates board policy 5131.1 Harassment, Intimidation and Bullying;
- E. Any student information posted on the district website shall comply with the Quinton Township School policies concerning data privacy (see board policies 3270 District Records and Reports, 4112.6/4212.6 Personnel Records and 5125 Student Records);
- F. Any deliberate tampering with or misuse of district the network or equipment will be considered vandalism and will be handled in accordance with the board policies 5131.5 Violence and Vandalism and 6142.10 Internet Safety and Technology and the code of student conduct (5131).

Technical Standards and Consistency

Each web page added to the district website must contain the following in order to provide general consistency of the district web pages:

- A. At the bottom of the web page, there must be a last update indicator and the name or initials of the person(s) responsible for the page and/or update. It shall be that person's responsibility to keep the web page current;
- B. At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the district homepage;

DISTRICT PUBLICATIONS – WEBSITE (regulation continued)

- C. All web pages must be submitted to the designated website monitor for review prior to placement on the website. In the absence of the designated website monitor, the superintendent or his or her designee shall be responsible for approving materials for posting;
- D. No personal computers or other personal Internet accessing devices shall be configured to the district web/FTP servers unless approved by the superintendent or his or her designee;
- E. Users must exhibit care when creating web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file servers;
- F. The authorized teacher who is publishing the final web page for the class or for a student, will edit the page to ensure that it complies with the standards outlined in this procedure;
- G. The teacher shall test all links in the content to ensure that they are live, accurate and in compliance with this procedure and test the page(s) for the accuracy of the links;
- H. Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated but not yet developed, the posting may cite the anticipated date or time frame when the information will be available. The actual link shall not be posted until it is live;
- I. Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the designated website monitor;
- J. Web pages may not contain any student email address links, any survey-response links or any other type of direct-response links unless approved by the superintendent or his or her designee;
- K. Final decisions regarding access to active web pages for editing content of organization will rest with the superintendent, with input from the webmaster and/or technology coordinator;
- L. All web pages shall be linked to the district website and other related pages on the district website as appropriate.

The superintendent or his or her designee will develop additional consistency standards as the need arises.

Additional Notes for Consideration

Materials on the district website and web pages that reflect an individual's thoughts, interests, and activities do not, in any way, represent the school or the Quinton Township School District, nor are they endorsed or sanctioned by the district. Concern about the content posted by students or staff should be directed to the principal or to the designated website monitor.

Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. The designated website monitor will make such changes with the approval of the superintendent or his or her designee.

Adopted: January 22, 2009  
 NJSBA Review/Update: June 2022  
 Readopted:

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 Quinton Township Board of Education are open to the public and representatives of the media, except when, by resolution at the public meeting, the board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

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

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

Comments and questions at the end of regular and special meetings may deal with any topic related to the board's conduct of the school. 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.

Non-categorized schools shall discuss the school performance report (SPR) publicly. The school performance report is an annual New Jersey Department of Education report released for every school in New Jersey that sets specific school- and subgroup-performance targets for both language arts and mathematics, and detail the school's annual progress toward meeting the targets. The report includes a range of data, including progress toward closing achievement gaps, comparison to peer schools with similar demographics, growth over time as measured through student growth percentiles (SGP) on State tests, and additional college- and career-readiness data points. The reports support school districts' and schools' engagement in performance management by setting performance goals, identifying strengths and weaknesses, and developing local plans to focus on low-performance areas.

In addition the district shall report on progress made in meeting the adequate yearly targets established for closing the achievement gap as set by the Department of Education.

School Performance Report/School Report Card

The superintendent or his or her designee shall oversee the collection of data for the school performance report card program and annually report the data to the board and the commissioner. The school performance report card shall be prepared annually and disseminated annually to parents and other interested taxpayers within each school district.

A. The following information shall be collected for the district and for each school within the district, as appropriate and including but not limited to:

1. Results of the elementary assessment programs;
2. Results of the Early Warning Test;
3. Results of the High School Proficiency Test;
4. Daily attendance records for students and professional staff;
5. Annual student scores on the Scholastic Aptitude Test;
6. Total student enrollment, percentage of limited English proficient students, percentage of students in advanced placement courses, and any other school characteristics which the commissioner deems

BOARD OF EDUCATION MEETINGS (continued)

appropriate;

7. Instructional resources including teacher/student ratio, average class size and amount of instructional time per day, as calculated by formulas specified by the commissioner;
8. A written narrative by the school principal or a designee which describes any special achievements, events, problems or initiatives of the school or district;
9. Data identifying the number and nature of all reports of harassment, intimidation, or bullying; and Indicators of student career readiness.

B. The following information shall be collected for the district as appropriate:

1. Per student expenditures and State aid ratio;
2. Percent of budget allocated for salaries and benefits of administrative personnel;
3. Percent of budget allocated for salaries and benefits of teachers;
4. Percentage increase over the previous year for salaries and benefits of administrative and instructional personnel;
5. The number of administrative personnel and the ratio of administrative personnel to instructional personnel;
6. A profile of the most recent graduating class concerning their educational or employment plans following graduation; and
7. Any other information which the commissioner deems appropriate.

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

- A. The status of all capital projects in the school district's long range plan;
- B. The maximum permitted amount of the school district's reserve account
- C. Implementation of school-level plans;
- D. Achievement of performance objectives;
- E. Each school report card, including student performance results and student behavior data;
- F. Professional development activities;
- G. Condition of school facilities;
- H. Status of mandated program reviews;
- I. Community support data as detailed in the administrative code;
- J. The assignment plan for certified and noncertified nurses developed by the school district.

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.

**BOARD OF EDUCATION MEETINGS (continued)****Harassment, Intimidation and Bullying Reporting**

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

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

Adopted: September 10, 1985  
 Revised: July 12, 1988, June 26, 2008, August 25, 2011  
 NJSBA Review/Update: May 2022  
 Readopted:

**Key Words**

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

<b><u>Legal References:</u></b>	<u>N.J.S.A. 10:4-6 et seq.</u>	<u>Open Public Meetings Act</u>
	<u>N.J.S.A. 18A:7C-7</u>	School administrators report on students awarded or denied diplomas
	<u>N.J.S.A. 18A:7E-2</u>	School report card program
	<u>N.J.S.A. 18A:7E-3</u>	Report card information
	<u>N.J.S.A. 18A:10-6</u>	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
	<u>N.J.S.A. 18A:12-21</u>	<u>School Ethics Act</u>
	<u>N.J.S.A. 18A:17-46</u>	Act of violence; report by school employee; notice of action taken; annual report
	<u>N.J.S.A. 18A:22-10</u>	Fixing day, etc., for public hearing
	<u>N.J.S.A. 18A:22-13</u>	Public hearing; objectives; heard, etc.
	<u>N.J.S.A. 18A:23-5</u>	Meeting of board; discussion of report
	<u>N.J.S.A. 18A:37-13 et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
	<u>N.J.A.C. 6A:8-5.2(f)</u>	High school diplomas
	<u>N.J.A.C. 6A:14-1.1 et seq.</u>	Special Education
	<u>N.J.A.C. 6A:16-5.1 et seq.</u>	School safety plans
	See particularly:	
	<u>N.J.A.C. 6A:16-5.2, 5.3</u>	
	<u>N.J.A.C. 6A:23A-14.1 et seq.</u>	Capital reserve
	<u>N.J.A.C. 6A:26</u>	Educational Facilities
	See particularly:	
	<u>N.J.A.C. 6A:26-2.2(a)</u>	Completion of long range facilities plans
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	See particularly:	
	<u>N.J.A.C. 6A:30-3.2</u>	
	<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the Code of Ethics for district board of education members and charter school board of trustee members
	<u>N.J.A.C. 6A:32-12.1</u>	School attendance

**Possible**

<b><u>Cross References:</u></b>	*1100	Communicating with the public
	*2240	Research, evaluation and planning
	*3100	Budget planning, preparation and adoption

BOARD OF EDUCATION MEETINGS (continued)

*3570	District records and reports
*3571.4	Audit
*4131/4131.1	Staff Development, Inservice Education, Visitations Conferences
*4231/4231.1	Staff Development, Inservice Education, Visitations Conferences
*5131.5	Vandalism/violence
*5145.5	Photographs of students
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education
*9322	Public and executive sessions
*9323/9324	Agenda preparation/advance delivery of meeting material
*9326	Minutes

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

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

**FILE CODE: 1140**

☐ Monitored

☐ Mandated

☒ Other Reasons

**Policy**

**DISTRIBUTION OF MATERIALS BY STUDENTS AND STAFF**

Material being sent home with Quinton Township students should relate to school matters or student-related community activities. Except when it pertains to the individual student, all such material must be approved in advance by the superintendent/designee.

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

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

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

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

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

Adopted: June 26, 2008  
NJSBA Review/Update: May 2022  
Readopted:

**Key Words**

Distribution of Materials, Research

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

34 CFR 98.1 - Student 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)



DISTRIBUTION OF MATERIALS BY  
STUDENTS AND STAFF (continued)

**Possible**

<b><u>Cross References:</u></b>	*1100	Communicating with the public
	1315	Distribution of materials to students and staff
	*1322	Contests for students
	*1330	Use of School Facilities
	4135.16/4235.16	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.

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

**FILE CODE: 1200**

☐ **Monitored**

☐ **Mandated**

**Policy**

☒ **Other Reasons**

**PARTICIPATION BY THE PUBLIC**

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

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

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

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

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

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

Adopted: June 26, 2008  
Revised: March 24, 2016  
NJSBA Review/Update: May 2022  
Readopted:

**Key Words**

Community Volunteers, Volunteers, Public Participation

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

**Possible**

**Cross References:** \*1000/1010 Concepts and roles in community relations; goals and objectives  
\*1120 Board of education meetings  
1210 Community organizations

PARTICIPATION BY THE PUBLIC (continued)

*1220	<u>Ad hoc</u> advisory committees
*5020	Role of parents/guardians
*6162.4	Community resources

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

Policy

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COMMUNITY ORGANIZATIONS

The Quinton Township Board of Education appreciates the efforts of concerned citizens who form or belong to clubs which contribute funds for equipment, for district approved activities or for recognition of student achievement.

The board directs the superintendent to be alert to the opportunities for an educational program expanded and enriched by utilization, both within and without the school district, of a diversity of community resources.

The superintendent and/or the board shall approve all gifts and donations from community organizations including their use according to board policy 3280 Gifts, Grants and Bequests. The board shall approve in advance any fundraising activities done in the name of a district school or the district as a whole. The board shall approve in advance any activities involving district students, facilities or equipment.

All financial arrangements for such groups shall be handled according to their own charter, and not mingled in any manner with school funds.

Each building principal may establish and maintain a file of community resources and invite the appropriate participation of community organizations and resource persons in the instructional program.

Adopted: June 26, 2008  
NJSBA Review/Update: May 2022  
Readopted:

Key Words

Community Organizations, Community Agencies

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:20-34	Use of Property
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)

<b><u>Cross References:</u></b>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1140	Distribution of materials by staff and students
	*1230	School connected organizations
	*1330	Use of school facilities
	*3280	Gifts, grants and bequests
	*5020	Role of parents/guardians
	*5136	Fund-raising activities
	*6010	Goals and objectives

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

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
**Quinton, New Jersey**

**FILE CODE: 1220**  
☐ **Monitored**  
☐ **Mandated**  
☒ **Other Reasons**

**Policy**

**AD HOC ADVISORY COMMITTEES**

Community and/or parent/guardian advisory committees can be particularly useful both in keeping the Quinton Township Board of Education and administration informed with regard to community opinion and in representing the community in the study of specific school problems. The board shall, when required by law or when it finds it beneficial, appoint advisory committees to assist in research projects, long-range studies, program evaluation, and development of policies or educational goals/programs. Each committee shall be appointed for a specific purpose and time. The board may dissolve any board-appointed committee at its sole discretion.

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

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

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

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

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

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

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

Adopted: September 10, 1985  
Revised: September 11, 1990, June 26, 2008  
NJSBA Review/Update: May 2022  
Readopted:

**Key Words**

**Ad Hoc** Advisory Committees, Citizens' Committees, Committees

AD HOC ADVISORY COMMITTEES (continued)

**Legal References:** N.J.S.A. 10:4-6 et seq.  
N.J.S.A. 18A:10-6

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

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

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

34 CFR 200.1 to 200.89 - Part 200

**Possible**

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

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

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

**FILE CODE: 1230**

☐ **Monitored**

☐ **Mandated**

**Policy**

☒ **Other Reasons**

**SCHOOL-CONNECTED ORGANIZATIONS**

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

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

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

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

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

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

Adopted: February 22, 2007  
Revised: June 26, 2008  
NJSBA Review/Update: May 2022  
Readopted:

**Key Words**

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

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

**Possible**

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

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

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

FILE CODE: 1250

☐ Monitored

☐ Mandated

☒ Other Reasons

**Policy**

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VISITORS

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

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

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

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

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

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

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

Former Students

The board of education appreciates that graduated or other former students may enjoy returning to visit the school. Therefore, the board welcomes students who have graduated from school or are attending other schools to visit with former teachers and friends.



VISITORS (continued)

Former students shall adhere to the rules for visitors and shall be subject to board policy and procedures for conduct. Visits shall be approved by the principal. Former students are prohibited from roaming the building. Any behavior that causes a safety problem, is disrespectful to teachers and other students, or is disruptive to the educational program is prohibited and shall result in visiting privileges being revoked.

The following guidelines shall be observed:

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

Adopted: December 10, 1985, October 23, 2008  
 Revised: September 11, 1990, March 11, 1993, June 26, 2008  
 NJSBA Review/Update: June 2022  
 Readopted:

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

Possible

<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
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5020	Role of parents/guardians
	*5124	Reporting to parents/guardians
	*5125	Student records
	*5131.1	Harassment, intimidation and bullying
	*5142	Student safety
	*5145.11	Questioning and apprehension
	*6144	Controversial issues
	*9010	Role of the member

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

**Policy**

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LOITERING OR CAUSING DISTURBANCES

The Quinton Township Board of Education recognizes that an orderly and safe environment is essential for any educational program at any time and on any occasion.

The board is committed to:

- A. Promoting mutual respect, civility and orderly conduct among employees, parents and the public;
- B. Maintaining orderly educational and administrative processes; and
- C. Keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds.

The staff of the Quinton Township School District will treat parents/guardians and other members of the public with respect and expect the same in return. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Disruptions

Individuals or groups who create disturbances in or on school facilities will be subject to the provisions of statute, regulations, board policy, and/or school rules. Community users of facilities who create disturbances may be denied future use of these facilities. The determination to deny future use of school facilities or otherwise prevent access to school grounds shall be made by the administrator in charge and/or the superintendent.

Behavior that constitutes a disturbance shall include but may not be limited to any individual who:

- A. Disrupts or threatens to disrupt normal school and/or office operations;
- B. Threatens the health and safety of students or staff;
- C. Willfully causes property damage;
- D. Uses loud and/or offensive language which could provoke a violent reaction; or
- E. Has otherwise established a continued pattern of unauthorized entry on school property.

Individuals creating a disturbance shall be directed to promptly leave school property. Any person who is not a member of the school staff or student body and who loiters in or about the school building or grounds without written permission or who causes disturbances may be prosecuted according to the law.

Rules for Handling Disturbances

Disturbances shall be handled in accordance with the following rules:

- A. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly;
- B. If corrective action is not taken by the abusing party, the employee will notify the principal;

LOITERING OR CAUSING DISTURBANCES (continued)

- C. The principal shall direct the offending person to leave school grounds promptly;
- D. When an individual is directed to leave under such circumstances, and refuses, the superintendent shall be informed immediately and law enforcement officials notified. The principal or his/her designee will determine the point at which violence or disturbance, during any school function, utilizing any school facility, has reached the level where the intervention of the local police department is required.

All incidents of disturbances that require intervention and result in administrative action shall be documented.

Adopted: December 10, 1985  
 Revised: June 26, 2008  
 NJSBA Review/Update: May 2022  
 Readopted:

Key Words

Disturbance, Violence, Disrupt, Disruption,

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

Possible

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

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

Policy

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RELATIONS BETWEEN PUBLIC AND SCHOOL PERSONNEL

All school staff, certified and noncertified, have an important role and an obligation to foster positive school-community relations. In particular, teaching staff shall be mindful 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.

The Quinton Township Board of Education requires all district employees to:

- A. Maintain a just and courteous professional relationships with students, parents/guardians, citizens and staff members;
- B. Work efficiently and keep abreast of developments in their individual field of work;
- C. Ensure the safety and welfare of the children as the first concern of their work responsibilities;
- D. Use properly and protect all school properties, equipment and materials;
- E. Participate when able in school and community affairs, including membership and participation in various civic and service organizations and committees;
- F. Demonstrate the willingness to listen to and value the input from parents and community members including but not limited to concerns, suggestions and information regarding the students, the educational program and activities, school facilities and/or anything that impacts the education of the Quinton Township children.

Adopted: June 26, 2008  
NJSBA Review/Update: May 2022

Key Words

Community, Relations, Certified, Noncertified, Staff, Employees

**Legal Reference:** N.J.S.A. 18A:27-4 Power of boards of education to make rules

**Possible**

**Cross References:** \*4119.21/4219.21 Conflict of interest  
\*4119.22/4219.22 Conduct and dress  
\*4119.23/4219.23 Employee substance abuse  
\*4119.26/4219.26 Electronic communication  
\*4138/4238 Nonschool employment  
\*4138.2 Private tutoring  
\*5131.1 Harassment, intimidation and bullying  
\*6144 Controversial issues

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

**COMMUNITY COMPLAINTS AND INQUIRIES**

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

Complaints, questions, and suggestions concerning school personnel or the operation of the schools should follow the established chain of command – teacher, supervisor, superintendent, board of education.

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

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

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

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

All signed complaints shall be acknowledged promptly.

The following procedures for the handling of complaints will be used:

- A. 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;
- B. Complaints and inquiries should be written, in as brief a form as possible and sent to the superintendent;
- C. The superintendent will make every effort to resolve the problem with the person(s) immediately involved;
- D. When satisfaction has not been received at this level, the board will accept complaint or inquiries submitted in writing;
- E. Persons requesting a hearing of the board shall present their complaint or grievance in written form to the board secretary/business manager 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;
- F. School employees who are employed under a bargaining unit contract shall follow the provisions of that contract for the filing of complaints or grievances;
- G. Decisions regarding complaints and inquiries presented initially to the board at a public meeting may be deferred, at the discretion of the board.

Citizens of the community are encouraged to 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.

COMMUNITY COMPLAINTS AND INQUIRIES (continued)

NJSBA Review/Update: May 2022  
 Readopted:

Key Words

Community Complaints and Inquiries, Complaints, Inquiries

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

Possible

**Cross References:** \*1120 Board of education meetings  
 \*3570 District records and reports  
 \*4112.6/4212.6 Personnel records  
 \*4116 Evaluation  
 4148/4248 Employee protection  
 \*4216 Evaluation  
 \*5145.6 Student grievance procedure  
 \*6144 Controversial issues  
 \*6161.1 Guidelines for evaluation and selection of instructional materials  
 \*6161.2 Complaints regarding instructional materials  
 \*6163.1 Media center/library  
 \*9010 Role of the member  
 \*9020 Public statements  
 9123 Appointment of board secretary

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

Policy

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FUNDRAISING AND SOLICITATION

Selling and advertising on school property is prohibited except with the approval of the superintendent.

School Sponsored Fundraising

Money-making activities revolving around school activities and student personnel shall generally be sponsored for the benefit of students and school organizations.

Money-making activities by school organizations shall be held to a minimum. The money-making activity should meet the following two criteria:

- A. The activity shall be educational in nature;
- B. The need for the funds shall be of a magnitude that cannot be met by dues of the activity concerned.

The superintendent shall annually submit a list of all fund-raising activities to be carried out in that particular school year. This list will include the kind of activity, organization carrying out the activity, and purpose for which the funds will be used.

No fund raising drives may be conducted by non-school organizations including those of a charitable nature except with the express approval of the board of education.

The superintendent shall establish such rules and regulations as are necessary to implement this policy.

Fundraising by Outside Organizations

No advertising, canvassing and fundraising activities by outside organizations may be conducted in the school without the approval of the board of education. Any canvasser in the school without the approval from the Administrator should be reported immediately.

The Quinton Township School 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 or students within the schools and/or distribute flyers or other materials related to fundraising drives through the school without the approval of the superintendent.

No staff member may be made responsible for, 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.

The superintendent shall seek direction from the board in instances where prior practice has set no policy as to a particular fund drive.

Solicitations by Staff

Staff members shall refrain from using their positions in the school district for personal gain and for soliciting support of parents/guardians 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

**FUNDRAISING AND SOLICITATION** (continued)

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 students and which do not interfere with the educational program. Students shall not solicit funds or distribute materials on school grounds without 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 schools or use the children to sell tickets and/or products except those events jointly sponsored with a school and school-approved parent-teacher activities, and those specifically approved by the superintendent.

Adopted: May 12, 1987  
 Revised: April 10, 1990, June 26, 2008  
 NJSBA Review/Update: May 2022  
 Readopted:

**Key Words**

Soliciting, Solicitation, Fundraising

<b><u>Legal References:</u></b> <u>N.J.S.A.</u> 18A:36-34	School surveys, certain, parental consent required before administration
<u>N.J.S.A.</u> 18A:42-4	Distribution of literature as to candidacy, bond issues or other public question
<u>N.J.S.A.</u> 52:14-15.9c1	Public employee charitable fund-raising act

<b><u>Cross References</u></b> *1140	Distribution of materials by students and staff
1210	Community organizations
*1230	School-connected organizations
*3453	School activity funds
*5136	Fundraising activities

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



**Policy**

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DISTRIBUTION OF MATERIALS TO STUDENTS AND STAFF

The Quinton Township Board of Education is committed to providing a focused educational environment that supports student achievement. While the board supports the freedom of speech and values the constructive input from interested community members and groups, the school is not a public forum for all organizations or citizens to promote their particular cause. The board is obligated to protect the students and staff of this district from materials that have the potential to disrupt or interfere with the educational program. Therefore the board directs the superintendent or his or her designee to review and approve all materials from special interest groups, parent/guardians, citizens, and political, religious or other nonschool groups submitted for distribution to the staff and students before such material may be distributed or displayed in or through the school.

Adopted: June 26, 2008  
NJSBA Review/Update: May 2022  
Readopted:

Key Words

Flyers, Distribution of Flyers, Promotional Materials, Advertisements

**Legal References:** N.J.S.A. 18A:18A-1 et seq. Public School Contracts Law  
N.J.S.A. 18A:18A-4 Contracts and agreements requiring advertising  
through -4.4  
N.J.S.A. 18A:36-34 Written approval required prior to acquisition of certain  
survey information from students  
N.J.S.A. 18A:42-4 Distribution of literature as to candidacy, bond issues, or  
other public question be submitted at election; prohibited  
N.J.S.A. 19:34-6 Prohibited actions in polling place on Election Day,  
exception for simulated voting  
N.J.S.A. 19:34-15 Electioneering within or about polling place; disorderly  
persons offense

34 CFR 98.1 - Student Protection Rights Amendment

**Possible**

**Cross References:** \*1100 Communicating with the public  
\*1140 Distribution of materials by students and staff  
\*1322 Contests for students  
\*1330 Use of School Facilities  
\*5136 Fund-raising activities  
\*6142.10 Internet safety and technology  
\*6145.3 Publications  
6162.5 Research

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

## Quinton, New Jersey

**FILE CODE: 1320**

## Policy

## RELATIONS BETWEEN THE PUBLIC AND STUDENTS

The Quinton Township Board of Education recognizes the value to students of sharing their talents and skills with the community through participation in public events and other aspects of community life. The superintendent shall review all proposals for student involvement in civic or charitable activities that are to be considered part of school-sponsored programs. He/she shall inform the board of all such proposals and make recommendations.

A. The board endorses such performances when:

1. They constitute a learning experience that contributes to the educational program;
2. They do not interfere with other scheduled activities of the school;
3. The circumstances of the event do not pose a threat to the health, safety, and wellbeing of the public who will be involved;

**B. School groups may not participate in events that fall into any of the following classifications:**

1. Events that are for the purpose of private gain or to advertise any commercial project or product. A school name, the names of school sponsored groups or school equipment shall not be exploited in events of a commercial nature;
2. Events that are not for the furtherance of any partisan interest, either political or sectarian;
3. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation. This shall be a value judgment by the superintendent;

C. The superintendent shall ensure that:

1. Parental permission is sought and received before students may participate;
2. No student is compelled to participate in a public performance or penalized in any way for failure to do so (if public performance is part of a course/program requirement, students must be informed. This policy does not address that type of participation);
3. No student or group of students receive compensation for their performance in public in an organized school activity; donations may be given to the general school funds by the sponsoring organization;
4. Sponsoring organizations pay the expenses of transportation when appropriate;
5. Students who participate in a public performance make prior arrangements with teachers of classes to be missed in order to make up work.

Adopted:	June 26, 2008
NJSBA Review/Update:	May 2022
Readopted:	

### Key Words

## Contests for Students, Awards

<b><u>Legal</u> <u>References:</u></b>	<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

<b>Possible</b>		
<b><u>Cross</u> <u>References</u>:</b>	*1314	Fundraising by outside organizations
	*1322	Contests of students
	*3280	Gifts, grants and bequests

RELATIONS BETWEEN THE PUBLIC AND STUDENTS (continued)

- \*5126 Awards for achievement
- \*6145 Extracurricular activities
- \*6145.1/6145.2 Intramural competition; interscholastic competition
- \*6153 Field trips

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

Policy

CONTESTS FOR STUDENTS

The superintendent shall approve participation in extracurricular contests sponsored by organizations outside the Quinton Township 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 aligned to and in support of the instructional work of the school and will clearly serve to advance the educational aims of the district. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for approving a contest.

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

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

Adopted: June 26, 2008  
NJSBA Review/Update: May 2022  
Readopted:

Key Words

Contests for Students, Awards

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A: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**

<b><u>Cross References:</u></b>	*1314	Fundraising by outside organizations
	*1320	Participation in out-of-school community activities
	*3280	Gifts, grants and bequests
	*5126	Awards for achievement
	*6145	Extracurricular activities
	*6145.1/6145.2	Intramural competition; interscholastic competition
	6145.4	Public performances and exhibitions
	*6153	Field trips

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

**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

**FILE CODE: 1330**

**Policy**

<input type="checkbox"/>	Monitored
<input checked="" type="checkbox"/>	Mandated
<input checked="" type="checkbox"/>	Other Reasons

**USE OF SCHOOL FACILITIES**

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

The school and facilities shall be made available to the public as freely as is consistent with state statutes and policies of the Quinton Township Board of Education. The facilities will normally be available between the hours of 5:00 p.m. until 10:00 p.m. on weekdays and between 9:00 a.m. and 10:00 p.m. on weekends and holidays or vacations, unless such use interferes with cleaning and maintenance schedules. The board directs that signs be posted conspicuously about the grounds stating the permitted hours of such use.

The board will approve the use of school facilities when such permission has been requested in writing and submitted to the superintendent or the board secretary/business administrator. Board approval may be granted for:

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

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

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

The 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. The board shall not be required to give a reason for such refusal.

Smoking is prohibited at all times in any district building or on school grounds. For purposes of this policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

Use of school facilities for games of chance or the use of any scheme or device, which encourages or suggests gambling or games of chance, is prohibited.

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

USE OF SCHOOL FACILITIES (continued)

schedules.

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

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

The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules. This certificate shall be viewed by the board secretary/business administrator and attached to the application.

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.

Trespassing

Trespassing on school property is prohibited.

During the school day, only students, staff, parents/guardians, invited visitors, or vendors on official business shall be permitted to be present on campus or in the school buildings. All other individuals shall be considered to be trespassing and shall be asked to leave immediately.

The board directs the superintendent to develop procedures for the staff to follow in the event that a person or persons are reported to be in violation of this policy. The board further directs that "No Trespassing" signs be posted appropriately on the campus and on all exterior doors of the school buildings.

In the event that a person or persons refuse to leave school property when directed to do so, the superintendent or his or her designee shall take whatever lawful steps he/she deems necessary, including requesting assistance from the New Jersey State Police and/or filing a complaint against the individual(s) who are in violation of this policy.

In order to reduce or eliminate the number of persons who may be in violation of this policy, students who do not ride the school bus or drive their own personal vehicles in accordance with school policy may only be picked up by their parents/guardians at the end of the school day. In the event that a parent/guardian wishes to grant permission for someone other than himself/herself, the parent/guardian must notify the school prior to the end of the school day. The board directs the superintendent or his/her designee to take whatever steps he/she deems necessary to validate the request and to require proper identification of the person(s) picking up the student.

The board further directs that written notification of the intent and content of this policy be sent to all parents/guardians of students each year.

Motor Vehicles, Roller Skates and Blades, Skateboards

The operation of all unauthorized motor vehicles, including motor bikes, mini-bikes, motorcycles, golf carts, and any other power-operated vehicle is prohibited on the grounds owned by the Quinton Township Board of Education.

USE OF SCHOOL FACILITIES (continued)

No student shall be permitted to drive an automobile, or motorcycle or any other motorized vehicle to school at any time.

In addition, the use of unauthorized skateboards or roller skates and blades are also prohibited on the grounds owned by the Quinton Township Board of Education.

Political Activity

As used in this section, "school property" shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office or their agent or representative are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint candidates committee of any such candidate, while on school property.

This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5000, for each violation.

Adopted: June 26, 2008  
 Revised: April 26, 2012, March 21, 2013, May 25, 2017  
 NJSBA Review/Update: May 2022  
 Readopted:

Key Words

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

**Legal References:** N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 19:44A-19.1 Solicitation on state owned property prohibited; certain circumstances  
N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act  
N.J.A.C. 6A:26-12.2(a)4 Policies and procedures for school facility operation  
 20 U.S.C.A. 4071 et. seq. Equal Access Act  
 GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227  
Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.  
Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)  
Boy Scouts of America v. Dale, 120 S. Ct. 2446 (2000)  
Good News Club v. Milford Central School, 121 S. Ct. 2093 (2001)

USE OF SCHOOL FACILITIES (continued)

**Possible**

**Cross References:** \*1230 School-connected organizations  
\*3514 Equipment  
\*3515 Smoking prohibition  
\*5131.1 Harassment, intimidation and bullying  
\*6145 Extracurricular activities

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



**QUINTON TOWNSHIP BOARD OF EDUCATION**  
Quinton, New Jersey

FILE CODE: 1410

<u>X</u>	Monitored
<u>X</u>	Mandated
<u>X</u>	Other Reasons

**Policy**

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LOCAL UNITS

The Quinton Township Board of Education wishes to cooperate as fully as possible with other community agencies that serve district students. Cooperation will include pooling resources and exchanging information with other community agencies. The superintendent shall seek to develop positive working relationships with community agencies, including but not limited to, police authorities, fire departments, New Jersey Division of Child Protection and Permanency (DCP&P), emergency room and/or squad, other school districts, and all other agencies providing services to district students.

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

Police Authorities

It is the policy of the board to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens and to be in compliance with current memorandum of agreement between education and law enforcement officials. At the same time, the 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.

Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA)

Pursuant to the provisions of N.J.A.C. 6A:16-6 et seq., the board of education and the superintendent shall ensure cooperation between school staff and law enforcement authorities by the development and annual review of the Uniform State Memorandum of Agreement.

Fire Department

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

Division of Child Protection and Permanency (DCP&P)

Procedures for district cooperation with the Division of Child Protection and Permanency are included with those implementing policy 5141.4 Missing, Abused and Neglected Children.

Emergency Room/Squad

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

Cooperative Arrangements with Other School Districts

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

The district in which students are in attendance has responsibility and authority for those students. In order

LOCAL UNITS (continued)

that those students receive maximum benefit from their program of studies, articulation between the cooperating institutions is essential.

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

Adopted: June 26, 2008  
 Revised: September 26, 2013, February 22, 2018  
 NJSBA Review/Update: May 2022  
 Readopted:

Key Words

Local Agencies, Local Units, Fire Department, Police Department, Emergency Room, Other School Districts, Division of Child Protection and Permanency, DCP&P

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 2A:4A-60 <u>et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:18A-11	Joint purchases by districts, municipalities; counties; authority
	<u>N.J.S.A.</u> 18A:20-4.2	Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education
	<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:33-11.1	Breakfast after the bell program;
	<u>N.J.S.A.</u> 18A:35-4.29	Requirements for cardiopulmonary resuscitation (CPR) and automated defibrillator (AED) instruction
	<u>N.J.S.A.</u> 18A:36-25	Early detection of missing and abused children; policies of school districts
	<u>N.J.S.A.</u> 18A:38-30	Assistance of sheriffs, police officers, etc.
	<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Instructional programs on substance abuse
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:40A-10, 11, -12, -15, -16, -17, -18	
	<u>N.J.S.A.</u> 18A:40-12.6	Administration of epinephrine
	<u>N.J.S.A.</u> 18A:40-27.1	Provision of nursing services to preschool students
	<u>N.J.S.A.</u> 18A:40-41	Pamphlet on sudden cardiac arrest non-profit youth-serving organizations
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:40-41j	
	<u>N.J.S.A.</u> 18A:41-1	Fire drills
	<u>N.J.S.A.</u> 18A:41-5	Reporting fires
	<u>N.J.S.A.</u> 18A:41-6	School security drills
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 19:60-1.1	Procedure for moving the date of school elections
	<u>N.J.S.A.</u> 40:55D-8 <u>et al.</u>	Municipal fees; exemptions
	<u>N.J.S.A.</u> 40A:65-16.	Provisions of joint contract
	<u>N.J.A.C.</u> 5:70-2.5	Required inspections

LOCAL UNITS (continued)

<u>N.J.A.C.</u> 5:70-2.24	Inspection of educational occupancies
<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
<u>N.J.A.C.</u> 6A:14-8.1 <u>et seq.</u>	Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission
<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(b)(c), 5.2, 6.1, 6.2, 11.1	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-9.1(c)	Athletics Procedures (General requirements)

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

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

Possible

<u>Cross References:</u>	
*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	Student records
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.4	Child abuse and neglect
5141.6	Crisis intervention
*5145.11	Questioning and apprehension
*5145.12	Search and seizure
*6114	Emergencies and disaster preparedness
*6122	Articulation
*6145.1/6145.2	Intramural competition; interscholastic competition
*6172	Alternative educational programs
*7110	Long-Range facilities planning
7130	Relations with other governmental units

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

**QUINTON TOWNSHIP BOARD OF EDUCATION**

Quinton, New Jersey

**FILE CODE: 1410**☐ Monitored☒

Mandated

☒

Other Reasons

**Regulation**LOCAL UNITS**GENERAL STATEMENT**

The Quinton Township Board of Education shall foster with its community of parents a sense of wellbeing and confidence that each child is valued and will be protected from any form of threat or danger to their safety and wellbeing. Ensuring the safety and wellbeing of the students and staff requires cooperation between the district schools and community agencies. The superintendent shall establish positive working relationships with community agencies, including but not limited to, police authorities, fire departments, Division of Child Protection and Permanency, emergency room and/or squad, other school districts, and all other agencies providing services to district students.

**STAFF RESPONSIBLE**

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

Position	Summary of Main Responsibilities
Superintendent	<ul style="list-style-type: none"><li>• General policy and procedure oversight within the district</li><li>• Development and implementation of the Memorandum of Agreement for the school district</li><li>• Designation of the liaison(s)</li><li>• Contacting and being the liaison with law enforcement, local fire departments, DCP&amp;P, EMS and other school districts</li><li>• Maintain contact information for police, EMS, fire department, DCP&amp;P</li></ul>
Building principal	<ul style="list-style-type: none"><li>• General procedure oversight within the school</li><li>• Development and implementation of the Memorandum of Agreement for the school</li><li>• Contacting and being the liaison with law enforcement, local fire departments, DCP&amp;P, EMS and other school districts</li><li>• Maintain contact information for police, EMS, fire department, DCP&amp;P</li><li>• Contact parents/guardians or emergency contact as appropriate</li></ul>
School Nurse	<ul style="list-style-type: none"><li>• Respond to any illness and injury</li><li>• Determine if EMS shall be called and designate a staff member to make the call</li><li>• Maintain emergency contact information of staff and students</li><li>• Maintain contact information for police, EMS, fire department, DCP&amp;P</li></ul>
Policy & Personnel Committee	<ul style="list-style-type: none"><li>• Recommend to the Superintendent of Schools the mandated tasks, specific to drug and alcohol abuse, which are appropriately assigned to designated staff members with rationale for each recommendation.</li></ul>

MEMORANDUM OF AGREEMENT (regulation continued)**PROCEDURES**Law Enforcement Liaison

- A. The superintendent designates the principal as a liaison to the county prosecutor's office and to the local law enforcement agency;
- B. The roles and functions of the liaison is to:
  - 1. Facilitate communication and cooperation;
  - 2. Identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems;
  - 3. Act as the primary contact person between the schools and the affected law enforcement agencies;
  - 4. Act together in developing joint training and other cooperative efforts, including information exchanges and joint speaking engagements;
  - 5. Coordinate drug and alcohol abuse and violence intervention and prevention efforts; and
  - 6. Consult on the review of school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1, and the review of approved model policies of the School Security Task Force.

Local Law Enforcement and Memorandum of Agreement

The superintendent and each building principal shall establish an ongoing and cooperative relationship with the local law enforcement authority for each of the district schools.

The superintendent and each building principal shall ensure that emergency contact information for the local police department, the local fire department, emergency medical services (EMS) and the Division of Child Protection and Permanence (DCP&P) is maintained in each building office, updated annually and accessible in the event of an emergency.

Cooperation will include establishing a Memorandum of Agreement as required by law and the annual review of the agreement.

Annual Review Process for the Memorandum of Agreement

The superintendent and appropriate law enforcement officials shall annually review the Memorandum of Agreement (MOA) and revise the agreement as necessary. The annual review shall include the following:

- A. Discussion regarding the implementation of and the need for revising the MOA; and
- B. Review the effectiveness of the policies and procedures adopted by the board of education and implemented by the school district in accordance with the requirements in N.J.A.C. 6A:16-6 Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety. Board policies for review and discussion shall include:
  - 1. 5131.5 Violence and Vandalism
  - 2. 5131.6 Drugs, Alcohol and Steroids;
  - 3. 5131.7 Weapons and Dangerous Instruments;
  - 4. 5145.11 Questioning and Apprehension;
  - 5. 5145.12 Search and Seizure;
  - 6. 6114 Emergency and Disaster Preparedness.

The annual review shall include input from the executive county superintendent, community members (which may include board of education members) and meeting(s) with the county prosecutor and the law enforcement officials designated by the county prosecutor (see primary resource 1 MOA).

MEMORANDUM OF AGREEMENT (regulation continued)Signatures and Copies of the Memorandum of Agreement

The Memorandum of Agreement shall be approved by the following school and law enforcement officials:

1. President of the board of education;
2. Superintendent;
3. Chief(s) of the police department or the station commander(s), as appropriate;
4. Executive county superintendent; and
5. County prosecutor.

Fire Department

- A. Members of the local fire department play a vital role in the school safety program. It shall be the responsibility of the superintendent and each building principal to:
  1. Establish and maintain relationships with the local fire department;
  2. Work with his/her faculty staff and the local fire department in determining the nature and timing of the fire department's participation in the school program;
  3. Coordinate and supervise the planned activities and required drills.
- B. Annually, between July 1 and the opening of schools for the upcoming school year, the building principal is directed to seek the advice and cooperation of the local fire department(s) in the following matters:
  1. The planning and conduct of one fire drill and one school security drill each month prior to June 1 each year (N.J.S.A. 18A:41-1);
  2. The discussion shall focus on the individual procedures for each school in responding to fire and security drills as set forth in the "School Security Drill Checklist" (see primary resource 2) and the "Guide for Developing High-Quality School Emergency Operations Plans" (see primary resource 3).
  3. The development, in compliance with the New Jersey Student Learning Standards for Health and Physical Education, Standard 2.1, Strand D of regular courses of instruction in accident and fire prevention that are adapted to the understanding of the grades and classes (N.J.S.A. 18A:6-2);
  4. First aid, especially in fire related incidents;
  5. Steps needed to conform to all state and local fire codes;
  6. Each fire department shall be advised of any changes in the structural layout of the school, construction or remediation projects; and/or changes in use or application of the facility so as to assist in the fire department's planned activities and required drills;
  7. The meeting shall result in the revision or additions to the school's emergency preparedness plan, which shall be submitted to the superintendent, who shall confidentially present each school's plan to the board of education for adoption.

Division of Child Protection and Permanency

Annually, the superintendent/designee shall attend a meeting with the local branch of the Division of Child Protection and Permanency ("DCP&P") and the Office of Adolescent Services ("OAS") to review procedures to ensure the safety, permanency, and well-being of the children and families of the district. The agenda of the meeting shall include, but not be limited to the following:

- A. Changes/revisions to reporting procedures and contact information;
- B. Standard investigatory steps and anticipated timelines;
- C. Coordination of services to children and families of the district;
- D. The sharing of resources and provision of coordinated services to students who have been removed from their general education by DCP&P and are transitioning back into the district;
- E. Consultation with the Institutional Abuse Investigation Unit to determine needs of that unit and ways in

**MEMORANDUM OF AGREEMENT** (regulation continued)

which the district can assist in the investigation.

(See board policies and procedures 5141.6 Child Abuse and Neglect and 5142 Student Safety for district reporting obligations.)

**Emergency Medical Services**

- A. The school nurse shall maintain accurate documentation of the emergency contact information for each student. This documentation shall be updated annually;
- B. The school nurse shall keep an accurate and accessible record of local emergency medical services, DCP&P, police and fire department contact information;
- C. All accidents and injuries shall be reported to the school nurse. The school nurse shall be responsible for examining all reported accidents and injuries according to board policies and procedures 5141.1 Accidents and 5141.2 Illness;
- D. Annually, the school nurse shall meet with the local health department to discuss any existing or anticipated outbreaks of communicable diseases and the coordinated response to same. The attendees shall also consider the coordination of immunization services and the coordinated distribution of appropriate health information to students and parents via flyers and speakers or other means, and the required reporting of communicable diseases.
- E. The school nurse shall also be responsible for maintaining contact with emergency responders to facilitate services and communication in the event of an emergency.

**Emergency Medical Services**

The superintendent shall oversee the annual review of state departments and agencies that are currently providing or are anticipated to provide services to students enrolled within the district. Such review shall result in the identification of associated departments or agencies, and in outreach to each department or agency to consult in the coordination of services in the case of an emergency or crisis situation and resources available to affected students.

**REGULATION HISTORY**

NJSBA Review/Update: May 2022  
Adopted:

**CROSS REFERENCES**

5131.5	Vandalism and Violence
5131.6	Substance Abuse
5131.7	Weapons and Dangerous Instruments
5141	Health
5141.1	Accidents
5141.2	Illness
5141.4	Child Abuse and Neglect
5142	Safety (covers missing children)
5145.11	Questioning and Apprehension
5145.12	Search and Seizure

**Primary Resources**

1	New Jersey Department of Education Guidance/Memorandum of Agreement
2	School Security Drill Checklist
3	Guide for Developing High-Quality School Emergency Operations Plans

# QUINTON TOWNSHIP BOARD OF EDUCATION

Quinton, New Jersey

FILE CODE: 1600

  X   Monitored

  X   Mandated

  X   Other Reasons

## Policy

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### RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT

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

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

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

#### New Jersey Student Learning 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 New Jersey Student Learning Standards.

#### 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.

#### 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 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.

#### Cooperative Arrangements

The board may enter into cooperative agreements, otherwise known as inter-local agreements, shared service agreements, and/or consortiums, with other school districts in accordance with law.

Adopted: June 26, 2008

NJSBA Review/Update: May 2022

Readopted:

#### Key Words



**RELATIONS BETWEEN OTHER ENTITIES  
AND THE DISTRICT** (continued)

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

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrators; may act as secretary; duties, etc.
	<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents; terms; apportionment of expense
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:36A-1 <u>et seq.</u>	Charter schools
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-37.1 <u>et seq.</u>	Textbook aid to public and nonpublic schools
	<u>N.J.S.A.</u> 18A:61C-1	Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
	<u>N.J.S.A.</u> 18A:61C-4	Program providing college credit courses for high school students on high school campuses; establishment
	<u>N.J.S.A.</u> 40A:65-1 <u>et seq.</u>	<u>Uniform Shared Services and Consolidation Act</u>
	<u>N.J.S.A.</u> 52:14-15.9cl <u>et seq.</u>	<u>Public Employees Charitable Fund-Raising Act</u>
	<u>N.J.A.C.</u> 6A:8-3.1(a)2	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:8-3.3(a)	Enrollment in college courses
	<u>N.J.A.C.</u> 6A:11-1.1 <u>et seq.</u>	Charter Schools
	<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
	<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Student Development Programs
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:16-4.1(a)(b), -4.2(a)	
	<u>N.J.A.C.</u> 6A:23A-20.1 <u>et seq.</u>	Ownership and storage of textbooks
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts

Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al., 536 U.S. (2002)

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

**Possible**

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

RELATIONS BETWEEN OTHER ENTITIES  
AND THE DISTRICT (continued)

*5131.6	Drugs, alcohol, tobacco (substance abuse)
5141.6	Crisis intervention
*5200	Nonpublic school students
*6010	Goals and objectives
*6122	Articulation
6141.5	Advanced placement
*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.