



# Brick Township Public Schools

## Board of Education Policy Manual

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# Brick Township Board of Education District Policy Manual 4

**Community Relations**

**Series 1000**

**Mission Statement**

**Policy 0200**

Date Adopted:

Date Revised:

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The Brick Township School District, in partnership with our families and community, is committed to high expectation and excellence for all students and staff. Mastery of the common core state standards and a desire for lifelong learning are promoted through cultivating students' unique strengths and talents in an engaging, safe, and nurturing environment.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties□

NJAC 6A:8-3.1 et seq Implementation of the Core Curriculum Content Standards

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)

New Jersey Core Curriculum Standards

# Brick Township Board of Education District Policy

**Community Relations**

**Series 1000**

**Communicating with the Public**

**Policy 1100 [M]**

Date Adopted: October 17, 2013

Date Revised:

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The Board of Education will keep the community informed of the status of the school 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 of Schools, 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 school's plans and programs, including but not limited to: the district's budget; its audit; its annual goals and its progress toward achievement of them; its special education plans; its bilingual/ESL program; pupil progress toward achievement of the Common Core State Standards; graduation statistics and any other information shall be communicated to the public as required by law.

The Board of Education'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.

During each school year, during a regularly scheduled Board meeting, the Superintendent of Schools shall disseminate to the staff and parents/guardians information provided by the New Jersey State Department of Education (NJDOE) regarding the educational programs and any statistical information provided by the NJDOE pertaining the district.

## 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 of Education members is prohibited within 90 days of any district election.
- C. Excessive public relations activities that are not part of the instructional program are prohibited.

## Brick Township Board of Education District Policy

Community Relations  
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District and school websites will include information dealing with policies and programs consistent with the laws on harassment, intimidation or bullying. The Superintendent of Schools/designee shall oversee the postings. In addition, the district shall provide required appropriate reports detailing the number and nature of violence vandalism, and harassment, intimidation or bullying in the schools.

### Legal References

NJSA 10:4-6 et seq. Open Public Meetings Act  
18A:7E-2 through -5 School report card program  
47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

NJAC 6A:8-3.1(a)3 Curriculum and instruction  
6A:23A-5.2 Public relations and professional services  
6A:23-8.1 et seq. Budget Review and Approval  
6A:23-8.3 Commissioner to ensure achievement of CCCS  
6A:30-1.4(a)1 Evaluation process for the annual review  
6A:32-12.1 Reporting Requirements  
6A:32-12.2 School-level planning

Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)  
No Child Left Behind Act of 2001  
Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
New Jersey Core Curriculum Content Standards

# Brick Township Board of Education District Policy Manual 1

**Community Relations**

**Series 1000**

**Public Press, Radio & Television**

**Policy 1112.1**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

Representatives of all news media are invited to attend all public meetings of the Board of Education. Meeting announcements shall be furnished to newspapers and other news media active within the school district.

Members of the Board, the Superintendent of Schools, and others as may be necessary, will be available for interview by media representatives, in its dealing with the media, the school system will recognize the requirements of the Open Public Meetings Act.

Radio and television programs which promote constructive interest in the School District will receive cooperation via the provision of special news and information. Such programs include broadcasts of drama, sports and musical events. All such broadcasts shall be cleared by the Superintendent of Schools.

The Superintendent of Schools shall supervise development of press releases concerning district programs, events and accomplishments that might be of interest to the general public.

## Legal References

- NJSA 10:4-6 et seq. Open Public Meetings Act □  
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum □  
18A:11-1 General mandatory powers and duties □  
47:1A-1 et seq. Examination and copies of public records ("Open Public Record Act") □
- NJAC 6A:30-1.2 Definitions □  
6A:32-12.1 Reporting requirements □  
6A:32A-12.2(a)1i School-level planning

# Brick Township Board of Education District Policy Manual 4

**Community Relations**  
**School News Releases**

**Series 1000**  
**Policy 1112.2**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

News releases by the Board are to be considered official Board releases only if approved by a majority of the members prior to release at a meeting of the Board. The Secretary or Superintendent may report to the press on any official action of the Board.

- A. All news and feature stories regarding school activities and the educational program or events of a school shall be the responsibility of the Principal thereof; all are under the cognizance of the Superintendent.
- B. All news and feature stories regarding school plants, facilities, supply and business matters, or those of the school district itself, shall be under the cognizance of the Superintendent or the School Business Administrator.
- C. Staff members submitting to any publication articles in which the public school of this district are mentioned shall have the prior authorization of the Superintendent or his/her designee for clearance.
- D. News of open house, exhibits, displays, productions, sports events and activities should be published by the individual schools.
- E. News of Parent-Teacher Association, Parent Club, etc. activities should be handled by the individual organizations.

## Legal References

- NJSA 10:4-6 et seq. Open Public Meetings Act   
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum   
18A:11-1 General mandatory powers and duties   
47:1A-1 et seq. Examination and copies of public records ("Open Public Record Act")
- NJAC 6A:30-1.2 Definitions   
6A:32-12.1 Reporting requirements   
6A:32A-12.2(a)1i School-level planning

# Brick Township Board of Education District Policy Manual 1

**Community Relations**

**Series 1000**

**Board of Education Meetings**

**Policy 1120**

Date Adopted:

Date Revised:

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Date Reviewed:

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

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

At each public meeting of the Board, the presiding officer shall administer the rules of the Board for public participation and comments. Where his/her ruling is disputed, it may be overruled by a majority vote of those Board Members present and voting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted only as indicated on the order of business or agenda.
- ~~B. Any person wishing to participate in a public Board meeting must register his/her intent with the Superintendent of Schools in advance of the participation and include the topic to be addressed.~~
- C. Each participant must be recognized by the presiding officer and must preface his/her comments by an announcement of his/her name, address and group affiliation if appropriate.
- ~~D. Each statement made by a participant shall be limited to five minutes duration, unless permission has been granted in advance of the meeting.~~
- ~~E. No participant may speak more than once on the same topic.~~
- F. All statements shall be directed to the presiding officer; no participant may address or question Board Members individually.
- G. The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant.
- ~~H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty minutes unless prior permission has been granted.~~
- I. The presiding officer shall inform the public should a group be speaking on the same topic, a speaker for the group must be chosen to represent the entire group on that topic.

## **Brick Township Board of Education District Policy Manual**

**Community Relations  
Board of Education Meetings**

**Series 1000  
Policy 1120**

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

The following information will be presented at regularly scheduled meetings of the Board and will be advertised to the public:

- A. Discussion of state rules and local procedures for implementation of district goals, objectives and standards;
- B. Presentation of audit report;
- C. Presentation of budget;
- D. Report on pupil progress, including testing program results;
- E. Annual plans for special education, bilingual/ESL, and basic skills programs;
- F. Graduation and dropout statistics.

Two times each school year *as* required by state law, the Board of Education shall hold a public hearing at which the Superintendent of Schools reports to the Board of Education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.



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Board of Education Meetings

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Policy 1120

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## Legal References

- NJSA 10:4-6 et seq. Open Public Meetings Act □  
18A:7C-7 School administrators report on students awarded or denied diplomas □  
18A:10-6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum □  
18A:12.21 School Ethics Act □  
18A:17-46 Act of violence; report by school employee; notice of action taken; annual report  
18A:22-10 Fixing day, etc., for public hearing □  
18A:22-13 Public hearing; objectives; heard, etc. □  
18A:23-5 Meeting of board; discussion of report
- NJAC 6A:8-5.2(e) High school diplomas □  
6A:14-1.1 et seq. Special Education □  
6A:16-5.1 et seq. School safety plans □  
6A:16-5.2, 5.3 □ N.J.A.C. 6A:26 Educational Facilities □  
6A:26-2.2(a)7 Completion of long range facilities plans □  
6A:26-9.1(d) Capital reserve accounts  
6A:30-1.1 et seq. Evaluation of the Performance of School Districts □  
6A:30-2.4, -3.1 □ N.J.A.C. 6A:32-3.2 Requirements for the Code of Ethics for district board of education members and charter school board of trustee members □  
6A:32-12.1 Reporting requirements □  
6A:32-12.2 School-level planning □  
6A:32-13.1 School attendance □  
6A:32-13.2 Dropouts  
6A:32-14.1 Review of mandated programs and services

Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# Brick Township Board of Education District Policy Manual 1

**Community Relations**

**Series 1000**

**Distribution of Materials by Pupils & Staff**

**Policy 1140**

Date Adopted:

Date Revised:

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Date Reviewed:

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

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

Any nonprofit service organization which is based solely within the boundaries of this district and has no relationship or responsibility to a parent/guardian organization on a regional, county, state, or national level, that raises its operating budget through donations and provides a service directly to this community and its children shall be permitted to utilize the schools communication systems to alert the community to its fund-raising activities. Such organizations shall register with and obtain permission from the Superintendent of Schools/designee prior to the commencement of any fund-raising activity.

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

All surveys, questionnaires or other similar items requiring pupil or parent response shall be reviewed and approved by the Superintendent of Schools prior to dissemination. The Superintendent of Schools shall inform the Board of Education of any such communications at its next regular meeting.

## Legal References

- NJSA 18A:36-34 Written approval required prior to acquisition of certain survey information from students
- 18A:42-4 Distribution of literature as to candidacy, bond issues, or other public question to be submitted at election; prohibited
- 19:34-6 Prohibited actions in polling place on election day, exception for simulated voting
- 19:34-15 Electioneering within or about polling place; disorderly persons offense
- 34 CFR 98.1 - Pupil Protection Rights Amendment
- Child Evangelism Fellowship of New Jersey. vs. Stafford Township School District, No. 03-Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

**Brick Township Board of Education  
District Policy Manual 2**

**Community Relations**

**Series 1000**

**Participation by the Public**

**Policy 1200**

Date Adopted:

Date Revised:

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Date Reviewed:

Citizen Volunteers

The Board of Education encourages citizen assistance to school personnel in ways that will enhance the school program. Volunteers shall be designated by and serve at the discretion of the Superintendent of Schools or designee. They will be supervised by the appropriate certified professional staff member to whom they are assigned and under no circumstances will citizen volunteers provide the direct instruction of pupils.

Citizen volunteers may be invited to act as advisors both as groups and individually in:

- A. Clarifying the general ideas and attitudes held by residents about the school;
- B. Determining the purposes of courses of study and special services to be provided by present practices;
- C. Offering suggestions on a specific problem or set of closely related problems about which the Board must make a decision; and/or,
- D. Coordinating the delivery of social services to students.

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

Application Process

Applications for volunteers can be obtained in the school building or from the office of the Coordinators of Volunteer Services. The Coordinators will process all applications for volunteers and will arrange for the scheduling of the Mantoux Test and New Jersey Security Clearance.

The Coordinators will provide a general orientation for prospective volunteers to the district volunteer program. The Coordinators will provide instruction in district procedures and practices for volunteers.

Assignment

Volunteers are assigned at the designation of the building of the building principal and in response to staff requests for assistance. The Coordinators of Volunteer Services will work with individual building administrators and volunteers to coordinate and support building programs.

Requirements

In order to become a volunteer in a school program, a person must be twenty-one (21) years of age or older, or a parent of a student enrolled in school.

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Participation by the Public**

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Policy 1200**

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Prospective volunteers must pass a Mantoux Test if they work in proximity to children for twenty (20) or more hours per month. A school nurse will administer and evaluate the test at no cost to the volunteer. A prospective volunteer may choose to have the test administered at their own expense by a personal health care provider on the county health department and must provide documentation to the Board of their evaluated test.

Prospective volunteers are required to pass a New Jersey Security Clearance. This is done, free of charge, by being fingerprinted at the Brick Township Police Department.

Students of Brick Township School's who wish to provide community services on a voluntary basis in another district school, must have the approval of their building principal and must be accompanied by a certified staff member. Such service should in no way interfere with the student's regular school day.

Volunteers are expected to conduct themselves in a manner that is supportive of children, staff, and school programs and policies.

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

All school volunteers who assist in the school more than 15 hours per week must:

- A. Undergo a criminal background check and be fingerprinted at Board expense.
- B. Provide documentation that a Mantoux test has been administered.

The Board, Superintendent of Schools, 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 issues. The Board, Superintendent of Schools, and staff shall use their own best judgment in arriving at decisions.

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

## **Brick Township Board of Education District Policy Manual**

**Community Relations  
Participation by the Public**

**Series 1000  
Policy 1200**

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### Volunteer Athletic Coaches

The Board of Education recognizes the unique services and skills of volunteer athletic coaches bring to the district, enrich the athletic program, assist the district's coaching staff members in the performance of their duties, and enhancement of the relationship between the school district and the community. The Board directs a program for the utilization of volunteer athletic coaches.

The Superintendent of Schools will be responsible for the recruitment and screening of volunteer athletic coaches and their assignments. The district is not obligated to utilize the proffered services of a volunteer athletic coach whose abilities or interests do not serve the needs of the school district as determined by the Superintendent of Schools. Coaching volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent of Schools and approved by the Board of Education prior to assuming any coaching responsibilities.

The Superintendent of Schools will prepare and promulgate rules of conduct for volunteer athletic coaches. Each volunteer athletic coach will be given a copy of this policy and the rules of conduct.

### Guidelines for the Service of Volunteer Athletic Coaches

Volunteer athletic coaches:

- A. May serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board;
- B. Must clearly understand their duties and responsibilities and perform no services outside those duties;
- C. Serve only in a support capacity and only head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic program;
- D. Shall respect the individuality, dignity and worth of each pupil;
- E. Must exercise discretion in disclosing any confidential pupil matters the coach becomes aware of as a result of their volunteer responsibilities;
- F. Must consult with the Superintendent of Schools regarding any matters or questions regarding their duties and responsibilities;
- G. Shall receive no financial remuneration;
- H. May be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent of Schools with such action to be recommended to the Board by the Superintendent of Schools at the next Board of Education Meeting following the action by the Superintendent of Schools.

## **Brick Township Board of Education District Policy Manual**

**Community Relations  
Participation by the Public**

**Series 1000  
Policy 1200**

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The Superintendent of Schools shall report annually to the Board on the number of volunteer coaches serving in the district, the duties performed by volunteer coaches and the number of volunteer hours served, by school athletic program.

### Legal References

NJSA 18A:11-1 General mandatory powers and duties □

NJAC 6A:10A-53 et seq Establishment of School Leadership Council □  
6A:32-12.1 Reporting requirements

Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# **Brick Township Board of Education District Policy Manual 2**

**Community Relations**

**Series 1000**

**Ad Hoc Advisory Committees**

**Policy 1220**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

It is the policy of the Board to utilize, in an organized manner, the talents, interests and skills of the various interested, qualified members of the public in a manner that will best assist the children and the educational programs of the district.

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

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

The appointment of Citizens' Advisory Committees to carry out research programs, make long-range studies, or concentrate attention upon a particular phase of the educational program shall be made by the Board whenever deemed by the Board to be appropriate.

The composition of a Citizens' Advisory Committee shall take into consideration such factors as representatives of the person to the community, and the background of the person relating to the specific task delegated to the Committee.

Each Citizens' Advisory Committee shall be appointed to consider a specific task, and shall be charged with presenting a report on the area of its concern by a specific date. On submission of its report, the Committee shall be discharged.

The function of each Citizens' Advisory Committee shall be solely to make studies and present recommendations. No Committee shall be charged with the implementation of any recommendations. Any action resulting from a Committee report shall rest with the Board.

## **Brick Township Board of Education District Policy Manual**

**Community Relations  
Ad Hoc Advisory Committees**

**Series 1000  
Policy 1220**

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

The Board shall adopt the committee structure and organization it deems appropriate to the assignment at hand, except for funded programs where requirements are set by law. The Board is responsible for approving all members of a committee and the method of their selection in consultation with the Superintendent of Schools. 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 of Schools 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 Business Administrator/Board Secretary, to the Superintendent of Schools, 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.

### Legal References

- NJSA 10:4□6 et seq. Open Public Meetings Act□  
18A:10□6 Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum□
- NJAC 6A:16-4.2(a) Review and availability of policies and procedures for the intervention of student alcohol or other drug abuse□  
6A:32□12.1 Reporting requirements  
Hawkins□Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100□297)□  
34 C.F.R. 200.1 to 200.89 - Part 200  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)



# **Brick Township Board of Education District Policy Manual 2**

**Community Relations**

**Series 1000**

**Other School-Connected Organizations /  
Parent Associations**

**Policy 1230**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

Parent associations and parent clubs which support student activities are considered an important element of the schools of this district, operated to bring into close association the home and the school. While there should be a close liaison between these groups, there should be no attempt by school personnel to dominate them or to direct them.

It is the responsibility of the principal of each individual school to:

- Encourage and cooperate with the parent associations and parent clubs organized in his/her school.
- Assist these associations or clubs to secure and use, free of rental charges, school buildings for their meetings in accordance with the district's regulation governing such use

The Board of Education recognizes the importance and benefits of the active participation and cooperation of parent-school organizations. To this end, the following guidelines have been established for the creation and operation of parent-school organizations:

- A. Any organization consisting of parents, school staff and/or friends of the school shall be a Board-approved voluntary organization.
- B. The parent/school organization shall have as its 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 pupil in the community the best kind of educational program possible for his physical, mental, social and moral development.
- C. The parent/school organization may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs.
- D. The Superintendent of Schools or another professional staff member designated by the Superintendent of Schools shall serve as advisor to the parent/school organization.
- E. All members of the school's professional staff shall be encouraged to join the organization and actively cooperate in its projects and on committees. All professional staff shall be encouraged to support parent-sponsored activities, as appropriate.

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**Other School-Connected Organizations /  
Parent Associations**

**Policy 1230**

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- F. 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.
- G. The Board shall make it a practice not to interfere in the internal workings of such groups.
- H. Permission to hold regular meetings of such associations in school facilities will be extended by the Board of Education for a particular school year in accordance with Policy 1330 – Use of School Facilities.
- I. The Board may select one of its members as advisor to the general parent/teacher organization.
- J. All banquets fund raising and other activities involving students must be approved by the appropriate school administration.
- K. Formation of these school affiliated parent/community booster clubs is subject to approval of the Board of Education.

### Legal References

NJSA 18A:11-1 General mandatory powers and duties□

# **Brick Township Board of Education District Policy Manual 2**

**Community Relations  
Visitors**

**Series 1000  
Policy 1250**

Date Adopted: April 19, 1983

Date Revised:

Page 1 of 1

Date Reviewed:

## Visitors

- All visitors entering a school site requesting admittance beyond the front office while school is in session must be logged in using the School District's visitor screening system. First time visitors will present their driver's license for school personnel to scan and enroll in the system, and a photo will be taken. If a driver's license is not available, a county ID, passport or Green Card may be used as a substitute. A visitor's Pass will be printed and must be worn.
- Log in procedures for every visit thereafter will only require that the visitor present their driver's license and/or name.
- If the visitor is not requesting admittance beyond the front office, logging into the visitor screening system is not required.
- If school is not in session, visitors must stop in the main office, but are not required to be logged in to the visitor screening system.

## Parents/Guardians

- Parents/Guardians picking up children for early release or at the close of the school day must be entered into the visitor screening system (unless signed out on a school-maintained log) in order to record the date and time of student departure.
- Parents/Guardians are responsible for advising school personnel of any changes in emergency contact information.

## Special Events

- Events such as, but not limited to, assembly programs, field days, concerts or American Education Week may not require visitor badges. When visitor badges are not required, visitors must restrict their visit to areas specifically designated for the event.
- Voting – while voting is occurring, visitors may bypass the visitor screening system and go directly to the polling area only.

## Dealing with an Offender

- If the visitor screening results in a positive response, school administrators must contact a School Resource Office for assistance. However, if the situation is contentious, the administrator reserves the option to contact the police department.

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Policy 1250

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## Noncompliance with Visitor Screening Procedures

- Any individual who refuses to comply with the above stated procedures will be denied access to move beyond the main office.

## Legal References

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

# **Brick Township Board of Education District Policy Manual 2**

**Community Relations**

**Series 1000**

**Community Complaints & Inquiries**

**Policy 1312**

Date Adopted: April 19, 1983

Date Revised:

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Date Reviewed:

The 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 of Schools, Board of Education.

The Superintendent of Schools 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 and pupils will be informed of the proper avenues to follow in the school.

When a Board Member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the person with the complaint to inquiry to the appropriate authority.

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

All signed complaints shall be acknowledged promptly. No anonymous letters will be considered by the Board.

In carrying out the policy for the handling of complaints, the following procedures 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 of Schools;
- B. Complaints and inquiries should be written, in as brief a form as possible and sent to the Superintendent of Schools;
- C. The Superintendent of Schools will make every effort to resolve the problem with the person(s) immediately involved;

## **Brick Township Board of Education District Policy Manual**

**Community Relations**

**Series 1000**

**Community Complaints & Inquiries**

**Policy 1312**

Page 2 of 2

- 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 of Schools, 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.

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

### Legal References

- NJSA 10:4-6 et seq. Open Public Meetings Act□
- 18A:11-1 General mandatory powers and duties□
- 47:1A-1 et seq. Examination and copies of public records ("Open Public Records Act")

# **Brick Township Board of Education District Policy Manual 2**

**Community Relations**

**Series 1000**

**Fund-Raising**

**Policy 1314**

Date Adopted: April 19, 1983

Date Revised:

Page 1 of 1

Date Reviewed:

Student involvement in moneymaking projects must have the approval of the Board of Education. All instructions for such projects shall be issued through the office of the principal.

No student shall be asked to make a personal donation to various charity fund drives in school. The only exceptions to this policy shall be a school or class project undertaken as a part of the regular class work to give pupils a learning experience in their personal responsibilities for those less fortunate than themselves.

Pupil, staff members and school facilities shall not be used for advertising or promoting the interests of any community or non-school agency or organization without the approval of the Board. The only exception shall be that the Superintendent may authorize the use of films and materials which may bear the name of the producing company, but which do not in any way involve a program or the presence of any agent in the classroom.

The schools shall not be responsible for making announcements for non-school organizations except when the announcements deal with health or welfare of the pupils, and then only at the discretion of the Superintendent.

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

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

The Superintendent of Schools shall seek direction from the Board in instances where prior practice has set no policy as to a particular fund drive.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties   
52:14-15,(9c)1 Public Employee Charitable Fundraising Act

# **Brick Township Board of Education District Policy Manual 2**

**Community Relations**

**Series 1000**

**Contests for Pupils**

**Policy 1322**

Date Adopted: April 19, 1983

Date Revised:

Page 1 of 1

Date Reviewed:

On occasion, the district receives requests for contests in the schools. The Board recognizes the merit of some of these requests and appreciates the interest in the schools evidenced by local, state and national organizations. At the same time, the Board recognizes its responsibility for maintaining a planned, balanced educational program, and will neither approve nor condone contest activities tending to disrupt or be unrelated to the planned program of instruction at a given time.

Therefore, it is the policy of the Board that while students may participate in educational contests sponsored by non-school organizations, written requests for permission to conduct such contests and for student participation therein under school auspices, must be made to the Superintendent or his/her designee. Approved contests will be conducted in accordance with the applicable regulations of the district.

When such contests involve promotional aid, school time, or faculty assistance to pupils in essay writing, poster making, or other activities, the Superintendent of Schools 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 pupil;
- B. Open to all pupils regardless of race, creed, color, national origin, ancestry, age or sex;
- C. Consistent with district objectives;
- D. Judged by disinterested parties;
- E. Properly supervised with safety precautions in place;
- F. Voluntary for pupils and teachers.

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

### Legal References

NJSA 18A:11-1 General mandatory powers and duties

18A:42-2 School orchestra not to compete with civilian musicians; exceptions



**Brick Township Board of Education  
District Policy Manual 2**

**Community Relations**

**Series 1000**

**Endorsement of Commercial Products**

**Policy 1325**

Date Adopted: April 19, 1983

Date Revised:

Page 1 of 1

Date Reviewed:

The district, its schools and employees must not recommend any commercial product or service, or aid in distributing literature, or publicly endorse or recommend such product or service.

The commercial utilization of a public title or position to promote any particular product, process or service tends to impair or reduce the necessary public image of unbiased, independent, open, competitive expenditures of public funds. Consequently, the district's employees shall not use the name of the district, or of a school, or their own official title in the commercial promotion of any product, process or service normally associated with school operations.

It shall be the policy of the Board to endeavor to eliminate any materials from use and circulation in the schools that are deemed to be primarily advertising material. This shall not preclude imprinted materials solicited by the teachers as being suitable for use in a project or purpose of their class.

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

Legal References

NJSA 18A:11-1 General mandatory powers and duties□

**Brick Township Board of Education  
District Policy**

**Community Relations**

**Series 1000**

**Use of School Facilities**

**Policy 1330 [M]**

Date Adopted: July 19, 2012

Date Revised: January 31, 2013, March 21, 2013

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The Brick Township Schools and their facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Township affiliated student organizations, teacher organizations, educational organizations, professional improvement organizations and organized community groups shall be permitted and encouraged to use school facilities, when such use will not interrupt or interfere with programs of the school district. Prudent use and management of school facilities outside of the regular operating schedules allows the community to benefit more broadly from use of its own property. However, such community use must always respect the rights of others, particularly the rights of those residents whose properties adjoin or are close to school properties. The high school athletic stadiums and varsity field areas are reserved for school related activities only; however events sanctioned by the NJSIAA or Shore Conference, or separately approved by the Board of Education shall be allowed.

The Superintendent or his/her designee is authorized to approve and schedule the use of facilities, and establish rules and regulations for use of the district properties. Any persons violating these rules and regulations may be denied the use of school facilities. The application and review procedure will guarantee that no one organization monopolizes the facilities unfairly. All use of facilities will be ratified by the Board of Education.

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

Anyone using school facilities shall supply proof of appropriate insurance coverage in the minimum amount of one million dollars for bodily injury and one million dollars for property damage, two million dollars aggregate. When kitchen use is requested, property damage coverage shall be increased to two million dollars, with an aggregate of three million dollars. Contractual liability must be included in the applicant's coverage. The Brick Township School District must be named as additional insured on an appropriate insurance certificate and be specifically endorsed onto that policy. An insurance certificate must be filed in the Use of Facilities Office prior to the outside group's use of the facilities. A Fire Permit Application must also be filed at the time of application, if the event has 100 people or more in attendance.

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Central Administration shall establish one designated building entrance to be utilized for school access; all other doors shall remain locked at all times and are not permitted to be used for entrance or exit. The Main Entrance will be the designated entrance in all elementary schools, unless otherwise arranged. The designated door number shall be recorded with the necessary paperwork filed through Central Administration. An organization head or designee shall be required to provide contact information to receive emergency alerts via the district’s automated alert system.

Township and Non-School/Outside Organizations shall establish a designated Attendance Monitor/Supervisor, who will be posted at the chosen entrance, as well as a Room Escort, who will walk attendees to the room being utilized. The Attendance Monitor/Supervisor shall be responsible for requiring anyone entering the building through the designated door to sign in and sign out on the Community Use of School Facilities Attendance Documentation Form, available through School Dude or from Central Administration. In lieu of signing in and out, school district employees shall utilize their swipe cards when entering and exiting the building during reserved building use times. This Community Use of School Facilities Attendance Documentation Form is to be provided to Central Administration within three business days of building use.

At the discretion of the Superintendent, or his/her designee, the use of the sign in sheet may be waived, due to the nature of the organization’s purpose for use.

Use of a facility by a religious group is subject to the requirements set forth in Resnick v. East Brunswick Township Board of Education 389A.2 944(1978,) which states as follows:

“Religious groups which leased public school facilities during non-instructional hours for purposes of religious services and religious instruction had to fully reimburse school boards for related out-of-pocket expenses for use of facilities, but were not required to pay commercial rental rate.”

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**ATTENDANCE DOCUMENTATION FORM**

Date/Time of Building

Use: \_\_\_\_\_

Organization/Group

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Person in Charge of Group: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Designated Entrance Door # (or SPECIFIC location): \_\_\_\_\_

Designated Attendance Monitor/Supervisor

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Room Escort Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

NOTES



## **Brick Township Board of Education District Policy**

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### Rules and Regulations:

Maximum attendance capacities are established by the Fire Commissioner and shall be strictly enforced. Fire Permit Applications must accompany the original Use of Facilities request, if attendance is one hundred (100) or more.

The Organization is responsible for adequate supervision and protection of the Board of Education property and shall enforce all the Rules set forth in this policy.

### Attendance Supervision:

As per Policy 1330, anyone using interior school facilities shall designate ONE building entrance to be utilized for school access. The Main Entrance will be the designated entrance in all elementary schools, unless otherwise arranged. The designated door number shall be recorded with the necessary paperwork filed through Central Administration.

Township and Non-School/Outside Organizations shall establish a designated Attendance Monitor/ Supervisor, who will be posted at the chosen entrance, as well as a Room Escort, who will walk attendees to the room being utilized. The Attendance Monitor/Supervisor shall be responsible for requiring anyone entering the building through the designated door to sign in and sign out on the Community Use of School Facilities Attendance Documentation Form, available through School Dude or from Central Administration. In lieu of signing in and out, school district employees shall utilize their swipe cards when entering and exiting the building during reserved building use times. This Community Use of School Facilities Attendance Documentation Form is to be provided to Central Administration within three business days of building use.

No beverages shall be permitted in any area, excluding athletic fields, other than the cafeteria. Members of the athletic teams using the facilities will be permitted water bottles.

### Concession Stands:

Concession stands on school property are the property of the Board of Education. Use of the facilities shall be in accordance with this policy.

### Dances:

Prior to final Board approval of non-school related dances, a list of chaperone names shall be submitted to the Principal. There shall be at least one chaperone for every twenty children in attendance. An announcement at the beginning of the dance shall be made advising of expected adherence to proper behavior.

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Auditorium Usage:

The event sponsor is responsible for the proper care and use of all school property. The sponsor shall be the first person admitted and the last person to leave, and shall be in attendance at all times during the occupancy of the building. It is the responsibility of the sponsor to see that the premises are vacated and left in the same condition as when they arrived.

No alterations are permitted to buildings or electrical systems. Before scheduling a performance, the sponsor must determine that the production can be staged with existing equipment, without special switchboard or wiring. The only technical equipment available for outside use are house lights and one microphone. Each organization is responsible for providing its own stage crew to run the curtain, carry cases or personal equipment, set up scenery and other tasks related to the production.

The Board of Education, the school, or its employees, are not responsible for damage to or loss of any items left on the stage, or at any other area within the school or on school property. The sponsor assumes liability for all claims resulting from accident, theft or other causes.

It is expected that the area used be left in the condition that it was found. Any damages incurred will become the responsibility of the organization using the building.

**NO SMOKING SHALL BE PERMITTED IN THE SCHOOL BUILDING OR ON SCHOOL GROUNDS.** An announcement to this effect must be made at the beginning of each activity and during intermission.

**NO INTOXICATING BEVERAGES SHALL BE PERMITTED IN THE SCHOOL BUILDING OR ON SCHOOL GROUNDS.** An announcement to this effect must be made at the beginning of each activity and during intermission.

School activities shall take precedent over outside activities. The Board of Education reserves the right to cancel any authorized outside use of buildings if needed for school purposes.

When schools are closed due to emergency conditions, the buildings shall be closed to all outside activities. An organization head or designee shall be required to provide contact information to receive emergency alerts via the district's automated alert system.

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Hiring and payment of special police are the responsibility of the organization using the building. It is recommended by the Board of Education that for events of 100 or more participants, security be provided.

General

All school buildings must be closed by 10:30 PM.

Permits are not transferable. The Board reserves the right to accept or reject any application.

Use of the building and grounds is restricted to the areas defined in the application



**BRICK TOWNSHIP BOARD OF EDUCATION**

*Administrative Offices*

101 Hendrickson Avenue  
Brick, NJ 08724-2599  
Telephone (732) 785-3000  
Fax (732) 458-3670

March 22, 2013

Please read the enclosed revised copy of Policy No. 1330, Use of School Facilities adopted at the March 21, 2013 Board of Education Meeting, and the rules and regulations.

The one time signing of this letter binds your organization to abide by the rules and regulations as found on back of this page, and the Use of School Facilities Policy 1330.

If you have any questions, please do not hesitate to contact our Facilities Office at 732-785-3000.

---

Applicant's Name (please print)

---

Organization

In case of emergency or building closure that occurs after regular school hours, I authorize Brick Township Schools to notify the following designee to receive notifications through the district's automated alert system:

Contact person:

---

Please send alert via (check all that apply): \_\_\_\_\_ Phone #

\_\_\_\_\_

\_\_\_\_\_ Cell phone #

\_\_\_\_\_

\_\_\_\_\_ Text alert to

# \_\_\_\_\_

---

Applicant's Signature

Date

## **Brick Township Board of Education District Policy**

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### Applications:

In order to efficiently schedule the school district's facilities, applications must be submitted at least four (4) weeks in advance. If a community/civic group is going to request the use of facilities in excess of four (4) occasions per school year (July 1st through June 30<sup>th</sup>), they shall submit its annual request to the Use of Facilities Office by July 1<sup>st</sup> each year. The school district will develop a master schedule considering the needs of all community groups. If a group does not submit the annual request by July 1<sup>st</sup>, it will then receive only the facilities available at the time of the request. Organizations identified as (1) in the classification schedule must have the use of facilities request to the use of facilities office by July 1<sup>st</sup>. Each applicant will be required to complete a hold harmless agreement with indemnification and agree to be bound by the Rules and Regulations of Usage developed by the Superintendent.

### Fees:

A schedule of user fees shall be established for the purpose of recovering costs of the school district for utilities and other expenses unless such fees are modified through the approval of a shared services agreement. It shall be the responsibility of the Superintendent to recommend annually, or from time to time, such a user fee schedule, which shall be approved by the Board. Fees will not be assessed to Local, County, State and Federal agencies for emergency preparedness or emergency response.

The following Classification Schedule shall be used in determining fees associated with use:

1. Organizations that are under the auspices of the Brick Township Board of Education
2. All other Brick Township School-Related Organizations (i.e. PTO, PTA, Booster and Parent Clubs)
3. Organizations of Local, County, State and/or Federal Agencies
4. Brick Township Community organizations formed for non-profit (must have proof of 501C(3) status) with compensated employees
5. Brick Township Community organizations formed for non-profit (must have proof of 501C(3) status) with non-compensated individuals (must provide copy of form 990) or youth based services groups (i.e. cub scouts, boy scouts and girl scouts)
6. All other organizations

Brick Township Community Organizations are defined as organizations that are formed in Brick Township for the purpose of providing services to the citizens of Brick Township. Determination of such shall be made by the Superintendent, whose decision shall be final.

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Classification 1 is not subject to any Cost Recovery Fees. Classifications 3 and 4 are required to pay Cost Recovery Fees. Classifications 2 and 5 are required to pay Cost Recovery Fees during July and August for building usage when buildings are normally closed, or for field usage where lights are required to be provided at Board of Education expense. Classification 6 is required to pay Cost Recovery Fees plus a 30% rental fee.

All fees must be paid in full, within fifteen (15) days upon final approval and issuance of a building permit. Check for payment should be made payable to the “Brick Township Board of Education”.

In addition to the above fees, all Classifications requesting use of kitchen facilities will be required to have a Board of Education representative (kitchen staff member) present to supervise the activity and therefore shall be charged the corresponding cost recovery of such request.

### Limitations:

Permits will be granted providing that the use of building and grounds do not interfere with the school program, or endanger school property, or the health and safety of the public.

Permits must be signed and in compliance with all rules and regulations. The user must provide adequate supervision and protection. Failure to comply may result in cancellation of the permit.

Any group whose prior use indicates an inability or unwillingness to comply will be denied use of the facilities.

No amusements, trampolines or “rides” are allowed on school property without a separate prior authorization of the Board of Education.

No applicant shall sublet its usage to other groups or allow usage/activities to occur that were not part of the applicant’s initial approved application.

No alcohol shall be allowed on school property.

### Cancellations:

If use is no longer needed, than applicants must cancel permits by giving advance notice (48 hours) to the Use of Facilities Department. If a Classification 5 group does not show up for a scheduled event, they shall be required to pay the applicable Cost Recovery Fees for that event.

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The Board reserves the right to cancel any use on which the facility is required for school purposes.

Permits may be canceled for failure to comply with applicable law, this policy or the rules and regulations developed by the Superintendent. Specific attention is called to the Township ordinance providing for the licensing and regulations of events or gatherings of public amusement.

### Cost Recovery Fees:

High School Auditorium	\$40.00/hr
High School Cafeteria	\$40.00/hr
High School Gym	\$75.00/hr
High School Auxiliary Gym	\$50.00/hr
Middle School Cafeteria	\$40.00/hr
Middle School Gym	\$75.00/hr
Middle Auditorium	\$40.00/hr
Elementary School Auditorium	\$40.00/hr
Elementary School Cafeteria/Gym/Multi Purpose Room	\$75.00/hr
Media Centers	\$40.00/hr
One Classroom	\$20.00/hr
Two to Five Classrooms	\$22.00/hr
Six or More Classrooms	\$25.00/hr
Parking Lot – No Building Facilities	\$10.00/hr
Parking Lot – Use of Building Facilities (Electric, Water & Restrooms)	\$60.00/hr
Fields – No Lights	\$10.00/hr
Fields – Lights	\$50.00/hr
Concession Stand/Restrooms	\$10.00/hr
School Kitchen Facility	\$40.00/hr

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### Legal References

- NJSA 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty □  
18A:11-1 General mandatory powers and duties □  
18A:20-34 Use of schoolhouse and grounds for various purposes □  
26:3D-55 et seq. New Jersey Smoke-Free Air Act □  
19:44A-19.1 solicitation on state property; prohibited – political activity
- NJAC 6A:26-12.2(a)4 Policies and procedures for school facility operation
- 20 U.S.C.A. 4071 – 4074 – Equal Access Act  
GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227  
No Child Left Behind Act of 2001, Pub. L. 107-110,  
USCA 6301 et seq  
Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)  
The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)  
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

**Brick Township Board of Education  
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**Local Units**

**Policy 1410 [M]**

Date Adopted: October 17, 2013

Date Revised:

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The Board of Education wishes to cooperate as fully as possible with other public agencies in the community, which deal with pupils. Whenever feasible, the Superintendent of Schools shall develop positive working relationships with such agencies, including but not limited to investigative committees, pooled resources, and information exchange.

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.

Relations with Police and Fire Authorities

Cooperation with law enforcement agencies is desirable. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States, the laws of New Jersey, and recognize the potential enrichment that law enforcement agencies can make in the educational program.

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

Pursuant to the provisions of NJAC 6A:16-6 et seq, the Board of Education and the Superintendent of Schools shall ensure cooperation between school staff and law enforcement authorities as defined therein.

Annually, the Superintendent of Schools and the Board of Education shall discuss the implementation of and the need for revising the MOA and review the effectiveness of the policies and procedures adopted by the Board of Education and implemented by the district in accordance with the requirements of NJAC 6A:16-6, Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety.

The annual review must include input from the Executive County Superintendent, community members, Board of Education Members, and meetings with the County Prosecutor and the law enforcement officials designated by the County Prosecutor.

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The MOA must be approved and signed by the following school and law enforcement officials:

- President of the Board of Education;
- Superintendent of Schools;
- Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.);
- Executive County Superintendent
- County Prosecutor.

Each of these individuals shall sign and received a signed copy of the MOA annually, subsequent to the annual discussion of the MOA.

### Procedures

The following procedures shall be followed:

- The Superintendent of Schools shall schedule meetings with the Appropriate Law Enforcement Agency Leader to discuss the MOA and/or revisions to it;
- All copies of the MOA shall be signed by the Superintendent of Schools and the Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.);
- Any and all additional approved MOA provisions and all school and law enforcement contacts are to be attached to each signed copy of the MOA;
- All copies of the MOA are then to be forwarded to the Executive County Superintendent for approval and signature;
- The Executive County Superintendent signs all copies of the MOA and forwards them to the County Prosecutor for approval and signature;
- The County Prosecutor signs all copies of the MOA, retains one copy and arranges for the delivery of one copy to the Appropriate Law Enforcement Agency (Chief of Police, Station Commander, etc.) and the remaining copies to the Executive County Superintendent;
- The Executive County Superintendent retains one copy of the MOA and arranges for the delivery of the remaining copies to the Superintendent of Schools and the President of the Board of Education.

### Cooperative Arrangements with Other School Districts

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

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

Further, this school district shall cooperate with other school districts in the solution of common educational concerns. District staff under the direction of the Superintendent of Schools 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.

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### Legal References

- NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure□  
18A:11-1 General mandatory powers and duties□  
18A:18A-11 Joint purchases by districts, municipalities; counties; authority□  
18A:20-4.2 Acquisition, improvement, lease, etc., of property for school purposes;  
authority of board of education□  
18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified  
recipients; reversion□  
18A:20-34 Use of schoolhouse and grounds for various purposes□  
18A:36-25 Early detection of missing and abused children; policies of school  
districts□  
18A:38-30 Assistance of sheriffs, police officers, etc  
18A:40A-1 et seq. Substance abuse□  
18A:40A-11, -12, -15, -16, -17, -18□  
18A:41-1 Fire drills□  
18A:41-5 Reporting fires□  
40:8A-3 et al. Authority to enter into contract for joint provision services  
40:55D-8 et al. Municipal fees; exemptions□
- NJAC 6A:14-7.1 et seq. Receiving Schools□  
6A:14-8.1 et seq. Programs Operated by the Departments of Corrections and Human  
Services, and the Juvenile Justice Commission□  
6A:16-1.1 et seq. Student Development Programs□  
6A:16-4.1(b)(c),5.2, 6.1, 6.2, 10.2□  
6A:32-9.1(c) Athletics Procedures (General requirements)□  
6A:32-12.1 et seq. Annual Reporting and Planning Requirements□
- The New Jersey School Search Policy Manual,  
Uniform State Memorandum of Agreement Between Education and Law  
Enforcement Officials (1999 Revisions)  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# **Brick Township Board of Education District Policy Manual 2**

**Community Relations**

**Series 1000**

**Relations with Organizations,  
Including Non-Public Schools**

**Policy 1600 [M]**

Date Adopted:

Date Revised:

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Date Reviewed:

The Board of Education believes that cooperation between the school district and other organizations concerned with youth, career development and mental health will enhance the opportunities of the district's pupils. Such cooperation will also enable the district to serve its pupils better through appropriate referrals as in drug/alcohol programs, special needs, etc. The Superintendent of Schools 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 of Schools to seek and maintain working relationships with local colleges and universities in such areas as student teaching, in-service staff development, school-college liaison and advanced placement.

### Relations With Non-Public Schools

The Board of Education will cooperate with parochial and private schools in matters of mutual benefit not expressly prohibited by law. The Superintendent of Schools 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 purpose, is not within the authority of the Board and is, therefore, prohibited.

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## Legal References

- NJSA 18A:11-1 General mandatory powers and duties  
18A:17-14.1 Appointment of school business administrators; may act as secretary; duties, etc. □  
18A:17-15 Appointment of superintendents; terms; apportionment of expense □  
18A:17-24.1 Sharing of personnel by school boards □  
18A:20-9 Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion □  
18A:20-34 Use of schoolhouse and grounds for various purposes □  
18A:36A-1 et seq. Charter schools □  
18A:58-37.1 et seq. Textbook aid to public and nonpublic schools  
18A:61C-1 Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope □  
18A:61C-4 Program providing college credit courses for high school students on high school campuses; establishment □  
40:8A-1 et seq. Interlocal Services Act □  
52:14-15.9cl et seq. Public Employees Charitable Fund-raising Act □
- NJAC 6A:8-3.1(a)2 Curriculum and instruction □  
6A:8-3.3(a) Enrollment in college courses □  
6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts □  
6A:11-1.1 et seq. Charter Schools □  
6A:14-7.1 et seq. Receiving Schools □  
6A:16-1.1 et seq. Student Development Programs □  
6A:23-6.1 et seq. Purchase and Loan of Textbooks □  
6A:32-12 et seq. Annual Reporting and Planning Requirements □
- Zelman, Superintendent of Schools of Public Instruction of Ohio, et al. v. Simmons-Harris et al, 536 US 232  
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