

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:

Page 1 of 1

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.

The Superintendent of Schools, and the Board President, 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.

The Board President and the Superintendent of Schools are the only two individuals designated as spokespersons for the Board and the district.

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:

Page 1 of 1

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 2

Community Relations

Series 1000

Ad Hoc Advisory Committees

Policy 1220

Date Adopted: April 19, 1983

Date Revised:

Page 1 of 2

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

Page 2 of 2

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:

Page 1 of 2

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.

Brick Township Board of Education District Policy Manual

Community Relations

Series 1000

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

Policy 1230

Page 2 of 2

- 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.

Brick Township Board of Education District Policy Manual

**Community Relations
Visitors**

**Series 1000
Policy 1250**

Page 2 of 2

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:

Page 1 of 1

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

