

CONCEPTS AND ROLES IN COMMUNITY RELATIONS; GOALS AND OBJECTIVES

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

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

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

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

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Second Reading:	March 19, 2015

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

NJSBA Review/Update: December 2018

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**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (Open Public Records Act)  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:30-3.1 Comprehensive review of public school districts

**Possible**

**Cross References:** \*1100 Communicating with the public  
 \*1120 Board of education meetings  
 \*1200 Participation by the public  
 \*1220 Ad hoc advisory committees  
 \*2224 Nondiscrimination/affirmative action  
 2232 Internal administrative communications  
 \*2240 Research, evaluation and planning  
 \*2255 Action planning for NJQSAC  
 \*3510 Operation and maintenance of plant  
 \*3542 Food service  
 \*3570 District records and reports  
 \*4131/4131.1 Staff development; inservice education/visitations/conferences  
 \*4231/4231.1 Staff development; inservice education/visitations/conferences  
 \*5020 Role of parents/guardians  
 \*5131.6 Drugs, alcohol, tobacco (substance abuse)  
 \*6010 Goals and objectives  
 \*6142.1 Family life education  
 \*6142.2 English as a second language; bilingual/bicultural  
 \*6142.6 Basic skills  
 \*6142.13 HIV prevention education  
 \*6171.1 Remedial instruction  
 \*6171.3 At-risk and Title 1  
 \*6171.4 Special education  
 \*6300 Evaluation of the instructional program  
 \*7110 Long-range facilities planning  
 \*9322 Public and executive sessions  
 \*9323/9324 Agenda preparation/advance delivery of meeting material  
 \*9326 Minutes

COMMUNICATING WITH THE PUBLIC

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

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

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

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

Annually, the school district shall make available a report card of each school, which shall contain statistical information specified by the Department of Education, to all staff and parents. The school district shall also make the report card available to the designated newspapers established/selected by the board of education for meeting notices, etc.

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

Avoiding Excessive Expenditures when Communicating with the Public

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

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

COMMUNICATING WITH THE PUBLIC (continued)

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 Readopted: June 13, 2019

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:7E-2  
 through -5 School report card program  
N.J.S.A. 18A: 17-46 Act of Violence; report by the school employee; notice of  
 action taken; annual report  
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (Open Public  
 Records Act)  
N.J.A.C. 6A:8-3.1(a)3 Curriculum and instruction  
N.J.A.C. 6A:23A-5.2 Public relations and professional services  
N.J.A.C. 6A:23A-8.1 et seq. Budget Submission, support documentation, website  
 publication  
N.J.A.C. 6A:23A-9.5 Commissioner to ensure achievement of the CCCS  
N.J.A.C. 6A:30-3.1 Comprehensive review of public school districts

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

**Possible**

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

**Policy**

**MEDIA**

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

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

The board encourages public presentation of the programs, policies and progress of the schools through press, radio and television. Building principals shall clear proposed presentations with the chief school administrator. The building principals shall ensure that the parents/guardians of students who participate in such presentations are informed and a media release is signed.

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

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

**District News Releases**

The chief school administrator or Board President/designee shall be responsible for all news releases relative to the schools and may delegate authority to release routine and non-controversial material.

All matters representing the official position of the Elizabeth Public Schools prepared for release to the public news media by any of its employees shall be approved by the chief school administrator prior to release to the public media.

Date:	November 13, 1986
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First Reading:	June 11, 2009
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**Legal References:** N.J.S.A. 10:4-6 et seq.  
N.J.S.A. 18A:10-6

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

Open Public Meetings Act  
Board meetings public; frequency; hours of commencement;  
adjournment, etc., for lack of quorum  
General mandatory powers and duties

MEDIA (continued)

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

Powers of board (county vocational schools)

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

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

**Possible**

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

**Policy**

**DISTRICT PUBLICATIONS**

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

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

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

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

**Possible**

<b><u>Cross References:</u></b>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1110	Media
	2232	Internal administrative communications
	*3100	Budget planning, preparation and adoption
	*5124	Reporting to parents/guardians
	*5125	Student records
	*5131	Conduct/discipline

DISTRICT PUBLICATIONS (continued)

*5145.12	Search and seizure
*6142	Subject fields
*6142.2	English as a second language; bilingual/bicultural
*6142.10	Technology
*6145.3	Publications
*6146	Graduation requirements
*6171.3	At-risk and Title 1
*6171.4	Special education
9310	Development, distribution and maintenance of governance manual

**BOARD OF EDUCATION MEETINGS**

Board of education meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the Elizabeth 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. Participants may address the board for a total of three (3) minutes. The presiding officer shall limit the total time of public participation to sixty (60) minutes. No individual is able to yield their time to another individual. The administration will create a regulation to ensure the orderly participation of the public at meetings.

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

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

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

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

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

BOARD OF EDUCATION MEETINGS (continued)

low-performance areas.

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

School Performance Report/School Report Card

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

- A. The chief school administrator shall report annually to the board at a public meeting not later than September 30 (N.J.A.C. 6A:8-5.2f):
  1. The number of students graduated;
  2. The number of students graduated under the alternative high school assessment (AHSA) process;
  3. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their individualized education programs (IEPs);
  4. The total number of students denied graduation from the 12th grade class; and
  5. The number of students denied graduation from the 12th grade class solely because of failure to pass the Department of Education approved high school proficiency assessment or the AHSA.
- B. The following information shall be collected for the district and for each school within the district, as appropriate and including but not limited to:
  1. Results of the elementary assessment programs;
  2. Results of the Early Warning Test;
  3. Results of the High School Proficiency Test;
  4. Daily attendance records for students and professional staff;
  5. Student graduation and dropout rates;
  6. Annual student scores on the Scholastic Aptitude Test;
  7. Total student enrollment, percentage of limited English proficient students, percentage of students in advanced placement courses, and any other school characteristics which the commissioner deems appropriate;
  8. Instructional resources including teacher/student ratio, average class size and amount of instructional time per day, as calculated by formulas specified by the commissioner;
  9. A written narrative by the school principal or a designee which describes any special achievements, events, problems or initiatives of the school or district;
  10. Data identifying the number and nature of all reports of harassment, intimidation, or bullying; and

Indicators of student career readiness.

BOARD OF EDUCATION MEETINGS (continued)

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

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

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

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

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

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

BOARD OF EDUCATION MEETINGS (continued)

## E. Mandated inservice programs.

Harassment, Intimidation and Bullying Reporting

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

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Third Revision:	November 18, 2010
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Second Reading:	November 18, 2010
Fourth Revision:	June 30, 2011
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<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 10:4-6 <u>et seq.</u>	<u>Open Public Meetings Act</u>
	<u>N.J.S.A.</u> 18A:7C-7	School administrators report on students awarded or denied diplomas
	<u>N.J.S.A.</u> 18A:7E-2	School report card program
	<u>N.J.S.A.</u> 18A:7E-3	Report card information
	<u>N.J.S.A.</u> 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum
	<u>N.J.S.A.</u> 18A:12-21	<u>School Ethics Act</u>
	<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
	<u>N.J.S.A.</u> 18A:22-10	Fixing day, etc., for public hearing
	<u>N.J.S.A.</u> 18A:22-13	Public hearing; objectives; heard, etc.
	<u>N.J.S.A.</u> 18A:23-5	Meeting of board; discussion of report
	<u>N.J.S.A.</u> 18A:37-13 <u>et seq.</u>	<u>Anti-Bullying Bill of Rights Act</u>
	<u>N.J.A.C.</u> 6A:8-5.2(f)	High school diplomas
	<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
	<u>N.J.A.C.</u> 6A:16-5.1 <u>et seq.</u>	School safety plans
	See particularly:	
	<u>N.J.A.C.</u> 6A:16-5.2, 5.3	
	<u>N.J.A.C.</u> 6A:23A-14.1 <u>et seq.</u>	Capital reserve
	<u>N.J.A.C.</u> 6A:26	Educational Facilities

BOARD OF EDUCATION MEETINGS (continued)See particularly:N.J.A.C. 6A:26-2.2(a)

Completion of long range facilities plans

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

Evaluation of the Performance of School Districts

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

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

School attendance

PossibleCross References:

*1100	Communicating with the public
*2240	Research, evaluation and planning
*3100	Budget planning, preparation and adoption
*3570	District records and reports
*3571.4	Audit
*4131/4131.1	Staff Development, Inservice Education, Visitations Conferences
*4231/4231.1	Staff Development, Inservice Education, Visitations Conferences
*5131.5	Vandalism/violence
*5145.5	Photographs of students
*6142.2	English as a second language; bilingual/bicultural
*6142.6	Basic skills
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education
*9322	Public and executive sessions
*9323/9324	Agenda preparation/advance delivery of meeting material
*9326	Minutes

**Regulation**

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PUBLIC PARTICIPATION

Public Participation

- A. Public participation shall be permitted only as indicated in the order of business on the agenda;
- B. Participants for the public portion must sign in up to an hour prior to the advertised start of the Board meeting so that they may have the opportunity to speak. The sign in sheet states the name, address, telephone number and reason that the person wants to comment, whether it is an agenda item or a general education comment. During the public portion of the meeting, the presiding officer will call up each individual to the microphone allowing them the opportunity to comment. The presiding officer will call up each individual in the order that they were signed in;
- C. Participants may address the board for a total of three (3) minutes. The presiding officer shall limit the total time of public participation to sixty (60) minutes. No individual is able to yield their time to another individual;
- D. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
- E. The following rules for public participation shall apply:
  - 1. Time limits will be strictly enforced;
  - 2. No personal attacks on individuals;
  - 3. No vulgar or indecent language;
  - 4. A person may address the Board no more than once during a single meeting;
  - 5. A speaker should refrain from naming individuals;
  - 6. Questions posed during public participation will not be debated;
- F. The presiding officer or designee shall determine whether a person addressing the board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate administrator;
- G. Signs or placards brought to a board meeting shall not block the view of those attending the meeting and shall only be allowed behind the last row of seats and/or against the side walls of the meeting room;
- H. The presiding officer may:

BOARD OF EDUCATION MEETINGS (continued)

1. Interrupt, warn or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant;
2. Request any individual to leave the meeting when that person does not observe reasonable decorum;
3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
4. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

Reports at Public Board Meetings

The chief school administrator shall report to the board:

A. By September 30 of each year:

1. The number of students who successfully completed grade requirements for the previous year;
2. The number of students being retained due to the unsuccessful completion of grade requirements from the previous year.

This report shall include the number of students successfully completing the requirements under the special education and special review assessment procedures outlined in administrative code.

B. By October 30 of each year, the chief school administrator shall provide an annual report which includes information on the following topics:

1. The status of all capital projects in the school district's long range plan;
2. The maximum permitted amount of the school district's reserve account;
3. Implementation of school-level plans;
4. Achievement of performance objectives;
5. Each school report card, including student performance results and student behavior data;
6. Professional development activities;
7. Condition of school facilities;
8. Status of mandated program reviews;
9. Community support data as detailed in the administrative code;
10. The assignment plan for certified and non-certified nurses developed by the school district.

C. Additional required reports:

1. All acts of violence and vandalism that occurred during the previous school year in October.
2. Presentation of audit report;
3. Presentation of budget;
4. Student attendance;
5. Dropout statistics; other demographic data;

BOARD OF EDUCATION MEETINGS (continued)

6. Mandated in-service programs.

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**Policy**

**DISTRIBUTION OF MATERIALS BY STUDENTS AND STAFF**

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

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

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

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

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

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

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

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DISTRIBUTION OF MATERIALS BY  
STUDENTS AND STAFF (continued)

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

34 CFR 98.1 - Student Protection Rights Amendment

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

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

**Possible**

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

**Policy**

**PARTICIPATION BY THE PUBLIC**

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

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

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

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

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

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

Date:	July 25, 1996
Revised:	June 25, 2009
First Reading:	June 11, 2009
Second Reading:	June 25, 2009
NJSBA Review/Update:	December 2018
Readopted:	June 13, 2019

PARTICIPATION BY THE PUBLIC (continued)

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

**Possible**

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

<b><u>Cross References:</u></b>	*1000/1010	Concepts and roles in community relations; goals and objectives
	*1100	Communicating with the public
	*1140	Distribution of materials by staff and students
	*1230	School connected organizations
	*1330	Use of school facilities
	*3280	Gifts, grants and bequests
	*5020	Role of parents/guardians
	*5126	Awards for achievement
	*5136	Fund-raising activities
	*6010	Goals and objectives

AD HOC ADVISORY COMMITTEES

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

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

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

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

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

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

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

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

AD HOC ADVISORY COMMITTEES (continued)

Date: November 13, 1986  
 Revised: June 25, 2009  
 First Reading: June 11, 2009  
 Second Reading: June 25, 2009  
 NJSBA Review/Update: December 2018  
 Readopted: June 13, 2019

**Legal References:** N.J.S.A. 10:4-6 et seq. Open Public Meetings Act  
N.J.S.A. 18A:10-6 Board meetings public; frequency; hours of  
 commencement; adjournment, etc., for lack of quorum  
N.J.A.C. 6A:16-4.2(a) Review and availability of policies and procedures for  
 the intervention of student alcohol or other drug abuse

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

34 CFR 200.1 to 200.89 - Part 200

**Possible**

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

**Regulation**

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CITIZEN ADVISORY/AD HOC COMMITTEE

**A. Appointment**

In order to form the membership of advisory committees to the Elizabeth Board of Education, the board president shall:

1. Authorize the chief school administrator or designee where appropriate to disseminate to the community in writing the proposal for the Ad Hoc committee including the following information:
  - a. The purpose of the committee;
  - b. Requests for participation including any limitations on the number of members needed to serve;
  - c. The length of time each member is being asked to serve;
  - d. The time and place of the first meeting;
  - e. The approximate dates on which the board wishes it to submit reports; and
  - f. The approximate date on which the board wishes to dissolve the committee.
2. Appoint residents who are able and interested in the subject and concerned about the schools;
3. Appoint a chairperson;
4. Appoint himself /herself and the chief school administrator, or their designee, as ex-officio members of the committee;
5. Define the committee assignment in writing;
6. Direct Superintendent to appoint an administrator advisor.

**B. Operation**

1. All members of the committee, whether elected Board Members, residents, or staff employees are intended to have the same rights, and participation.
2. The chairperson shall call committee meetings, establish agenda, and provide liaison with staff where necessary.
3. It is expected that some committees will meet more often than others in accordance with a schedule determined by its membership.
4. Meetings of an advisory committee shall not be open to the public.
5. A committee chairperson may call a special meeting of his or her committee at any time with due consideration to applicable statutes, rules, and regulations.

**C. Recommendations**

AD HOC ADVISORY COMMITTEE (continued)

Recommendations of advisory committees shall not reduce the responsibility of the board, which shall be free to accept or reject the recommendations as it sees fit.

Members of committees nor the committee itself may not make decisions nor bind the board or the school district in matters that are reserved to board members by law.

Matters concerned with individual school district employees or students are not appropriate matters for consideration by any advisory committee, but the philosophy, goals, and objectives related to programs, organization, structure, resources, facilities, and finance are.

Date:	June 25, 2009
First Reading:	June 11, 2009
Second Reading:	June 25, 2009
NJSBA Review/Update:	December 2018
Readopted:	June 13, 2019

SPECIAL EDUCATION PARENT ADVISORY COMMITTEE

Parent and family involvement is the important backbone of our school system. In order to provide a mechanism by which the parents of students with disabilities are involved in the decision-making process, the Elizabeth Board of Education shall create a special education parent advisory committee that will provide recommendations on issues regarding special education programming in the district. The special education parent advisory committee (SEPAC) is strictly advisory in nature and will provide recommendations that the board of education will take into consideration.

At the time the SEPAC is established, the board of education shall review and approve the following:

- A. The purpose and responsibility of the committee;
- B. The scope and duration of the committee's operation;
- C. The committee membership, in terms of appropriate community representation, total number of members, method of selection, and length of terms;
- D. The time and means of reporting the committee's findings and recommendations to the board of education.

The chief school administrator will create a regulation of each committee's charge that will be presented to the board of education for approval.

Date: March 19, 2015  
First Reading: February 26, 2015  
Second Reading: March 19, 2015  
NJSBA Review/Update: December 2018  
Readopted: June 13, 2019

**Legal References:** N.J.S.A. 10:4-6 et seq.  
N.J.S.A. 18A:10-6  
N.J.A.C. 6A:16-4.2(a)

Open Public Meetings Act  
Board meetings public; frequency; hours of commencement; adjournment, etc., for lack of quorum  
Review and availability of policies and procedures for the intervention of student alcohol or other drug abuse

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

SPECIAL EDUCATION PARENT ADVISORY COMMITTEE (continued)

34 CFR 200.1 to 200.89 - Part 200

**Possible**

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

**Regulation**

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SPECIAL EDUCATION PARENT ADVISORY COMMITTEE

**A. Purpose and Responsibility of the Committee**

The Elizabeth Board of Education Special Education Parent Advisory committee (ESEPAC) exists to fulfill the requirements of the new jersey administrative Code 6A:14-1.2(h):

*Each Board of Education shall ensure that a special education parent advisory group is in place in the district to provide input to the district on issues concerning students with disabilities.*

The ESEPAC works collaboratively with all special education parents and district staff in an advisory capacity to the Elizabeth Board of Education to:

1. Foster increased communication of services and information for families of children with special education needs;
2. Facilitate and foster parent involvement in parent education resources;
3. Foster and promote inclusionary special education settings for all students;
4. Provide advisory information to the Elizabeth Board of Education of issues pertaining to special education services in the district; and
5. Provide information meetings on topics of interest for families with students who receive special education and/or educational support services.

**B. Scope and Duration of the Committee's Operation**

The committee will be a standing committee to meet the requirements of N.J.A.C. 6A:14-1.2(h). The committee's scope is limited to the purpose and responsibility of the committee as detailed in Section A., and serves in an advisory capacity to the Elizabeth Board of Education.

**C. Committee Membership**

The special services director shall advise those parents that have been selected to serve on SEPAC by July 1 of each school year. Membership on the committee will be comprised of parents of students with special needs who shall be selected as follows:

1. Two elementary school parents who are recommended by the elementary-level principals, with consultation with the elementary school child study teams;
2. Two middle school parents who are recommended by the middle school-level principals, with consultation with the middle school child study team;
3. Two high school parents who are recommended by the high school-level principals, with consultation with the high school child study teams;

SPECIAL EDUCATION PARENT ADVISORY COMMITTEE (continued)

4. At least 2 parents of students who are placed out of district who are recommended by the supervisor of special education, with consultation with the child student teams who manage out-of-district placements;
5. Supervisor of special services (non-voting member);
6. Director of special services or designee (non-voting member);
7. Elizabeth Board of Education liaison or chief school administrator designee (non-voting member).

All parent-members of the committee shall engage in the training prior to commencing their term as a member of SEPAC. That training shall be arranged through the department of special services.

In the event of a vacancy during the course of a school year, the director of special services will select a person to fill that vacancy for the remainder of the school year.

If a parent-member fails to attend more than 50% of SEPAC meetings during the school year, the Director of Special Education may replace that parent-member.

SEPAC should have at least 2 workshops per year open up to the community.

SEPAC shall develop its own bylaws for the operation of its committee meetings, which is consistent with the terms of this policy.

#### D. Reporting to the Elizabeth Board of Education

Written agendas, minutes and a summary of the year's activities of all committee meetings should be shared with the Director of Special Education and/or the chief school administrator/representative. At least once a year, and more often if needed, the committee will meet with the board and/or board committee in a workshop meeting to provide an overview of the work of the committee and provide input to the board on issues critical to special education.

Date:	March 19, 2015
First Reading:	February 26, 2015
Second Reading:	March 19, 20015
Revised:	September 22, 2016
First Reading:	July 21, 2016
Second Reading:	September 22, 2016
NJSBA Review/Update:	December 2018
Readopted:	June 13, 2019

**Policy**

**SCHOOL-CONNECTED ORGANIZATIONS**

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

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

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

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

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

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

Organizations must conform to the district's policy and regulations on fundraising and on the donation of gift equipment to the district (see board policies 3280 Gifts, Grants and Bequests and 5136 Fundraising Activities).

All organizations shall submit in writing to the chief school administrator a request for fundraising activities conducted on school grounds or with student participation on or off school grounds. Any fundraising conducted during hours in which school is in session will require prior board approval.

Date: November 13, 1986  
Revised: June 25, 2009  
First Reading: June 11, 2009  
Second Reading: June 25, 2009  
NJSBA Review/Update: December 2018  
Readopted: June 13, 2019

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

SCHOOL-CONNECTED ORGANIZATIONS (continued)**Possible**

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

**Policy**

**VISITORS**

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

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

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

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

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

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

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

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

VISITORS (continued)

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

Visitor Procedures for Contagion Prevention

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

Date:	November 13, 1986
Revised:	June 25, 2009
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Second Reading:	June 25, 2009
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<b>Revised:</b>	<b>September 17, 2020</b>
First Reading:	August 20, 2020
Second Reading:	September 17, 2020

Legal References:

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

The NJDOE Guidance: *The Road Back: Restart and Recovery* at:  
<https://www.nj.gov/education/reopening/>

VISITORS (continued)**Possible**

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

**Policy**

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**DATA DASHBOARD**

**Purpose**

The purpose of this policy is to establish a “data dashboard” for the Elizabeth Public Schools. Although the Elizabeth Board of Education tracks district performance in many ways throughout the year, a data dashboard will enable the board and the public at large to monitor key indicators of system performance, including student achievement, finance, operations, and stakeholder satisfaction. We believe these data are essential in order for the Elizabeth Public Schools to attain and maintain excellence in all areas. The indicators will enable the board to see, at a glance, whether current improvement efforts are on track and to respond appropriately when problems arise. Furthermore, the indicators will enable the district to effectively and clearly communicate its priorities and progress to the public.

**Definition**

A data dashboard consists of a limited number of carefully selected indicators for which data are gathered and analyzed by district staff, under the direction of the chief school administrator, and presented on a regular basis to the board and the public. A well designed data dashboard:

- A. Provides a concise, but comprehensive summary of district performance;
- B. Presents data clearly and in an easily understood manner;
- C. Communicates the Board’s priorities to the community; and
- D. Contains regularly updated information based on regular management reports and management oversight workshops.

**Need for a Data Dashboard**

The Elizabeth Public Schools Data Dashboard is aligned with our district’s Theory of Action: Managed Instruction and the Elizabeth Public Schools Accountability System. A data dashboard will enable the Board to effectively fulfill its responsibilities for overseeing the management of the Elizabeth Public Schools. Furthermore, the data dashboard will provide the public with the information needed to understand the district’s priorities and ensure that public funds are being spent prudently.

**Statement of Intent**

(continued)

It is the intent of the Elizabeth Board of Education that this data dashboard be reviewed and updated regularly, and that it be widely disseminated throughout the district.

### Indicators

#### Academic Excellence

A. All Students will be prepared to graduate on time and be college and career ready:

1. Graduation rate;
2. Dropout rate;
3. Percentage of students enrolling in college within a year of graduating high school;
4. Percentage of students with a GPA of 3.0 or higher;
5. Percentage of students taking at least one AP course before graduating high school;
6. Percentage of students taking dual enrollment classes;
7. Percentage of students earning a competitive score (1050+) on the SAT;
8. High school attendance:
  - a. Percentage of high school students with 95% attendance;
  - b. Percentage of high school students with 90% attendance;
9. High school suspensions:
  - a. Percentage of all high school students suspended;
  - b. Average number of days high school students are suspended;
10. Percentage of first-time 9th grade students retained in grade 9.

B. All students will be on grade level in literacy and mathematics

1. Percentage of students scoring a 5 on Early Learning Scale (ELS) – Oral Language Speaking and Storytelling items;
2. Percentage of Students achieving 80% or better on ELA benchmarks:
  - a. Grade 3;
  - b. Grade 5;
  - c. Grade 8;
  - d. Grade 9;
3. Percentage of students passing state assessments in ELA;
4. Percentage of Students achieving 80% or better on Math benchmarks:
  - e. Grade 3;

(continued)

- f. Grade 5;
- g. Grade 8;
- h. Grade 9;

- 5. Percentage of students passing state assessments in Math;
- 6. Percentage of students earning a composite score of 4.5 or better on the ACCESS for ELLs.

C. The achievement gap of all students will be narrowed

- 1. ELA benchmark tests;
- 2. Math benchmark tests;
- 3. Graduation rate;
- 4. Enrollment in AP courses;
- 5. Performance on AP Exams;
- 6. State assessments – ELA;
- 7. State assessments – Math.

D. We believe that every member of the Elizabeth Public Schools team has a responsibility in producing and supporting high levels of achievement for all students

- 1. Percentage of students who feel they are safe in schools;
- 2. Percentage of students who feel satisfied with their educational experience;
- 3. Percentage of parents/caregivers who feel their involvement is welcomed;
- 4. Number of schools meeting the HIB self-assessment target;
- 5. Number of state reportable incidents;
- 6. Student attendance gaps amongst demographic groups will be narrowed;
- 7. Suspension rate gaps amongst demographic groups will be narrowed;
- 8. Administrator attendance;
- 9. Teacher attendance;
- 10. Support staff attendance;
- 11. Percentage of buses on time;
- 12. Percentage of information systems up-time;
- 13. Percentage of staff positions filled;
- 14. Staff retention rate.

Date:	May 6, 2010 First
Reading:	April 29, 2010
Second Reading:	May 6, 2010
Revised:	July 17, 2014
First Reading:	June 12, 2014
Second Reading:	July 17, 2014
Revised:	November 20, 2017
First Reading:	October 19, 2017
Second Reading:	November 20, 2017

(continued)

NJSBA Review/Update: December 2018  
 Readopted: June 13, 2019

**Possible**

**Cross References:**

*1120	Board of education meetings
*5113	Attendance, absences and excuses
*5120	Assessment of individual needs
*5124	Reporting to parents/guardians
*5125	Student records
6000	Concepts and roles in instruction
*6010	Goals and objectives
*6140	Curriculum adoption
*6141	Curriculum design/development
*6146	Graduation requirements
*6146.2	Promotion/retention
*6147	Standards of proficiency
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6300	Evaluation of the instructional program

**Policy**

**CONSTITUENT SERVICES**

The purpose of this policy is to respond to constituent inquiries, issues, concerns, questions, compliments and comments, addressed to the Board for resolution and for use in systemic improvements.

The board of education recognizes that its ability to service requests in an efficient, timely and courteous manner is a critical component necessary to promote continuous system improvement, to inform, educate and to support the needs of the Elizabeth Public Schools. As elected officials acting on behalf of the children, parents and taxpayers, the Elizabeth Board of Education board members' role in constituent service is to facilitate management's ability to resolve problems effectively without becoming involved themselves in directly solving problems or handling management issues.

All Elizabeth Board of Education board members will be trained on an annual basis on this policy. All new Elizabeth Board of Education board members will be trained following the annual reorganization meeting as part of the induction process.

**Defining Constituent Service**

Constituent service is defined as ensuring that management takes responsibility for providing residents the services they rightfully should receive from their elected school Board representatives and employees of the Elizabeth Public Schools. The following definitions apply:

- A. Constituents are residents of the community who are represented by elected Elizabeth Board of Education members. Constituents include students, parents, guardians, employees with children in the district, taxpayers and members of the community;
- B. Governance is the primary role of the elected Elizabeth Board of Education members. Governance involves ensuring the delivery of required educational and support services in the District by providing oversight and policy to the chief school administrator regarding those services and desired results. Governance is strategic and involves the development of policy focused on effecting system improvement;
- C. Management is the responsibility of the chief school administrator who is an employee of the Elizabeth Public Schools and operates within district policy established by the Elizabeth Board of Education and all applicable local, state and federal laws and regulations. Management includes directing staff, allocating resources, administering programs and providing support services to improve school system effectiveness and successfully achieve district objectives;
- D. Appropriate constituent service ensures that management takes responsibility for helping constituents receive the services that the Elizabeth Public School system provides, using the resources provided for those services;
- E. Inappropriate Constituent service is defined as board member involvement in management or delivery of specific services or desired results, even if the problem is serious and/or the Board

CONSTITUENT SERVICES (continued)

member's involvement is minimal. This ensures that board members do not confer special advantage on staff, parents, students, vendors or any other person or entity outside regular decision-making processes established by policy or management to ensure fairness and equity.

System for Constituent Service

The system for handling constituent services requests is based on the establishment of a reliable communication mechanism between the Elizabeth Board of Education members and the chief school administrator that will refer, track, and resolve constituent inquiries. Inquiries in the form of written correspondence, e-mail, or telephone will be managed by electronic means to facilitate communication and record-keeping in the system. Requests will be tracked in the system by category of request, date of response, and a summary of the response (at a minimum). This information will be maintained in a consolidated database until reviewed by the board and chief school administrator.

Constituent requests received by the Elizabeth Board of Education members will be forwarded to the chief school administrator's designee to be logged into the Elizabeth Public Schools Direct (EPSDirect) tracking system. The chief school administrator's designee will refer the request to the appropriate department for action. Upon department response and review by the chief school administrator's designee, the district response will be logged into the EPSDirect tracking system to ensure that all board members are advised of the action on the constituent's request, keeping the constituent advised of the status, and updating the request in the system.

For requests that come to the Board which have not followed internal protocol for escalation to the Board, Board members may respond in the following ways:

- A. Provide information (if known);
- B. Refer the constituent to the appropriate office;
- C. Refer the issue to the chief school administrator;
- D. Request a response from the chief school administrator to be drafted on behalf of the board.

The board and the chief school administrator shall establish written protocols for the above processes and will review the protocols annually.

Protocol for Constituent Service

The protocol begins with a constituent's request to a board member for information and/or assistance. If the request is for information, the board member should provide the information (if known, and not deemed confidential by statute, code, policy, etc.) or explain to the constituent where or from whom this information should be obtained.

If the constituent requests assistance in addressing an issue or problem, the board member must first

CONSTITUENT SERVICES (continued)

evaluate the validity of the claim and also determine if the constituent is an employee of the board with an employment issue. If the request or the complaint appears to be valid and is urgent, complicated, or has potential for major consequence, the board member should refer the request to the chief school administrator's designee for administrative action. Further, if the constituent is an employee of the Board with an employment issue, the board member should refer the constituent to follow the district's chain of command through administration.

If the request or issue is not urgent, then the board member should explain to the constituent the district's chain of command, clarify the difference between governance and management, and define the Board's role in constituent service. The board member should then direct the constituent back into the system, that is, to talk to the teacher or principal, transportation office, etc. The board member may need to provide the constituent with contact information. The constituent should be invited to call the board member again if a timely response is not received from the district staff.

If the constituent does not receive a satisfactory response despite good faith efforts to resolve the issue with administration, the issue should be referred to the chief school administrator, which will then take appropriate administrative action.

For every issue, referred to the chief school administrator's designee, board members will receive a written report on the manner and timeframe of issue resolution. If the issue is significant or requires time to resolve, the chief school administrator's designee will notify the board member regarding the plans, steps taken, and the time frame for resolution.

The chief school administrator's designee is responsible for briefing the chief school administrator as needed and for preparing periodic reports for the chief school administrator and full Board showing:

- A. Request patterns;
- B. System issues; and
- C. Work to date to improve systems.

The board and chief school administrator should review the effectiveness of the constituent service system from time to time and make the necessary changes and adjustments. The board members will honor the spirit of the constituent service policy in order to ensure consistent, reliable, and effective responses to requests for information or assistance presented to individual board members.

Guidelines for Responding to Constituent Requests

- A. The board will implement a constituent services system, which will accomplish the following:
  - 1. Track and monitor the progress for responding to issues and requests;
  - 2. Archive, categorize and analyze requests and responses;
  - 3. Produce reports for analysis and review by the board on a quarterly basis; and
  - 4. Provide a mechanism for quality assurance.

CONSTITUENT SERVICES (continued)

## B. The board expects this system to result in:

1. All e-mails and letters will be responded to within 5 business days;
2. Phone calls will be returned immediately whenever practicable and no later than two business days;
3. Human interaction will be used whenever possible, and the use of voice mail will be minimized;
4. A database of resolved issues will be used to increase efficiency throughout the school district; and
5. The ability of the administration to make system improvements based on identified patterns will be increased.

Reporting and System Improvement

The board directs the chief school administrator to establish appropriate administrative procedures to implement this policy. Quarterly reports will be provided that include constituent service request data, trends, conclusions and recommendations for improvement. The chief school administrator's report to the board will be in a suitable electronic document and include data and graphs portraying the results and processes involved. This report will contain the most current information, and will also include comparative data and trend analyses. Constituent services responses will be included in the district's Data Dashboard for systemic monitoring and evaluation.

Date:	November 13, 1986
Revised:	January 15, 2009
First Reading:	December 22, 2008
Second Reading:	January 15, 2009
Revised:	June 25, 2009
First Reading:	June 11, 2009
Second Reading:	June 25, 2009
Revised:	March 19, 2015
First Reading:	February 26, 2015
Second Reading:	March 19, 2015
NJSBA Review/Update:	December 2018
Readopted:	June 13, 2019

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

**Possible**

**Cross References:** \*1120 Board of education meetings  
 \*3570 District records and reports  
 \*4112.6/4212.6 Personnel records

CONSTITUENT SERVICES (continued)

*4116	Evaluation
4148/4248	Employee protection
*4216	Evaluation
*5145.6	Student grievance procedure
*6144	Controversial issues
*6161.1	Guidelines for evaluation and selection of instructional materials
*6161.2	Complaints regarding instructional materials
*6163.1	Media center/library
*9010	Role of the member
*9020	Public statements
9123	Appointment of board secretary

**Regulation**

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CONSTITUENT SERVICES

For every issue, referred to the chief school administrator's designee, board members will receive a written report on the manner and time frame of issue resolution. If the issue is significant or requires time to resolve, the chief school administrator's designee will notify the board members regarding the plans, steps taken, and the time frame for resolution.

The chief school administrator's designee is responsible for briefing the chief school administrator as needed and for preparing periodic reports for the chief school administrator and the full board showing:

- A. Request patterns;
- B. System issues; and
- C. Work to date to improve systems.

The chief school administrator should review the effectiveness of the constituent service system from time to time and make the necessary changes and adjustments.

Guidelines for Responding to Constituent Requests

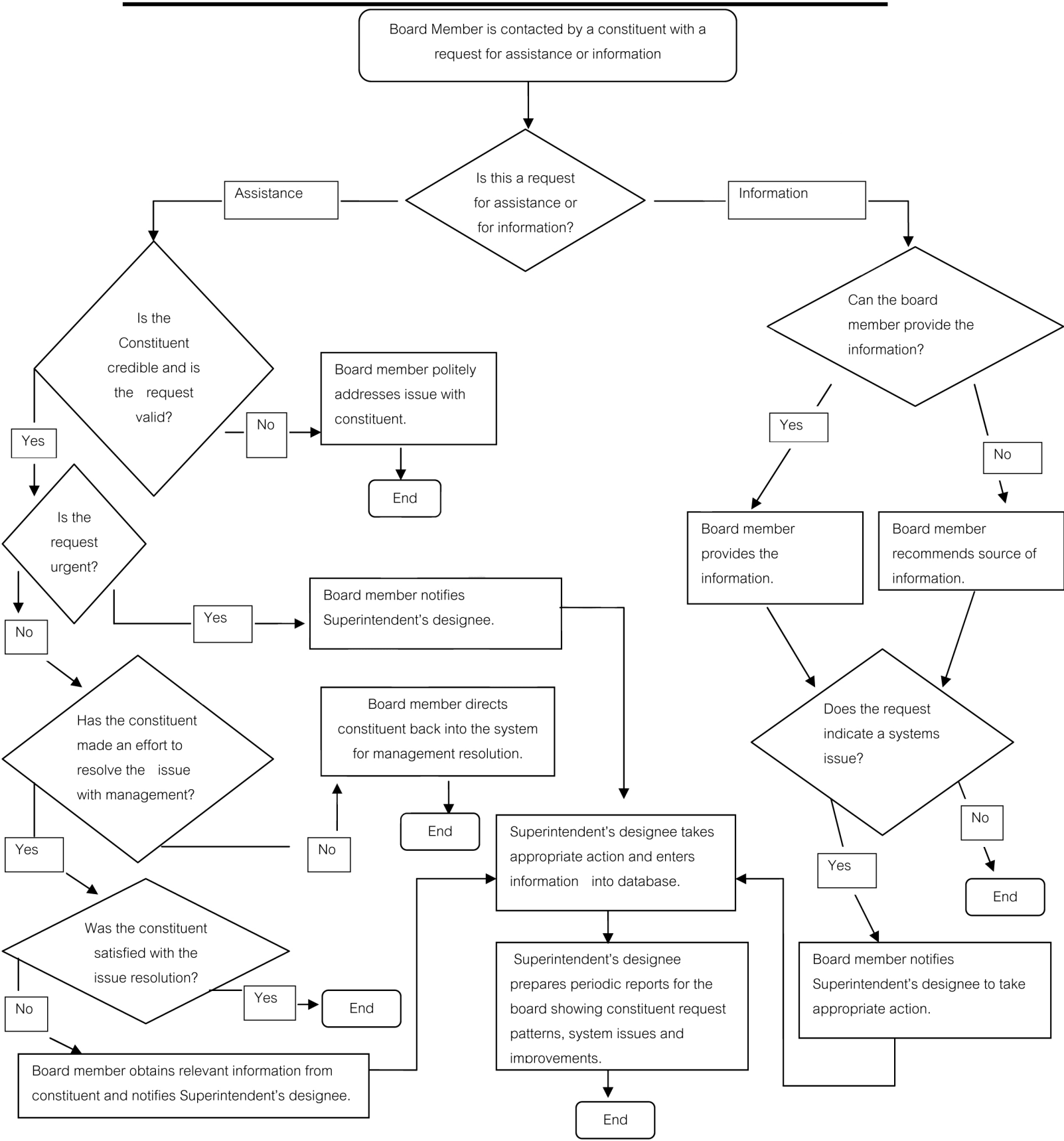
- A. The constituent services system will accomplish the following:
  - 1. Track and monitor the progress for responding to issues and requests;
  - 2. Archive, categorize and analyze requests and responses;
  - 3. Produce reports for analysis and review by the board on a quarterly basis; and
  - 4. Provide a mechanism for quality assurance.
- B. The constituent services system will result in:
  - 1. All e-mails and letters responded to within 5 business days;
  - 2. Phone calls returned immediately whenever practicable and no later than 2 business days;
  - 3. Human interaction whenever possible, and the use of voice mail will be minimized;
  - 4. A database of resolved issues to increase efficiency throughout the school district; and
  - 5. An increased ability of the administration to make system improvements based on identified patterns.

CONSTITUENT SERVICES (regulation continued)Reporting and System Improvement

Quarterly reports will be provided that include constituent service request data, trends, conclusions and recommendations for improvement. The chief school administrator's report to the board will be in a suitable electronic document and include data and graphs portraying the results and processes involved. This report will contain the most current information, and will also include comparative data and trend analyses. Constituent services responses will be included in the district's Data Dashboard for systemic monitoring and evaluation.

Date:	June 25, 2009
First Reading:	June 11, 2009
Second Reading:	June 25, 2009
NJSBA Review/Update:	December 2018
Readopted:	June 13, 2019

**EXHIBIT**



**BANNING GIFTS OR ANYTHING OF VALUE TO BOARD MEMBERS AND STAFF**

The Elizabeth Board of Education wishes to maintain honest and ethical practices and wishes to avoid any appearance of impropriety or favoritism in its practices. Therefore, the board of education prohibits the acceptance of gifts to board members and to school district employees.

- A. No board member or school district employee shall solicit, receive, or agree to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, or any other thing of value from any person, firm, corporation, association, partnership, or business that is the recipient of, or a potential bidder for, or applicant for any contract, professional services contract, or purchase order from the school district (see board policies 4119.21/4219.21 Conflict of Interest and 9270 Conflict of Interest);
- B. Board members who violate the terms of this policy are subject to consequences as provided by civil and or criminal statutes;
- C. School district employees who violate the terms of this policy are subject to consequences which include suspension or termination from employment, the withholding of annual increments, or demotion;
- D. The board of education shall consider as always welcome and, in most cases more appropriate, the writing of letters to board members and/or staff members expressing gratitude or appreciation;
- E. The board of education directs the school business administrator/board secretary to file this policy with the New Jersey Secretary of State, to inform vendors of the requirements of this policy, and to keep the school board informed about the implementation of this policy.

Date: November 30, 2006  
Revised: June 25, 2009  
First Reading: June 11, 2009  
Second Reading: June 25, 2009  
NJSBA Review/Update: December 2018  
Readopted: June 13, 2019

**Legal References:** N.J.S.A. 2C:27-1 et seq.  
See particularly:  
N.J.S.A. 2C:27-5, -10, -11  
N.J.S.A. 18A:6-8

Bribery and Corrupt Influence

Interest of school officers, etc., in sale of textbooks or

BANNING GIFTS (continued)

<u>N.J.S.A.</u> 18A:6-8.4	supplies; royalties Right to hold elective or appointive state, county or municipal office
<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:12-21 <u>et seq.</u>	<u>School Ethics Act</u>
See particularly:	
<u>N.J.S.A.</u> 18A:12-24	
<u>N.J.S.A.</u> 19:34-15	Electioneering within or about polling place; misdemeanor
<u>N.J.A.C.</u> 6A:4-1.1 <u>et seq.</u>	Appeals
<u>N.J.A.C.</u> 6A:28-1.1 <u>et seq.</u>	School Ethics Commission
<u>Green Township Education Association v. Rowe, et al.</u> , 328 <u>N.J. Super</u> 525 (App. Div. 2000)	

**Possible**

<b><u>Cross References:</u></b>	
*1140	Distribution of materials by students and staff
1313	Gifts to district employees
*4112.8/4212.8	Nepotism
4117.50	Standards for staff discipline
*4119.21/4219.21	Conflict of interest
*9270	Conflict of interest

**Policy**

**SOLICITING FUNDS FROM AND BY SCHOOL PERSONNEL**

No individual, organization, or employee may solicit funds or contributions from any school board employee on school property without prior permission from the board.

**Political Activity**

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

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

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

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5,000.00 for each violation.

No board member, administrator or supervisor shall direct or request any other school employee to perform any services, whether for compensation or not, or contribute anything of value to any political organization or campaign based upon an understanding that the contribution was given or offered for the purpose of influencing him/her, directly/indirectly, in the discharge of his/her duties.

A notice of this board policy shall be posted in the administrative office of each school prior to every primary, general and school election.

Date:	November 30, 2006
Revised:	June 25, 2009
First Reading:	June 11, 2009
Second Reading:	June 25, 2009
Revised:	March 15, 2012
First Reading:	February 16, 2012
Second Reading:	March 15, 2012
NJSBA Review/Update:	December 2018
Readopted:	June 13, 2019

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 19:44A-19.1	Solicitations on Government property prohibited, certain circumstances

SOLICITING FUNDS (continued)

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

**Policy**

**DISTRIBUTION OF MATERIALS TO SCHOOL PERSONNEL**

Nonpartisan public service notices of interest to members of the school community may be distributed through the schools with the prior approval of the chief school administrator.

Date: November 13, 1986  
Revised: June 25, 2009  
First Reading: June 11, 2009  
Second Reading: June 25, 2009  
NJSBA Review/Update: December 2018  
Readopted: June 13, 2019

**Legal References:** N.J.S.A. 18A:42-4      Distribution of literature as to candidacy, bond issues, or other public question to be submitted at election; prohibited

**Possible**

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

**CONTESTS FOR STUDENTS**

The Elizabeth Board of Education believes the primary educational aims of the schools and the needs and interests of their students must be the most important consideration at all times. Promotional aid, school time, or faculty assistance for student contests involving essay writing, poster-making, or other activities, sponsored by organizations outside the schools, will be permitted only if in the judgment of the chief school administrator a particular contest involves experiences which are closely allied to and in support of the instructional work of the schools and which will clearly serve to advance the educational aims of the schools. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for participation.

Contests should not interfere with the operation of the regular course of study in classes, or require a teacher to sacrifice much time from the regularly planned program for students.

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

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

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

Money-raising projects, essay, poster, or any other such contests promoted by outside agencies and organizations must have the authorization of the chief school administrator and the board. All instructions relating to contests shall be issued through the chief school administrator's office. Full responsibility for coordinating the contests with the schools must be assumed by the agency or organization sponsoring the contest.

Date: November 13, 1986  
Revised: June 25, 2009  
First Reading: June 11, 2009  
Second Reading: June 25, 2009  
NJSBA Review/Update: December 2018

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:42-2	School orchestra not to compete with civilian musicians; exceptions

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

**USE OF SCHOOL FACILITIES**

The Board of Education believes that the school buildings and facilities are a major part of the community and encourages the development of a sense of ownership by the community. Prudent use and management of school facilities outside of the regular operating schedules of the schools allows the community to benefit more broadly from the use of its schools. The Board appreciates the value of the schools to their neighborhoods and understands its responsibility for the long term preservation of the facilities. It shall be the policy of the Board to allow the use of school facilities, provided such use does not interfere with the orderly conduct of the district, in accordance with the proscribed Regulations incorporated into this policy.

The Board will permit use of school facilities when permission has been requested in accordance with the application and permit process set forth in the annexed Regulations. The Board reserves the right to charge users of its facilities for costs associated with security and custodial services and to charge a facilities use fee. The Board reserves the right to rescind, modify, change, or waive fees for the use of facilities. The Board reserves the right to deny permits, which are not consistent with Board policies. The Board also reserves the right to withdraw permission after it has been granted in the event circumstances change requiring school facilities or grounds for a school district purpose or due to a school closing because of weather or other conditions.

**Application and Permit Process**

Applications for facility use must be submitted to the Office of the School Business Administrator 30 days prior to the activity. The application must include proof of insurance and a hold harmless statement and will not be considered unless these documents are provided. The application must be signed by an authorized adult representative of the organization who will be considered by the Board to be the agent of the organization.

Applications will be forwarded by the Business Administrator to the Superintendent, Director of Athletics, Chief of Security and appropriate building principal for review and approval. The Business Administrator will issue a permit for use of a facility after the application has been approved by the Board and the required payment submitted.

When the organization is using the school facility, it must have the permit to produce to a Board representative. Only the group designated in the permit may use the facility and may not allow any other person or group to use the facility.

Refund of facility use fees will be made if cancellation is made to the Office of the Business Administrator two (2) business days prior to the event. Organizations that have been granted the use of school facilities on a no- charge basis must also give notice of cancellation.

Facility and Use Fees

The District will permit the use of school facilities in accordance with this policy to the following type groups and organizations

- A. NJSIAA, County Organization Tournaments
- B. Elizabeth local non-public, non-profit community use
- C. School sponsored programs, PTA, Board approved youth activities not for fundraising purposes
- D. Elizabeth and Union County Governmental Agencies/Group B fundraising Agencies
- E. Commercial uses/Government Agencies
- F. Religious, Fraternal, and Social Organization functions

A facility use fee will be charged for the use of school facilities in accordance with the fee schedule, which is on file in the Office of the Business Administrator.

To qualify for a waiver of the use fee a group must be a non- profit organization, which is, based in Elizabeth having a membership, which is at least 80% Elizabeth residents. Such groups shall provide together with the application a certification from one of its officers or directors attesting that 80% of its members are Elizabeth residents.

In addition to a facility use fee, all users of school buildings and grounds must pay for the costs associated with security and custodial services. When a school is not normally covered by security or custodial services during the period of use the user will be responsible to pay for such services during the period of use plus one half hour before and one half hour after the actual occupancy.

Regulations

School custodians and/or security officers must be in attendance during all activities conducted in school facilities. The cost of custodians and security officers during non-school hours shall be paid by the user. The Board or its representatives shall determine the number of such personnel required for each event.

In the event that police are required to be present during the event for traffic control or other functions the cost shall be the user's responsibility.

The users of school facilities must accept full responsibility for any damage to or loss of district property during the use.

The Board assumes no liability to any organization or individuals using school facilities or attending an event at a school facility. The Board requires that all groups or organizations using school facilities obtain liability insurance policies in the amount established by the Board covering bodily injury and property damage naming the Board as an "additional insured" and containing languages that specifically holds the Board harmless for any and all liability.

Prior to the approval of an application for the use of the buildings or grounds of the Board all organizations or groups are required to furnish the Board with a certificate evidencing insurance coverage for not less than \$1,000,000.00 for bodily injury and \$1,000,000.00 for property damage.

The Board reserves the right to require special indemnity, guarantee or bond against damage or loss for any use which the Board determines at its own discretion requires such additional surety.

All facility use shall comply with state and local fire, health, safety, and police regulations.

The user of the facility is responsible for the removal of any equipment, scenery, decorations, or other material brought into the school facility. Any debris caused by the use must be promptly removed by the user.

No equipment, decorations, or material may be affixed to the facility in any manner. All decorations must be flame retardant in accordance with fire codes and state regulations.

The Board assumes no liability for damages to or loss of property brought into school facilities. The Board shall not be responsible to any user of school facilities for any property, which may be lost or stolen.

The District shall require that the users of school facilities comply with the policies, rules and regulations of the District including the Code of Conduct.

Any organization or group that has been granted the use of school facilities shall assume full responsibility for the conduct of all persons while they are in or about the buildings and grounds. All users of facilities are responsible for maintaining order and during the use of school facilities. No activities may occur at any facility unless there is a responsible adult in charge of the activity.

School buildings and grounds shall not be available during holidays, vacation periods, or during times when use by outside users would interfere with cleaning and maintenance schedules.

Smoking is prohibited at all times in all district buildings and on school grounds.

No alcoholic beverages are permitted on any school property. Gambling and games of chance are not allowed on school property.

The use of school facilities may not exceed the established capacity of the facility.

### Political Activity

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

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

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

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5,000.00 for each violation.

Date: November 13, 1986  
 Revised: October 12, 1989  
 Revised: June 25, 2009  
 First Reading: June 11, 2009  
 Second Reading: June 25, 2009  
 Revised: March 15, 2012  
 First Reading: February 16, 2012  
 Second Reading: March 15, 2012  
**Revised: July 18, 2019**  
**First Reading: June 28, 2019**  
**Second Reading: July 18, 2019**

Legal References: N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes  
N.J.S.A. 19:44A-19.1 Solicitation on state owned property prohibited; certain circumstances  
N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act  
N.J.A.C. 6A:26-12.2(a)4 Policies and procedures for school facility operation  
 20 U.S.C.A. 4071 – 4074 – Equal Access Act  
 GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227  
 Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.  
Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)  
Boy Scouts of America v. Dale, 120 S.Ct. 2446 (2000)  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)

Cross References: 1230 School-connected organizations  
 1314 Soliciting Funds from and by School Personnel  
 3514 Equipment  
 3515 Smoking Prohibition  
 5136 Fund Raising Activities  
 6145 Extracurricular Activities

**USE OF FACILITIES  
RENTAL FEE SCHEDULE**

	Dunn Sports Center - Gym	Dunn Sports Center - Pool	Williams Field	Williams Field - Lights	Jefferson Theater	School Fields #23/28	Auditoriums Cafeterias, Gyms	Classrooms
<b>Group A</b> NJSIAA, County Org. Tournaments	\$500/day	\$300/day	\$500/day	\$50/hr.	\$500/day	\$250/day	\$75/hr.	\$40/hr.
<b>Group B</b> Nonpublic, nonprofit, Elizabeth local community use	\$250/day	\$150/day	\$300/day	\$50/hr.	\$250/day	\$100/day	\$60/hr.	\$30/hr.
<b>Group C</b> School sponsored programs, PTA, Board approved youth activities not for fundraising	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
<b>Group D</b> Elizabeth and Union County Govt. Agencies/Group B Fundraising Agencies	Custodial and Security Cost	Custodial and Security Cost	Custodial and Security Cost	\$50/hr.	Custodial and Security Cost	Custodial and Security Cost	Custodial and Security Cost	Custodial and Security Cost
<b>Group E</b> Commercial Uses Govt. Agencies	\$2,500/day	\$1,000/day	\$2,000/day	\$50/hr.	\$2,000/day	\$500/day	\$100/day	\$50/day
<b>Group F</b> Religious, Fraternal, Social Organizations, Functions	\$750/day	\$500/day	\$500/day	\$50/hr.	\$750/day	\$300/day	\$50/hr.	\$30/hr.

Insurance Certificate required for all non-Board of Education events.

Additional Charges

Combined Single Limit      \$1,000,000.  
Each Occurrence              \$1,000,000.  
Aggregate                        \$1,000,000.

Custodial      \$48/hr.  
Security        \$38/hr.  
Food Services: Hourly rate of person applies  
Jefferson Performing Arts Tech  
\*\* Additional JPAC Tech at lower rate might apply  
\*\*\*JPAC requires 3 security

Date: July 18, 2019

### LOCAL UNITS

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

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

#### Police Authorities

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

The administrator in charge or his/her designee has the authority to call for police assistance. When a call is made to the Elizabeth Police Department for emergency assistance, the administrator must notify the office of the chief school administrator to the reason and/or circumstances for making said call.

#### Fire Department

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

#### Division of Child Protection and Permanency (DCP&P)

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

#### Emergency Room/Squad

LOCAL UNITS (continued)

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

Cooperative Arrangements with Other School Districts

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

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

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

Date:	November 13, 1986
Revised:	June 25, 2009
First Reading:	June 11, 2009
Second Reading:	June 25, 2009
Revised:	March 21, 2013
First Reading:	February 21, 2013
Second Reading:	March 21, 2013
NJSBA Review/Update:	December 2018
Readopted:	June 13, 2019

<b><u>Legal References:</u></b>	<u>N.J.S.A. 2A:4A-60 et al.</u>	Disclosure of juvenile information; penalties for disclosure
	<u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
	<u>N.J.S.A. 18A:18A-11</u>	Joint purchases by districts, municipalities; counties; authority
	<u>N.J.S.A. 18A:20-4.2</u>	Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education
	<u>N.J.S.A. 18A:20-9</u>	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A. 18A:20-34</u>	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A. 18A:33-11.1</u>	Breakfast after the bell program;
	<u>N.J.S.A. 18A:35-4.29</u>	Requirements for cardiopulmonary resuscitation (CPR) and automated defibrillator (AED) instruction
	<u>N.J.S.A. 18A:36-25</u>	Early detection of missing and abused children; policies

LOCAL UNITS (continued)

<u>N.J.S.A.</u> 18A:38-30	of school districts
<u>N.J.S.A.</u> 18A:40A-1 <u>et seq.</u>	Assistance of sheriffs, police officers, etc.
<u>See particularly:</u>	Instructional programs on substance abuse
<u>N.J.S.A.</u> 18A:40A-10, 11, -12, -15, -16, -17, -18	
<u>N.J.S.A.</u> 18A:40-12.6	Administration of epinephrine
<u>N.J.S.A.</u> 18A:40-27.1	Provision of nursing services to preschool students
<u>N.J.S.A.</u> 18A:40-41	Pamphlet on sudden cardiac arrest non-profit youth- serving organizations
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:40-41j	
<u>N.J.S.A.</u> 18A:41-1	Fire drills
<u>N.J.S.A.</u> 18A:41-5	Reporting fires
<u>N.J.S.A.</u> 18A:41-6	School security drills
<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 19:60-1.1	Procedure for moving the date of school elections
<u>N.J.S.A.</u> 40:55D-8 <u>et al.</u>	Municipal fees; exemptions
<u>N.J.S.A.</u> 40A:65-16.	Provisions of joint contract
<u>N.J.A.C.</u> 5:70-2.5	Required inspections
<u>N.J.A.C.</u> 5:70-2.24	Inspection of educational occupancies
<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
<u>N.J.A.C.</u> 6A:14-8.1 <u>et seq.</u>	Programs Operated by the Departments of Corrections and Human Services, and the Juvenile Justice Commission
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Student Development Programs
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-4.1(b)(c), 5.2, 6.1, 6.2, 11.1	
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-9.1(c)	Athletics Procedures (General requirements)

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

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

**Possible****Cross References:**

*1330	Use of school facilities
1420	County and intermediate units
*1600	Relations between other entities and the district
*3220/3230	State funds; federal funds
*3320	Purchasing procedures
*5125	Student records
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.4	Child abuse and neglect
5141.6	Crisis intervention

LOCAL UNITS (continued)

*5145.11	Questioning and apprehension
*5145.12	Search and seizure
*6114	Emergencies and disaster preparedness
*6122	Articulation
*6145.1/6145.2	Intramural competition; interscholastic competition
*6172	Alternative educational programs
*7110	Long-Range facilities planning
7130	Relations with other governmental units

Policy

RELATIONS BETWEEN OTHER ENTITIES AND THE DISTRICT

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

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

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

New Jersey Student Learning Standards

The board shall encourage the active involvement of representatives from the community, business, industry, labor, and higher education in the development of educational programs aligned with the New Jersey Student Learning Standards.

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

Charter Schools

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

Donations to Private Organizations

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

Date: November 13, 1986

RELATIONS BETWEEN OTHER ENTITIES  
AND THE DISTRICT (continued)

Revised: June 25, 2009  
First Reading: June 11, 2009  
Second Reading: June 25, 2009  
NJSBA Review/Update: December 2018  
Readopted: June 13, 2019

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-14.1	Appointment of school business administrators; may act as secretary; duties, etc.
apportionment	<u>N.J.S.A.</u> 18A:17-15	Appointment of superintendents; terms; of expense
	<u>N.J.S.A.</u> 18A:17-24.1	Sharing of personnel by school boards
	<u>N.J.S.A.</u> 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 18A:36A-1 <u>et seq.</u>	Charter schools
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 18A:58-37.1 <u>et seq.</u>	Textbook aid to public and nonpublic schools
	<u>N.J.S.A.</u> 18A:61C-1	Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
	<u>N.J.S.A.</u> 18A:61C-4	Program providing college credit courses for high school students on high school campuses; establishment
	<u>N.J.S.A.</u> 40A:65-1 <u>et seq.</u>	<u>Uniform Shared Services and Consolidation Act</u>
	<u>N.J.S.A.</u> 52:14-15.9cl <u>et seq.</u>	<u>Public Employees Charitable Fund-Raising Act</u>
	<u>N.J.A.C.</u> 6A:8-3.1(a)2	Curriculum and instruction
	<u>N.J.A.C.</u> 6A:8-3.3(a)	Enrollment in college courses
	<u>N.J.A.C.</u> 6A:11-1.1 <u>et seq.</u>	Charter Schools
	<u>N.J.A.C.</u> 6A:14-7.1 <u>et seq.</u>	Receiving Schools
	<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Student Development Programs
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:16-4.1(a)(b), -4.2(a)	
	<u>N.J.A.C.</u> 6A:23A-20.1 <u>et seq.</u>	Ownership and storage of textbooks
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the performance of school districts
	<u>Zelman, Superintendent of Public Instruction of Ohio, et al. V. Simmons-Harris et al.</u> , 536 U.S. (2002)	
	<u>New Jersey Constitution</u> , Article VIII, Section III, pars. 2 and 3, Section IV, par. 1	

**Possible**

**Cross References:** 1320 Participation in out-of-school community activities

RELATIONS BETWEEN OTHER ENTITIES  
AND THE DISTRICT (continued)

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