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Policy

Board of Education Woodbridge Township

#901 PUBLIC RELATIONS OBJECTIVES

The purpose of the school-community relations program is to establish and maintain in the public mind confidence and respect that the school system is providing the best possible education for the children of the community in terms of intellectual, emotional, moral, social, and physical development.

Toward this end, the Board shall provide parents or guardians and other district residents opportunities for orientation and information regarding state regulations and local school procedures and will utilize, insofar as practical, all appropriate means and media to achieve the following objectives:

- A. To explain the programs, achievements, and needs of the schools to parents and the community as a whole;
- B. To determine what residents expect from their schools and what residents would like to know about their schools that they don't now know;
- C. To provide optimum staff performance by keeping all staff members fully informed of district policies and procedures, system-wide activities, their rights within the district policy and under school law, etc.

Reference: N.J.A.C. 6:8-4.6 (a)

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#902 PUBLIC RELATIONS

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel, and operations. It is the purpose of this policy to provide the ways and means to accomplish this purpose.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release. It alone will release to the media those matters of importance. Matters of lesser importance may be released by the Director of Employee, Pupil, and Community Services as they have been recorded in the minutes of the Board meetings and upon request of media representatives.

All other publications, releases, photographs and the like depicting the accomplishments of the pupils and staff of the district may be approved at the discretion of the aforesaid Director of Employee, Pupil, and Community Services.

The aforesaid Director of Employee, Pupil, and Community Services shall direct an information program designed to acquaint the citizens of the community and public generally with the achievements and the needs of the schools, which should include: a school-community newsletter, a school information brochure, adult education brochures, and such internal newsletters as may be desirable.

The aforesaid Director of Employee, Pupil, and Community Services will develop guidelines to be observed in matters of taste, relevance, and the observation of individual privacy in the writing and photographing of these publications.

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#903 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at every public meeting of the Board.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct. The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted only as indicated on the order of business in the Bylaws of this Board.
- B. The Board requires that public participants be residents of this district or anyone having a legitimate interest in the action of the Board except when the issue addressed by the participant is subject to remediation under policies and procedures of the Board.
- C. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if appropriate.
- D. Each statement made by a participant may be limited in duration by the chairperson.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. All statements shall be directed to the presiding officer. No participant may address or question Board members individually.
- G. The presiding officer may interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

All persons wishing to meet with the Board shall register their intent with the Business Administrator/Board Secretary in advance of the meeting and include: name and address of the participant(s), group affiliation, if appropriate, and topic to be addressed. The Board will provide citizens' nights for unscheduled meetings. Citizens should contact the Superintendent's office for appointment.

Reference: 12A:170-28; 10:4-12

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#904 CITIZENS' ADVISORY COMMITTEE OF THE BOARD

The success of the school system depends, to a large extent, on open channels of communication between the school community and the community at large. Citizens' advisory committees are particularly useful in this respect, 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.

In creating a new advisory committee, the Board shall:

- A. make known the committee's needs to the public;
- B. appoint citizen members who are able and interested in the subject and concerned about the schools;
- C. seek the widest range of community interests and backgrounds;
- D. approve appointments by the Superintendent of staff members and/or students to the committee;
- E. approve the appointment of citizens by the Superintendent;
- F. appoint a chairperson;
- G. appoint the President and the Superintendent as ex officio members of all advisory committees.

In charging a new advisory committee, the Board shall define the committee assignment in writing and set a date for a preliminary and final report.

Recommendations of all advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations as it sees fit. Meetings of an advisory committee need not be open to the public.

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#905 PUBLIC COMPLAINTS AND GRIEVANCES

Any person or group having a legitimate interest in the schools of this district shall have the right to present a request, suggestion, complaint, or grievance concerning district personnel, the program, or the operations of the district. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the school district by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to district procedures.

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#906 SCHOOL VISITORS

The Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this district or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate regulations that will protect pupils and employees of the district from disruption to the educational program or the efficient conduct of their assigned tasks. Persons wishing to visit a class should be asked to make arrangements in advance with the school office.

Reference: 2A:149-1 et seq; 2A:170-28, -31; 18A:17-42, 20-1, 20-34

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#907 PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board welcomes the attendance of members of the community at athletic and other public events held by the senior high schools in the district, but the Board also acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of such events.

The Board holds the legal authority to bar the attendance of any person at a school event whose conduct may constitute a disruption. In compliance with law, the Board directs that no alcoholic beverages be consumed at any function sponsored by the district, nor any betting occur on school premises.

The Board promulgates the following regulations with respect to the conduct of school events:

- A. With respect to smoking, there will be no smoking at any public function held in a school building.
- B. A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board.
- C. Senior citizen residents of the district shall be admitted without charge to all school events upon presentation of the golden pass card.
- D. District personnel will be charged a fee to attend any school events.
- E. Free passes to school events will be available to each Board member, Mayor, municipal officials, all ex-Board members for a period up to ten years following their term of office, and such other persons as may be designated by the Superintendent and approved by the Board.

Reference: 2A:93-11 et seq; 2A:170-25.3

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#908 COMMUNICATION WITH PARENTS

The Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To insure that the best interests of the children are served in this process, a strong program of communication between home and school must be maintained.

The Board feels that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of pupils who have reached the legal age of majority but are still, for all practical purposes, under parental authority. During school hours the Board through its designated administrators acts "in loco parentis", or in place of the parents.

The Board directs that the following activities be implemented to encourage parent-school cooperation through:

- A. Regular parent association President's meeting with the Superintendent to permit two-way communication between home and school;
- B. Open houses in district schools to provide parents with the opportunity to see the school facilities, meet the faculty and sample the program on a firsthand basis;
- C. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems;
- D. Special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;
- B. Sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. Maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study;
- D. Reading all communications from the school, and signing and returning them promptly when required;
- E. Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school.

Reference: N.J.A.C. 6:8-3.4

Policy

Board of Education
Woodbridge Township

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#909 COMMUNITY RELATIONS

The Board of Education feels it imperative that communication be maintained in both directions between the public schools of the district and such local institutions, organizations, and groups as industry, business, labor, charity, and other special interests which make up the structure of the community.

The Board has authority over the pupils in its care but shares that authority to a limited extent through the cooperative training programs that take certain pupils into the community during part of their secondary educational career. To make those experiences meaningful, the Board feels cooperation is essential with the community.

Any programs which develop from community cooperative efforts require Superintendent's approval prior to implementation. In reviewing these matters the administration shall keep in mind that the schools:

- A. shall maintain an impartiality among all constituents of the community who promote worthy causes;
- B. shall not be used to promote private or commercial interests;
- C. shall not be used for direct sales promotion of goods or services;
- D. shall not assign pupils to outside tasks which do not benefit the pupil primarily.

Reference: 18A:54-1 et seq; N.J.A.C. 6:8-4.6(b), 6:41-1 et seq, 42-1 et seq, 43-1 et seq

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#910 NEWS MEDIA RELATIONS

Representatives of the local press, radio, and TV are an important link in the communications chain between school and community. The maintenance of good working relationships with these people is essential to meeting those objectives of the school/community relations program which require the support and cooperation of the media representatives. The Board shall have final approval for all basic policies concerning relations between the news media and the district.

The Associate Superintendent for Business is responsible for:

- A. being readily available to media representatives;
- B. providing media representatives, upon their request, with all facts that give a true picture to the best of his/her knowledge;
- C. keeping media representatives fully informed with regard to the school system in all aspects, activities, and changes, so that any reporting will be done on the basis of a complete and valid overview;
- D. submitting, suggesting, or requesting feature stories or articles to media representatives which are of interest or importance;
- E. providing "press kits" to media representatives who attend meetings of the Board;
- F. assisting various school related groups in their relations with the news media such as: PTO/PTA/PHSA, Chapter I Advisory Council, Vocational Advisory Committee, Ad Hoc Committees of the Board, Adult Education Council, etc.

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#911 RELATIONS WITH EDUCATIONAL INSTITUTIONS

It is the policy of the Board of Education that strong lines of communication be maintained by the district with institutions which provide programs, training, or services to children residing in this district. This policy is intended to cover private parochial schools and institutions of higher education.

In order to maintain cordial and constructive relationships with such educational institutions, the Superintendent shall prepare regulations for the guidance of staff.

Reference: 18A:58-37.1 et seq; N.J.A.C. 6:20-6.1 et seq

Date adopted: 12/21/78

Policy

Board of Education

Woodbridge Township

#913 RELATIONS WITH SPECIAL INTEREST GROUPS

Any requests from civic institutions or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to insure that, on balance, such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and district facilities may not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative. Any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by this Board.

- A. All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of their:
 - 1. educational value in the total school program;
 - 2. benefit to pupils;
 - 3. factual accuracy;
 - 4. good taste; and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.
- B. No materials may be used or circulated in the schools of this district which are deemed to be primarily advertising materials, with the following exceptions:
 - 1. Imprinted materials solicited by teachers as being suitable for a project or purpose of their class;
 - 2. Flyers of direct educational and cultural interest, and of an essentially non-commercial nature upon approval of the Superintendent;
 - 3. Films bearing only the name of the sponsoring firm.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization and the subject matter advances the educational aims of the district.

- A. The Board of Education is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this district. However, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:
 - 1. No information, either academic or personal, shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is 18, or the parents of a student who is younger, in accordance with the Board's policy on student records.

Policy

Board of Education Woodbridge Township

2. The type of scholarship or prize, and any restrictions upon it, shall be approved by the Superintendent.
3. All pertinent information regarding the proposed award shall be submitted for the Superintendent's approval in advance of the date on which the award is to be made by at least three months.
4. The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient.

Reference: 18A:42-2

Date adopted: 12/21/78

Policy

Board of Education Woodbridge Township

#920 CABLECASTING STUDENT ACTIVITIES

A goal of the district states that we should "establish and maintain a system of effective communication among students, parents, staff, and the Board of Education." The area cable TV system presents an excellent opportunity to expand the system and enhance the communication. However, at the same time, we have a legal and moral responsibility to protect the best interests of our students and prevent their exploitation.

Therefore, the Superintendent of Schools is empowered to establish such regulations as are meaningful and appropriate to take full advantage of the system while protecting the interests of the students.

Date adopted: 12/09/82

Policy

Board of Education

Woodbridge Township

#925 RIGHTS OF ACCESS FOR CUSTODIAL AND NON-CUSTODIAL PARENTS

The Board of Education recognizes that the parents of each child are ultimately responsible for the care and custody of that child, and that both parents share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the custodial rights and responsibilities of the other parent may be limited. The Board believes that the interests of each child are best served by the continuing involvement of both parents in the child's life and well being.

The Board will presume that each natural or adoptive parent, or legal guardian, of a pupil enrolled in this district possesses full parental rights of access to the pupil and to information about the pupil, notwithstanding any separation of the parents, or dissolution of their marriage. Accordingly and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parents for access to their child, to their child's teachers, and to information about their child.

The Board's presumption of the equal rights and responsibilities of parents may be set aside only upon the presentation to the principal of proper notice that custody of a pupil resides in only one parent and that the custodial rights of the other parent have been limited. When such notice is duly presented, the principal will limit the access of the non-custodial parent to the child, or to information about the child accordingly. Proper notice consists of the custodial parent's sworn affidavit or certification, supported by copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitations of the non-custodial parent, or terminates the parental rights of the non-custodial parent.

Nothing in this policy shall be construed as limiting in any way the rights of the non-custodial parent, whose parental rights have not been terminated, to full access to his/her child's records and to full participation, in accordance with law, in the decisions regarding his/her handicapped child's evaluation, classification, and placement.

Reference: N.J.S.A. 9:2-4, N.J.S.A. 18A:44-5.2, N.J.A.C. 6:3-2.1; 3-2.5(d)1, N.J.A.C. 6:28-1.2; 28-1.9

Date adopted: 3/17/83

Policy

Board of Education

Woodbridge Township

#930 SCHOOL VOLUNTEERS

The Woodbridge Township School District is committed to "utilize the community and its physical and human resources as partners in the process of education." Based upon this goal, the Board of Education encourages the use of volunteers in the educational process.

Any individual from the community who is willing to offer, free of charge, his/her time and expertise in service to the school district will be considered a school volunteer according to this policy.

Volunteers may be used in any way the staff, the students, and the volunteers may determine to be in the best interest of the district. The following parameters must be followed:

- A. Orientation and/or appropriate training shall be provided to all volunteers and staff members who work with the volunteers.
- B. Volunteers shall work only at the request of, and under the direction of, the appropriate administrator.
- C. Volunteers are subject to all state/district rules, policies, and regulations while serving as volunteers.
- D. An advisory committee may be established to advise the staff member(s) who will coordinate the program.
- E. Appropriate recognition shall be given to all volunteers annually.
- F. The volunteer program shall be reviewed periodically.

The Superintendent of Schools shall appoint staff members to coordinate the school volunteer program and establish such regulations as are necessary to implement this policy.

Date adopted: 9/22/83

Policy

Board of Education Woodbridge Township

#935 ACCESS TO SCHOOL FACILITIES AND STUDENT INFORMATION FOR EDUCATIONAL, OCCUPATIONAL, AND MILITARY RECRUITERS

It is the goal of the district to "enable students to see educational growth, and physical and mental well being as lifelong needs." Therefore, the school staff, particularly the guidance department, is encouraged to make provision for the students to come into contact with representatives of educational institutions and occupational employment opportunities, including the military. This interaction shall be limited by the following criteria:

- A. All recruiters representing bona fide educational organization and/or employers shall be treated equally.
- B. No one shall be given lists of students containing names and/or addresses and/or phone numbers.
- C. Should a given student make a formal application to a place of employment, a branch of the military service, or a post secondary educational institution and that agency requests information concerning the student's performance in high school, material included on the permanent record shall be forwarded as requested.

The Superintendent and/or his/her designee may establish any regulations necessary to implement this policy.

Reference: Senate Bill #596, 1984; Administrative Procedure Act; P.L. 1968, c.410 (C52:14B-1 et seq.); Policy #516

Date adopted: 10/10/85

Policy

Board of Education Woodbridge Township

#936 NON-PUBLIC SCHOOL PARTICIPATION IN THE EDUCATION PROGRAM

Various federal and state laws, regulations, and judicial decisions specify the manner in which children attending non-public schools may benefit from participation in services provided to students in the public schools.

The Woodbridge Township School District is committed to providing legally permitted services to students in non-public schools within the constraints established by the appropriate law(s), regulation(s), or judicial decision(s). These services may be supplied directly by the district or through intermediate units established under the laws of the State of New Jersey which provide for such a structure.

When such services are supplied to students, all legal and procedural safeguards specified in the laws, regulations, or judicial decisions shall be followed.

Records of communication with representatives of non-public schools related to the implementation of this policy shall be maintained and made available to legally empowered individuals or organizations.

Date adopted: 12/12/85

Policy

Board of Education Woodbridge Township

#940 SURROGATE PARENTS FOR CLASSIFIED STUDENTS

The philosophy of the Woodbridge Township School District states that "the school system is responsible for creating an environment for learning." Its goals state that we should "utilize the community and its human resources as partners in the process of education."

Therefore, when our legal obligation to classified students require a parent to take action and

A. a pupil's parent(s) cannot be located after reasonable efforts;

or

B. a pupil is a ward of the State of New Jersey.

The Woodbridge Township School District, in accordance with N.J.A.C. 6:28-2.2, will ensure the protection of the rights of a pupil under N.J.A.C. 6:28-1.1 et seq through a surrogate parent.

If there is no evidence of a existing surrogate parent for the student, the involved Child Study Team will seek to find an appropriate member of the community who:

A. has no interest that conflicts with those of the student he/she represents;

B. has the knowledge and the skills that assure representation of the pupil;

C. is not an employee of the Board of Education;

D. is willing to assume the parental rights designated in N.J.A.C. 6:28-1.1 et seq.

Selection of surrogate parents will be made based on recommendations made by the Child Study Team to the Director of Special Services, who will then request Board of Education approval.

Policy

Board of Education Woodbridge Township

#941 SURROGATE PARENTS

The Woodbridge Township Board of Education shall ensure that the rights of a pupil are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under 6:28; 2.2, when either:

- A. the parent(s) cannot be identified according to N.J.A.C. 6-28-1.3;
- B. the parent(s) cannot be located after reasonable efforts; or
- C. the pupil is a ward of the State of New Jersey.

The Board of Education has established a method for selecting and training surrogate parents as delineated in this policy's accompanying regulations.

Date adopted: 8/19/93

Policy

Board of Education

Woodbridge Township

#950 PUBLIC STATEMENTS

In order to foster the close cooperation and mutual trust between the Board and the Administration, so necessary to the smooth functioning of the district's schools, the Chief School Administrator shall formulate procedures to keep confidential all facts, opinions, and discussions which the law permits the Board to hold confidential.

Board members and other persons attending executive sessions are honor bound not to disclose the topic or details of discussion at these sessions.

All public statements in the name of the Board shall be issued by the Board President or, if appropriate, by the Chief School Administrator at the direction of the Board President.

Board members will abide by the School Board Member Code of Ethics which reminds them that they have no power to act as individuals, but only as members of the Board.

As stipulated in Item 12 of the Woodbridge Board of Education's Code of Ethics, Board members will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools.

Reference: N.J.S.A. 18A:11-1, N.J.S.A. 10:4-6 et seq.

Cross Reference: 090 - Board Member Code of Ethics

Date adopted: 11/03/83

Policy

Board of Education Woodbridge Township

#952 COOPERATION WITH FIRE DEPARTMENTS/ FIRST AID SQUADS

As an agency of the community, the Woodbridge Township School District has as its primary role the education of the community's children. The district also has a role as a member of the overall community. In its capacity as a member of the larger community, the district has employees who serve as members of volunteer fire departments or first aid squads in Woodbridge Township and who occasionally have to balance their responsibilities to their primary employment and to the community.

It is, therefore, the policy of the district to allow non-certified personnel, whose absence would not hinder or impede significantly the process of education, to respond to emergency calls as members of volunteer fire departments or first aid squads should a major emergency arise during working hours. (Sample Sign-out/Return Form follows this policy.)

This policy will only cover non-certified personnel whose temporary absence from their positions would not prevent the school program from continuing and only if the emergency is so significant that the Supervising Fire Officer of the Fire Department, the Captain and/or the President of the First Aid Squad classify the event as such an emergency. At no time would the only janitor in a building with a black seal boiler license or someone supervising students be permitted to leave a building in such an emergency.

The final arbiter of whether or not an individual non-certified employee could leave the building to respond to such a call would be the principal of the building or the supervisor of the department where the employee works. Should the above conditions be met and the employee leave to respond to the emergency, he/she would have to return immediately to his/her work station after the emergency was declared concluded or resolved.

Any abuse of the policy by an emergency volunteer-employee shall be reviewed by the school administration and the Board of Education with the intention of determining suspension of the privilege.

Date adopted: 2/15/90
Date revised: 9/17/92

(Worksheet follows this Policy)

Policy

Board of Education
Woodbridge Township

WOODBRIIDGE TOWNSHIP SCHOOL DISTRICT

Board of Education Policy #952 COOPERATION WITH FIRE DEPARTMENTS/ FIRST AID SQUADS

	Date	Employee Name	Time Out	Time Returned	Nature of Emergency
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					