

9000 COMMUNITY

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9100 PUBLIC RELATIONS

The Board of Education directs the implementation of a public relations program to foster the continuing and constructive cooperation of this school district with parent(s) or legal guardian(s), community organizations and institutions, representatives of business and industry, and other members of the community served by the school district.

The Superintendent shall consult with representatives of the community in the development of educational goals for the district, objectives and standards for the educational program, and the family life education curriculum. The Board encourages the involvement of community members in the governance of the district through advisory committees, in accordance with Policy No. 9140.

The Board respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations, and other community groups that enrich the educational potential of the community. The Superintendent shall be alert to opportunities for an educational program expanded and enriched by utilization, both within and without the schools, of a diversity of community resources. A file of community resources shall be maintained in each school building.

The Board directs all district employees to acquaint residents with the work of the schools; to give thoughtful and courteous consideration to all inquiries and suggestions and carefully investigate all complaints; to make parent(s) or legal guardian(s) feel welcome in the school and in the classroom; to cooperate with parent organizations and other groups of residents seeking information or offering assistance to the schools; to treat all pupils with firmness, sensitivity, intelligence, and fairness so as to command their respect and enlist the cooperation of their parent(s) or legal guardian(s); and to work with others in a manner conducive to high morale and meriting the respect of the community.

Adopted: 5 November 2001

9120 PUBLIC INFORMATION PROGRAM

The Board of Education believes that all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district policies, finances, programs, personnel, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President or designee, may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the district shall be approved by the Superintendent of Schools or designee.

The school district will not release or publish photographs or release other personal identifying information of an individual district pupil without the prior written permission of the parent(s) or legal guardian(s) or from the adult pupil. Written permission slips for such release from each parent(s) or legal guardian(s) or adult pupil will be obtained by the Principal or designee for the pupils in their school building or by the Program Administrator for pupils in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual pupil in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult pupil.

The Superintendent of schools shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.

The Board of Education adopts the following strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. 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.

The school district will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening schools and community events, and TV productions that are not part of the instructional program or do not provide information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.

The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relation, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount for public. Any increase in the maximum dollar amount shall require formal Board action.

N.J.A.C. 6A:23A-5.2

Adopted: 5 November 2001
Revised: 22 December 2008

9130 PUBLIC COMPLAINTS AND GRIEVANCES

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Superintendent, who shall review the complaint according to established procedures.

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

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the building principal; a complaint about instructional or resource materials should be addressed to the Superintendent.

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, the educational program, instructional and resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.

4. A reasonable period of time, not to exceed ten working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered in writing no later than ten working days after the appeal is filed, except that the Board shall have thirty calendar days to make its decision.
5. In the case of complaints about instructional or resource materials, the initial complaint must set forth in writing the author, title, and publisher of the materials as well as those specific portions of the material or the work to which objection is taken; the complainant's familiarity with the work; the reasons for the objection; and the use of the work in the schools. The Superintendent shall appoint a committee of professional staff members and community representatives to review the challenged material against the standards for the selection of resource materials established by Board policy. The committee will report its findings to the Board. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.
6. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

Adopted: 5 November 2001

9140 CITIZENS ADVISORY COMMITTEES

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 keeping the Board of Education and the administration informed with regard to community opinion and in representing the community in the study of specific school problems.

The Board may establish advisory committees as standing committees to serve in a liaison function between the local community and the schools, as permanent committees for funded programs as the law requires, and as the need arises.

In creating a new advisory committee, the Board shall appoint members of the community who are able and interested in the subject and concerned about the schools; appoint members who represent a wide range of community interests and backgrounds; appoint a chairperson; and appoint one or more Board members to serve as ex officio members.

In charging a new advisory committee, the Board shall define the committee assignment in writing, set a date for a preliminary and final report, and establish a budget. Expenditures of district funds by advisory committees shall be made only upon the approval of the Superintendent.

Recommendations of an advisory committee shall not reduce the responsibility of the Board, which may accept or reject recommendations in the exercise of its statutory discretion.

Meetings of an advisory committee that are open to or attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act and need not be open to the public, except as expressly permitted by the Board.

N.J.A.C. 6:30-1.5; 6:31-1.14(b)
20 U.S.C.A. 3801 et seq.

Adopted: 5 November 2001

9150 SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. 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 Board directs the enforcement of rules governing school visits.

The Superintendent and building principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person 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.

Visitors shall be required to register their presence in the school and wear an ID tag/badge. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered and wearing an ID tag/badge.

No visitor may confer with a student in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

N.J.S.A. 2C:18-3
N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 5 November 2001

9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS

The following persons shall receive complimentary passes to home games:

1. Each school administrator and high school faculty member, upon request.
2. Persons who are working at authorized concession stands (not to exceed ten for an organization).

Complimentary passes may also be issued to a few individuals at the discretion of the Athletic Department, in cases where people render services to the department. These may include five passes for scouting purposes. The issuance of such additional passes must have the Superintendent's approval, and the Board shall be subsequently informed of their issuance.

Passes shall be good for one year only. The use of a pass shall be limited to the person listed on the face of the pass, or to the person listed and a guest. Passes shall be nontransferable, and misuse shall result in their revocation.

All duly elected members of the Roxbury Board of Education shall, upon assuming their office and being properly sworn in, receive a lifetime pass to all student related events held on school grounds, athletic fields or buildings. The pass will not be transferable, but shall admit the person named and his/her guest to any events held on the above premises, free of charge, for as long as he/she may choose.

Adopted: 5 November 2001

9161 CROWD CONTROL

The Board of Education believes in order to achieve its goals for interscholastic competition, that the student body and the general public attending an interscholastic event conduct themselves in such a manner as to make a positive contribution toward the educational objectives of this district.

The Board directs the Superintendent to prepare regulations for pupil and public behavior at interscholastic events and to publicly post such regulations and to devise procedures for the control of crowds.

The Board authorizes school officials to have expelled from any district event by the law enforcement officers on duty, any spectator who willfully violates the rules and regulations of the district or whose behavior jeopardizes the safe conduct of the event. Further, any spectator involved in continual violations of the rules and regulations shall be prohibited from attending further school events.

Adopted: 5 November 2001

9180 SCHOOL VOLUNTEERS

The Board of Education recognizes that the services of community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board directs the institution of a program for the utilization of volunteer services in grades K through 12.

The Principal shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks and must submit their names for Board approval.

Volunteers must be persons of known character, responsibility, and integrity.

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

The Superintendent shall prepare and promulgate rules of conduct for school volunteers. Each school volunteer shall be given a copy of this policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of a teaching staff member or the administrator of the building.
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties.
3. Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts.
4. Volunteers shall respect the individuality, dignity, and worth of each child.
5. Volunteers are not permitted access to pupil records.
6. Volunteers should exercise discretion in discussing their school activities with others in the community.

7. Volunteers may consult with the Principal regarding their duties and responsibilities.
8. Volunteers shall receive no financial remuneration from the Board.

As required by the Department of Health, any school volunteer who has contact with pupils for at least twenty hours per month must submit to Mantoux tuberculin testing.

The Superintendent shall report periodically to the Board on the number of volunteers serving in the schools of the district, the duties performed by volunteers, and the number of volunteer hours served, by school.

N.J.S.A. 18A:6-7.1

Adopted: 5 November 2001

9180.1 PARAPROFESSIONAL AIDE - ATHLETIC VOLUNTEER

The Roxbury Township School District recognizes that there may be a number of individuals, both in the community and district employees, who may wish to assist in our athletic programs on a volunteer basis. The district recognizes that our athletic programs, coaching staff, and our student athletes can benefit from the assistance and contributions these volunteers can offer. Accordingly, it is the policy of the district to welcome them to our athletic program, subject to the following guidelines.

While the Board retains the prerogative to fill or refrain from filling any co-curricular coaching or assistant coaching position as it deems appropriate, it is not intended that volunteers will be utilized as substitutes for coaches or assistant coaches. It is further intended that the Board will determine coaching staff levels in each sport without regard to potential volunteer assistance.

An individual may be nominated to serve as a volunteer at the request of the head coach of the particular team and upon the recommendation of the Athletic Director. All volunteers must be approved by the Board of Education as recommended by the Superintendent or his/her designee.

Volunteers shall provide such assistance to the athletic program or an athletic team as may be requested by the head coach of that particular team, and shall at all times be subject to the direction of the head coach.

Although volunteers are permitted to assist in the district athletic programs, volunteers shall not be permitted to act as head or assistant coaches; to promulgate rules; to directly supervise student athletes; or to discipline student athletes.

Any individual desiring to serve as a volunteer in any athletic program shall be required, before commencing service, to sign a certification attesting that he/she is not party to any agreement or understanding pursuant to which the individual is to receive any compensation from any other individual, group or organization for service as a volunteer in the athletic program. This is not designed to prohibit the Board or any other entity from reimbursing the athletic volunteer for his/her reasonable related expenses. The athletic volunteer is not to receive any compensation from any other individual, group or organization for their service as a volunteer in the athletic program.

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

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Paraprofessional Aide -
Athletic Volunteer

Athletic volunteers must undergo appropriate criminal history background checks that includes fingerprinting which will be paid by the district.

The participation of a volunteer may be terminated at any time at the sole discretion of the Superintendent or his/her designee.

All athletic volunteers shall establish a schedule with the activity's head coach. A record of the volunteer's attendance shall be maintained and submitted to the Athletic Director.

Additional criteria and/or limitations for volunteers in the athletic program may be established by the Superintendent or his/her designee subject to Board approval.

The Paraprofessional Aide - Athletic Volunteer will always function under the direct supervision of the head/assistant coach. Under no circumstances will the aide be left alone with students at any time.

All athletic volunteers are subject to the same requirements that are set forth in Policy No. 9180, School Volunteers.

Adopted: 5 November 2001
Revised: 20 October 2003

COMMUNITY
9180.1E

Certification for Paraprofessional
Aide - Athletic Volunteer

CERTIFICATION FOR PARAPROFESSIONAL
AIDE - ATHLETIC VOLUNTEER

I wish to serve as a volunteer to assist in the Roxbury Township School District Athletic Program. During the course of my service as a volunteer, I agree to be bound by and comply with Board of Education Policy 9180.1, a copy of which has been provided to me, and any amendments to that policy.

I am not a party to any agreement or understanding pursuant to which I am to receive any compensation from any other individual, group or organization for my service as a volunteer in the athletic program.

As an Athletic Volunteer, I will always function under the direct supervision of the head/assistant coach. I understand that I shall not be left alone with students at any time.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature_____

Date_____

9181.1 SPECIALIZED ATHLETIC TRAINERS, CONSULTANTS AND ADVISORS

The Board of Education believes school district funding of interscholastic athletic programs and other co-curricular programs is appropriate for all pupils to benefit in the participation of such programs. However, the Board of Education recognizes programs such as interscholastic athletic teams and other co-curricular programs including, but not limited to, band, orchestra, drama and clubs may benefit from specialized trainers, consultants and advisors not employed and funded by the Board of Education.

Therefore the Board of Education may, upon the recommendation of the Superintendent of Schools, approve the contracted services of specialized trainers and advisors to provide training and/or advisement to these activities. The cost for the specialized trainer, consultant or advisor is reimbursed to the school district through approved Booster Club fundraising activities, in accordance with Policy and Regulation 5830 (Pupil Fund Raising) and Policy and Regulation 9191 (Booster Clubs).

All requests for such specialized athletic trainers, consultants or advisors must be submitted to the Superintendent of Schools from the Building Principal and shall include the name of the proposed trainer, consultant or advisor, the specialized skill to be offered to the activity, the amount of time they will be working directly with pupils, and the amount of compensation proposed to be paid. (See Form 9181.1E) Fund raising activities for this purpose may not include an assessment to any pupil. In no circumstance shall the amount paid to a specialized trainer, consultant or advisor exceed the lowest paid coach/assistant coach, advisor or musical assistant compensated with Board funds for that specific activity.

These requests shall be evaluated by the Superintendent and, at the Superintendent's discretion, be recommended to the Board. The cost for such trainer, consultant or advisor shall be reviewed by the School Business Administrator/Board Secretary to determine the amount to be reimbursed to the Board. The specialized trainer, consultant or advisor must at all times be under the direct supervision and observation of the Board approved coaches or advisors. Prior to working with the pupils, the specialized trainer, consultant or advisor must also complete the criminal history record check process at their expense.

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

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Specialized Athletic Trainers,
Consultants and Advisors

Upon approval by the Board of Education, the specialized trainer, consultant or advisor must comply with all Board of Education rules, regulations and policies.

Adopted: 25 January 2010

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY

9181.1E

Specialized Athletic Trainer,
Consultant and Advisor Request Form

9181.1E SPECIALIZED ATHLETIC TRAINER, CONSULTANT
AND ADVISOR REQUEST FORM

Name of Team or Organization: _____

Name of Coach or Advisor Making Request: _____

Please describe the reason you are making this request, including why the services are necessary and in what capacity the individual will be used.

Please provide some background as to the qualifications of the individual whom you are recommending.

What will be the duration of time the Specialized Athletic Trainer, Consultant and Advisor will work with students, under your supervision? Please include approximate total number of dates & hours.

What amount are you requesting the Specialized Athletic Trainer, Consultant and Advisor be paid and from what source will that come?

Signature: _____ Date: _____

APPROVALS

Coach: _____

VP for Athletics: _____

Principal: _____

CSA: _____

9190 COMMUNITY INSTRUCTIONAL RESOURCES

Class studies or assignments which involve the use of community resource persons, including students contacting neighbors, public or other agencies, or businesses, must be cleared in advance with the school principal.

Adopted: 5 November 2001

9191 BOOSTER CLUBS

The Board of Education recognizes the value of parental/guardian support of student endeavors through the work of voluntary, school-connected organizations known as Booster Clubs, both athletic and non-athletic. Participation in booster clubs by parents/guardians and local residents can be an invaluable benefit to the school community.

All booster clubs must conform in its supportive role to the rules and regulations contained in the Roxbury Board of Education Policy Manual, the NJ state law as encoded in Title 18, and the New Jersey Division of Consumer Affairs, Charities Registration and Investigation Unit rules as well as the rules and regulations stipulated by the New Jersey State Interscholastic Athletic Association (NJSIAA) for athletic booster clubs.

Because the activities of booster clubs also reflect on the district, the Board establishes the following guidelines for the operation of booster clubs to ensure that their activities assist in the attainment of district goals and objectives.

The objectives of the clubs shall include the promotion of student welfare and the development of close relationships between home and school.

The Board expects booster clubs to operate in a positive and productive manner supportive of the school district. The Board reserves the right, in the Board's sole discretion, to withdraw recognition of any booster club.

Booster club membership shall be available to all parents/guardians, school district employees, and any individual resident of the school district without regard to handicap, gender, sexual orientation, race, color, creed, or national origin. The booster club shall be noncommercial, nonsectarian, and nonpartisan.

A booster club that is organized for the purpose of endorsing and supporting a school sponsored activity shall:

1. Be incorporated as a nonprofit organization and register with the New Jersey Division of Consumer Affairs, Charities Registration and Investigation Unit, if required by law, on an annual basis.
2. Obtain liability insurance indemnifying the Board against all suits arising from the conduct of club activities;
3. Booster Clubs must request and obtain permission to use school facilities for any Booster Club activity;
4. Account for and utilize all funds raised through the conduct of school related activities for the benefit of school programs;
5. Certify adherence to the policies and regulations of the Roxbury School District;
6. Booster Clubs must request and obtain permission of the Building Principal before taking any group of pupils on a trip. All specifications in the Roxbury Board of Education Field Trips Policy & Regulation #2340 must be followed.

No booster club may organize students, sponsor school activities, or fund-raise/solicit money without the written consent of the Building Principal. Such approval must be sought by written application.

The Board does not sponsor any booster clubs. Booster clubs may not establish school policy, may not participate in the administration of the school (including but not limited to personnel matters), and may not authorize management or direction of school affairs.

Booster clubs shall not use the school district's name or any logo or symbol associated with the school district in their titles, or for any other purpose, without the Board's written consent. Consent to use the school district's name does not constitute authority to act as the district's representative.

Nothing in this policy shall be construed as the Board's assumption of responsibility for any activity conducted by a booster club.

Adopted: 5 November 2001
Revised: 26 January 2004; 3 October 2011

9200 RELATIONS WITH PARENTS

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of pupils. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

It is the position of the Board that parent(s) or legal guardian(s) bear 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.

The Board directs that parent-school cooperation be encouraged by parent-teacher conferences that permit two-way communication between home and school; open houses in district schools that provide parent(s) or legal guardian(s) with the opportunity to see the school facilities, meet the faculty, and observe the program on a first hand basis; meetings of staff members and groups of the parent(s) or legal guardian(s) of those pupils having special abilities, needs, or problems; and special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parent(s) or legal guardian(s), and are of general interest to the schools or community.

For the benefit of children, the Board believes that parent(s) or legal guardian(s) have a responsibility to encourage their child's career in school by the following means:

1. 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;
2. Sending children to school with proper attention to their health, personal cleanliness, and dress;
3. Maintaining an active interest in pupils' daily work and making it possible for the pupil to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Reading all communications from the school and signing and returning them promptly when required;
5. Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school; and
6. Scheduling family matters to minimize interference with school time.

Adopted: 5 November 2001

9210 PARENT ORGANIZATIONS

The Board of Education recognizes the value of parental/guardian support of student endeavors through the work of voluntary, school-connected organizations. The objectives of the organizations shall include the promotion of student welfare and development of close relationships between home and school.

No parent/guardian organization may organize pupils or sponsor school activities or solicit moneys in the name of this school district or of any school in the district without the prior approval of the Building Principal and/or Board of Education where appropriate. Such approval must be sought by written application to the Building Principal who will then forward it to the Superintendent.

Representatives of recognized parent/guardian organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district.

The Board of Education expects parent/guardian organizations to operate in a positive and productive manner supportive of the school district. The Board reserves the right, in the Board's sole discretion, to withdraw recognition of any parent/guardian organization.

Adopted: 5 November 2001
Revised: 26 January 2004

9230 PARENTAL RESPONSIBILITIES

The Board of Education believes that children benefit when parent(s) or legal guardian(s) recognize and discharge a responsibility to encourage and support the learning process.

Parent(s) or legal guardian(s) can help children learn by:

1. Requiring that children obey all school rules and by accepting responsibility for a child's improper conduct;
2. Sending children to school with proper attention to health, personal cleanliness, and dress;
3. Maintaining an active interest in each child's daily work and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Reading communications from the school and signing and returning them promptly when so requested;
5. Attending conferences arranged for the exchange of information on the child's progress in school; and
6. Scheduling family matters to minimize interference with school time.

Adopted: 5 November 2001

9240 RIGHTS OF PARENTS

The Board of Education recognizes that the parent(s) or legal guardian(s) of each child are ultimately responsible for the care and custody of that child, and that both parent(s) or legal guardian(s) share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the rights and responsibilities of the other parent may be limited. The Board believes that the interests of the 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(s) or legal guardian(s) 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 parent(s) or legal guardian(s) 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 parent(s) or legal guardian(s) for access to their child, to their child's teachers, and to information about their child.

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

The place of residence of either parent shall not appear on any records or information released pursuant to the provisions of this section.

A child's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the noncustodial parent or terminates the parental rights of the noncustodial parent.

POLICY

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Rights of Parents

Nothing in this policy shall be construed as limiting in any way the rights of the noncustodial parent whose parental rights have not been terminated to full access to his/her child's records.

N.J.S.A. 18A:35-4.6 et seq.; 18A:47-4; 18A:47-8
N.J.A.C. 6:3-6.1; 6:3-6.5; 6A:14-1.3; 6A:14-2.9

Adopted: 5 November 2001

9260 PARENTAL LIABILITY FOR VANDALISM

The school property held in trust by this Board of Education represents a substantial investment of the taxpayers of the school district; liability for the willful and malicious destruction of that property should be borne by those directly and indirectly responsible.

The Board further believes that parent(s) or legal guardian(s) are ultimately responsible for the supervision and discipline of pupils and that the knowledge that they are vicariously liable for the acts of their children and wards will encourage parent(s) or legal guardian(s) to exercise that responsibility more vigorously.

Where any property, real or personal, owned by this Board has been willfully and maliciously damaged by any minor, whether or not the person is enrolled in this district, the Board shall bring civil action against the parent(s) or legal guardian(s) having legal custody and control of the person at the time the damage was caused, for the full amount of the damage.

N.J.S.A. 18A:37-3

Adopted: 5 November 2001

9270 HOME SCHOOLING AND EQUIVALENT EDUCATION
OUTSIDE THE SCHOOLS

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that parents have a constitutional right to choose the type and character of education they feel is best suited for their children, be it secular or sectarian. Home schooling is an option that parent(s) or legal guardian(s) may choose to educate their children. When parents choose this option the program will be carried out in the pupil's home rather than the school.

In the event a child is receiving an education outside the district schools, the Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not offered instruction outside the schools equivalent to that offered in the public schools for children of similar ages or attainments. If the Superintendent makes such report, the parent(s) or legal guardian(s) of a pupil receiving instruction elsewhere other than school may notify the Superintendent of their child's educational program status and provide sufficient information to satisfy the district that equivalent instruction is being offered.

The parent(s) or legal guardian(s) or other person having charge and control of a child between the ages of six and sixteen, who shall fail to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

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Home Schooling and Equivalent Education
Outside the Schools

If a child seeks admission to this school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer student, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

When children are educated at home and are not enrolled in a school, the school district will not provide any of the entitlements or privileges of pupils enrolled in the school district unless specifically provided in the federal special education laws.

A child educated at home shall not receive a state endorsed high school diploma from the Board of Education.

N.J.S.A. 18A:38-25; 18A:38-25 through 18A:38-31
U.S.C.A. 1401 et seq.

Adopted: 5 November 2001

9280 PARENT CONFERENCES

The Board of Education endorses the parent-teacher conference as an effective means of permitting parent(s) or legal guardian(s) and teachers to share information about pupils and the educational program in a constructive setting.

The Superintendent is directed to schedule parent-teacher conferences at such times as will permit the maximum attendance of parent(s) or legal guardian(s), including working parent(s) or legal guardian(s); to encourage the participation of parent(s) or legal guardian(s); and to provide in-service training to teachers to assist them in making most effective use of the conference.

The Board believes that the information exchanged in parent-teacher conferences can be of great importance to the pupil's ability to profit educationally; such conferences are, therefore, an essential part of the instructional program and an integral part of a teacher's professional responsibility. Accordingly, all teachers are required to attend the parent conferences scheduled for the children assigned to them. A teacher's failure to observe this policy may be cause for discipline.

The Board regards parent-teacher conferences as non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the pupil. The parent(s) or legal guardian(s) of the pupil may bring to the conference additional persons who share that interest and wish to aid the parent(s) or legal guardian(s) and the teacher. When a parent(s) or legal guardian(s) desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, the parent(s) or legal guardian(s) who plans to bring legal counsel to a parent-teacher conference shall notify the school principal of that intention no later than five working days in advance of the conference in order that the Superintendent may secure such legal representation as he/she may deem advisable.

The purposes of the parent-teacher conference are best served when all persons present share freely and candidly their knowledge of the pupil's educational progress and information relating to that progress. Any person present may make and preserve notes, for his/her benefit, of the information shared and may, if permitted, make a tape recording of the conference as an aid to memory or to share with an absent parent or legal guardian. Because the presence of the tape recorder may act to impede the free exchange necessary to an effective conference, however, either the parent(s) or legal guardian(s) or the teacher may refuse the other's request that a tape recorder be used.

Adopted: 5 November 2001

9300 RELATIONS WITH RECREATION COMMISSION

The chief purpose of this policy is to ensure that the Board of Education coordinates and channels all other-than-school athletic and recreational pursuits through the community-appointed body to promote such activities in the Township.

Application for use of all school athletic and play-field facilities by other-than-school groups in the community shall be made through the Roxbury Recreation Commission. For example: if an other-than-school basketball team wishes to use the gym for practices or games, that team must first obtain the permission and approval of the Roxbury Recreation Commission. If the Commission approves the application in terms of the schedule and program of activities being sponsored, the application will then be submitted to the Superintendent by the Commission for consideration. The Superintendent will advise the Commission whether or not the application can be approved in terms of the school program and activities. The Commission will then advise the applicant of the action taken.

Adopted: 5 November 2001

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education acknowledges that the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.

The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 et seq. to ensure cooperation between school staff and law enforcement officials in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, as defined in N.J.S.A. 24:21-2, including anabolic steroids, drug paraphernalia, alcoholic beverages and/or firearms as defined in subsection f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(r) and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations. The Board directs the Superintendent to institute a program of such communication and cooperation.

Policy and Regulation 9320, as adopted by the Board, will be submitted for approval to the County Superintendent of Schools in accordance with N.J.A.C. 6A:16-6.2(a)2.

Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of pupils and serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq.

N.J.A.C. 6A:16-6.1 et seq.

Adopted: 5 November 2001
Revised: 16 November 2009

9321 FINGERPRINTING PUPILS

The Board of Education recognizes the advantage to both parent(s) or legal guardian(s) and law enforcement agencies of a means of identifying children who have become lost or been abducted. Accordingly, the Board will cooperate with the Sheriff of Morris County and the Roxbury Police Department in the voluntary fingerprinting of district children. Children eligible for the fingerprinting program include children resident in this district who have not previously been fingerprinted pursuant to N.J.S.A. 18A:36-29.

N.J.S.A. 18A:36-29

Adopted: 5 November 2001

9322 DRUG FREE SCHOOL ZONES

The Board of Education is committed to providing the children of this district with a school environment conducive to learning, free of drugs and drug trafficking. To that end the Board will cooperate fully with law enforcement agencies in accordance with law and rules of the State Board of Education.

No law enforcement operation, program, or activity shall be permitted to interfere with educational goals and prerogatives, which must always take precedence over traditional law enforcement objectives.

The Board appoints the Superintendent or designee to serve as liaison officer to the Roxbury Township Police Department in the matter of providing drug free school zones.

The Board may enter into a memorandum of understanding with the Roxbury Township Police Department governing the roles and responsibilities of school employees and law enforcement officers with respect to controlled dangerous substances and to the planning and conduct of law enforcement activities and operations occurring on school property. Any such memorandum will be reviewed periodically and revised as necessary to comply with the requirements of law and meet the changing needs of the district.

The Board authorizes the Superintendent to approve such undercover operations as may be necessary to identify and apprehend persons engaged in the illegal distribution of controlled dangerous substances on school premises. Any undercover operation must be planned and conducted in such a manner so as to minimize the risk of interruption to the educational program. The Superintendent is not obliged to reveal to the Board or to Board members individually the existence of any undercover operation.

The Superintendent shall plan and implement such in-service training programs as may be required to instruct school employees in the Board's policy and procedures regarding cooperation with law enforcement activities in the provision of drug free school zones.

In implementation of this policy, the Superintendent shall develop and present procedural regulations to the Board for its approval. Such regulations will cover the following areas to the extent they are not provided for in an approved memorandum of understanding:

1. The roles and responsibilities of the liaison officer;
2. Staff cooperation with arrests made by law enforcement officers;
3. Searches on school premises;
4. Interviews of pupils suspected of possessing, using, or distributing a controlled dangerous substance;
5. The planning and conduct of undercover operations;
6. The handling of drugs and drug paraphernalia;
7. Notification of law enforcement authorities of suspected violations of the drug abuse laws;
8. Requesting uniformed police at extra-curricular events;
9. Notification of parent(s) or legal guardian(s);
10. The resolution of disputes; and
11. Confidentiality.

The Board will annually review and assess the effectiveness of this policy and the procedures set forth in implementing administrative regulations. The annual review will be conducted in consultation with the County Superintendent, the County Prosecutor, and members of the community.

Both policy and procedures on drug free school zones will annually be made available to all school employees, pupils, and parent(s) or legal guardian(s).

N.J.S.A. 2C:29-1 et seq.; 2C:35-1 et seq.
N.J.A.C. 6:29-10.1 et seq.

Adopted: 5 November 2001

9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

School principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered students in the school building. The school principal shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The school principal may request from law enforcement agencies at the time of charge, adjudication or disposition, information as to the identity of a juvenile student charged, the adjudication and the disposition. The school principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

A law enforcement or prosecuting agency shall at the time of charge, adjudication or disposition, advise the school principal of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function or was committed against an employee or official of the school; or
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. An offense, if committed by an adult, would constitute a crime and the offense:
 - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; or
 - b. Involved the unlawful use or possession of a firearm or other weapon; or
 - c. Involved the unlawful manufacture, distribution or possession with intent to distribute a controlled dangerous substance or controlled substance analog; or

- d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; or
- e. Would be a crime of the first or second degree.

Information provided in accordance with the section above shall be treated as confidential. The school principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or to planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile student's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

Law enforcement or the prosecuting agency may provide the school principal with information identifying one or more juveniles who are under investigation or who have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with the section above shall be treated as confidential, but the school principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided in accordance with this paragraph shall be maintained.

The Principal who requests and/or receives information as specified in this policy shall notify the Superintendent or designee within twenty-four hours.

The school district shall comply with the Department of Education rules and regulations concerning the creation, maintenance and disclosure of pupil records regarding school principal notification of juvenile offender case disposition and this policy.

P.L.1982, c.79
R.S.53:1-15
P.L.1985, c.69

Adopted: 5 November 2001

9340 COOPERATION WITH PUBLIC LIBRARY

The public library can and should play an important role in the intellectual and educational development of children attending district schools, serving them as a resource that reinforces and augments the school library in many areas and by providing services and materials that may go beyond those that the school library alone can provide.

The Board of Education encourages the effective utilization of the public library by communication and cooperation between the school and library staff. School staff members should be kept informed of new materials and services available from the public library, and library staff members should be kept advised of school projects and programs that call for pupil use of the public library.

N.J.A.C. 6:70-1.1

Adopted: 5 November 2001

9400 NEWS MEDIA RELATIONS

Representatives of the local newspapers and radio and television stations are an important link in the communications chain between the school district and the community it serves. The maintenance of a good working relationship with members of the media is essential to meeting the objectives of the district's school and community relations program.

The Board of Education must give formal approval to all basic practices governing relations between news media and the district and reserves the right to negotiate, on terms most favorable to the district, for the radio broadcasting, televising, filming, or sound recording of any school event by an outside agency.

The Superintendent shall be the chief communications representative of the Board. He/she shall be readily available to media representatives, provide media representatives with all appropriate and necessary information, suggest or supply feature articles or stories, prepare "press kits," assist school and parent organizations with press relations, meet periodically with media representatives, and protect school personnel from any unnecessary demands on their time by news media representatives.

The Superintendent must approve in advance interviews between staff members or pupils and media representatives and authorize the release of photographs of district subjects, personnel, or pupils. Where the release of a photograph may violate the privacy of a pupil or staff member, the Superintendent must first secure the written permission of the staff member or the pupil's parent(s) or legal guardian(s).

Adopted: 5 November 2001

9500 COOPERATION WITH EDUCATIONAL AGENCIES

The Board of Education recognizes the need for communication between this district and other districts and educational institutions that provide programs, training, and services not otherwise available to children residing in this district and with districts whose resident students are enrolled in programs in this district.

The Board acknowledges the responsibility for the education and conduct of the pupil in the school district in which he/she is enrolled.

The Board will attempt to meet periodically with the governing boards of other educational institutions that receive from this district a significant number of pupils or that send to this district a significant number of pupils.

In order to maintain a cordial and constructive relationship with Mount Arlington, the Superintendent shall provide annually a complete description of all programs available to students of the sending or constituent district; institute an articulation council to coordinate the program of studies between this district and those districts sending pupils here; provide an orientation program for incoming pupils; assure that unusual traits of individual pupils entering this district have been made known to the staff members that can be of most assistance to such pupils; and inform the sending district of any serious discipline problems encountered with pupils from that district.

In order to maintain cordial and constructive relationships with nonpublic schools, the Superintendent shall maintain liaison with the administration of all nonpublic schools located within this school district in order to be aware of any program changes that may be planned that could affect this district; determine how this district can advance the education of resident pupils attending parochial or private schools by the provision in these schools of special programs; and cooperate fully in the implementation of all state and federal programs administered by this district that benefit, in whole or in part, eligible pupils attending such nonpublic school.

20 U.S.C.A. §3066

N.J.S.A. 18A:38-13.1 et seq.; 18A:40-23 et seq.;

18A:46-19.1 et seq.; 18A:46A-1 et seq.;

18A:58-37.1 et seq.

N.J.A.C. 6:20-6.1 et seq.; 6:28-6.1 et seq.

Adopted: 5 November 2001

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with the state colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with pupils and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board retains the right to approve the selection of all student teachers/interns.

Student teachers/interns shall be selected and assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of pupils will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board. Every student teacher/intern accepted by this Board must present the written notification of the Commissioner of Education that the applicant qualifies for employment after a criminal history record check.

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. 6:11-7.3; 6:11-7.4

Adopted: 5 November 2001

9550 EDUCATIONAL RESEARCH PROJECTS

The Board of Education will cooperate, whenever appropriate and feasible, with organizations and individuals conducting bona fide educational research involving pupils enrolled in the schools of this district.

All educational research by persons other than district employees must be approved in advance by the Board. A written application for approval must state the purpose of the research, the specific ways in which pupils will be involved, the estimated duration of the project, the persons who will conduct the research project and their relevant affiliations, and any possible benefits to pupils or to the school district. Approval will be granted only to those projects that will serve the interests of pupils and the educational program; approval will not be granted to projects that will impede or significantly disrupt the instructional program approved by the Board.

Parent(s) or legal guardian(s) will be informed of any educational research project that involves their children and may request the removal of their children from the project.

The conduct of research activities must rigorously protect pupils' privacy. Approved researchers may be given access to pupil records in accordance with rules of the State Board of Education and Board Policy No. 8330, but shall not abuse this privilege by using information in any way that may embarrass or harm individual pupils or their families. The Board must be satisfied that strict standards of anonymity and confidentiality will be observed.

N.J.A.C. 6:3-6.5

Adopted: 5 November 2001

9560 ADMINISTRATION OF SCHOOL SURVEYS

The Protection of Pupil Rights Amendment (PPRA) requires written consent for certain pupil surveys, analysis and/or evaluations funded in whole or in part by a program of the United States Department of Education. The district will comply with the PPRA consent requirements and Policy 2415.05 for certain pupil surveys, analysis, and/or evaluations.

The district will also comply with the requirements of 34 CFR Part 98 - Student Rights in Research, Experimental Programs and Testing for certain programs administered by the Secretary of the United States Department of Education:

1. Instructional material used in connection with any research or experimentation program and project shall be made available for inspection by parents/legal guardians of pupils engaged in such program or project in accordance with the requirements of 34 CFR Part 98.3.
2. Prior written parental/legal guardian consent is required for any surveys, analysis, and/or evaluations that involve psychiatric or psychological examination, testing, or treatment; if the primary purpose is to reveal information as specified in 34 CFR Part 98.4(a)(1).
 - a. Psychiatric or psychological examination or test means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs or feelings.
 - b. Psychiatric or psychological treatment means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group.

However, academic and nonacademic surveys, assessments, analyses, and/or evaluations may be administered to pupils for programs or activities that are not funded in whole or in part by a program of the United States Department of Education and/or

programs not administered by the Secretary of the United States Department of Education as defined in 34 CFR Part 98.1. In accordance with N.J.S.A. 18A:36-34, the district shall receive prior written informed consent from a pupil's parent or legal guardian before administering these academic and nonacademic surveys, assessments, analyses, and/or evaluations that reveal information concerning:

1. Political affiliations;
2. Mental or psychological problems potentially embarrassing to the pupil or the pupil's family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom a respondent has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
7. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program; and
8. Social security number.

When administering an academic and/or nonacademic survey, assessment, analysis, and/or evaluation that concern the issues listed in 1. through 8. above, the Building Principal shall request written informed consent at least two weeks prior to the administration of the survey. The request for consent shall provide the parent/legal guardian the opportunity to view a copy of the document at a convenient location and time. The pupil shall not participate in the administration of the academic and/or nonacademic surveys, assessments, analyses, and/or evaluations if the requested written informed consent is not obtained.

N.J.S.A. 18A:36-34
34 CFR Part 98

Adopted: 29 August 2005

9700 SPECIAL INTEREST GROUPS

The Board of Education recognizes that the contributions of persons and organizations outside the schools may from time to time take the form of materials, activities, and awards that tend to serve the interests of the contributor as well as benefit the school district generally and pupils individually.

The Board reserves the right to review all such proposed contributions and to reject those that have the primary effect of advancing the name, product, or special interest of a person, corporation, or organization; fail to meet district standards of accuracy and good taste; are of little or no educational value to pupils; make unreasonable demands upon the time and energies of staff and pupils or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.

The approval of the use of any material or the conduct of any activity offered by an agency outside the schools shall not under any circumstances be construed as an endorsement by this Board of any interest, cause, or organization.

Permission to solicit funds on school premises will be granted only to those persons and organizations whose purposes are consonant with the goals of this district and the interests of the community. Solicitation may not interfere with the orderly operation of the schools. The Board will not be responsible for the protection of or accounting for such funds, nor may any such funds be deposited in any district account.

The Board forbids the distribution of political literature to or through the pupils of this district; further, no pupil under the jurisdiction of this Board shall be requested or directed to engage in any activity that tends to promote, favor, or oppose a candidate for political office or a public question submitted at any election.

The Board forbids the distribution to pupils on school premises of literature or material that tends to advance or is inimical to the interests of a religious sect or religion generally.

The Board will permit the award of scholarships or prizes to deserving pupils provided that information regarding pupils is released only in accordance with Policy No. 8330 on Pupil Records, the manner of selection of the recipient is approved by the Superintendent or designee and includes consultation with appropriate staff members, the nature of the prize or award is approved by the Superintendent or designee, and the Board determines the manner of presentation.

N.J.S.A. 18A:42-4

Adopted: 5 November 2001

9710 CONTESTS FOR PUPILS

The Board of Education requires that the schools not permit special groups to promote their own objectives through school contests for students such as essay-writing, public speaking, beauty, athletics, etc. Teachers may encourage pupils to enter only such contests as are officially approved.

Adopted: 5 November 2001

9711 SCHOOL COMMUNITY ORGANIZATIONS RELATIONS

The Roxbury Township Board of Education encourages the active participation of the community in providing auxiliary support for a wide range of programs.

The community assistance and involvement with the programs and activities can be structured in many forms. It may range from the formulation of formal PTA and booster groups, with elected officers and adopted by-laws, to an informal organization lending support on a request basis.

However, any organization, regardless of its structure, must conform in its supportive role to the rules and regulations appended to this policy or found in New Jersey State Law as encoded in Title 18 or the Rules and Regulations of the State Board of Education as stipulated in the Administrative Code.

Prior to the formulation of any support organization actively supporting a Roxbury sponsored school program, the Roxbury Board of Education, through its administrative team, must be notified.

The Board of Education must be notified by support organizations of their intent to raise funds on other than school property.

The Board disclaims all responsibility for the protection or an accounting of any funds raised by support organizations. Solicited funds are not to be deposited in any regular or special accounts of the district.

Any organizations or individual staff member(s), wishing to solicit funds on school property, must receive permission to do so from the Board of Education.

Permission to solicit funds will be granted only to those organizations whose purposes are consistent with the goals of this district and the interests of the community. Solicitation must take place at such times and places and in such a manner as is specified by the Superintendent and which does not interfere with the orderly operation of the schools.

All equipment and materials purchased by community groups and donated to school programs become the property of the Roxbury Board of Education.

POLICY

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School Community Organizations Relations

The relationship of staff with any community support group must conform to the policies of the Roxbury Board of Education as recorded in its policy manual and/or the several contracts now in force between the Roxbury Board of Education and its employee groups.

The assignment of staff to any particular activity, is by law and Board policy, a function of the administration to recommend and the Board to approve. Community groups are prohibited from interfering in this relationship. However, as with any program or function of the public school system, the office of the Superintendent and the Board must provide a suitable hearing for public advocacy of any action taken by the Board and/or its agents.

Adopted: 5 November 2001

9712 DISTRIBUTION OF PUBLICATIONS ON SCHOOL GROUNDS

The Board of Education respects the right of citizens to express themselves in written word or picture and to distribute printed materials on school grounds as part of that expression; at the same time, the Board recognizes that the exercise of that right is limited by the rights of other members of the school community.

For the purposes of this policy, "printed materials" include any written or printed cards, letters, circulars, books, pamphlets, notices, newspapers, and similar materials but do not include any publication that is sponsored by this Board.

Certain printed materials are not protected by a person's right of free expression because they violate the rights of others. The Board may identify and prohibit the distribution on school premises of printed materials that are grossly prejudicial to an ethnic, national, religious, or racial group or to either gender; libel any person or persons; seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other; advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of pupils; contain obscenity or material otherwise deemed to be harmful to impressionable pupils; incite violence, advocate the use of force, or urge the violation of law or school regulations; advertise goods or services for the benefit of profit-making organizations; fail to identify the pupil responsible for distribution and the agent responsible for reproduction; solicit funds for non-school organizations when such solicitations have not been approved by the Board; or promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or questions submitted at any election.

No printed materials may be distributed on school premises that have not been submitted to the Superintendent for review in advance of their distribution. Where the Superintendent cannot show, within two school days, why the materials are unprotected, or where unprotected material is so modified as to be no longer unprotected, the printed material may be distributed. Appeal from the determination of the Superintendent may be made to the Board.

The Board requires that the distribution of printed material take place only at the places and during the times established by rule in order not to disrupt the orderly operation of the educational program.

Adopted: 5 November 2001

9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education will permit access to school pupils on school premises and access to certain information about individual pupils for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit pupils on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing ten working days before the planned activity and must be approved in advance by the Superintendent. The Superintendent shall not favor one recruiter over another, but shall not approve an activity that, in the Superintendent's judgment, carries a substantial likelihood of disrupting the educational program of this district.

Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the student information directory, compiled in accordance with Policy No. 8330.

Parent(s) or legal guardian(s) and adult pupils will be informed annually in writing of their right to request a pupil's excusal from participation in all recruitment activities and/or from a listing in the student information directory distributed for recruitment purposes.

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1

Adopted: 5 November 2001

9720 SOLICITATIONS BY VENDORS

The Board of Education will permit vendors to solicit pupils and parent(s) or legal guardian(s) for the sale of goods and services through the schools of this district, provided that the Board has given prior approval to the vendor and to the solicitation.

The Superintendent shall review each vendor's request to solicit sales and shall recommend to the Board for its approval only those that offer a product or service that is related to the educational goals of this district and offers good value to purchasers.

Any funds collected on behalf of a vendor approved by the Board under this policy shall be kept in a separate account pending transfer to the vendor. The Board disclaims any responsibility for any such funds.

In the event that more than one vendor requests permission to solicit sales of a particular product or service, or the Superintendent seeks a vendor to provide a particular product or service to parent(s) or legal guardian(s) or pupils, the Superintendent shall seek quotations from qualified vendors in order to determine which will provide the greater value to purchasers.

The Board reserves the right to withdraw its approval of any vendor at any time.

Adopted: 5 November 2001

9720.1 SALES CALL AND DEMONSTRATIONS

Salesmen shall not be permitted to call on teachers or other school staff members without authorization; school principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

Adopted: 5 November 2001