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Community Relations

9100 COMMUNITY RELATIONS

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

Cross Reference: 9130

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

9110 QUALITY ASSURANCE ANNUAL REPORT

Policy 9110 was repealed at the Regular Board of Education Meeting held on October 19, 2009.

Cross References: 0167, 8310

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9120 PUBLIC INFORMATION PROGRAM

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

As a means of keeping the public informed about school needs and about actual results being obtained from the public's support of school programs, the Board of Education shall annually provide district citizens with a report describing the current state of the district, its progress toward Board-established goals and objectives, and other such accomplishments and information as may be deemed appropriate by the Superintendent. The report shall also include the commissioner of education's classification of each school within the district and that of the district as a whole if available.

The annual report shall be presented in clear and concise language and be buttressed as necessary by meaningful graphics in order that the significance of all information be easily understood by lay citizens.

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 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 of ten or more students 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 the implementation of an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. At 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 Services, 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.

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The public information program may include the publication and distribution of a district newsletter, meetings with parents or legal guardians 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 student handbooks, as well as the release of news and photographs of school activities for publication.

The Superintendent shall develop guidelines governing taste, relevance, and the protection of privacy in the preparation of district publications.

Notices, publications, and other written materials may be prepared in languages other than English as ~~and~~ 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.

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The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relations, 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 relations. Any increase in the maximum dollar amount shall require formal Board action.

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

Cross Reference: 0135

First Reading: March 16, 2009

Second Reading: April 20, 2009

Adopted: April 20, 2009

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Public Complaints and Grievances

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 and publication 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 and the level of authority closest to the cause of the complaint.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education, unless otherwise stated in policy.
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.

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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.

Cross References: 0142.1, 1100

First Reading: March 12, 2001

Second Reading: March 19, 2001

Adopted: April 2, 2001

9140 AD HOC 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. Public 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 public 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.

The Board shall have the sole power to dissolve any of its ad hoc advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

The Board shall see that the public is made aware of the services rendered by such ad hoc advisory committees of citizens as it may appoint and shall see that the public is informed of all major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such a time and in such manner as the Board may choose.

When ad hoc committee members are needed, the Board shall submit the names of qualified persons, giving preference to those who have not previously served. The Board may appoint members from this list or from any other source it deems appropriate.

All appointments of citizens to ad hoc advisory committees for the Board shall be made by the Board or its designees.

All appointments of staff members to citizens' ad hoc advisory committees for the Board shall be made by the Superintendent with the approval of the Board.

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.

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Ad Hoc Advisory Committees
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Liaison Personnel

The Board shall appoint one of its members to provide liaison with each of its committees.

Each member of the Board shall be available upon request to attend meetings of any citizens' ad hoc committees and each member shall be encouraged to attend meetings of various committees at the Board member's convenience.

The Superintendent or his/her designee will act as the Superintendent's liaison between the Superintendent's office and all Board committees. He/she shall meet or communicate with committees and committee assistants as he/she deems proper keeping informed as to activities, providing for the use of resources, and advising in the preparation of reports, and shall report his/her own and all committee activities directly to the Superintendent.

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

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

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School Visitors

9150 SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents or legal guardians, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present to prevent the intrusion of disruptive persons into the schools, and to ensure the safety of pupils and staff, 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 or Superintendent or their designee 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. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

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 or his/her designee 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 while ensuring their safety.

N.J.S.A. 2C:18-3

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

First Reading:	March 12, 2001
Second Reading:	March 19, 2001
Adopted:	April 2, 2001

R 9150 SCHOOL VISITORS

For purposes of these regulations, a visitor to the schools shall be defined to include but not be limited to, parents, parent volunteers, vendors, student lunch buddies, tutors, representatives of out of district schools or educational organizations, and/or personnel from the district maintenance department, from other district schools or central office.

In accordance with the requirements of Board of Education Policy 9150, the following protocols will be followed by district school buildings relative to visitors:

Elementary Schools and Middle Schools

1. Elementary and Middle School doors will be locked at all times.
2. Parents who wish to meet with school personnel must do so by appointment.
3. Signage in front of each school will direct visitors to a main door or entrance, which will be equipped with a buzzer through which visitors can be permitted entry into the building.
4. A sign instructing all visitors to proceed directly to the office will be placed in a visible and prominent place directly at the visitors' entrance.
5. To the extent feasible, visitors' entrances at schools will be located in close proximity to the office.
6. All visitors will be asked to sign-in at the main school office. The school will maintain a sign-in log, in the form attached to these regulations, which records:
 - a. the name of the visitor
 - b. the address of the visitor and/or the company or entity that the visitor represents
 - c. the date and time of his/her visit
 - d. the purpose of the visit
 - e. the time the visitor exited the building
7. Visitors who intend to remain in the building will be provided with a visitor's badge, which they will be instructed to wear for the duration of their visit. Regular visitors to a school, such as a parent or student volunteer, will be issued a badge that they will be asked to wear at all times. District personnel who are visiting a school that is not their home school will wear their district issued identification badge at all times.

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School Visitors

8. If the visitor is planning to proceed to a destination within the building, a staff member will direct the visitor to his or her destination. Any individual building may reserve the right to limit visitor access to areas of the building beyond the main office.
9. All visitors will be instructed to report back to the main office at the conclusion of their visit, and will be asked to sign out of the building when they have concluded their visit.
10. These procedures will be publicized through distribution in student backpacks, in student handbooks which are distributed at the start of the school year, in school newsletters, and on the school and district websites.
11. In the event a special occasion or event necessitates that these procedures be relaxed to allow for easier ingress by visitors, a staff member will be posted at the door to assist visitors in proceeding directly to the appropriate destination within the building for the special event, and special care will be taken to ensure that all visitors proceed directly to the special event location.
12. In the event that a particular visitor refuses to comply with the above protocols, he or she will be asked to leave school property and/or the police will be notified, as appropriate.
13. In the event the presence of a school visitor raises sufficient concern to warrant police notification, the Superintendent of Schools will be promptly notified.
14. Election day protocols will be coordinated with central office which will assist with the provision of extra security personnel, as needed.

Columbia High School

1. All visitors to the high school must enter through the main entrance on Parker Avenue.
2. Parents who wish to meet with school personnel must do so by appointment.
3. All visitors must report to the security desk where the following security procedure is followed:
 - a. A driver's license, or valid picture ID must be presented, which is scanned into a machine that produces a visitor's ID badge.
 - b. The visitor is instructed to wear the badge at all times.
 - c. The visitor is instructed to return to the security desk at the conclusion of his/her visit.
 - d. The ID has a time limit, at which point it becomes void.

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School Visitors

4. The high school may reserve the right to refuse entry to an individual who does not produce a valid driver's license or picture ID.
5. In the event a special occasion or event necessitates that these procedures be relaxed to allow for easier ingress by visitors, a security guard will be posted at the door to assist visitors in proceeding directly to the appropriate destination within the building for the special event, and special care will be taken to ensure that all visitors proceed directly to the special event location.
6. When large groups visit the high school with prior notice, every effort will be made to provide badges to all members of the group.
7. District personnel who are visiting Columbia high School will wear their district issued identification badge at all times.
8. These procedures will be publicized in the student handbook and on the school and district websites.
9. In the event that a particular visitor refuses to comply with the above protocols, he or she will be asked to leave school property and/or the police or the School Resource Officer will be notified, as appropriate.
10. In the event the presence of a school visitor raises sufficient concern to warrant police notification, the Superintendent of Schools will be promptly notified.

Dated: May 1, 2008

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

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Public Attendance at School Events

9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools of the district. The Board directs the Superintendent or his/her designee to develop regulations that promote public awareness of school events and provide access to such events to all interested members of the community.

The Board acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of such events. In this duty, the Board, its employees or law enforcement officials may bar the attendance of any person at a school event whose conduct constitutes a disruption. The Board prohibits the possession and consumption of alcoholic beverages at any function sponsored by the district, and, further, prohibits wagering on school premises.

Cross References: 5611, 7434, 8467, 9161, 9191

First Reading: March 12, 2001

Second Reading: March 19, 2001

Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

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Crowd Control

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.

Cross Reference: 9160
First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

9162 ATHLETIC CODE OF CONDUCT

The Board of Education promotes good sportsmanship, as defined in Policy 5570, at all school sponsored youth sports events. For the purposes of this Policy, "youth sports event" means a competition, practice or instructional event involving one or more interscholastic sport teams sponsored by this Board of Education, as defined in N.J.S.A. 5:17-2 et seq.

In accordance with N.J.S.A. 5:17-2 et seq., the Board prohibits any person, including any pupil, coach, parent/guardian or other person, at a school sponsored youth sports event, and any other event related to school sport programs, from engaging in verbal or physical threats or abuse aimed at any pupil, coach, official, parent or other person. Any person who engages in such behavior, or who initiates a fight or scuffle with any pupil, coach, official, parent or other person while at or in connection with a school sponsored youth sports event and any other event related to school sports programs, shall be banned from school-sponsored youth sports events.

The Board directs the Superintendent or his/her designee to develop and maintain a Code of Conduct that at a minimum requires all pupils, coaches and officials to refrain from verbal or physical threats or abuse directed at any pupil, coach, official, parent or other person and from initiating a fight or scuffle with any pupil, coach, official, parent or other person while at or in connection with a school sponsored youth sports event, and any other event related to school sports programs. The Board further directs that all pupils, coaches and officials seeking participation in school sponsored athletic programs sign a copy of this Code of Conduct as a condition of participation.

A pupil, coach or official found to have violated the Code of Conduct shall be banned from attending any subsequent school sponsored youth sports events and any other event related to school sports programs. Individuals banned from attendance for violations of the Code of Conduct may petition the Superintendent for permission to resume attendance. Such petitions will require the individual to present proof of completion of anger management counseling.

The Board directs the Superintendent or his/her designee to develop regulations that ensure that the district complies with any requirements of the New Jersey Attorney General with respect to a model Code of Conduct and the minimum requirements for anger management counseling as required in N.J.S.A. 5:17-2 et seq. and this policy.

N.J.S.A. 5:17-2 et seq.

Cross References: 5570, 9160, 9161

Initial Adoption: January 27, 2003

First Reading: January 25, 2016

Second Reading: February 22, 2016

Adoption: February 22, 2016

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School Volunteers

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 Kindergarten through twelve.

The Superintendent or his/her designee shall be responsible for the recruitment and screening of volunteers, and may delegate the assignment of volunteers to specific tasks.

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;
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.

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

Cross Reference: 9150

First Reading: March 12, 2001

Second Reading: March 19, 2001

Adopted: April 2, 2001

9181 VOLUNTEER ATHLETIC COACHES

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

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

The Superintendent or his/her designee shall prepare and promulgate rules of conduct for volunteer athletic coaches. Volunteer coaches, whether or not staff members of the District, shall abide by the rules of conduct set forth in Policies 3211, 3214, 3230, 3281, 3282, and 3282.1, including all training requirements applicable to coaches. Volunteer coaches shall not engage in, nor tolerate in others, Harassment, Intimidation or Bullying as defined in Policy 5512. The aforementioned policies shall be incorporated herein by reference. Each volunteer athletic coach will be given a copy of this policy and the rules of conduct.

The following guidelines shall govern the service of a volunteer athletic coach:

1. Volunteer athletic coaches may serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board;
2. Volunteer athletic coaches may not directly supervise athletes in the absence of a head and/or assistant coach employed by the Board;
Volunteer athletic coaches must clearly understand their duties and responsibilities, including the duty to comply with all district rules, policies and regulations and the regulations of the NJSIAA, and perform no services outside those duties;
3. Volunteer athletic coaches serve only in a support capacity and only head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic program;
4. Volunteer athletic coaches shall respect the individuality, dignity and worth of each pupil;
5. Volunteer athletic coaches are not permitted access to pupil records;
6. Volunteer athletic coaches who become aware of any confidential pupil matters as a result of their volunteer activities must exercise discretion in possessing and disclosing such information;

7. Volunteer athletic coaches must consult with the Superintendent or his/her designee regarding any matters or questions regarding their duties and responsibilities;
8. Volunteers shall receive no financial remuneration from any source for their coaching;
9. Volunteer athletic coaches may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

All school volunteers must have an approved New Jersey substitute teacher's certificate and a satisfactory criminal background check, including a fingerprint test at volunteer's expense. The Superintendent or his designee may require additional documentation, as they determine is appropriate.

Volunteer Athletic Coaches

The Superintendent shall report annually to the Board on the number of volunteer coaches serving in the district and the duties performed by volunteer coaches.

N.J.S.A.	18A:6-7.1
Cross References:	2431, 9180
Initial Adoption:	October 21, 2002
First Reading:	January 25, 2016
Second Reading:	February 22, 2016
Adoption:	February 22, 2016

9190 COMMUNITY ORGANIZATIONS

The Board of Education 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 Board directs the Superintendent to be alert to the opportunities for an educational program expanded and enriched by utilization, both within and without the school district, of a diversity of community resources. The Superintendent may consult with members of the community in the development of educational goals for the district, and objectives and standards for the educational program.

A file of community resources shall be maintained by the district and made available to the principals and staff of all schools. The Superintendent, in conjunction with the principals, shall determine the appropriate participation of these organizations or individuals in the instructional programs and/or district operation.

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

9191 BOOSTER CLUBS

A booster club is any organization in the District constituted for the purpose of endorsing and supporting a school-sponsored activity. The Board of Education directs the Superintendent to establish regulations for the operation of booster clubs, including fund raising and accounting, as the activities of booster clubs reflect on the District and must assist in the attainment of District goals and objectives.

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

The Board directs the Superintendent or his/her designee to develop regulations that ensure that all Booster Clubs operate in accordance with District policies.

Initial Adoption: April 2, 2001

First Reading: January 25, 2016

Second Reading: February 22, 2016

Latest Adoption: February 22, 2016

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

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Cooperation Between Parents and School

9200 COOPERATION BETWEEN PARENTS AND SCHOOL

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parents or legal guardians of pupils. To insure 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 parents or legal guardians 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 cooperation be encouraged by parent-teacher conferences that permit two-way communication between home and school; open houses in district schools that provide parents or legal guardians 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 parents or legal guardians 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 parents or legal guardians, and are of general interest to the schools or community.

The Superintendent or his/her designee is directed to develop regulations that insure that effective communication between home and school is maintained.

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support organizations of parents or legal guardians whose objectives are to promote the educational interests of district pupils.

No parent 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 written approval of the Superintendent or his/her designee.

Representatives of recognized parent 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 relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization whose actions are inimical to the interests of the pupils of this district.

Cross Reference: 5830

First Reading: March 12, 2001

Second Reading: March 19, 2001

Adopted: April 2, 2001

9230 PARENTAL RESPONSIBILITIES

The Board of Education believes that children benefit when parents or legal guardians recognize and discharge a responsibility to encourage and support the learning process.

Parents or legal guardians 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.

The Board directs the Superintendent to develop regulations that provide for the conveyance of these expectations to the parent/guardian community.

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

9240 RIGHTS OF PARENTS

The Board of Education recognizes that the parents or legal guardians of each child are ultimately responsible for the care and custody of that child, and that both parents or legal guardians 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 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 legal guardians 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 or legal guardians 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, guardian or legal custodian may petition the court to have a parent's access to the records limited. If, after a hearing, the court 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 non-custodial parent or terminates the parental rights of the noncustodial 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 or her child's records.

N.J.S.A.18A:35-4.6 et seq.; 18A:47-4; 18A:47-8
N.J.A.C. 6A:14-1.3; 6A:14-2.9; 6A:32-7.1; 6A:32-7.5

Initial Adoption: April 2, 2001

First Reading: November 19, 2018
Second Reading: December 17, 2018
Latest Adoption: December 17, 2018

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Parental Liability for Vandalism

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 parents or legal guardians 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 parents or legal guardians 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 seek full restitution for the cost of restoring damaged property to its proper state. In pursuing restitution, the Board may bring civil action against the parent or legal guardian 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

Cross References: 5500, 5513, 5600, 7410, 7440, 7510, 8461

First Reading: March 12, 2001

Second Reading: March 19, 2001

Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
9270/page 1 of 2
Home Schooling and
Equivalent Education - M

9270 HOME SCHOOLING AND EQUIVALENT EDUCATION

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, guardians, or other persons having custody and control of a child 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 and when chosen this option will be carried out in the pupil's home rather than the school.

In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school. The Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not receiving an education in accordance with N.J.S.A. 18A:38-25 . The New Jersey Department of Education encourages the parent, legal guardian, or other person having custody and control of a school-aged child to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.

A parent or legal guardian or other person having custody and control of a child between the ages of six and sixteen, who fails to comply with 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.

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 home schooled and are not enrolled in a school, the school district is not required to provide any of the entitlements or privileges or pupils enrolled in the school district unless an entitlement or privilege is specifically provided in Board Policy or required by Federal law, or State statute or administrative code. The school district's curriculum and other public record information will be provided to the parent, legal guardian, or other person having custody and control of a child upon request in accordance with the Open Public Records Act and Policy and Regulation 8310.

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 through 18A:38-31
U.S.C.A. 1401 et seq.

New Jersey Department of Education – Frequently Asked Questions: Home Schooling
Cross References: 2460, 5111, 5112, 5113, 5460

Initial Adoption: April 2, 2001

First Reading: April 23, 2012
Second Reading: May 14, 2012
Latest Adoption: May 14, 2012

R 9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

Home schooling is an educational program provided at home, usually by the parent, legal guardian, or other person having custody and control of the child. Children are taught using their own curriculum or published home school curriculum. The Board of Education recognizes that home schooling is an option under the compulsory education law.

For the purpose of this Regulation, "parent" shall mean parent, legal guardian, and other person having custody and control of a child between the ages of six and sixteen.

A. Legal Requirement for Compulsory Attendance

1. N.J.S.A. 18A:38-25 requires all children between the ages of six to sixteen years to attend the public schools or a day school in which there is given instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere other than school.
2. The parent of a child that is home schooled is responsible to ensure their child receives instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instruction elsewhere other than school.
3. In the event the Superintendent determines there is credible evidence the parent, legal guardian, or other person having custody and control of a school-aged child is not causing the child to receive equivalent instruction elsewhere than at school, the Superintendent may request a letter of intent from the parent, legal guardian, or other person confirming the child is receiving equivalent instruction elsewhere than at school.
4. If the Superintendent makes a report, the parent of a pupil receiving instruction elsewhere other than school may, but is not required to, notify the Superintendent of their child's educational program status.
5. A parent of a home schooled child is not required to seek approval from the district or to submit materials to the Superintendent in order to permit it to make a determination as to the equivalency of the instruction.
6. The New Jersey Department of Education encourages a parent to notify the Superintendent of the intent to educate the child elsewhere than at school to avoid questions with respect to compliance with the compulsory education laws.

B. Truancy/Violations of Compelling Attendance

1. When a Superintendent and Board believe a person is not complying with the compulsory education law (N.J.S.A. 18A:38-25 et seq.) they must initiate truancy proceedings in municipal court where a parent may be found guilty of a disorderly persons offense and fined in accordance with N.J.S.A. 18A:38-27 and N.J.S.A. 18A:38-31.
2. If the parent is challenged in court by the Superintendent or Board, the district must demonstrate the child is not receiving an education in accordance with N.J.S.A. 18A:38-25.

C. District Requirements for Home Schooled Pupils

1. The Board is not required by law to allow a child educated elsewhere than at school to participate in the regular school curriculum or in extra-curricular or sports activities unless specifically provided in Board Policy, or required by Federal law, or State statute or administrative code.
2. A child educated at home shall not receive a State endorsed high school diploma from the Board of Education.

D. Pupils with Disabilities

1. Any written request from a parent of a home schooled child for a special education evaluation of their child will be reviewed in a meeting of the Child Study Team (CST), the parent, and the regular education teacher in accordance with the provisions of N.J.A.C. 6A:14-2.3. At this meeting, the current information about the child shall be reviewed to determine whether an evaluation is warranted.
 - a. If an evaluation is warranted, another determination shall be made regarding the assessment procedures. Written notice of the determinations shall be provided to the parent. Once the assessments are completed, a meeting in accordance with N.J.A.C. 6A:14-2.3 shall be held to determine whether the child is eligible for special education and related services.
 - b. If the child is eligible for special education and related services, the CST will determine a classification category and develop an Individualized Education Program (IEP) in accordance with N.J.A.C. 6A:14-3.7. If the child is eligible for special education and related services, the district shall make a free, appropriate public education available only if the child enrolls in the district.

- c. The school district will notify the parent of a classified child who is being educated at home to offer services as required by law. The documentation of this notice will be maintained in the child's record file.
- d. Any determination by the school district CST regarding the provision of a special education program to a classified child who is being educated at home may be challenged by the parent in accordance with the provisions of N.J.A.C. 6A:14 et seq.

New Jersey Department of Education – Frequently Asked Questions: Home Schooling

Adopted: April 23, 2012

9280 PARENT CONFERENCES

The Board of Education endorses the parent-teacher conference as an effective means of permitting parents or legal guardians 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 parents or legal guardians, including working parents or legal guardians; to encourage the participation of parents or legal guardians; 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. A parent or legal guardian of the pupil may bring to the conference additional persons who share that interest and wish to aid the parent or legal guardian and the teacher. When a parent or legal guardian desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, a parent or legal guardian who plans to bring legal counsel to a parent-teacher conference shall notify the school principal of that intention no later than _____ days in advance of the conference in order that the Superintendent may secure such legal representation as he or 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 or 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 or legal guardian or the teacher may refuse the other's request that a tape recorder be used.

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 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 this policy and accompanying regulation 9320 to ensure cooperation between school staff and law enforcement officials in all matters relating to:

1. the unlawful possession, distribution and disposition of controlled dangerous substances as defined in N.J.S.A. 24:21-2, including but not limited to anabolic steroids, drug paraphernalia and alcoholic beverages;
2. firearms as defined in N.J.S.A. 2C:39-1. (f);
3. other deadly weapons as defined in N.J.S.A. 2C:39-1.(r); and
4. the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations.

This policy and its accompanying regulation have been developed and approved by the Board to protect the interests of pupils and to serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq. The Board directs the Superintendent to institute a program providing for appropriate communication and cooperation with law enforcement entities. Upon adoption, copies of this policy and its accompanying regulation shall be submitted to the County Superintendent for review and approval in accordance with N.J.A.C. 6A:16-6.2(a)2.

N.J.S.A. 2C:39-1; 24:21-2
N.J.A.C. 6A:16-6

Cross References: 5200, 5330, 5611, 5700, 8461, 8465, 8467, 9322

First Reading: January 6, 2003
Second Reading: January 27, 2003
Adopted: January 27, 2003

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

A. Relations with Local Police Department

1. The Principal of each school will endeavor to establish a continuing cooperative relationship with the law enforcement officers who serve the area in which the school is located.
2. Local police officers will be encouraged to visit the school on regular tours of duty so that their presence in the school is helpful and non-threatening.
3. Police should be encouraged to take active roles as resource persons in school programs in order to bring them into direct contact with pupils and to impress pupils with the positive aspects of police protection and security. Police officers may be invited to participate in such programs as driver education, substance abuse, and health/family life education.
4. At the same time that he/she works toward a liaison with the police and assists the police in the necessary performance of their responsibility to enforce the law, the Principal will impress upon the police his/her role as protector of the rights and interests of the pupils enrolled in the school.
5. For the purposes of this Regulation:
 - a. "Police Department" means the law enforcement agency designated by the County Prosecutor to receive such information.
 - b. "Principal" means the Principal and/or designee.
 - c. "Superintendent" means the Superintendent and/or designee.
 - d. "School staff member" means any school employee.

B. Summoning the Police onto School Property for the Purpose of Conducting Law Enforcement Investigations, Searches, Seizures, Arrests and in Emergencies

1. Police may be summoned to the school by the Principal or, in the absence of the Principal, the staff member in charge of the school building. If the Principal or staff member in charge is not immediately available in an emergency situation, the police may be summoned by any staff member with direct knowledge of the emergency, who shall report his/her call to the Principal at the earliest possible time.
2. The telephone number by which police can be summoned shall be prominently displayed at telephones in the school that have an outside line.
3. Police officers should be summoned to the school:
 - a. When an incident involving the suspected or actual use, possession, or distribution of alcohol or a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a firearm or other deadly weapon occurs, in accordance with Regulation No. 5530;

- b. When evidence indicates that a crime has been committed, that a break and entry has occurred, that a deadly weapon is on school premises, or that a breach of the peace has occurred, in accordance with Regulation No. 7440;
 - c. When an act of vandalism has occurred, in accordance with Regulation No. 7610;
 - d. When fire is detected and immediately after the fire department has been summoned, in accordance with Regulation No. 8420.1;
 - e. When a bomb threat has been received, in accordance with Regulation No. 8420.2;
 - f. When the school is threatened by toxic hazard, in accordance with Regulation No. 8431;
 - g. In a serious medical emergency, in accordance with Regulation No. 8441;
 - h. When a visitor to the school is seriously disruptive and/or refuses to obey the Principal's order to leave the premises, in accordance with Regulation No. 9150; and
 - i. In any other instance in which the Principal or staff member in charge has cause to believe the health, safety and welfare of the building occupants and/or property are in jeopardy.
4. An emergency call to the police should include:
 - a. Name and title of the caller;
 - b. Name and location of the school building in which law enforcement is needed; and
 - c. A brief description of the nature of the situation, including an accurate assessment of the seriousness of the situation.
5. If possible, a staff member or responsible pupil should be dispatched to meet and guide responding officers.
6. If offenders are to be arrested, a staff member should be prepared to assist the police in obtaining the necessary warrants.

C. Planned Security Protection at School Events and Extra-Curricular Activities

1. Each September or before, the Principal will provide the local police department with a calendar of events scheduled at the school for the school year just beginning. The calendar will be updated as necessary during the year.
2. The Principal will review with the police the events for which the need for police assistance and/or security is anticipated. Their review will include:
 - a. The number of officers required,
 - b. The responsibilities to be assumed by the officers, and
 - c. The remuneration, if any, each is to receive.

D. Police Investigations in the School

1. The Principal shall demand proper identification of any individual who represents him/herself as a police officer before the Principal permits any investigation to go forward. The Principal may verify this identification with the Police Department or the law enforcement agency that the individual claims to represent.
2. A police officer's request for access to school records will be responded to as follows:
 - a. A request for access to the public records of this district will be granted only in accordance with Regulation No. 8310.
 - b. A request for access to district or Board of Education records that are classified as confidential by Policy No. 8310 shall be reported to the Superintendent or Board Secretary, who will determine, in consultation with the Board Attorney, whether or not to release the record.
 - c. A request for access to personnel records that are classified as confidential by Policy No. 8320 shall be reported to the Superintendent and shall be released only if:
 - (1) The employee concerned has consented to inspection of his/her file, or
 - (2) The law enforcement officer presents a warrant authorizing a search of certain confidential records from the file.
 - (3) The Superintendent may consult with the Board Attorney prior to releasing any personnel records that are classified as confidential.
 - d. A request for access to pupil records that are classified as confidential by law and by Policy No. 8330 shall be reported to the Superintendent and shall be released only if:
 - (1) The adult pupil concerned or parent(s) or legal guardian(s) of the minor pupil concerned has consented in writing to the inspection; or

- (2) The police officer presents to the Superintendent a court order authorizing access to the record; or
 - (3) The adult pupil concerned or parent/legal guardian of the minor pupil concerned has been given at least three days written notice of the name of the requesting agency and the records requested and has not obtained a judicial order barring access.
 - (4) The Superintendent may consult with the Board Attorney prior to releasing any pupil records that are classified as confidential.
3. A request by law enforcement officials to interrogate pupils, on school premises or while under the protection of the school, shall be handled as follows:
- a. The police officer shall be required to ask the Principal for access to the pupil, regardless of the pupil's location in or about school premises or on a school-sponsored trip or at a school-sponsored event.
 - b. The Principal shall ask the police officer to delay the interrogation or conduct the interrogation away from school. In general, it should not be necessary to conduct an interrogation in school unless the matter involves:
 - (1) A crime committed in school; or
 - (2) An investigation that would be compromised without the interrogation in school; or
 - (3) An endangerment to the lives or safety of pupils or other persons; or
 - (4) Other reasons law enforcement officials believe an interrogation must be conducted in school and cannot wait until the pupil is away from school.
 - c. The Principal shall make every reasonable effort to notify the pupil's parent(s) or legal guardian(s) of the request by law enforcement officials to interrogate the pupil while in school to receive the parent's or legal guardian's consent to permit the pupil to be interrogated before the interrogation begins.
 - (1) The Principal will permit the interrogation if the parent(s) or legal guardian(s) consents to the interrogation.
 - (2) The Principal will delay the interrogation in the event the parent(s) or legal guardian(s) requests to be present during the interrogation.
 - (3) The Principal will deny the law enforcement official an interrogation if the parent(s) or legal guardian(s) cannot be contacted or if the parent(s) or legal guardian(s) does not consent to the interrogation.
 - (4) In the event the interrogation is not denied by the Principal for the reasons in (3) above, the Principal will immediately contact the Superintendent, who will contact the Board Attorney to determine the Principal's and school district's legal responsibilities under the

circumstances of law enforcement's request for the pupil to be interrogated in school.

- d. A pupil shall not be removed from school for interrogation unless:
 - (1) The pupil has been lawfully arrested; or
 - (2) The adult pupil or the parent/legal guardian of a minor pupil has consented to the removal.
4. All searches and seizures of pupils, their property and personal effects conducted by school staff must comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.* 469 U.S. 325 (1985) and in compliance with Policy No. 5770.
 - a. Any questions concerning searches conducted by school officials shall be directed to the County Prosecutor.
 - b. A school official may request that law enforcement authorities assume responsibility for conducting any search or seizure.
 - c. No school staff member will impede any law enforcement officer engaged in a lawful search, seizure or arrest whether pursuant to a warrant or otherwise.
 - d. School staff will permit law enforcement authorities upon their arrival to assume responsibility for conducting any search or seizure.
 - e. All inspections of lockers, desks or other objects or personal property on school grounds involving the use of law enforcement, drug-detection canines may only be undertaken with the express permission of the County Prosecutor or the Director of the Division of Criminal Justice in the New Jersey Department of Law and Public Safety.
 - f. Any questions concerning the legality of any contemplated or ongoing search, seizure or arrest conducted by a law enforcement officer on school grounds shall be directed to the County Prosecutor or, in the case of search, seizure or arrest undertaken by the Division of Criminal Justice, to the assigned Assistant Attorney General.
5. The Superintendent and Building Principal will cooperate with law enforcement authorities in the planning and conduct of undercover school operations.
 - a. The Superintendent shall approve such undercover operations without prior notification to the Board of Education in accordance with N.J.A.C. 6A:16-6.2(a)6.i.
 - b. All information relative to any undercover school operation shall be kept strictly confidential by the Superintendent and the Building Principal and may not be divulged to any person without the express approval of the County Prosecutor.

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- c. The Superintendent and/or Building Principal must immediately inform the County Prosecutor in the event it becomes known by such authorized school official(s) that any information regarding the existence of an undercover operation has been revealed.
6. A request or attempt to arrest a pupil, on school premises or while under the protection of the school, shall be handled as follows:
- a. The police officer shall be required to ask the Principal for access to the pupil, regardless of the pupil's location in or about school premises or on a school-sponsored trip or at a school-sponsored event.
 - b. The police officer shall not be permitted to arrest or take custody of a pupil unless:
 - (1) The Principal lawfully requests the removal of the pupil; or
 - (2) The officer has probable cause to arrest the pupil for a felony; or
 - (3) The officer has an arrest warrant or a judicial order requiring the custody of the pupil.
 - c. The Principal shall request the police officer to defer the arrest to another time and place or, if that is not possible, to take steps to protect the pupil's privacy, such as taking custody in a private place or assigning the taking of custody to a non-uniformed police officer or a school security officer.
 - d. The Principal shall make every reasonable effort to notify the pupil's parent(s) or legal guardian(s) of the impending arrest.
 - e. The Principal shall determine the place to which the pupil will be removed and held in custody or detention and will so inform the parent(s) or legal guardian(s).
 - f. Notwithstanding anything to the contrary in this Regulation, a police officer has the legal right to take direct and unhindered action in the school.
 - (1) In an emergency situation, where the commission of a crime or offense involving felony or a serious breach of the peace in school has been witnessed by the officer, or
 - (2) The police officer is in "hot pursuit" of the pupil for such a crime.
 - g. In any situation in which a police officer takes direct action, the Principal shall be promptly notified.
- E. Reporting Pupils or Staff Members to Law Enforcement
1. Subject to the provisions of N.J.A.C. 6A:16-6.5, any staff member having reason to believe that a pupil or staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, on or within 1,000 feet of the outermost boundary of the school property pursuant to N.J.S.A. 2C:35-7, shall report the matter as soon as possible

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to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.

- a. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify the Police Department as soon as possible.
 - b. The Superintendent will provide to the Police Department and/or County Prosecutor all known information concerning the matter, including the identity of the pupil or staff member involved.
 - c. The Superintendent and/or Principal will not disclose the identity of any pupil or staff member who has voluntarily sought treatment or counseling for a substance abuse problem provided the pupil or staff member is not currently involved or implicated in drug distribution activities.
 - d. An admission by a pupil or staff member in response to questioning initiated by the Principal or teaching staff member, or following the discovery of a controlled dangerous substance, including anabolic steroids or drug paraphernalia by the Principal or teaching staff member, shall not constitute a voluntary, self-initiated request for counseling and treatment.
2. The Principal, or in the absence of the Principal the staff member responsible at the time of the alleged violation, will report to the police department whenever any staff member develops reason to believe that a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r) or not, except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, has unlawfully been brought onto school property, or that any pupil or other person is in unlawful possession of a firearm or other deadly weapon, whether on or off school property, or that any pupil or other person has committed an offense with or while in possession of a firearm, whether or not such offense was committed on school property or during school operating hours.
- a. Either the Principal or the responsible staff member shall notify the Superintendent, who shall notify the Police Department as soon as possible.
 - b. The Superintendent will provide to the Police Department all known information concerning the matter, including the identity of the pupil or staff member involved.
3. The Superintendent and/or the Principal will immediately notify the Police Department whenever any school staff member in the course of his or her employment develops reason to believe that a pupil has threatened, is planning, or otherwise intends to cause death, serious bodily injury or significant bodily injury to another person under circumstances in which a reasonable person would believe the pupil genuinely intends at some time in the future to commit the violent act or carry out the threat.
4. The Superintendent and/or the Principal will immediately notify the Police Department whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual contact or criminal sexual conduct has been committed on school property, or by or against a pupil during school operating hours or during school-related functions or activities.

5. School employees will immediately notify the Principal and/or Superintendent when in the course of their employment they develop reason to believe that a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property. This notification is required whether or not such offense was or is to be committed during school hours. This notification is also required if a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during school hours.
 - a. The Principal and/or Superintendent will promptly notify the Police Department and the Bias Investigation Officer for the County Prosecutor's office in the instances described above.
 - b. The Principal and/or Superintendent will immediately notify the Police Department and the Bias Investigation Officer for the County Prosecutor's office where there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a pupil, or there is otherwise reason to believe that a life has been or will be threatened.
- F. Handling of Substances, Firearms and Other Items
1. Any school employee who seizes or discovers any substance or item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall immediately notify and turn the substance or item over to the Principal or designee.
 - a. The Principal or designee shall immediately notify the Superintendent or designee who shall notify the Police Department.
 - b. The school employee, Principal or designee shall safeguard the substance or paraphernalia against further use or destruction and shall secure the substance or paraphernalia until such time as the substance or paraphernalia can be turned over to the appropriate law enforcement officials.
 - c. The Principal will provide to the County Prosecutor or designee all information concerning the manner in which the substance or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of any pupil or staff member believed to have been in possession of the substance or paraphernalia.
 - d. The Principal will not disclose the identity of any pupil or staff member who on his or her own initiative turned over the substance or paraphernalia to a school employee, provided that there is reason to believe that the pupil or staff member was involved with the substance or paraphernalia for the purpose of personal use, not distribution activities, and further provided that the pupil or staff member agrees to participate in an appropriate treatment or counseling program.

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An admission by a pupil or staff member in response to questioning initiated by the Principal or teaching staff member, or following the discovery of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia by the Principal or teaching staff member will not constitute a voluntary self-initiated request for counseling and treatment.

2. Whenever a school employee seizes or comes upon any firearm or dangerous weapon, school officials will:
 - a. In the case of a firearm, immediately advise the Police Department and secure the firearm pending the response by the Police Department to retrieve and take custody of the firearm; and
 - b. In the case of a dangerous weapon other than a firearm, immediately advise the Police Department and secure the weapon pending the response by the Police Department to retrieve and take custody of the dangerous weapon.
 3. School employees having custody of a firearm or dangerous weapon shall take reasonable precautions to prevent the theft, destruction or unlawful use of the firearm or dangerous weapon by any person.
- G. Confidentiality of Pupil or Staff Involvement in Substance Abuse Intervention and Treatment Programs
1. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program for substance abuse shall be kept strictly confidential, according to the requirements of 42 CFR Part 2 and N.J.S.A. 18A:40A-7.1 and 7.2.
 2. Nothing in this Regulation shall be construed in any way to authorize or require the transmittal of any information or records which are in the possession of a substance abuse counseling or treatment program.
 3. The Principal will not disclose to law enforcement officials or to any person other than a member of the local district's comprehensive alcohol, tobacco and other drug abuse program that a pupil or staff member has received or is receiving services through the local district's comprehensive alcohol and other drug abuse program. The Principal will not disclose any information, including the pupil's or staff member's identity or information about illegal activity, where such information was learned in the course of or as a result of services provided through the local district's comprehensive alcohol and other drug abuse program.
 4. Nothing in this Regulation shall be construed to preclude the disclosure of information about illegal activity that was learned by any school employee outside of the local district's comprehensive alcohol and other drug abuse program.
- Any such information about illegal activity shall be reported according to the requirements of this Regulation and N.J.A.C. 6A:16-6.3 and 6.4.
- H. Records
1. The Principal shall report to the Superintendent each incident involving an interrogation, search, or arrest of a pupil by a law enforcement agent.

2. The Principal shall record in writing and enter in the pupil's file:
 - a. The date, time, place, and circumstances of the incident;
 - b. The name of the officer and the law enforcement agency he/she represents;
 - c. The name of the pupil;
 - d. The notification or attempt to notify the pupil's parent(s) or legal guardian(s); and
 - e. An anecdotal description of the incident, including such information regarding its conduct as may be necessary to show that the pupil was fairly or unfairly treated.

I. In-Service Training

The Superintendent will develop, in conjunction with the Building Principal(s), the County Prosecutor's Office and the Police Department, in-service training for school staff regarding Policy and Regulation 9320.

J. Agreement or Memorandum of Understanding With Law Enforcement

1. The Superintendent and Police Department will meet on a regular basis, or at least annually, to discuss the implementation and need for revising the Agreement or Memorandum of Understanding and to review the effectiveness of the policies and procedures implemented in accordance with N.J.A.C. 6A:16-6.1 et seq.
2. Any Agreement or Memorandum of Understanding between the Board of Education and Law Enforcement Officials will be approved by the Board of Education and will be submitted to the Police Department, County Prosecutor and County Superintendent of Schools.

First Reading:	January 6, 2003
Second Reading:	January 27, 2003
Adopted:	January 27, 2003

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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 South Orange and/or Maplewood Police Department in the matter of providing drug free school zones.

The Board may enter into a memorandum of understanding with the relevant law enforcement agencies 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 or his/her designee 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;

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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 parents or legal guardians;
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 parents or legal guardians.

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

N.J.A.C. 6:29-10.1 et seq.

Cross References: 5330, 5611, 5700, 8461, 8465, 9320

First Reading: March 12, 2001

Second Reading: March 19, 2001

Adopted: April 2, 2001

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I. Definitions

- A. "Controlled dangerous substance" means a drug, substance, or immediate precursor as defined at N.J.S.A. 2C:35-2 and includes controlled substance analogs, anabolic steroids, "Jimson Weed" (N.J.S.A. 2A:170-77.8) and "roofies" (N.J.S.A. 2C:35-5-5.2 and 5.3).
- B. "County Prosecutor" means the prosecutor of the County of Essex.
- C. "Dispute" means a question, dispute, or objection as to any proposed or ongoing law enforcement operation or activity.
- D. "Drug free school zone" means the zone comprised of a school building, its grounds, and the area surrounding the school within a boundary established one thousand feet in all directions from the outer boundary of the school property. The drug free school zone will be set by the appropriate law enforcement agency.
- E. "Law enforcement agency" means the South Orange and/or Maplewood Police Department.
- F. "Law enforcement officer" means a sworn officer of the law enforcement agency.
- G. "Memorandum of understanding" means an agreement entered by the Board of Education and the law enforcement agency 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.
- H. "Operating school hours" means the time period in which the school is in session or when pupils are engaged in school-related activities under the supervision of professional school staff.
- I. "Parent" means the parent or parents or legal guardian having legal custody and control of a pupil.
- J. "Planned arrest" means an arrest or taking into custody based upon probable cause which was known to a law enforcement officer sufficiently in advance of the time of the actual arrest, whether as a result of an undercover school operation, planned narcotics surveillance, or otherwise, so that there was sufficient opportunity for the arresting officer or any other law enforcement officer to apply for and obtain an arrest warrant, even though an arrest warrant may not have been sought or issued. The term includes arrests made pursuant to a "clean sweep" operation.

- K. Drug Free School Zone "Planned narcotics surveillance" means a planned operation wherein a law enforcement officer(s) enters onto a school property or buildings in plainclothes during or while participating in activities associated with the use, possession, or distribution of any controlled dangerous substance. The term does not include observations made by a law enforcement officer, whether in uniform or in plainclothes, from any place or property not owned by the Board of Education.
- L. "Principal" means the administrator in charge of a school building or facility and includes the qualified person, if any, duly delegated by the Principal to perform the duty or discharge the responsibility assigned to the Principal.
- M. "Routine patrol" means activities undertaken by a law enforcement officer, whether in uniform or in plain-clothes and whether on foot or in a marked or unmarked vehicle, to patrol areas within a drug free school zone for the purpose of observing or deterring any criminal violation or civil disturbance.
- N. "School employee" means a person employed by the Board of Education and includes the Superintendent, all administrators, all other teaching staff members, and all support staff members.
- O. "Spontaneous arrest" means an arrest or taking into custody based upon probable cause to believe that an offense is being committed in the arresting officer's presence under circumstances where the officer could not have foreseen with certainty that the specific offense would occur and thus where the arresting officer had no reasonable opportunity to apply for an arrest warrant. The term includes any arrest or taking into custody in response to a request by a school official.
- P. "Undercover school operation" means a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances.

II. Liaison Officer Roles and Responsibilities

- A. The liaison officer(s) appointed by the Board of Education pursuant to Policy No. 9322 shall:
 - 1. Facilitate communication and cooperation between the school district and the law enforcement agency;
 - 2. Identify issues or problems that arise in the implementation of Policy No. 9322 and this regulation and facilitate the resolution of such problem;
 - 3. Act as the primary contact person between the schools and the law enforcement agency;
 - 4. Cooperate with the law enforcement agency in developing training programs and other joint efforts, including information exchanges and joint speaking engagements;

5. Maintain communications with school staff members charged with intervention and prevention efforts; Maintain communications with the liaison officer appointed by the law enforcement agency; and
6. Report regularly to the Superintendent on matters relating to school district and law enforcement cooperation.

III. Staff Cooperation with Arrests Made by Law Enforcement Officers

- A. Staff members shall be governed by the terms of the memorandum of understanding, if any, entered into by the Board and the law enforcement agency regarding the preferred procedures by which law enforcement officers will be summoned to arrest persons and permitted to enter school premises for the purpose of effecting arrests.
- B. To the maximum extent possible consistent with public safety, an arrest on school premises will be effected in such a manner as to permit the continuation of the educational program without disruption.
- C. The Principal shall be prepared to suggest to a law enforcement officer the place and manner of effecting the arrest that will permit the least disruption of the educational program. Whenever possible, an arrest should be made in the Principal's office or in another area not populated by pupils.
- D. A school employee who believes that a law enforcement officer should be summoned to effect an arrest shall, whenever possible, so inform the Principal and the Principal shall call the law enforcement agency. If informing the Principal is not possible or would delay the call, the employee shall summon the law enforcement agency directly and shall inform the Principal as soon as possible thereafter.
- E. The Principal shall require that a law enforcement officer inform him or her whenever a pupil enrolled in this district is arrested and removed from school premises. The Principal shall require the name of the pupil and information regarding the circumstances of the arrest.
- F. The Principal shall require that a law enforcement officer inform him or her whenever a person other than a pupil is arrested and removed from school premises. The Principal shall require information regarding the circumstances of the arrest, and, if the arrested person is not a juvenile, his or her name.
- G. The Principal shall be informed of an arrest of a pupil enrolled in his or her school when the pupil is arrested:
 1. Off school property during operating school hours, or
 2. While the pupil is under the care and custody of a school official or teaching staff member, or
 3. In transit between school and home at the time of the arrest.

- H. The Principal shall make and keep a record of the arrest of any pupil enrolled in his or her school. The record shall be kept confidential and shall include:
 - 1. The pupil's name, age, and grade;
 - 2. The name of the arresting officer;
 - 3. The place to which the pupil was taken, if known;
 - 4. The circumstances of the arrest to the extent they are known;
 - 5. The manner in which and time at which the pupil's parent or legal guardian was notified or, if the parent or legal guardian was not notified, the efforts made to find and notify the parent or legal guardian; and
 - 6. The disposition of the criminal matter.
- I. No school employee shall impede any law enforcement officer engaged in a lawful arrest, whether or not the officer has presented an arrest warrant.
- J. A question regarding the legality of any contemplated or ongoing arrest conducted by a law enforcement officer and relating to the use, distribution, or possession of a controlled dangerous substance may be directed to the County Prosecutor. A question regarding an arrest undertaken by a member of the Statewide Narcotics Task Force may be directed to the Assistant Attorney General in charge.

IV. Searches on School Premises

- A. School administrators having a legitimate interest in maintaining pupil discipline are authorized to conduct investigations of suspected rule infractions and to subject pupils and pupils' property to reasonable searches and seizures.
- B. A search conducted by a school employee of a pupil or a pupil's personal property or a place in which a pupil has a reasonable expectation of privacy must comply with Policy No. 5770, Pupil Privacy.
- C. A Principal may request that a law enforcement officer assume the responsibility for conducting a search or seizure. Because law enforcement officers must meet a legal standard for the conduct of a search or seizure more stringent than that imposed on school officials, the law enforcement officer may decline to conduct the search.
- D. No school employee shall impede any law enforcement officer engaged in a lawful search or seizure, whether or not the officer has presented a search warrant.

- E. When law enforcement officers arrive on the scene of a joint and cooperative search commenced by school officials, the law enforcement officers will assume responsibility for the search and will conduct the search thereafter in accordance with standards governing the conduct of searches by law enforcement officers.
- F. Any substance believed to be a controlled dangerous substance that comes into the possession of a school employee, whether as the result of a search or otherwise, must be handled in accordance with VII of this regulation.
- G. A school employee is authorized to exercise independent judgment in the search of pupils and pupils' property. Unless the school employee has made an independent determination that a search or seizure is warranted under his or her authority to discipline pupils and maintain the order of the school, no school employee may be required to participate actively in a search or seizure:
- H. Conducted or supervised by a law enforcement officer; or
- I. On behalf of a law enforcement officer; or
- J. For the sole purpose of ultimately turning evidence of a crime over to a law enforcement agency.
- K. A question regarding a search conducted by a school employee and relating to the use, distribution, or possession of a controlled dangerous substance shall be directed to the County Prosecutor.
- L. A question regarding the legality of any contemplated or ongoing search or seizure conducted by a law enforcement officer and relating to the use, distribution, or possession of a controlled dangerous substance or the law regarding searches generally may be directed to the County Prosecutor. A question regarding a search undertaken by a member of the Statewide Narcotics Task Force may be directed to the Assistant Attorney General in charge.

V. Interviews of Pupils Suspected of Possessing, Using, or Distributing a Controlled Dangerous Substance

- A. A law enforcement officer who wishes to interview a pupil shall be required to ask the Principal for access to the pupil, regardless of the pupil's location in or about school premises or on a school-sponsored trip or at a school-sponsored event.
- B. The Principal shall ascertain the reason for the interview and whether the pupil is suspected of having committed an offense involving the use, possession, or distribution of a controlled dangerous substance or is merely being questioned for information.

- C. The Principal shall ask the law enforcement officer to delay the interview or conduct the interview away from school. In general, it should not be necessary to conduct an interview in school unless the matter involves:
 - 1. A crime committed in school;
 - 2. An investigation that would be compromised without the interview in school; or
 - 3. An endangerment to the lives or safety of pupils or other persons.
- D. The Principal shall notify the pupil's parent or legal guardian of the interview before it begins. The pupil may be questioned in the absence of the parent or legal guardian only if the parent or legal guardian refuses to attend or cannot be reached after all reasonable efforts at notification have failed.
- E. If the interview is to be conducted in school, the Principal shall call the pupil to his or her office and shall remain present throughout the interview.
- F. If the law enforcement officer has not done so, the Principal shall inform the pupil that he or she is not required by law to answer questions.
- G. If the police officer has not done so, the Principal shall inform the pupil that he or she may request the presence of an attorney. If the pupil or his or her parent or legal guardian so requests, the interview will be terminated pending the participation of the pupil's attorney.
- H. The Principal shall make it clear to both the law enforcement officer and the pupil that his or her presence is for the protection of the pupil, not to assist the interview process. The Principal shall:
 - 1. Neither encourage nor discourage the pupil in his or her response to questioning nor counsel the pupil in any way;
 - 2. Prohibit the use of threats or pressure of any kind to elicit a response from the pupil;
 - 3. Refrain from conducting the interview on behalf of the law enforcement officer; and
 - 4. Terminate the interview whenever he or she determines that it is conducted with less than fundamental fairness to the pupil.
- I. No school employee shall conduct the interview of a pupil at the direction of a law enforcement officer when the circumstances are such that the law enforcement officer cannot legally question the pupil.

VI. Undercover Operations

- A. The purpose of undercover operations is to identify and remove from school environments those persons who distribute illicit drugs and to impress on all persons that those who violate the drug laws will be subject to arrest, prosecution, and punishment.
- B. Undercover operations may be undertaken as part of a comprehensive program designed to deal with substance abuse problems and drug trafficking activities on or near schools. No undercover operation should be permitted to interfere with school substance abuse counseling and educational initiatives.
- C. Principals shall cooperate with law enforcement officials in the planning of undercover school operations; Principals will cooperate in the conduct of such operations that have been duly approved by the Superintendent and the appropriate law enforcement authorities.
- D. All undercover operations will be planned and conducted so as to maximize their legitimate deterrent benefits while minimizing to the greatest extent possible the risk of disruption to the educational program.
- E. A request for an undercover operation, whether submitted by a school administrator or a law enforcement agency, must be directed to those parties named in the Memorandum of Understanding. No such request shall be made public. The request should include:
 - 1. A description of the extent and nature of the suspected drug trafficking activities; and
 - 2. A confidential plan for the operation that details:
 - a. The procedures to be taken to provide for the security and safety of the undercover officer;
 - b. Recommendations of school officials to assure the least disruption of the educational program;
 - c. Assurances that any information acquired about pupils, not related to the purposes of the operation, will be kept confidential;
 - d. A list of the school and law enforcement officers who have been apprised of the undercover operation and a chain of command; and
 - e. School contact persons available on a round-the-clock basis.

- F. School employees necessarily involved in the undercover operation shall be briefed about all legal requirements of the operation.
- G. Whenever possible, the Principal will be informed of the identity of the undercover officer. A school employee who learns that the identity of an undercover officer may be revealed or is compromised should convey that information immediately to the law enforcement agency directing the operation.
- H. No undercover officer shall:
 - 1. Encourage or counsel a pupil to purchase or use alcohol or any controlled dangerous substance;
 - 2. Violate the confidentiality of treatment and substance abuse counseling programs and records;
 - 3. Discourage a pupil from seeking substance abuse counseling or from reporting his or her dependency on drugs or alcohol;
 - 4. Participate in drug or alcohol treatment or counseling;
 - 5. Require a school employee to violate the trust relationship established by the employee with a pupil;
 - 6. Use or distribute controlled dangerous substances;
 - 7. Engage in activities that disrupt the educational program;
 - 8. Engage in or encourage a romantic relationship with a pupil;
 - 9. Except as may be expressly approved by the officer's superior, bring a firearm to school; or
 - 10. If the officer takes the position of school employee,
 - a. Teach a formal class of instruction without the express permission of the Superintendent, or
 - b. Establish or stimulate a confidential trust, or counseling relationship with any pupil.
- I. Undercover operations are subject to the rules of confidentiality set forth in ¶ XII below.
- J. The Principal and the Superintendent shall be notified when the undercover operation is concluded.

VII. Handling of Drugs and Drug Paraphernalia

- A. A school employee, including any substance abuse coordinator or counselor, who seizes or discovers any substance or item believed to be a controlled dangerous substance or drug paraphernalia shall immediately notify and turn over the substance or paraphernalia to the school principal.
- B. The Principal shall immediately notify the Superintendent, who will notify the local law enforcement agency, as specified in the Memorandum of Understanding.
- C. The Principal shall safeguard the substance or item against further use, loss, or destruction until a law enforcement officer takes custody of it.
 - 1. The Principal shall place the substance or item in a protective container (such as an envelope or box) and shall seal the container.
 - 2. The Principal shall record or cause to be recorded on the container or on a document attached to the container:
 - a. A description of the substance or item,
 - b. The name and signature of the person who found or seized the substance or item,
 - c. The date, time and place the substance or item was found or seized,
 - d. The circumstances under which the substance or item was found or seized, and
 - e. The name of the pupil or staff member believed to be in possession of the substance or item when it was found or seized.
 - 3. The container will be placed in a secure location under lock and key and under the Principal's direct control.
 - 4. In the event any person other than the Principal is permitted access to the substance or item prior to its retrieval by a law enforcement officer, that person shall enter his or her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the substance or item will be permitted only in the presence of the Principal.
 - 5. The law enforcement officer who takes custody of the substance or item shall be required to sign and date the record to indicate his or her receipt of the substance or item. Under no circumstances may any person destroy or otherwise dispose of any substance or item except by turning over such substance or item to the responding law enforcement officer.

- D. The Principal shall provide to the law enforcement officer who takes custody of the substance or item:
1. All information concerning the manner in which it was found or seized;
 2. The identity of all persons who had custody of the substance or item following its discovery or seizure; and
 3. The identity of any pupil or staff member believed to have been in possession of the substance or item, except that the identity of any pupil or staff member will not be released if that pupil or staff member:
 - a. Turned over the substance or item to a substance abuse counselor as a result of diagnosis or treatment; or
 - b. Voluntarily and on his or her own initiative turned over the substance or item to a school employee and not as the result of questioning initiated by the staff member or following the discovery of the substance or item;
 - c. Is reasonably believed to have been involved with the substance or item for his or her personal use and not for the purpose of distributing it to others; and
 - d. Agrees to participate in an appropriate treatment or counseling program.

VIII. Notifying Law Enforcement Authorities of Suspected Violations of the Drug Abuse Laws

- A. A school employee who has reason to believe that a pupil or employee has possessed or in any way been involved in the distribution of a controlled dangerous substance or drug paraphernalia on or near school property shall report the matter as soon as possible to the Principal.
- B. The Principal shall promptly notify the Superintendent.
- C. The Superintendent shall notify as soon as possible ~~the County Prosecutor or the~~ law enforcement official designated by the *Memorandum of Understanding* ~~County Prosecutor~~ to receive such information. Such notice will include:
1. All known information concerning the matter; and
 2. The identity of the person or persons suspected of involvement, except that the Superintendent will not disclose the identity of any pupil or staff member who:

- a. Has sought treatment or counseling for a substance abuse program voluntarily and not in response to questioning by a school employee or law enforcement officer or following the discovery of a controlled dangerous substance or drug paraphernalia; and
 - b. Is not currently involved or implicated in drug distribution activities.
- D. Consistent with district procedures and in accordance with state and federal law(s), the confidentiality of alcohol and other drug abuse records maintained by this program is protected, as specified under 42 C.F.R. Part II.

IX. Requesting Uniformed Police Attendance at Extra-Curricular Events

- A. The Principal will supply the law enforcement agency having patrol jurisdiction over his or her school with a calendar of extra-curricular events at which the presence of police officers may be required.
- B. In accordance with Regulation No. 9161, Crowd Control, the law enforcement agency will be informed of the date and time of each event and of the anticipated public attendance.
- C. The Principal will cooperate with the law enforcement agency in planning adequate police protection as required for deterring illegal drug use and trafficking and maintaining public order and safety.
- D. The presence of uniformed police officers will be required at all major school interscholastic athletic events. The use of uniformed officers at other events, especially those conducted within school buildings, must be approved by the Principal, except where the County Prosecutor or Chief of the law enforcement agency determines the use of uniformed officers is dictated by compelling reasons.

X. Notification of Parent

- A. The Principal will notify the pupil's parent or legal guardian as soon as possible whenever a pupil is arrested or taken into custody for violating any laws prohibiting the possession, use, sale or other distribution of any controlled substance or drug paraphernalia.
- B. The Principal will notify the pupil's parent or legal guardian whenever a pupil is interviewed regarding his or her involvement with a controlled dangerous substance, in accordance with ¶ V of this regulation.

- C. Notification will be by telephone call to the parent or legal guardian's home or place of work. If necessary and advisable, a school employee may be dispatched to deliver notice in person.
- D. The Principal will make every reasonable effort to reach the parent or legal guardian and will record in writing the date, time, and nature of each such effort.
- E. If all reasonable efforts at telephone and personal notification have failed to locate and inform the parent or legal guardian, the Principal will notify the parent or legal guardian by registered mail, return receipt requested, sent to the address indicated in the pupil's records.

XI. Resolution of Disputes

- A. Any dispute concerning obligations of the school district and law enforcement pursuant to the Drug Free School Zone Act should be directed, in the first instance, to the Principal. The Principal, in consultation with the district liaison officer, will attempt to resolve the dispute at the most immediate level.
- B. A dispute that cannot be resolved by the Principal shall be referred to the Superintendent, who shall direct the matter to the chief executive officer of the law enforcement agency.
- C. A dispute that cannot be resolved by the chief executive officer of the law enforcement agency will be referred to the County Prosecutor, who will cooperate with the County Superintendent toward a resolution of the matter.
- D. A dispute that cannot be resolved at the county level will be resolved by the Attorney General.
- E. Nothing in this paragraph should be construed as attempting to divest any person of his or her right to take action in a court of competent jurisdiction.

XII. Confidentiality

- A. All information concerning a pupil's or school employee's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment and Rehabilitation Act, 21 U.S.C. 1175, and implementing regulations, 42 C.F.R. Part II.
- B. Nothing in this regulation shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance abuse counseling or treatment program.

- C. The Principal shall not disclose to law enforcement officers or to any person other than a member of the district substance abuse program any of the following:
1. The information that a pupil or school employee has received or is receiving evaluation or treatment services from the district's substance abuse program, or
 2. Any information, including the pupil's or school employee's identity or information about illegal activity, learned in the course of or as a result of evaluation or treatment services provided by the district's substance abuse program.
- D. Undercover operations are subject to the following rules of confidentiality:
1. All information about an undercover operation shall be kept strictly confidential, including but not limited to:
 - a. The request to undertake the operation;
 - b. Information submitted as justification or explanation for the need for a proposed operation; and
 - c. The identity of the undercover officer.
 2. A school official or employee informed of the operation will disclose no information about the operation without the express permission of the County Prosecutor.
 3. A school official or employee informed of the operation will report immediately to the County Prosecutor any information he or she receives that suggests that:
 - a. The true identity of the undercover officer has been revealed; or
 - b. Any person has questioned the identity or status of the undercover officer as a bona fide member of the school community; or
 - c. The integrity of the operation has been in any way compromised.
- E. Plans for planned narcotics surveillance and routine patrols by law enforcement officers shall be kept strictly confidential by the Principal and any other school employee to whom they are reported.
- F. Nothing in this paragraph shall be construed to preclude the disclosure of information about illegal activity that was learned by any school employee outside the district's substance abuse program; any such information shall be reported in accordance with ¶G and ¶H of this regulation.

First Reading:	January 28, 2002
Second Reading:	February 4, 2002
Adoption:	February 4, 2002

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Notification of Juvenile
Offender Case Disposition

9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITON

School principals have a need to receive and, in accordance with N.J.S.A. 2A:4A-60, may 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 shall 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.

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

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

Cross References: 5330, 5611, 5700, 5770, 8330, 8461, 8465, 9320

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Sex Offender Registration
and Notification

9324 SEX OFFENDER REGISTRATION AND NOTIFICATION

The Board of Education directs the administration to comply with the guidelines developed by the New Jersey Attorney General's Office and will work cooperatively with the county prosecutor's office and the South Orange and Maplewood Police Departments regarding the requirements of N.J.S.A. 2C:7-1 et seq. (Megan's Law).

The Megan's Law notification statute applies to all sex offenders who are required to register pursuant to N.J.S.A. 2C:7-1 et seq. The offenses requiring registration by persons convicted, an adjudicated delinquent, or a person acquitted by reason of insanity are as indicated in New Jersey Statutes Annotated.

Definitions

- A. Tier One offenders encompass those that are a "low risk of re-offense", thus constituting a low risk of harm to the community. This offender is one who, because of the type of crime, the lack of violence in his/her behavior, the lack of a substantial criminal history and the existence of ties to the community presents no more than a possible risk of re-offense.
- B. Tier Two offenders encompass those who are a "moderate risk of re-offense", thus constituting a moderate risk of harm to the community in that the pertinent documents demonstrate that they are reasonably likely to re-offend, warranting limited notice for the protection of the public.
- C. Tier Three offenders encompass those who are a "high risk of re-offense" in that the available record demonstrates that there is a probable risk of re-offense, warranting notice to the community likely to encounter the offender.

The County Prosecutor's Office determines the specific schools, community organizations and residences to receive notification.

The School District is automatically included on the notification list and is not required to register to be notified under Tier Two or Tier Three notifications. Where the risk of re-offense is determined by the county prosecutor's office to be moderate or high in accordance with the law, the county prosecutor's office and/or the appropriate law enforcement office will notify the Superintendent and the Principal of the targeted school(s). The Superintendent shall not notify the target school(s), but may contact the Prosecutor's Office if he/she thinks that a school in the notification area has been inadvertently omitted. The school district is entitled to receive the offender's name and a recent photograph, along with a physical description, the offense of which he/she was convicted, their address, place of employment and/or schooling, and vehicle license number; if such information is not received, the Superintendent shall request it from the County Prosecutor.

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Sex Offender Registration
and Notification

The Board of Education shall take appropriate steps to educate and alert those staff members who are charged with the care and supervision of children, emphasizing that this information is intended to assist such staff members in the protection of their charges, not to provide notification to the community at large. All sex offender notification information to the community must be released by the appropriate law enforcement agency or the county prosecutor's office. The school district and/or any school staff member shall keep all sex offender notification information confidential. In the event the school district is notified a pupil is a Tier One or Two sex offender, the school district will cooperate with the local law enforcement and the county prosecutor's office on community notification consistent with the law and guidelines of the New Jersey Attorney General's Office.

The county prosecutor's office will be asked to provide guidance to the school district staff members. The Board of Education, working in conjunction with the county prosecutor's office and local law enforcement office, will hold meetings at a particular school for staff and other educational programs regarding the safeguarding of the school district's children. There will be a strong emphasis on providing pertinent information, constructive knowledge and guidance to the community, as well as advice concerning the consequences of vigilante activity.

The building principal of each school notified by the Prosecutor's Office will have the discretion to determine which building employees shall be informed of the notification. The building principal should share the notice with any person who, in the course of his/her employment or assignment, is regularly in a position to observe unauthorized persons in or near the property of the notified school. If any persons to be notified by the building principal are employees of private contractors, the Principal or the Superintendent will notify the private vendor who shall provide notice to the employees. The Principal shall only notify school appropriate district staff of Tier Two or Tier Three notifications and shall not provide notification to the community at large. Guidance to the school district in providing this information to staff members will be obtainable from the county prosecutor's office.

N.J.S.A. 2C:7-1 et seq.
Guidelines - New Jersey Office of the Attorney General

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Cooperation with Local Fire Departments

9325 COOPERATION WITH LOCAL FIRE DEPARTMENTS

Members of the South Orange and Maplewood fire departments play a vital role in the school safety program. The Board directs the Superintendent or his/her designee to develop regulations to insure that building principals:

1. Establish and maintain relationships with local fire departments;
2. Work with his/her faculty in determining the nature and timing of the department's participation in the school program;
3. Coordinate and supervise the planned activities.

The Superintendent or his/her designee is further directed to develop regulations to insure that principals seek the advice and cooperation of the fire department in at least the following matters:

1. Planning and conduct of fire drills;
2. Fire prevention education;
3. First aid, especially in fire related incidents;
4. Steps needed to conform to all state and local fire codes;
5. Emergency evacuation; and
6. Preparedness for toxic hazards.

To help maintain an open and effective relationship with the local fire departments, the Board directs the Superintendent or his/her designee to meet at least annually with representatives of the two departments to review existing policies, regulations and practices, and to seek opportunities to improve the fire safety support provided to district schools.

Cross References: 8420, 8431, 8441, 8442, 9320

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Cooperation with Public Library

9340 COOPERATION WITH PUBLIC LIBRARY

The public libraries of South Orange and Maplewood 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 providing services and materials that may exceed 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 public library staffs. School staff members should be kept informed of new materials and services available from the public library, and public library staff members shall be kept advised of school projects and programs that call for pupil use of the public library.

N.J.A.C. 15:22-1.1 et seq.

Cross Reference: 2362

Initial Adoption: April 2, 2001

First Reading: November 19, 2018

Second Reading: December 17, 2018

Latest Adoptions: December 17, 2018

9400 NEWS MEDIA RELATIONS

The Board of Education directs the Superintendent or his/her designee to serve as to appoint a Communications Coordinator who shall be the chief communications representative of the district. He or 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 or his/her designee 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 or his/her designee must first secure the written permission of the staff member or the pupil's parent or legal guardian.

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

It is the policy of the Board to allow access to the news media for the purpose of participating in and reporting on the educational program of the district. No news media shall be allowed on school premises without the prior approval of the Superintendent or his/her designee, except during open sessions of the Board pursuant to the Open Public Meetings Act. The Board reserves the right to permit, prohibit or regulate active public participation at any meeting. The Superintendent or his/her designee may withhold such approval if, in his/her opinion, the reporting will jeopardize students' or employees' confidentiality rights or will otherwise interfere with the normal operation and administration of the school

Cross Reference: 9410

First Reading: March 12, 2001

Second Reading: March 19, 2001

Adopted: April 2, 2001

9410 BROADCAST MEDIA RELATIONS

The Board of Education must give formal approval to all basic practices governing relations between broadcast media, 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 Principal, in conjunction with the Communications Coordinator, shall coordinate and supervise, as appropriate, all radio and television productions involving on-school premises.

Students who represent the school through such media shall have prior written permission from both the parent/guardian and the Principal, who shall attempt to obtain full information concerning the production. Parents/legal guardians, the school principal and the Communications Coordinator must have sufficient information concerning any production to make an informed decision regarding the use of school facilities and the involvement of students and/or staff.

Cross Reference: 9400
First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Cooperation with Educational Agencies

9500 COOPERATION WITH EDUCATIONAL AGENCIES

Sending and Receiving Districts

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 or she is enrolled.

The Board or its designated members shall meet as needed 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. These meetings are contingent upon the cooperation of the other governing boards.

Nonpublic Schools

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 schools.

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. 6A:23-6.1 et seq.; 6A:14-6.2 et seq.

Initial Adoption: April 2, 2001

First Reading: November 19, 2018

Second Reading: December 17, 2018

Latest Adoption: December 17, 2018

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students 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, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students 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. 6A:9A-4 et seq; 6A:9A-5 et seq.; 6A:9B-7.1

Initial Adoption: April 2, 2001

First Reading: July 15, 2019

Second Reading: August 19, 2019

Latest Adoption: August 19, 2019

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Educational Research Projects

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.

Parents or legal guardians 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. 6A:32-7.5

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Latest Adoption: December 17, 2018

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Administration of School Surveys

9560 ADMINISTRATION OF SCHOOL SURVEYS

The Protection of Pupil Rights Amendment (PPRA) requires written consent for certain student 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 student 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 students 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 students 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 student'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 student or the student'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;
8. Social security number; or
9. Religious practices, affiliations, or beliefs of the student or parent(s) or legal guardian(s).

When administering an academic and/or nonacademic survey, assessment, analysis, and/or evaluation that concerns the issues listed in 1. through 9. above, the District 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 student 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

First Reading: May 13, 2019
Second Reading: June 13, 2019
Initial Adoption: June 13, 2019

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Special Interest Groups

9700 SPECIAL INTEREST GROUPS

The Board reserves the right to review all proposed contributions by persons or organizations outside the schools and to reject any, but in particular 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 ~~school~~ district schools may engage in competitive activities that are sponsored by outside groups or organizations, with prior approval by the Superintendent. This applies to essay contests, art contests and other contests that may require school sponsorship.

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 - Pupil Records. The manner of selection of the recipient must be approved by the Superintendent or designee and must include consultation with appropriate staff members. The nature of the prize or award must be approved by the Superintendent or designee. The Board must determine the manner of presentation.

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

Cross References: 9720, 5450

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Recruitment by Special Interest Groups
M

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 fourteen (14) 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 State Armed Forces will be given, on request, a copy of the student information directory, compiled in accordance with Policy No. 8330.

Parents or legal guardians 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

First Reading: March 12, 2001
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THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

COMMUNITY
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Solicitations by Vendors

9720 SOLICITATIONS BY VENDORS

The Board of Education directs the Superintendent to develop regulations governing the solicitation of pupils, parents or legal guardians for the sale of goods and services through the schools of this district.

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.

Cross Reference: 9700

First Reading: March 12, 2001

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