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East Orange Board of Education

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9100 PUBLIC RELATIONS

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

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

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

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

Adopted: 14 January 2009

Adopted: 14 November 2017



9120 PUBLIC RELATIONS PROGRAM

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

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President 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 students 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 student without the prior written permission of the parent(s) or from the adult student. Written permission slips for such release from each parent(s) or adult student will be obtained by the Principal or designee for the students in their school building or by the Program Administrator for students in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual student in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or adult student.

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

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



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Public Relations Program

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 and appropriate, 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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Public Relations Program

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

Adopted: 14 January 2009
Adopted: 14 November 2017



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Public Information Program

R 9120 PUBLIC INFORMATION PROGRAM

A. Standards of Presentation

1. Material released in the district's public information program should:
 - a. Be factual, topical, newsworthy, and consistent with the educational goals adopted by the Board of Education;
 - b. Represent the activities at all grade levels, subject areas, and schools and not favor one school population or activity over another;
 - c. Strive to interpret the educational program to the lay public and avoid the use of professional terminology; and
 - d. Present an integrated district-wide picture of district-wide programs rather than fragmented information.
2. Information regarding an individual student, other than information classified as directory information in Policy No. 8330, shall be released only with the express written permission of the student's parent(s) or the adult student. Student "information" includes verbal and photographic material, whether or not the student depicted is individually identified. Directory information regarding an individual student may be released only if the student's parent(s) or the adult student has not prohibited its release in accordance with Policy No. 8330.

B. Preparation of Information for Public Distribution

1. Information will be released in a systematic manner to avoid confusion and misunderstanding.
2. Information planned for general public consumption should first be reviewed by interested district employees.
3. News bulletins issued by individual schools or departments within the district must identify the issuing school or department as a part of the school district. Thus all letterheads, bulletins, and publications must carry the full name of the East Orange Board of Education.



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Public Information Program

4. The office of the Superintendent will prepare and disseminate:
 - a. An annual calendar of Board, district, and school events open to the public;
 - b. A district newsletter;
 - c. Information about the proposed budget, in accordance with Policy No. 6230;
 - d. News releases about Board activities and district-wide activities.
5. The Principal of each school will prepare, submit to the Superintendent for approval, and disseminate the following public information publications.
 - a. A student handbook will be given to each student enrolled in the school or to the student's parent(s). The handbook will include, as appropriate to the grade levels in the school:
 - (1) The organization of the school;
 - (2) Rules for student conduct;
 - (3) Student rights and responsibilities;
 - (4) Information about school operations, health services, attendance, emergency closings, and the like;
 - (5) Descriptions of student activities and programs;
 - (6) The student grievance procedure;
 - (7) Academic requirements;
 - (8) Affirmative Action statement and officers.
 - b. A calendar of school events will be distributed to all students, parent(s), and staff members.
 - c. As appropriate to the grade levels of the school, a listing of course offerings and requirements will be distributed to all parents and students.



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Public Information Program

- d. Programs for specific performances and athletic contests will be distributed to attendees and participants.

C. Release of Information to the Press

1. In accordance with Policy No. 9120, information determined by the Board to be of particular community impact and interest will be released to the press only by the Board through its information officer.
2. Information regarding Board actions of lesser importance may be released to the press by the Building Principals with approval from the Superintendent.
3. Information regarding the activities of the schools and of individuals in the schools may be released to the press by the Building Principals and directions on the approval of the Superintendent.
4. All inquiries from members of the press will be referred to the Superintendent for response. A staff member who is requested to give an interview to a member of the press shall so inform the Superintendent, who may request to be present at the interview.
5. In the event of an unusual development in the school district that arouses substantial public interest, the Superintendent will accommodate the needs of the press by establishing a temporary press center.
 - a. A room will be prepared, as close to the main office as feasible, and equipped with a telephone, computer, access to copying equipment, paper, and other equipment and supplies as may reasonably facilitate the tasks of reporters and photographers.
 - b. Members of the press will be directed to gather in the pressroom, where they will hear and may question the district's spokesperson.
 - c. All information about the unusual development will be relayed through the designated district spokesperson, who should be given direct access to the information and people necessary to the gathering of accurate data.
 - d. School officials who are asked to give statements to the press regarding the development should seek the assistance of the Superintendent in drafting their statements.

D. Displays



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Public Information Program

1. Displays of the accomplishments of district students and the results of educational programs may be placed in locations that afford a high level of public visibility, such as in local commercial establishments, municipal offices, health facilities, libraries, and banks.
2. Any display must be approved in advance by the school Principal and by the Superintendent or his/her designee.
3. The staff member planning the display must request and receive in writing the permission of the facility in which the display will be placed. The request will clearly indicate the duration of the display, the time when it will be installed, and any particular accommodations that are necessary to the display.
4. A letter of appreciation shall be sent to the facility after the display is removed.

Issued: 14 January 2009

Issued: 14 November 2017



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School District Cable Television Channel

9125 SCHOOL DISTRICT CABLE TELEVISION CHANNEL

The Board of Education operates a cable television channel, with the designation Channel 34, through the local cable television provider and a television studio that is funded, maintained, and operated by the Board of Education. All licenses and permits required for the television channel/studio are in the Board of Education's name and as such, the Board shall establish and approve guidelines for programming that is broadcast using the television studio and/or broadcast on the cable television channel.

Educational and Community Interest Programming from District, Municipality and other Non-School District Sources

It is the goal of the Board of Education to provide the school district and municipality developed and other programming that is determined to be of interest in the community. Any programs that are developed and/or requested by the municipality to be broadcast shall be approved by the Superintendent of Schools or his/her designee consistent with this policy. The municipality may be required to pay certain costs associated with broadcasting any municipal programming.

Any request by the municipality to broadcast programs shall be in writing submitted to the Superintendent of Schools or his/her designee at least five days prior to the requested broadcast date(s). The district shall make every effort to broadcast the requested programming on the date(s) and time(s) as requested.

The channel will not broadcast a program that endorses a candidate for public office, a political party, a public question election issue and/or a referenda issue.

All non-school district developed programming to be broadcast on Channel 34 shall only be broadcast with written authorization/permission from the developer or owner of the program. This written authorization/permission shall be provided to the Superintendent of Schools or his/her designee in advance of the program being aired. The program will not be broadcast if the authorization is not provided at least five days prior to the scheduled broadcast date. The school district reserves the right to edit any school district developed programs or block portions of programs from other sources for all programs broadcast on the school district cable television channel.



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School District Cable Television Channel

The Building Principal or designee shall inform all parent(s) of students in their school that the child(ren) may appear on the school district cable television station in a school district developed program. A parent(s) may request their child not be included in any program by providing written notice to the Building Principal or his/her designee.

The Superintendent of Schools may place additional requirements on any programs to be broadcast on the school district cable television channel.

Adopted: 14 January 2009

Adopted: 14 November 2017



9130 PUBLIC COMPLAINTS AND GRIEVANCES

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

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

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

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

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

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. A reasonable period of time, not to exceed five working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered in writing no later than ten working days after the appeal is filed, except that the Board shall have forty-five calendar days to make its decision.



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Public Complaints and Grievances

5. In the case of complaints about instructional or resource materials, the initial complaint must set forth in writing the item name, author, title, and publisher/manufacturer/producer of the materials as well as those specific portions of the material or the work to which objection is taken; the complainant's familiarity with the work; the reasons for the objection; and the use of the work in the schools. The Superintendent shall appoint a committee of professional staff members and community representatives to review the challenged material against the standards for the selection of resource materials established by Board policy. The committee will report its findings to the Board. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.
6. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

Adopted: 14 January 2009

Adopted: 14 November 2017



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Public Complaints and Grievances

R 9130 PUBLIC COMPLAINTS AND GRIEVANCES

All complaints and grievances addressed to the Board of Education, Board members individually, school officials, or district staff members shall be referred to the Superintendent for consideration in accordance with the following procedures.

- A. Complaints Regarding a Teaching Staff Member Other Than Administrator
 1. First level
 - a. The complainant will be directed to address the matter to the staff member.
 - b. The staff member will be directed to discuss the matter directly with the complainant and to make every reasonable effort to explain the difficulty and/or take appropriate action in accordance with district regulations and within his/her authority and district regulations.
 - c. The staff member will report the matter, and whatever action may have been taken to resolve the matter, to the Principal.
 2. Second level
 - a. If the matter cannot be satisfactorily resolved at the first level, the complainant may discuss the matter with the Principal.
 - b. The Principal will take all reasonable and prudent steps to resolve the complaint or to explain to the complainant why the matter cannot be resolved as the complainant wishes.
 3. Third level
 - a. If the matter cannot be satisfactorily resolved at the second level, the complainant may, within three working days (see Policy No. 9130) of his/her meeting with the Principal, submit to the Superintendent a written request for a conference. The request shall include:
 - (1) The specific nature of the complaint and a brief statement of the facts giving rise to it,



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Public Complaints and Grievances

- (2) The respect in which it is alleged that the complainant or the complainant's child has been unfairly treated or adversely affected, and
 - (3) The remedy sought by the complainant.
 - b. A copy of the request for conference will be sent to the Board of Education.
 - c. Within seven working days (see Policy No. 9130) of the receipt of the request, the Superintendent shall conduct a conference, at a time convenient to the complainant, and attempt to resolve the matter informally. The time for conference will be extended if the complainant is unable to schedule a convenient meeting.
 - d. The Superintendent shall record in writing his/her disposition of the complaint and shall, within ten working days (see Policy No. 9130) of the conference, provide a copy of the written disposition to the complainant and to the Board.
- 4. Fourth level
 - a. A complaint that is not resolved by conference with the Superintendent or that seeks a remedy beyond the Superintendent's jurisdiction may be appealed to the Board of Education.
 - b. The complainant may, within three working days (see Policy No. 9130) of his/her receipt of the Superintendent's written disposition, submit a written request for a hearing before the Board. The request will include a copy of the Superintendent's disposition at Level 3.
 - c. The Board shall, within forty-five calendar days (see Policy No. 9130) of the receipt of the request, conduct an informal hearing before a committee of Board members, in which the complainant will present his/her complaint. The Board may, on the petition of the complainant, permit the examination of witnesses. The Board may permit the teaching staff member complained of to testify in his/her own behalf.
 - d. The Board shall, within forty-five calendar days (see Policy No. 9130) of the hearing, advise the complainant in writing of the Board's disposition of the complaint.



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Public Complaints and Grievances

- e. The complainant will be advised that the Board's decision may be appealed to the Commissioner of Education.
5. Reasonable efforts will be made to expedite a complaint that arises at the end of the school year so that the matter can be resolved before the interruption of summer vacations.
- B. Complaints About an Administrative Staff Member
1. The procedure set forth in A will be followed and the complainant will be directed to discuss the matter first with the administrator.
 2. A complaint about a Principal or a central office administrator will omit the second level of the complaint procedure. Appeal of the first level discussion will be made directly to the Superintendent in accordance with A3.
- C. Complaints About a Support Staff Member
1. The procedure set forth in A will be followed and the complainant will be directed to discuss the matter first with the support staff member.
 2. Appeal at the second level of the complaint procedure will be to the support staff member's supervisor.
 3. A complaint about a support staff supervisor will omit the second level of the complaint procedure. Appeal of the first level discussion will be made directly to the Superintendent in accordance with A3.
- D. Complaints About a Program, Practice, or Operation
1. A complaint directed to a matter of district or school policy, procedure, program, or operation, including entitlement programs established by state or federal law, should be addressed, initially, to the administrator or department head most directly concerned with the matter, in accordance with A1.
 2. A complaint that cannot be satisfactorily resolved at the first level may be appealed to the Superintendent and, thereafter, the Board in accordance with the procedures set forth in A3 and A4.



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Public Complaints and Grievances

- E. Complaints About Instructional and Resource materials
1. Complaints about textbooks, library books, reference works, and other instructional materials used in the district will be made in writing and submitted to the Superintendent or his/her designee.
 2. The complainant will complete and sign a complaint form available in the Principal's office. The form will include:
 - a. The title, author, and publisher of the work complained of,
 - b. The specific portions or language complained of (by page and item),
 - c. The complainant's familiarity with the work objected to,
 - d. The reasons for the objection,
 - e. The students or class for whom the work is intended, and
 - f. The way in which the work is used.
 3. Within seven working days of the receipt of the complaint form, the Superintendent or his/her designee shall appoint a review committee consisting of:
 - a. The head of the department in which the work is being used,
 - b. A teacher in the subject area of the work,
 - c. A library staff member,
 - d. A Board member,
 - e. A lay person knowledgeable in the area of the work, and
 - f. The Principal of a school in which the work is used.
 4. The review committee will meet to evaluate the complaint and review the material objected to. The standards used by the committee will be those set forth in Policy No. 2530.



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Public Complaints and Grievances

5. The committee will report its findings and recommendations to the Board.
6. The Board will receive the report of the committee. If the Board acts to remove the work complained of or to limit access to the work, its action will be accompanied by a statement of reasons for the removal or limitation.
7. A copy of the committee's report and the Board's action, if any, will be given to the complainant.
8. The complainant will be informed that a decision of the Board may be appealed to the Commissioner of Education.

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Issued: 14 November 2017



9140 CITIZENS ADVISORY COMMITTEES

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

Such committees shall be representative of the community, in relation to tasks delegated to them. The Board shall approve the members of a committee and the method of their selection upon the recommendation of the Superintendent.

1. No appointee shall represent an organization, geographic area, religious group, or any other subdivision of the community in an official capacity.
2. Staff members shall not constitute a majority of any general community advisory committee.

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

Actions of such committees shall be advisory and shall not reduce the Board's responsibility for policies adopted. The Board shall be free to accept or reject recommendations. Any public statements shall be released by the Board designee.

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

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

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

Adopted: 14 January 2009
Adopted: 12 December 2017



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Citizens Advisory Committee

R 9140 CITIZENS ADVISORY COMMITTEE

Regulations Covering School Advisory Committees

Each school is authorized to establish a school advisory committee to advise the Principal in areas of curriculum, personnel, finance, student services and other matters.

Later, the school advisory committee may appoint ad hoc committees to study and make recommendations on specific problems.

The establishment of a school advisory committee shall not replace individual communications of parent(s) with faculty and/or with the administration of a school.

Legal Framework

Such committees shall be privileged to offer advice and make recommendations on school policies and regulations within the framework of federal and State laws, including New Jersey Statutes 18A, rules and regulations of the New Jersey State Board of Education, regulations of the Commissioner of Education, regulations of the County Superintendent of Schools, policies, regulations, guidelines, and negotiated contracts of the East Orange Board of Education. However, all powers and duties which are neither expressly, nor by necessary implication, granted to school advisory committees in these regulations shall be outside their area of responsibility and authority.

Selection and Composition

School advisory committees may be originally selected and organized in one of two ways:

A. Appointment by special committee

The members may be named by a special committee composed of the following five members: president of the school parent-teacher association, teacher representative from the school, representative of the school community, the Principal and one person designated by the Board of Education.

This special committee shall appoint to the school advisory committee the following members:

1. At elementary level (Grades K-8)

Three parent(s) of children enrolled in the school, two teachers of the school and two representatives of the school community. Total membership: seven.



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Citizens Advisory Committee

2. At secondary level (Grades 9-12)

Three parent(s) of children enrolled in the school, two teachers of the school, two representatives of the school community and two students enrolled in the school.
Total membership: nine.

B. Parent-teacher association designation

The membership and composition of a school advisory committee may be determined by the school's parent-teacher association, the teachers, and the Principal of the school in line with the following requirements:

1. At elementary levels, the committee shall be made up of seven members.
2. At secondary levels, the committee shall be made up of nine members, two of whom shall be students enrolled in the school.

Members of school advisory committees shall serve for two years following initial appointments of lengths to accommodate overlapping terms.

A school advisory committee shall annually elect as officers a chair-person and a vice-chairperson. The school Principal shall be an ex officio member and shall serve as treasurer for all school funds, but he/she shall have no vote on the committee.

Areas of Responsibility and Specific Charges

The school advisory committee shall direct its efforts toward improving the school program as described below:

A. Establishment of objectives

The committee shall review the short-range and long-range objectives set up annually for the instructional program and other aspects of the school by the Principal and the school staff. It may suggest additions, deletions, and modifications thereof to the Principal.

B. Evaluation of objectives

Annually the committee shall evaluate progress toward objectives. It may request research and evaluation services from the Superintendent, who is authorized to grant them subject to budgetary and personnel limitations.



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Citizens Advisory Committee

The committee will present its evaluation to parent(s), students and other members of the community at a public meeting called for the purpose and shall conduct a general discussion of results.

C. Curriculum standards

The committee shall recommend, within minimum standards set by the Board of Education for the basic curriculum, additional courses and programs it feels should be offered in the school.

It may recommend additional books, instructional materials, and equipment for Board approval. The committee shall make an effort to offer curriculum recommendations which will provide a smooth transition for students from year to year, and from school to school.

D. Health services

The committee shall consider and advise the Principal on plans for maintaining and improving the mental and physical health of children. It shall give health needs (including nutritional needs) particular attention.

E. School visitation

The committee, or a subcommittee thereof, may visit the school twice each month. Visits shall be coordinated by the school Principal. The committee shall provide time during its regular meetings to hear expressions of interest and concern from parent(s), teachers, students, and members of the community on matters pertaining to the school and its own activities.

F. Planning the school staff

Annually the committee shall systematically review the school organizational plan prepared by the Principal with participation of the staff, and may suggest changes.

G. Selection of school staff

In keeping with Board of Education policies, the committee may offer recommendations on the selection of professional and paraprofessional staff members. In all cases, the committee will consider only those candidates whose applications have been submitted to it from the Superintendent through the Principal. The committee will advise the Principal who shall make a recommendation to the Superintendent; the Superintendent shall make a nomination to the Board.



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Citizens Advisory Committee

These additional rules govern participation of the committee in staff selection:

1. The Principal may seek the assistance of the committee for interviewing prospective teachers whose applications he/she has on file.
2. Paraprofessionals will be selected by the Principal in consultation with the committee.
3. The committee may participate in interviewing candidates for leadership positions within the school, Assistant Principal, administrative assistant, department head and/or reading teacher.
4. When there is a vacancy for Principal, the Superintendent may meet with the committee to discuss the position. After the opening is advertised according to Board policies, the committee may assist in interviewing and screening candidates.

Although the school advisory committee may participate in the selection of school personnel, evaluation of school personnel shall not be within its domain.

H. Budget planning

The Principal, after consulting with the school staff, shall submit the school's annual budget request to the committee for its review.

When a tentative budget for the system has been approved by the Board of Education, the Principal shall review the school's allocation with the committee. The committee may recommend that the Principal appeal to the Superintendent if it feels that the allocation is inequitable. If it thinks the allocation is fair, but that the budget for the system is inadequate, the committee may petition to testify before the Board of Education.

The committee may also petition to testify before the Board of School Estimate, the City Council or any other body which influences the general support level for the district.

I. Budget management

The Principal shall be accountable to the Superintendent and responsive to the school advisory committee in managing the finances of the school in line with the budget. He/she may consult with the school advisory committee in requesting any modification of the budget or additional allocation of funds through the year.



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Citizens Advisory Committee

Annual Revision

Annually, at a public meeting called during April, the president of the parent-teacher association, a teacher representative from the school, a representative of the school community, the Principal, and one person designated by the Board of Education shall conduct a hearing in order to receive suggestions and recommendations for the improvement of the school advisory committee's structure, composition, method of selection and other related matters. They shall approve or reject any suggested revisions at this meeting and shall receive suggestions from the floor if appropriate to the organization and operations of the committee.

Excessive Absence

When a school advisory committee member is absent from three consecutive meetings or from four meetings of the school advisory committee during any school year, the committee may declare the position vacant and shall appoint, within thirty days, a person to fill the vacancy.

Voiding School Advisory Committees

When there is evidence of excessive strife and irregularity in the conduct of the school advisory committee's affairs, or when there is evidence that the school advisory committee has exceeded its authority, on the recommendation of the Superintendent, the Board of Education may call a special meeting to hear the issues.

After the hearing, the Board may take any action or make any recommendations it deems necessary to improve the situation. If the school advisory committee does not comply with the directives of the Board within thirty days, it shall be disbanded and shall cease to function. The school community may then petition the Board for the establishment of a new school advisory committee thirty days after the committee has disbanded.

Citizens' Advisory Committees for the Board

Advisory ad hoc committees should be appointed only when there is a definite function to be performed. This function should be indicated in writing to the committee.

Upon completing its assignment, each committee either shall be given new problems or shall be dissolved promptly. No committee shall be allowed to continue for prolonged periods without a definite assignment.

Each committee shall be instructed as to:



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Citizens Advisory Committee

1. The length of time each member is being asked to serve;
2. The service the Board wishes it to render;
3. The resources the Board intends to provide to help it complete its job;
4. The approximate dates on which the Board wishes it to submit reports;
5. The time and place of the first meeting;
6. The Board's policies governing citizens' committees to help clarify relationships from the beginning;
7. Its relationships with the Board, as a whole, with individual members and with the Superintendent's designee;
8. The exact date on which the committee will disband.

Liaison Personnel with Ad Hoc Committees

The Board shall appoint one of its members to provide liaison with each of its committees. A Board member serving in such capacity shall meet or communicate with the committee as the Board member deems appropriate.

Each member of the Board shall be available upon request to attend meetings of any citizens' ad hoc advisory committee and each member shall be encouraged to attend meetings of various committees at the Board member's convenience, except that no more than three Board members may attend the same meeting.

The Superintendent's designee shall receive periodic reports of all committee activities from the Principal.

Issued: 14 January 2009

Issued: 12 December 2017



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School Visitors

9150 SCHOOL VISITORS

The Board of Education invites parent(s) and all citizens to visit the school throughout the school year. Citizens who wish to visit a classroom while school is in session must call the Building Principal in advance to arrange an appointment for this purpose. All visitors must register in the main's office.

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

Students from other schools must have a note from the parent(s) and from the Building Principal or guidance counselor.

All visitors must obey no smoking regulations and any other regulations designed to prevent interruptions of the educational process.

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

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

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

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

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

Adopted: 14 January 2009

Adopted: 12 December 2017



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School Visitors

R 9150 SCHOOL VISITORS

A. Visitors defined

Many visitors may normally be expected to visit a school during the school day. These visitors may include parent(s) of students, representatives of the parent-teacher association, interested citizens, invited speakers, central staff personnel, maintenance and repair personnel, salesmen, representatives of the news media, students not now enrolled in the school and others.

B. Procedure for visitors

Since the Principal is responsible for all persons in a school building, visitors must report first to the school office.

1. Employees of the school district (including directors, supervisors, coordinators, maintenance personnel and others) are to advise the school Principal that they are in the building.
2. A visitor not employed in the East Orange Public Schools must report to the school office and receive permission to be in the school building. He/she shall be issued a visitors permit which specifically designates his/her time of arrival and destination. He/she may visit classrooms or other areas of the school building only with the approval of the Principal.

C. Supervision of visitors

Any person on school property who has not registered with the school office and has not received permission to be in the school building shall be illegally on school property. Such person is to be asked to:

1. Identify himself/herself properly, or;
2. Leave the school grounds.

If the visitor refuses to leave the school building or creates any disturbance, the Principal has the authority to request aid of the East Orange Police Department.

Issued: 14 January 2009

Issued: 12 December 2017



9151 CIVILITY POLICY

Members of the East Orange School District staff will treat parents and other members of the public with respect and expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. We do not intend this policy to drive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe harassment-free-work-place for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. East Orange School District seeks public cooperation with this endeavor.

A. Disruptive Individual Must Leave School Grounds.

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, and willfully causes property damage, uses loud and/or offensive language that could provoke unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other administrative designee.

B. Directions to Staff in Dealing with Abusive Individual.

If any member of the public uses obscenities or speaks in a demeaning, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will orally notify the abusing individual that the meeting or conference, or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly.

C. Provide Policy and Report Incident

When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member shall provide a written copy of this policy at the time of occurrence. The staff member will then immediately notify his or her supervisor and provide a written report of the incident.



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Civility Policy

D. Inappropriate Staff Conduct

Inappropriate Staff Conduct will be addressed according to the process and procedures outlined in the following policies and regulations:

3281 – Teaching Staff Members - Inappropriate Staff Conduct

4281 – Support Staff Members - Inappropriate Staff Conduct

If a person refuses to leave after warned or comes back onto school grounds, a school administrator or supervisor should contact the East Orange Police Department. The District will take the necessary steps to prosecute any disruptive visitors.

Approved: 13 May 2014



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East Orange Board of Education

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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 and acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of such events.

The Board 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.

Adopted: 14 January 2009
Adopted: 12 December 2017



9161 CROWD CONTROL

The Board of Education believes in order to achieve its goals for interscholastic competition, 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 student and public behavior at interscholastic events and to publicly post such regulations and to devise procedures for the control of crowds.

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

Adopted: 14 January 2009

Adopted: 12 December 2017



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Crowd Control

R 9161 CROWD CONTROL

The Superintendent, Building Principal, and/or Athletic Director will be responsible for carrying out the following procedures to prepare for and supervise each district and school event that will attract substantial numbers of the public to school premises.

A. Preparation

1. The East Orange Police Department will be notified of the date and time of the event and the anticipated public. The Building Principal and/or Athletic Director will cooperate with the police department in planning adequate police protection for the event.
2. All necessary arrangements for traffic flow, parking, accommodations for visitors' buses, and reservation of "no parking" areas will be made. Parking areas must be sufficient in size, well lighted, and adequately policed throughout the event.
3. The following persons will be assigned and trained as necessary for the event:
 - a. Game officials, scorers, and timers;
 - b. District employees, students, and/or volunteers to monitor the event and supervise spectators, each to be issued distinctive identification, such as badges or armbands;
 - c. Ticket takers, who may be directed to screen for troublemakers; and
 - d. An announcer, who should be impressed with the importance of his/her role in affecting and inspiring spectator behavior and the necessity for being neutral and respectful at all times.
 - e. School security officers/School Resource Officers.
4. The visiting school will be informed of directions to the event, seating, provisions for the athletes, parking, and security for the athletes' possessions. District rules for spectators will be sent to the visiting school for review prior to the event.
5. Seating sections will be reserved for school bands, teams, cheerleaders, and special guests. Rival student groups should be separately accommodated in spectator areas, rest rooms, and concessions.



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Crowd Control

6. Rules for spectators' conduct will be posted at the event and/or included in the program prepared for the event.
 7. All appropriate persons should become familiar with Regulation No. 2431.1, Emergency Procedures for Athletic Competition. An ambulance and/or physician should to be present as required by the regulation.
 8. Cheerleaders will be instructed to:
 - a. Keep cheering positively and not antagonistic, provocative, or suggestive;
 - b. Respect the cheers and efforts of visitors in a sportsmanlike manner;
 - c. Discourage booing and negative demonstrations by intercepting them with a positive cheer; and
 - d. Accept with responsibility their role in guiding spectator behavior.
 9. Arrangements will be made for any communication system that may be necessary among officials, coaches, and administrators.
- B. During the Event
1. Persons assigned to supervise spectators should be consulted frequently for problems before they worsen.
 2. Lines of communication should be kept open.
 3. Supervision will be provided during half-time or intermission periods.
 4. Rules for spectator conduct (see paragraph D) will be enforced.
- C. After the Event
1. Spectators will be directed out of the facility in an orderly flow.
 2. Supervision will be provided until all spectators have dispersed. No loitering will be permitted on school premises.
 3. Visiting team members, rooters, cheerleaders, and band members will be assisted in their departure.



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Crowd Control

4. The Athletic Director will consult with representatives of the visiting team to ensure that all details have been settled.

D. Spectator Rules

All spectators at a school sponsored event are expected to know and observe the following rules. A spectator who violates any of these rules may be evicted from the event. Persistent disregard of these rules may cause a spectator to be barred from future events.

Spectators must:

1. Conduct themselves with decorum and with respect for the rights and property of others at all times, at the school event and while traveling to and from the school event;
2. Respect and obey those in authority--school officials and police--and the persons assigned by the school to act for those in authority;
3. Respect the efforts of the students involved in the event, for whom the event may mark the culmination of many hours of preparation and hard work;
4. Respect the seating arrangements provided by the school and remain seated in assigned seats during the event;
5. Respond enthusiastically to student efforts and accomplishments by cheering and applauding and refrain from boos, disrespectful remarks, and other loud negative expressions;
6. Stay off the stage, arena, or athletic playing area on which students are performing or competing;
7. Respect the property of the school by causing no litter and leaving the premises as clean as they were found; make proper use of lavatory facilities and food and drink concessions;
8. Not bring and/or consume alcoholic beverages or narcotics or drugs of any kind on school premises and stay away from school premises if under the influence of alcohol or drugs;
9. Use no tobacco product in a school building or in any place on school premises;



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Crowd Control

10. Park as directed, obey traffic rules, and drive with extreme care on school property; and
11. Out of concern for the comfort and safety of all spectators and respect for the efforts of performing or competing students, report any violation of these rules to a person in authority.

Issued: 14 January 2009

Issued: 12 December 2017



9180 SCHOOL VOLUNTEERS

The citizens of East Orange desire increased participation in the affairs of their schools, and the Board considers such participation essential if the district and the community it serves are to maintain mutual confidence and respect.

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

1. Clarifying the general ideas and attitudes held by our residents regarding our schools;
2. Determining the purposes of courses of study and special services to be provided for students; evaluating the extent to which these purposes are being achieved by present practices;
3. Giving active assistance to the professional staff in the actual operation of classes and services where the Superintendent and staff deem such aid valuable;
4. Offering suggestions on a specific problem or set of closely related problems about which the Board must make a decision; and
5. Coordinating the delivery of social services to students.

The East Orange 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.

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

Adopted: 14 January 2009

Adopted: 12 December 2017



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School Volunteers

R 9180 SCHOOL VOLUNTEERS

School volunteers shall function under the supervision of approved Board employees to provide significant supplemental services to the teaching and learning processes. Volunteers may be given a role in educational planning and decision making, but not direct instruction, nor shall they have access to student records. They will, however, be requested to assist with activities which are supportive, reinforcing or enriching in nature. School volunteer services shall be directed toward improving school efficiency and effectiveness, and enhancing the learning environment for students. School volunteers shall not be considered as employees and shall serve without remuneration from the Board and without benefits accorded actual employees.

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

Volunteers must be persons of known character, responsibility, and integrity. A volunteer assigned to tasks involving regular, direct contact with students must first qualify for such service by submitting his or her fingerprints to the Commissioner for a criminal history record check the cost of which shall be borne by the Board.

Neither the Superintendent nor Principal shall be obligated to utilize the services of a volunteer who in their estimation does not possess the requisite abilities or interest to serve the needs of students.

The following procedures and guidelines shall be followed in utilizing a volunteer:

1. The certified staff member accountable for the activity or program in which the volunteer will be utilized will be responsible for the endorsement and recommendation of the volunteer to the Superintendent. The certified staff member shall present a written plan of the volunteer's duties and schedule to the Superintendent. Volunteers must be interviewed by the recommending Principal or his/her designee prior to referral to the Superintendent.
2. Recommended volunteers must then be presented to the Board for approval, fingerprinted, and given a Mantoux test before they may be utilized.
3. In order to clearly understand their duties and responsibilities and perform no service beyond those duties, a volunteer shall participate in an orientation program conducted by the supervising certified staff member in charge of the activity or program. A written copy of the volunteer's duties will be sent to the Superintendent's office.



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School Volunteers

4. The volunteer must sign in whenever they enter a building or school related event. Community volunteers who will be in contact with students on a regular basis must pass the required tuberculosis screening and must undergo a criminal history check by the State of New Jersey. The Board of Education will pay for these expenses.
5. Volunteers serve only in a support capacity. All approved volunteers are authorized to supplement the work of paid professional staff members under whom they are assigned, may not substitute for paid staff members, nor are they authorized to speak formally or informally for any program in conjunction with the paid professional staff member responsible for the program.
6. Volunteers may serve under the direction and supervision of a teaching staff member. A volunteer may not work with, teach or coach students without a certified staff member present in the immediate area.
7. Volunteers shall receive no financial remuneration from the Board of Education and/or other sources; however, volunteers carrying out prescribed functions under the supervision of the designated professional staff members shall be covered by the Board's liability insurance policy.
8. The Board of Education reserves the right to accept, deny, retain, or terminate the services of any volunteer. This may be done through the Superintendent as the Board's authorized representative.
9. Student volunteers are the responsibility of the teacher/administrator who approved the student to the volunteer task.
10. For the purpose of this policy, regular basis, means a volunteer who will meet with a student or students one period or more per week for a semester, equal to or a total of 12 hours or 720 minutes for a semester.

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

Issued: 14 January 2009

Issued: 12 December 2017



9181 VOLUNTEER ATHLETIC COACHES

The Board of Education recognizes the services of volunteer athletic coaches bring unique skills to the district, enrich the athletic program, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches in the district.

For the purposes of this Policy, "volunteer athletic coach" is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified school district employee, and provides assistance for the school activity.

The Athletic Director 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 whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These 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 responsibilities.

The Athletic Director will prepare and promulgate rules of conduct for volunteer athletic coaches. Each volunteer athletic coach will be given a copy of this Policy.

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 must clearly understand their duties and responsibilities 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 students participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches shall respect the individuality, dignity and worth of each student;
5. Volunteer athletic coaches are not permitted access to student records;



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Volunteer Athletic Coaches

6. Volunteer athletic coaches must exercise discretion in disclosing any confidential student matters the coach becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer athletic coaches shall receive no financial remuneration from the Board; and
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 volunteer athletic coaches must:

1. Obtain a criminal history record check;
2. Sign a waiver for workers' compensation if required by the school district's insurance company;
3. Provide documentation that a Mantoux test has been administered.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 10 April 2012
Adopted: 9 February 2016



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Community Organizations

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 shall direct each Building Principal to establish and maintain a file of community resources and invite the appropriate participation of community organizations and resource persons in the instructional program. The Superintendent shall determine those schools, instructional programs, and/or district operations that would profit by the involvement of community resources.

Adopted: 14 January 2009
Adopted: 12 December 2017



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Community Organizations

R 9190 COMMUNITY ORGANIZATIONS

The Superintendent directs each Building Principal to:

1. Establish and maintain a file of community resources and make available as needed.
2. Recommend which instructional program and/or district operations would profit by the involvement of community resources personnel.

Issued: 14 January 2009
Issued: 12 December 2017



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Booster Clubs

9191 BOOSTER CLUBS

The Board of Education recognizes that the support offered by booster clubs can benefit the school district. Because the activities of booster clubs also reflect on the district, the Board establishes guidelines for the operation of booster clubs in order to ensure that their activities assist in the attainment of district goals and objectives.

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

1. Be incorporated as a nonprofit organization;
2. Enter into a contract with this Board for the conduct of intended activities;
3. Obtain liability insurance indemnifying the Board against all suits arising from the conduct of club activities;
4. Account to the Board for all funds raised through the conduct of school related activities;
5. Utilize all funds raised through the conduct of school related activities for the benefit of school programs;
6. Certify adherence to the policies of the school district;
7. Request permission of the Board before taking any group of students on a trip; and
8. Obtain the approval of the Superintendent before raising funds in the name of the district.

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

Gifts From "Booster" Clubs

The East Orange Board of Education appreciates the efforts of groups of parent(s) and other concerned citizens who form "booster" clubs to contribute funds or equipment for district-approved student extracurricular activities.



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Booster Clubs

The Superintendent shall formulate a procedure for review of the proposed use of such funds. Proposed equipment must be approved for safety in the same manner in which district-purchased equipment is reviewed.

Fund-raising events organized by "booster" clubs for approved programs or equipment shall qualify for free use of school facilities, and shall be considered as district-sponsored events in determining priority of claim for use of school facilities.

All activities of "booster" clubs shall be coordinated with the Building Principal and any activity involving students shall require Board of Education approval.

Adopted: 14 January 2009

Adopted: 12 December 2017



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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 parent(s) of students. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

It is the position of the Board that parent(s) bear the ultimate responsibility for their children's in-school behavior, including the behavior of students 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 parent(s) with the opportunity to see the school facilities, meet the faculty, and observe the program on a first hand basis; meetings of staff members and groups of the parent(s) of those students having special abilities, needs, or problems; and special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parent(s) and are of general interest to the schools or community.

Adopted: 14 January 2009

Adopted: 12 December 2017



9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support parent organizations of parent(s) whose objectives are to promote the educational interests of district students.

Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.

A parent organization may not including, but not limited to PTA/PTOs, Booster Clubs or other parental support organization may organize students, sponsor school activities or solicit money in the name of this school district, any school in the district, or on behalf of any school function or activity without the prior approval of the Superintendent or designee. Such approval must be sought by written application to the Superintendent or designee.

Any PTOs, Booster Clubs or parental support organization that engages in fundraising is required to register with the New Jersey Office of Consumer Affairs.

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. Representatives of recognized parent organizations shall comply with all applicable Board policies.

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, at will, whose actions are inimical to the interests of the school district and the students of this district.

Adopted: 14 January 2009

Adopted: 13 December 2012

Adopted: 9 April 2013

Adopted: 10 September 2013

Adopted: 12 December 2017

Adopted: 12 November 2019



9230 PARENTAL RESPONSIBILITIES

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

Parent(s) can help children learn by:

1. Knowing, discussing and 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 attire;
3. Maintaining an active interest in each child's daily work and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Reading communications from the school and signing and returning them promptly when so requested;
5. Attending conferences arranged for the exchange of information on the child's progress in school; and
6. Scheduling family matters to minimize interference with school time.

Adopted: 14 January 2009

Adopted: 12 December 2017



9240 RIGHTS OF PARENTS

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

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

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

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

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

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

N.J.S.A. 18A:35-4.6 et seq.; 18A:47-4; 18A:47-8

N.J.A.C. 6A:14-1.3; 6A:14-2.9; 6A:32-7.1; 6A:32-7.5

Adopted: 14 January 2009

Adopted: 12 December 2017



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East Orange Board of Education

COMMUNITY - POLICY

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Use of Electronic Signatures

Dec 17

[See POLICY ALERT No. 214]

9242 USE OF ELECTRONIC SIGNATURES

The New Jersey Uniform Electronic Transactions Act (UETA) authorizes a Board of Education to use electronic forms, filings, and signatures to conduct official business with the public. The use of electronic forms, filings, and signatures may save school district resources and will provide a convenient and cost-efficient option for parents to receive, review, and acknowledge receipt of information from the school district. Therefore, the Board of Education authorizes the use of electronic forms, filings, and signatures in communications between the school district and parents pursuant to the UETA.

For the purposes of this Policy, “electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

For the purposes of this Policy, “electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.

For the purposes of this Policy, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

For the purposes of this Policy, “information processing system” means an electronic system for creating, generating, sending, receiving, storing, displaying, or processing information.

The school district may electronically send documents to parents of students enrolled in the school district. These documents may include, but are not limited to: informational notices; school or school related events or activities; periodic updates on a student’s progress; school district forms; requests for information; and any other communications between the school district and home. Some documents electronically sent to parents may require the parent to: acknowledge receipt of a document; provide parental consent for such matters as student compliance with the district’s acceptable use of school district computers and administration of surveys; and/or acknowledge receipt and acceptance of terms of a Board of Education policy, regulation, or practice. Any document sent to parents of students enrolled in the school district must be capable of retention by the recipient. To be capable of retention, the recipient at the time of receipt, must be able to retain and accurately reproduce the document for later reference by all persons who are entitled to retain the record. A record is not capable of retention by the recipient if the sender of its information processing system inhibits the ability of the recipient to print or store the electronic record.



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Use of Electronic Signatures

The Board of Education authorizes documents may be electronically sent to parents of students enrolled in the school district only with the approval of the Superintendent of Schools. The Superintendent shall establish an information processing system to include a process for parents to electronically send, sign, and return documents to the school district. The school district shall make accommodations for a parent who is unable or unwilling to conduct business electronically. In addition, a parent may refuse to conduct business electronically for any reason and at any time. In this event, the school district shall make available a hard copy of the document(s) to the parent to review, maintain, and any document(s) requiring signatures to be returned to the district. The Superintendent will only implement an information processing system in accordance with the provisions of the UETA.

Documents that are electronically signed and returned to the school district may be maintained by the school district in electronic or non-electronic form. Documents returned to the district that are not electronically signed shall be maintained by the district in non-electronic form. However, nothing shall prevent the school district from converting a non-electronic document to an electronic document and for such document to be stored in electronic form. All electronic or non-electronic documents returned to the school district shall be maintained by the school district in accordance with the New Jersey Department of the Treasury - Records Management Services - Records Retention Schedules and in accordance with N.J.S.A. 12A:12-12.

N.J.S.A. 12A:12-1 et seq.

Adopted: 13 March 2018



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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 parent(s) are ultimately responsible for the supervision and discipline of students and that the knowledge that they are vicariously liable for the acts of their children and wards will encourage parent(s) to exercise that responsibility more vigorously.

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

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

Adopted: 14 January 2009

Adopted: 12 December 2017



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Home Schooling and Equivalent Education

Outside the Schools

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9270 HOME SCHOOLING AND EQUIVALENT EDUCATION **OUTSIDE THE SCHOOLS**

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

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

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

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

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.



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Home Schooling and Equivalent Education
Outside the Schools

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

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

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

Adopted: 14 January 2009
Approved: 8 May 2012
Adopted: 12 December 2017



R 9270 HOME SCHOOLING AND EQUIVALENT EDUCATION

Home schooling is an educational program provided at home, usually by the parent(s) 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 for parent(s) under the compulsory education law.

A. Legal Requirement for Compulsory Attendance

1. N.J.S.A. 18A:38-25 requires all children six to 16 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(s) 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. The Superintendent may report to the appropriate municipal authorities those children whom he/she has reason to believe are not offered instruction outside the schools equivalent to that offered in the public schools for children of similar ages or attainments.
4. If the Superintendent makes a report, the parent(s) of a student receiving instruction elsewhere other than school may notify the Superintendent of their child's educational program status and provide sufficient information to satisfy the district that equivalent instruction is being offered.
5. Parent(s) of a home schooled student are 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.

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.



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Home Schooling and Equivalent Education

2. If the parent(s) are challenged in court by the Superintendent or Board, the district must demonstrate, beyond a reasonable doubt that the parents are not providing a curriculum that is academically equivalent to that provided in the public school for a child of similar grade and attainment.
- C. District Requirements for Home Schooled Students
1. Unless requested by the parents, and agreed to by the school district, the school district is not required or permitted to:
 - a. Test a child educated at home;
 - b. Review the quality of instruction received at home; or
 - c. To monitor the results of home instruction.
 2. When children are educated at home and are not enrolled in a school, the school district will not provide entitlements or privileges of students enrolled in the school district unless specifically provided in the federal special education laws.
 3. A child educated at home shall not receive a state endorsed high school diploma from the Board of Education.
- D. Students With Disabilities
1. The Superintendent will consider requests for evaluation of all potentially disabled home schooled children and make determinations whether or not to conduct evaluations.
 - a. If the school district's Child Study Team (CST) determines that an evaluation is required, the procedures as outlined in N.J.A.C. 6A:14 are followed.
 - b. If the child is eligible for special education, the CST will determine a classification category and develop an Individualized Education Program (IEP) in accordance with N.J.A.C. 6A:14.
 - c. Home schooled children with disabilities may be provided a special education program including related services.



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Home Schooling and Equivalent Education

- d. If a home schooled child with disabilities re-enrolls in the public school, the school district must implement the special education program described in the IEP. The school district will also review the IEP annually and be ready to conduct re-evaluation every three years.
- e. The school district will notify the parent(s) 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.
- f. 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(s).

E. Curricular and Co-Curricular Activities

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

- 1. Curricular activities - Home schooled children will not be permitted to participate in school curricular activities, (e.g. field trips).
- 2. Co-Curricular activities - Home schooled children will not be permitted to participate in school co-curricular activities, (e.g. clubs and athletics).
- 3. Textbooks - The school district will not loan books or materials to home schooled children.
- 4. Home schooled students are permitted to enroll in shared time vocational programs, and once enrolled they become public school students and are entitled to payments of tuition and are eligible for transportation.

Home Schooling in New Jersey

PTM NO. 1400.66 New Jersey Department of Education, 30 April 1997

Commissioner of Education Correspondence dated 9 April 1998

Issued: 14 January 2009

Issued: 12 December 2017



9280 PARENT CONFERENCES

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

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

The Board believes that the information exchanged in parent-teacher conferences can be of great importance to the student'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 student. The parent(s) of the student may bring to the conference additional persons who share that interest and wish to aid the parent(s) and the teacher. When a parent(s) desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, the parent(s) who plans to bring legal counsel to a parent-teacher conference shall notify the school Principal of that intention no later than ten working days in advance of the conference in order that the Superintendent may secure such legal representation as he/she may deem advisable.

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

Adopted: 14 January 2009

Adopted: 12 December 2017



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East Orange Board of Education

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Cooperation with Municipal Agencies

9310 COOPERATION WITH MUNICIPAL AGENCIES

The Board of Education recognizes the separate but complementary roles played by this Board and by the governing body of East Orange in the development of a budget and the levy of local taxes sufficient to provide a thorough and efficient system of free public education. Accordingly, the Board directs the implementation of a program of communication and cooperation between this district and municipal authorities.

Adopted: 14 January 2009

Adopted: 12 December 2017



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East Orange Board of Education

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Cooperation with Law Enforcement Agencies

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9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

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

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

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

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

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

Adopted: 14 January 2009

Adopted: 12 December 2017



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Cooperation with Law Enforcement Agencies

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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 that 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 students and to impress students 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 students 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.



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Cooperation with Law Enforcement Agencies

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 the:
 - a. The name and title of the caller;



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Cooperation with Law Enforcement Agencies

- 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 or 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 student 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 student concerned or parent(s) of the minor student 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 student concerned or parent(s) of the minor student 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 student records that are classified as confidential.
3. A request by law enforcement officials to interrogate students, on school premises or while under the protection of the school, shall be handled as follows:



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Cooperation with Law Enforcement Agencies

- a. The police officer shall be required to ask the Principal for access to the student, regardless of the student'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 students or other persons; or
 - (4) Other reasons law enforcement officials believe an interrogation must be conducted in school and cannot wait until the student is away from school.
- c. The Principal shall make every reasonable effort to notify the student's parent(s) of the request by law enforcement officials to interrogate the student while in school to receive the parent's consent to permit the student to be interrogated before the interrogation.
 - (1) The Principal will permit the interrogation if the parent(s) consents to the interrogation.
 - (2) The Principal will delay the interrogation in the event the parent(s) requests to be present during the interrogation.
 - (3) The Principal will deny the law enforcement official an interrogation if the parent(s) cannot be contacted or if the parent(s) does not consent to the interrogation.



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Cooperation with Law Enforcement Agencies

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.
 - 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 student, 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 student, regardless of the student'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 student unless:
 - (1) The Principal lawfully requests the removal of the student; or
 - (2) The officer has probable cause to arrest the student for a felony; or
 - (3) The officer has an arrest warrant or a judicial order requiring the custody of the student.
 - 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 student's privacy, such as taking custody in a private place or assigning the taking of custody to a nonuniformed police officer or a school security officer.
 - d. The Principal shall make every reasonable effort to notify the student's parent(s) of the impending arrest.



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Cooperation with Law Enforcement Agencies

- e. The Principal shall determine the place to which the student will be removed and held in custody or detention and will so inform the parent(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 student for such a crime.
 - g. In any situation in which a police officer takes direct action, the Principal shall be promptly notified.
- E. Reporting Students 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 student 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 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 student or staff member involved.
 - c. The Superintendent and/or Principal will not disclose the identity of any student or staff member who has voluntarily sought treatment or counseling for a substance abuse problem provided the student or staff member is not currently involved or implicated in drug distribution activities.



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Cooperation with Law Enforcement Agencies

- d. An admission by a student 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 student or other person is in unlawful possession of a firearm or other deadly weapon, whether on or off school property, or that any student 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 student 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 student 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 student 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 student during school operating hours or during school-related functions or activities.



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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 student, 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 student 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 student, 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:



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- (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 student or staff member believed to have been in possession of the substance or paraphernalia.
 - d. The Principal will not disclose the identity of any student 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 student or staff member was involved with the substance or paraphernalia for the purpose of personal use, not distribution activities, and further provided that the student or staff member agrees to participate in an appropriate treatment or counseling program.

An admission by a student 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 Student or Staff Involvement in Substance Abuse Intervention and Treatment Programs



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Cooperation with Law Enforcement Agencies

1. All information concerning a student'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 student 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 student'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 student by a law enforcement agent.
2. The Principal shall record in writing and enter in the student'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 student;
 - d. The notification or attempt to notify the student's parent(s); and



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- e. An anecdotal description of the incident, including such information regarding its conduct as may be necessary to show that the student 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.

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Notification of Juvenile Offender Case Disposition

9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

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

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

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

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



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Notification of Juvenile Offender Case Disposition

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

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

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

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

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

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

Adopted: 14 January 2009
Adopted: 12 December 2017



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Sex Offender Registration and Notification

9324 SEX OFFENDER REGISTRATION AND NOTIFICATION

The Board of Education and administration will 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 East Orange Police Department 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 Prosecutors 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 should not notify the target school(s), but may contact the Prosecutor's Office if the Superintendent 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.



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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 student 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/or a local law enforcement office, will hold meetings and other educational programs at a particular school for staff 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 make the determination as to which employees within the school should be informed of the notification. The Building Principal should share the notice with any person who in the course of the duties 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 will provide notice to the employees. The Principal shall only notify school appropriate district staff of Tier Two or Tier Three notifications and not to 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

Adopted: 14 January 2009

Adopted: 12 December 2017



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Sex Offender Registration and Notification

R 9324 SEX OFFENDER REGISTRATION AND NOTIFICATION

A. Definitions

1. Tier One Offender - An offender that is 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.
2. Tier Two Offender - An offender who is 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.
3. Tier Three Offender - An offender who is 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.
4. Likely To Encounter - Law enforcement agencies, community organizations or members of the community who are in a location or in close geographic proximity to a location which the offender visits or can be presumed to visit on a regular basis.
5. Fair Chance to Encounter - The types of interaction which ordinarily occur at that location and other attendant circumstances demonstrate that contact with the offender is reasonably certain.

B. Notification To School District From the Law Enforcement Agency/County Prosecutor’s Office

1. The Superintendent and the Building Principal(s) of the targeted schools will be notified by the Prosecutor’s Office, without the need to register to be notified, for all sex offenders classified as Tier Two or Tier Three Offenders. Local law enforcement agencies and/or the County Prosecutor’s Office will determine there is a “fair chance to encounter” the offender in determining community notification. In any event the Superintendent and the Building Principal(s) will be notified for all Tier Two and Tier Three Offenders.



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Sex Offender Registration and Notification

2. The Building Principal(s) are 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.
 3. The County Prosecutor's Office determines the specific schools, community organizations and residences to receive notification.
 4. 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 should not notify the target school(s), but may contact the Prosecutor's Office if the Superintendent thinks that a school in the notification area has been inadvertently omitted.
- C. School District Procedure Upon Notification From the Law Enforcement Agency/County Prosecutor's Office
1. The Building Principal(s) will have the discretion to make the determination as to which employees within the school should be informed of the notification. The Building Principal should share the notice with any person who in the course of the duties 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 will provide notice to the employees. The Building Principal will 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 staff members in the protection of their charges, not to provide notification to the community at large.
 2. The Building Principal, in conjunction with the appropriate law enforcement agency and the County Prosecutor's Office will provide information, along with appropriate advice regarding the safeguarding of the school's children.
 3. All school district staff are prohibited from releasing any of this information to the public at large. All inquiries from community members, non-affected school staff, all parent(s) and other members of the general public shall be directed to the appropriate law enforcement agency and/or the County Prosecutor's Office.

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Cooperation with Public Library

9340 COOPERATION WITH PUBLIC LIBRARY

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

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

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

Adopted: 14 January 2009

Adopted: 23 January 2018



9400 NEWS MEDIA RELATIONS

The maintenance of a good working relationship with the media is essential to meeting the objectives of the school district's community relations program.

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

The Superintendent shall be the chief communications representative of the school district. The chief communications representative shall be readily available to: provide media representatives with all appropriate and necessary information; suggest or supply feature articles or stories; prepare information to be released to the media; assist school and parent organizations with media relations; meet periodically with media representatives; protect school personnel from any unnecessary demands on their time by media representatives; and provide additional information as appropriate,

The Superintendent and/or designee must authorize in advance interviews between staff members and media representatives when the staff member is representing or speaking on behalf of the Board of Education or the school district.

A school district staff member not designated by the Superintendent or designee to assist in any of the media responsibilities outlined in this Policy, including speaking to a representative of the media, is not prohibited from doing so on their own behalf as a private citizen provided the staff member does not indicate or imply they represent or are speaking on behalf of the Board of Education or the school district and indicate they are speaking on their own behalf as a private citizen.

A staff member who is acting on their own behalf as a private citizen should be cognizant of their obligations to protect the privacy and confidentiality of students and school operations in accordance with Federal and State laws.

The Board of Education reserves its right to regulate the exercise of school district staff members' First Amendment rights of the United States Constitution in such situations to the extent that such exercise may interfere with the safe and orderly operation of the schools and the learning environment.

The Superintendent or designee must authorize the release of any images of district subjects, personnel, or students.



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Media Relations

Any images of a student with a disability shall not be disseminated or used in print or media in any way if they are identified as a student with a disability unless permission is granted by the parent(s). Any images of child placed in the district by the New Jersey Department of Children and Families, Division of Child Protection and Permanency shall not be published without the permission of the Department case worker. Where the release of any images may violate the privacy of any student or staff member, the Superintendent and/or designee must first secure the written permission of the staff member or the student's parent(s).

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Adopted: 23 January 2018

Adopted: 12 November 2019



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Cooperation with Educational Agencies

9500 COOPERATION WITH EDUCATIONAL AGENCIES

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

In order to provide the best possible education for all living in and attending public and non-public schools in East Orange, every effort will be made to provide students with the greatest amount of educational benefits available to them. This shall be accomplished through open and direct contact between the public and the non-public schools.

The East Orange Board of Education directs staff to disseminate pertinent information and to implement legislation promulgating State and/or federally funded programs affecting public and non-public schools.

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

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

Donations to Private Organizations

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

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.

Adopted: 14 January 2009

Adopted: 23 January 2018



9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with the state colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with 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 all student teachers/interns.

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/intern 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.

The Board of Education requires that every student teacher/intern undergo a criminal background check in accordance with N.J.S.A. 18A:6-7.1.

The Board of Education requires every student teacher/intern to possess a county substitute credential issued in accordance with N.J.A.C. 6A:9B-7.1.

Student teachers shall at all times be subject to the policies of this Board. Student teachers 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:9-10.3 6A:9A-5 et seq.; 6A:9B-7.1

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Adopted: 10 December 2013
Adopted: 20 September 2016



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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 students enrolled in the schools of this district.

All educational research by persons including district employees must be approved in advance by the Superintendent or his/her designee. A written application for approval must state the purpose of the research, the specific ways in which students 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 students or to the school district. Approval will be granted only to those projects that will serve the interests of students and the educational program; approval will not be granted to projects that will impede or significantly disrupt the instructional program approved by the Board.

Parent(s) 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 students' privacy. Approved researchers may be given access to student 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 students 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

Adopted: 14 January 2009

Adopted: 23 January 2018



9560 ADMINISTRATION OF SCHOOL SURVEYS

The Protection of Student 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 of students engaged in such program or project in accordance with the requirements of 34 CFR Part 98.3.
2. Prior written parental 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 before administering these academic and nonacademic surveys, assessments, analyses, and/or evaluations that reveal information concerning:

1. Political affiliations;



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Administration of School Surveys

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).

When administering an academic and/or nonacademic survey, assessment, analysis, and/or evaluation that concern the issues listed in 1. through 9. above, the Assistant Superintendent for Operations shall request written informed consent at least two weeks prior to the administration of the survey. The request for consent shall provide the parent 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

Adopted: 14 January 2009
Adopted: 23 January 2018



9700 SPECIAL INTEREST GROUPS

The Board of Education recognizes the contributions of persons and organizations outside the school district may take the form of materials, activities, and awards that tend to serve the interests of the contributor as well as benefit the school district and students. For the purposes of this Policy, "organizations outside the school district" shall be any organization, group, activity, club, association, agency, or individual that is not approved or sponsored by the Board of Education.

The Board reserves the right to review, approve, or reject all proposed contributions from organizations outside the school district. Proposed contributions may be rejected by the Board, including but not limited to, proposed contributions 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 students; make unreasonable demands upon the time and energies of staff and students or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.

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

Permission to solicit or raise funds on school premises will be granted only to those persons and organizations whose purposes are consistent with the goals of this district and the interests of the community and are in accordance with the Board's fundraising policy. 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 and these funds may not be deposited in any district account.

The Board will not permit the distribution of literature to or through students in the school district for any organization outside the school district.

However, distribution of literature to or through students in the school district may be approved by the Superintendent of Schools or designee if the organization requesting the distribution of literature is a local, State, county or Federal government agency or a community, non-profit organization and the information is determined by the Superintendent or designee to be of special interest to school district students or the community. Written requests for the distribution of this literature must be submitted to the Superintendent or designee with one copy of the specific literature to be distributed.



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Special Interest Groups

The approval and method of the distribution of literature will be at the discretion of the Superintendent or designee. Any approval for such distribution will be consistent with the governing principles of the First Amendment of the United States Constitution. In no circumstances will the school district release confidential student information.

The Board forbids the distribution of political literature to or through the students of this district; further, no student 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 will only prohibit the distribution of literature or material to students on school premises that tends to advance or is inimical to the interests of a religious sect or religion if the distribution method is inconsistent with the governing principles of the First Amendment of the United States Constitution.

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

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

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted: 14 January 2009

Adopted: 14 September 2010

Adopted: 23 January 2018



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Recruitment by Special Interest Groups

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9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education prohibits recruitment activities by outside organizations on school premises, regardless of the purpose of the recruitment or the nature of the recruitment agency. Except as required and referenced below, no information about individual students will be released for the purpose of approaching students for educational, occupational, military, or any other recruitment purpose.

However, a school district that receives funds under ESSA, on request from a military recruiter or an institution of higher education, must provide access to the names, addresses, and telephone listings for secondary students. Parent(s), and/or the adult student may request that such information not be released for the child without the prior written parental, and/or adult student approval. The district will give military recruiters the same right of access to secondary students as generally provided to post-secondary institutions and prospective employers.

Parent(s) and adult students will be informed annually in writing of their right to request a student'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
No Child Left Behind §9528

Adopted: 14 January 2009
Adopted: 23 January 2018



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Solicitations by Vendors

9720 SOLICITATIONS BY VENDORS

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

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

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

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

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

Adopted: 14 January 2009

Adopted: 23 January 2018