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9713 Recruitment by Special Interest Groups

Revised: April 24, 2018

9100 PUBLIC RELATIONS

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The Board of Education directs the implementation of a public relations program to foster the continuing and constructive cooperation of this school district with parents or legal guardians, 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 parents or legal guardians feel welcome in the school and in the classroom; to cooperate with parent organizations and other groups of residents seeking information or offering assistance to the schools; to treat all pupils with firmness, sensitivity, intelligence, and fairness so as to command their respect and enlist the cooperation of their parents or legal guardians; and to work with others in a manner conducive to high morale and meriting the respect of the community.

Adopted: 8 April 1997

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Quality Assurance Annual Report

ABOLISHED

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9110 QUALITY ASSURANCE ANNUAL REPORT

**** ABOLISHED / / ****

The Policy Guide 9110 – Quality Assurance Annual Report and the process has been replaced by Policy Guide 2631 – New Jersey Single Accountability Continuum (QSAC) and the new QSAC process. As the Department of Education will have completed the QSAC process for almost every school district by November 2009, school districts that have completed or will be completing, the QSAC process should abolish Policy Guide 9110 if this Policy Guide has not previously been abolished.

N.J.S.A. 10:4-6 et seq.
N.J.S.A. 47:1A-1 et seq.
N.J.A.C. 6:8-2.1 et seq.

Adopted: 8 April 1997
Revised: 5 December 2006
Abolished: 24 August 2010

9120 PUBLIC RELATIONS PROGRAM

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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 pupils and staff of the district shall be approved by the Superintendent of Schools or designee.

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

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

The public information program may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed

calendars and notices of events, the Superintendent's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.

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

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

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

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

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

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services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.

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

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

Adopted: 8 April 1997
Revised: 21 October 2008

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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. Confidential information regarding an individual pupil, other than information classified as directory information in Policy No. 8330, shall be released only with the express written permission of the pupil's parent or legal guardian or the adult pupil. Pupil "information" includes verbal and photographic material, whether or not the pupil depicted is individually identified. Directory information regarding an individual pupil may be released only if the pupil's parent or legal guardian or the adult pupil 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.

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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 Dunellen Public Schools.

4. At least once each quarter the principal of each school should prepare a bulletin or news item of interest in their building. A copy of the item will be sent to the Superintendent for clearance before the bulletin or item may be released to the press.

5. 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, to be issued quarterly;

c. Information about the proposed budget, in accordance with Policy No. 6230;

d. News releases about Board activities and district-wide activities.

6. The principal of each school will prepare, submit for approval, and disseminate the following public information publications.

a. A student handbook will be given to each pupil enrolled in the school or to the pupil's parent or legal guardian. The handbook will include, as appropriate to the grade levels in the school:

(1) The organization of the school;

(2) Rules for pupil conduct;

(3) Pupil rights and responsibilities;

(4) Information about school operations, health services, attendance, emergency closings, and the like;

(5) Descriptions of pupil activities and programs;

(6) The pupil grievance procedure; and

(7) Academic requirements.

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b. A calendar of school events will be distributed to all pupils, parents or legal guardians, 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 or legal guardians and pupils.

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.

2. Information regarding Board actions of lesser importance may be released to the press by the Superintendent or designee.

3. Information regarding the activities of the schools and of individuals in the schools may be released to the press on the approval of the Superintendent.

4. All inquiries from members of the press will be referred to the Superintendent or designee 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, typewriter, 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 press room, 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.

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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

1. Displays of the accomplishments of district pupils 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.

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.

Adopted: 8 April 1997

9130 PUBLIC COMPLAINTS

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

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

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

1. Matters Regarding a Teaching Staff Member

First Level-If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff members who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within their authority and district rules and regulations. As appropriate, the staff member shall report the matter, and whatever action may have been taken, to the building principal.

Second Level-If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the building principal and the school district person involved.

Third Level-If a satisfactory solution is not achieved by discussion with the building principal, a written request for a conference shall be submitted to the Superintendent. This request should include:

- a. The specific natures of the complaint and a brief statement of the facts giving rise to it.
- b. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

- c. The action which the complainant wishes taken and the reasons why it is held that such action be taken.
- d. The results of the discussions at the first two levels.

Fourth Level-Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, shall grant a hearing before the Board or before a committee of the board. The complainant shall be advised in writing of the Board's decision by the Secretary of the Board no more than thirty (30) calendar days following the hearing.

2. Matters Regarding an Administrative Staff Member

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part 1 shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed; and if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels, terminating with the board.

3. Matters Regarding a Nonprofessional Staff Member

In the case of a complaint directed toward a nonprofessional staff member, the complaint is to be directed, initially, toward that person's supervisor, and the matter then brought, as required, to higher levels in the manner prescribed in Part 1.

4. Matters Regarding a Program or Operation.

If the request, suggestion or complaint relates to a matter of district or school policy, procedure, program or operation, it should be addressed, initially, to the building principal or the head of the nonprofessional department who is most directly concerned, and then brought, in turn, to higher levels of authority in the manner prescribed in Part 1.

5. Matters Regarding Instructional Materials

If the request, suggestion or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the district, the matter is to be directed initially to the teaching staff member responsible for that instructional material. If a satisfactory resolution is not achieved at that level, then the matter shall be processed, as required to higher levels in the manner prescribed in Part 1.

Adopted: 8 April 1997

9140 PUBLIC ADVISORY COMMITTEES

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The success of the school system depends, to a large extent, on open channels of communication between the school community and the community at large. Public advisory committees are particularly useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community in the study of specific school problems.

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

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

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

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

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

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

Adopted: 8 April 1997

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Citizens' Advisory Committee

R 9140 CITIZENS' ADVISORY COMMITTEE

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A. Appointment

In order to form the membership of advisory committees to the Board of Education, the President shall:

1. Appoint residents who are able and interested in the subject and concerned about the schools;
2. Appoint a chairperson;
3. Appoint himself or herself and the Superintendent as ex-officio members of the committee;
4. Define the committee assignment in writing;
5. Appoint an administrator advisor.

B. Operation

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

C. Recommendations

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Citizens' Advisory Committee

1. Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations as it sees fit.
2. Members of committees who are not elected Board members may not make decisions nor bind the Board or the school district in matters that are reserved to Board members by law.
3. Matters concerned with individual school district employees or students are not appropriate matters for consideration by non-elected members of the committees, but the philosophy, goals, and objectives related to programs, organization, structure, resources, facilities, and finance are.

Adopted: 8 April 1997

9150 SCHOOL VISITORS

The Board welcomes and encourages visits to school by parents or legal guardians, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, the Board directs the enforcement of rules governing school visits.

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

The following guidelines shall be followed by all school visitors:

1. Persons wishing to visit a classroom should make arrangements at least 24 hours in advance with the school principal's secretary.
2. Upon their arrival at the school, visitors must register at the office where they will receive instructions.
3. No visitor shall transact business with a staff member who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.
4. No visitor may confer with a student in school without the approval of the principal.

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

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

Adopted: 8 April 1997

Reviewed: 7 November 2006

REGULATION

DUNELLEN SCHOOL DISTRICT

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School Visitors

R 9150 SCHOOL VISITORS

A. Definition

"Visitor" means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board. For the purposes of this regulation, "visitor" does not include persons present in school buildings to attend meetings of the Board or events sponsored by organizations granted permission by the Board to meet in the school.

B. Registration

1. Every visitor is required to register in the school office.
2. A notice will be prominently posted at each entrance to the school building advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors to proceed no farther without registering in the school office.
3. The principal will maintain a log book in the main office of the school. Each visitor shall enter their name and the purpose of their visit in the log book, except that the principal may exempt trades persons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The principal may give a permanent identification tag or badge to a trades person who makes regular and frequent visits to the school.
5. The principal or office personnel designated by the principal shall arrange for an escort to accompany each visitor to their destination, except that the principal may permit visitors familiar with the school and personally known to the principal to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report at the school office and, if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the principal immediately.

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School Visitors

7. A teacher shall not admit a visitor to their classroom unless the visitor has the identifying tag or badge or is accompanied by the principal or the principal's designee.

8. When a visitor has completed the business of their visit, they will return directly to the school office, return the identification tag or badge, and promptly leave the building.

9. The provisions of this paragraph may be waived for parents or legal guardians attending scheduled parent-teacher conferences.

C. Permission to visit classroom

1. Permission to visit a classroom in session must be sought from and granted by the principal.

2. In general, arrangements to visit a classroom should be made at least 24 hours in advance of the intended visit.

3. If the intended visit would interfere with the planned instructional program, the principal will so advise the visitor and suggest another time for the visit.

4. The principal is authorized to exclude a visitor from a classroom if the principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.

5. A parent or legal guardian who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the principal.

6. The principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.

7. Teachers may invite guest speakers or observers to their classrooms with the approval of the principal. Each such guest speaker and observer must sign the school log book.

8. The principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. A parent or legal guardian who has been denied access to their child's classroom may appeal the principal's decision to the Superintendent, whose determination may be appealed to the Board of Education in accordance with Policy No. 9130.

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School Visitors

D. Limitations on visits to school

1. Visitors are permitted in the schools only during school hours on school days.
2. A visitor may remove a pupil from school only in strict accordance with Policy No. 5230.
3. A visitor may confer with a pupil in the school only with the approval of the principal and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must make arrangements for a conference at a later date.
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the principal.
6. A classroom visit may ordinarily not exceed sixty minutes without the express permission of the teacher and the principal.
7. The principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parents or legal guardians of pupils in the classroom.

E. Disruptive visitors

1. The principal has complete authority to exclude from school premises any person whom they believe may
 - a. Disrupt the instructional program;
 - b. Disturb teachers or pupils; or
 - c. Commit an illegal act.
2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that they may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the principal may summon assistance from the Dunellen Police Department.

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School Visitors

3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
4. If the principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the principal may, in their discretion
 - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally known to them;
 - b. Secure the services of professional security personnel to monitor entrances; and/or
 - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside (taking all necessary steps to insure that doors can be opened from the inside by pressure on crash bars).

Adopted: 8 April 1997
Reviewed: 7 November 2006

POLICY

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Public Attendance at School Events

9160 PUBLIC ATTENANCE 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.

A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board. Senior citizen residents of the district and district personnel shall be admitted without charge to all school events excluding fund raisers and events that have a designated free performance. Free passes to school events will be available to each Board member.

The Board will honor athletic passes from all districts that are members of conferences in which teams of this district compete and that honor the passes of this district.

Adopted: 8 April 1997
Revised: 24 August 2010

REGULATION

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SCHOOL DISTRICT

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Public Attendance at School Events

R 9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

1. Senior citizen residents of the district shall be admitted without charge to all school events.
2. District personnel will be admitted to all school events at no charge. Free passes to school events will be available to each Board member and a guest.
3. The Board will also honor athletic passes from all districts which are members of conferences in which teams of this district compete, and who honor passes from this district.

Adopted: 8 April 1997

POLICY

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Crowd Control

9161 CROWD CONTROL

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

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

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

Adopted: 8 April 1997

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Crowd Control

R 9161 CROWD CONTROL

The Principal or designee 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 Dunellen Police Department will be notified of the date and time of the event and the anticipated public. The Principal or designee 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, pupils, 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 their role in affecting and inspiring spectator behavior and the necessity for being neutral and respectful at all times.
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 pupil groups should be separately accommodated in spectator areas, rest rooms, and concessions.
6. Rules for spectators' conduct will be posted at the event and/or included in the program prepared for the event.

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7. All appropriate persons should become familiar with Regulation No. 2431.1, Emergency Procedures for Athletic Competition. An ambulance and/or physician should be present as required by the regulation.

8. Cheerleaders will be instructed to

- a. Keep cheering positive 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 ¶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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4. The Principal or designee will consult with representatives of the visiting team to insure 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 pupils 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 pupil 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 pupils 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. Bring and/or consume no alcoholic beverage or narcotic or drug of any kind on school premises and stay away from school premises if under the influence of alcohol or drugs;

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9. Use no tobacco product in a school building or in any place on school premises in which smoking is prohibited;
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 pupils, report any violation of these rules to a person in authority.

Adopted: 8 April 1997

Reviewed: 21 January 2003

9180 SCHOOL VOLUNTEERS

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

The principal shall be responsible for the recruitment and screening of volunteers and he/she or a designee shall delegate the assignment of volunteers to specific tasks. The Principal also has the authority to limit the time that volunteers spend in the school.

Volunteers who are working with students one-on-one, or in groups, in areas that are not in direct view of a supervisor, are required to submit to a criminal history background check. An individual shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for crimes as defined in N.J.S.A. 18A:6-7.1.et.seq.

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

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

The following guidelines shall govern the service of school volunteers:

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

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School Volunteers

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

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

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

Adopted: 8 April 1997

Reviewed: 21 January 2003

Revised: 18 October 2005

Revised: 11 November 2006

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School Volunteers

R 9180 SCHOOL VOLUNTEERS

Anyone interested in assuming a volunteer position in the school district must complete the appropriate application and must receive Board of Education approval.

A. Assignments

The tasks to which volunteers may be assigned include, but need not be limited to, the following:

1. Duplicating tests and other materials;
2. Helping with classroom housekeeping;
3. Supervising the playground;
4. Reading aloud and telling stories;
5. Assisting with the school library program;
6. Assisting with the school lunch program;
7. Assisting with coaching of sports teams;
8. Assisting with fall plays or spring musicals;
9. Assisting with band activities;
10. Serving as chaperones on field trips;
11. Serving as resource persons in special subject areas, and
12. Assisting grade level and club advisors.

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School Volunteers

B. Rules of conduct for volunteers

1. A volunteer may serve only under the direction and supervision of a teaching staff member.
2. A volunteer should perform no duties other than those expressly assigned them.
3. A volunteer must respect the individuality, dignity, and worth of each pupil. A volunteer must never punish or rebuke a pupil.
4. A volunteer must not seek access to records about an individual pupil. A volunteer must respect the confidentiality of any information gained about an individual pupil, by whatever means.
5. A volunteer who imparts information to pupils must be mindful of the age, maturity, and sensibility of those pupils and exercise proper care and discretion accordingly.

Adopted: 8 April 1997

Reviewed: 21 January 2003

Revised: 18 October 2005

Reviewed: 11 November 2006

9190 COMMUNITY ORGANIZATIONS

M

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: 8 April 1997

Reviewed: 21 January 2003

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Community Organizations

R 9190 COMMUNITY ORGANIZATIONS

M

The Superintendent directs each building principal to:

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

Adopted: 8 April 1997

Reviewed: 21 January 2003

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 insure 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. Apprise the Board of 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 pupils on a trip,
8. Obtain the approval of the Superintendent before raising funds in the name of the district, and
9. Refrain from politicking at School Sponsored Activities.

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

Adopted: 8 April 1997

Revised: 1 June 1999

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Cooperation Between Parents and School

9200 COOPERATION BETWEEN PARENTS AND SCHOOL

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

It is the position of the Board that parents or legal guardians bear the ultimate responsibility for their children's in-school behavior, including the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes under parental authority.

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

Adopted: 8 April 1997
Reviewed: 21 January 2003

9210 PARENT ORGANIZATIONS

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

No parent organization may organize pupils or sponsor school activities or solicit moneys in the name of this school district or of any school in the district without the prior approval of the Board. Such approval must be sought by application to the Superintendent.

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

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

Adopted: 8 April 1997

Reviewed: 21 January 2003

9230 PARENTAL RESPONSIBILITIES

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

Parents or legal guardians can help children learn by:

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

Adopted: 8 April 1997

Reviewed: 21 January 2003

9240 RIGHTS OF PARENTS

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

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

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

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

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

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

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

Adopted: 8 April 1997
Revised: 21 January 2003

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.

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 may 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: 24 April 2018

POLICY

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Parental Liability for Vandalism

9260 PARENTAL LIABILITY FOR VANDALISM

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

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

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

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

Adopted: 8 April 1997

M

9270 HOME SCHOOLING AND EQUIVALENT EDUCATION

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

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

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

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

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

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Equivalent Education Outside the Schools

achievement levels, as it would with any transfer student, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.

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

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

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

Adopted: 8 April 1997
Revised: 13 January 2004

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Home Schooling and Equivalent Education

R9270 HOME SCHOOLING AND EQUIVALENT EDUCATION

M

Home schooling is an educational program provided at home, usually by the parent(s) or legal guardian(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) or legal guardian(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) or legal guardian(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) or legal guardian(s) of a pupil receiving instruction elsewhere other than school may notify the Superintendent of their child's educational program status and provide sufficient information to satisfy the district that equivalent instruction is being offered.
5. Parent(s) or legal guardian(s) of a home schooled pupil 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) or legal guardian(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 Pupils

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 pupils 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. Pupils 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.

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

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Home Schooling and Equivalent Education

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) or legal guardian(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) or legal guardian(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 pupils 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 loan books or materials to home schooled children.

(For secondary schools only)

4. Home schooled pupils are permitted to enroll in shared time vocational programs, and once enrolled they become public school pupils 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

Adopted: 7 October 2003

9280 PARENT CONFERENCES

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

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

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

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

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

Adopted: 8 April 1997

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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 Borough of Dunellen 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.

The Superintendent or designee shall confer periodically with appropriate municipal officials on issues relating to the school district budget and discuss the annual school budget.

The Board may offer to meet with municipal officials to review the budget before the public hearing, appoint a liaison representative from the Board to attend meetings of the Dunellen Council, and invite a liaison representative from Dunellen to attend all public meetings of the Board.

Adopted: 8 April 1997

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

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

The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 et seq. to ensure cooperation between school staff and law enforcement officials in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, as defined in N.J.S.A. 24:212, including anabolic steroids, drug paraphernalia, alcoholic beverages and/or firearms as defined in subsection f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(r) and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations. The Board directs the Superintendent to institute a program of such communication and cooperation.

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

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

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

Adopted: 8 April 1997
Revised: 20 January 2004

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R9320 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 pupils and to impress pupils with the positive aspects of police protection and security. Police officers may be invited to participate in such programs as driver education, substance abuse, and health/family life education.
 4. At the same time that he/she works toward a liaison with the police and assists the police in the necessary performance of their responsibility to enforce the law, the Principal will impress upon the police his/her role as protector of the rights and interests of the pupils enrolled in the school.
 5. For the purposes of this Regulation:
 - a. "Police Department" means the law enforcement agency designated by the County Prosecutor to receive such information.
 - b. "Principal" means the Principal and/or designee.
 - c. "Superintendent" means the Superintendent and/or designee.
 - d. "School staff member" means any school employee.
- B. Summoning the Police onto School Property for the Purpose of Conducting Law Enforcement Investigations, Searches, Seizures, Arrests and in Emergencies
1. Police may be summoned to the school by the Principal or, in the absence of the Principal, the staff member in charge of the school building. If the

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Principal or staff member in charge is not immediately available in an emergency situation, the police may be summoned by any staff member with direct knowledge of the emergency, who shall report his/her call to the Principal at the earliest possible time.

2. The telephone number by which police can be summoned shall be prominently displayed at telephones in the school that have an outside line.
3. Police officers should be summoned to the school:
 - a. When an incident involving the suspected or actual use, possession, or distribution of alcohol or a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a firearm or other deadly weapon occurs, in accordance with Regulation No. 5530;
 - b. When evidence indicates that a crime has been committed, that a break and entry has occurred, that a deadly weapon is on school premises, or that a breach of the peace has occurred, in accordance with Regulation No. 7440;
 - c. When an act of vandalism has occurred, in accordance with Regulation No. 7610;
 - d. When fire is detected and immediately after the fire department has been summoned, in accordance with Regulation No. 8420.1;
 - e. When a bomb threat has been received, in accordance with Regulation No. 8420.2;
 - f. When the school is threatened by toxic hazard, in accordance with Regulation No. 8431;
 - g. In a serious medical emergency, in accordance with Regulation No. 8441;
 - h. When a visitor to the school is seriously disruptive and/or refuses to obey the Principal's order to leave the premises, in accordance with Regulation No. 9150; and

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with the Police Department or the law enforcement agency that the individual claims to represent.

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

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

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- (1) The Principal will permit the interrogation if the parent(s) or legal guardian(s) consents to the interrogation.
 - (2) The Principal will delay the interrogation in the event the parent(s) or legal guardian(s) requests to be present during the interrogation.
 - (3) The Principal will deny the law enforcement official an interrogation if the parent(s) or legal guardian(s) cannot be contacted or if the parent(s) or legal guardian(s) does not consent to the interrogation.
 - (4) In the event the interrogation is not denied by the Principal for the reasons in (3) above, the Principal will immediately contact the Superintendent, who will contact the Board Attorney to determine the Principal's and school district's legal responsibilities under the circumstances of law enforcement's request for the pupil to be interrogated in school.
- d. A pupil shall not be removed from school for interrogation unless:
- (1) The pupil has been lawfully arrested; or
 - (2) The adult pupil or the parent(s) or legal guardian(s) of a minor pupil has consented to the removal.
4. All searches and seizures of pupils, their property and personal effects conducted by school staff must comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.* 469 U.S. 325 (1985) and in compliance with Policy No. 5770.
- a. Any questions concerning searches conducted by school officials shall be directed to the County Prosecutor.
 - b. A school official may request that law enforcement authorities assume responsibility for conducting any search or seizure.
 - c. No school staff member will impede any law enforcement officer engaged in a lawful search, seizure or arrest whether pursuant to a warrant or otherwise.

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- d. School staff will permit law enforcement authorities upon their arrival to assume responsibility for conducting any search or seizure.
 - e. All inspections of lockers, desks or other objects or personal property on school grounds involving the use of law enforcement, drug-detection canines may only be undertaken with the express permission of the County Prosecutor or the Director of the Division of Criminal Justice in the New Jersey Department of Law and Public Safety.
 - f. Any questions concerning the legality of any contemplated or ongoing search, seizure or arrest conducted by a law enforcement officer on school grounds shall be directed to the County Prosecutor or, in the case of search, seizure or arrest undertaken by the Division of Criminal Justice, to the assigned Assistant Attorney General.
5. The Superintendent and Building Principal will cooperate with law enforcement authorities in the planning and conduct of undercover school operations.
- a. The Superintendent shall approve such undercover operations without prior notification to the Board of Education in accordance with N.J.A.C. 6A:16-6.2(a)6.i.
 - b. All information relative to any undercover school operation shall be kept strictly confidential by the Superintendent and the Building Principal and may not be divulged to any person without the express approval of the County Prosecutor.
 - c. The Superintendent and/or Building Principal must immediately inform the County Prosecutor in the event it becomes known by such authorized school official(s) that any information regarding the existence of an undercover operation has been revealed.
6. A request or attempt to arrest a pupil, on school premises or while under the protection of the school, shall be handled as follows:
- a. The police officer shall be required to ask the Principal for access to the pupil, regardless of the pupil's location in or about school

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- premises or on a school-sponsored trip or at a school-sponsored event.
- b. The police officer shall not be permitted to arrest or take custody of a pupil unless:
 - (1) The Principal lawfully requests the removal of the pupil; or
 - (2) The officer has probable cause to arrest the pupil for a felony; or
 - (3) The officer has an arrest warrant or a judicial order requiring the custody of the pupil.
 - c. The Principal shall request the police officer to defer the arrest to another time and place or, if that is not possible, to take steps to protect the pupil's privacy, such as taking custody in a private place or assigning the taking of custody to a nonuniformed police officer or a school security officer.
 - d. The Principal shall make every reasonable effort to notify the pupil's parent(s) or legal guardian(s) of the impending arrest.
 - e. The Principal shall determine the place to which the pupil will be removed and held in custody or detention and will so inform the parent(s) or legal guardian(s).
 - f. Notwithstanding anything to the contrary in this Regulation, a police officer has the legal right to take direct and unhindered action in the school.
 - (1) In an emergency situation, where the commission of a crime or offense involving felony or a serious breach of the peace in school has been witnessed by the officer, or
 - (2) The police officer is in "hot pursuit" of the pupil for such a crime.
 - g. In any situation in which a police officer takes direct action, the Principal shall be promptly notified.

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E. Reporting Pupils or Staff Members to Law Enforcement

1. Subject to the provisions of N.J.A.C. 6A:16-6.5, any staff member having reason to believe that a pupil or staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, on or within 1,000 feet of the outermost boundary of the school property pursuant to N.J.S.A. 2C:35-7, shall report the matter as soon as possible 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, and the Police Department as soon as possible.
 - b. The Principal will provide to the Police Department and/or County Prosecutor all known information concerning the matter, including the identity of the pupil or staff member involved.
 - c. The Superintendent and/or Principal will not disclose the identity of any pupil or staff member who has voluntarily sought treatment or counseling for a substance abuse problem provided the pupil or staff member is not currently involved or implicated in drug distribution activities.
 - d. An admission by a pupil or staff member in response to questioning initiated by the Principal or teaching staff member, or following the discovery of a controlled dangerous substance, including anabolic steroids or drug paraphernalia by the Principal or teaching staff member, shall not constitute a voluntary, self-initiated request for counseling and treatment.
2. The Principal, or in the absence of the Principal the staff member responsible at the time of the alleged violation, will report to the police department, whenever any staff member develops reason to believe that a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r) or not, except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, has unlawfully been brought onto school property, or that any pupil or other person is in unlawful possession of a firearm or other deadly weapon, whether on or off school property, or that any pupil or other person has committed an offense with or while in possession of a firearm,

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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 and the Police Department as soon as possible.
 - b. The Principal will provide to the Police Department all known information concerning the matter, including the identity of the pupil or staff member involved.
3. The Superintendent and/or the Principal will immediately notify the Police Department whenever any school staff member in the course of his or her employment develops reason to believe that a pupil has threatened, is planning, or otherwise intends to cause death, serious bodily injury or significant bodily injury to another person under circumstances in which a reasonable person would believe the pupil genuinely intends at some time in the future to commit the violent act or carry out the threat.
 4. The Superintendent and/or the Principal will immediately notify the Police Department whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual contact or criminal sexual conduct has been committed on school property, or by or against a pupil during school operating hours or during school-related functions or activities.
 5. School employees will immediately notify the Principal and/or Superintendent when in the course of their employment they develop reason to believe that a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property. This notification is required whether or not such offense was or is to be committed during school hours. This notification is also required if a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during school hours.

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.

The Principal and/or Superintendent will immediately notify the Police Department and the Bias Investigation Officer for the County Prosecutor's office where there is reason to believe that a hate crime that involves an act of violence has been or is about to be

physically committed against a pupil, or there is otherwise reason to believe that a life has been or will be threatened.

F. Handling of Substances, Firearms and Other Items

1. Any school employee who seizes or discovers any substance or item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall immediately notify and turn the substance or item over to the Principal or designee.
 - a. The Principal or designee shall immediately notify the Superintendent or designee who shall notify the Police Department.
 - b. The school employee, Principal or designee shall safeguard the substance or paraphernalia against further use or destruction and shall secure the substance or paraphernalia until such time as the substance or paraphernalia can be turned over to the appropriate law enforcement officials.
 - c. The Principal will provide to the County Prosecutor or designee all information concerning the manner in which the substance or paraphernalia was discovered or seized, including:
 - (1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and
 - (2) The identity of any pupil or staff member believed to have been in possession of the substance or paraphernalia.
 - d. The Principal will not disclose the identity of any pupil or staff member who on his or her own initiative turned over the substance or paraphernalia to a school employee, provided that there is reason to believe that the pupil or staff member was involved with the substance or paraphernalia for the purpose of personal use, not distribution activities, and further provided that the pupil or staff member agrees to participate in an appropriate treatment or counseling program.

An admission by a pupil or staff member in response to questioning initiated by the Principal or teaching staff member, or following the discovery of a controlled dangerous

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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:

In the case of a firearm, immediately advise the Police Department and secure the firearm pending the response by the Police Department to retrieve and take custody of the firearm; and

- b. In the case of a dangerous weapon other than a firearm, immediately advise the Police Department and secure the weapon pending the response by the Police Department to retrieve and take custody of the dangerous weapon.

3. School employees having custody of a firearm or dangerous weapon shall take reasonable precautions to prevent the theft, destruction or unlawful use of the firearm or dangerous weapon by any person.

G. Confidentiality of Pupil or Staff Involvement in Substance Abuse Intervention and Treatment Programs

1. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program for substance abuse shall be kept strictly confidential, according to the requirements of 42 CFR Part 2 and N.J.S.A. 18A:40A-7.1 and 7.2.
2. Nothing in this Regulation shall be construed in any way to authorize or require the transmittal of any information or records which are in the possession of a substance abuse counseling or treatment program.
3. The Principal will not disclose to law enforcement officials or to any person other than a member of the local district's comprehensive alcohol, tobacco and other drug abuse program that a pupil or staff member has received or is receiving services through the local district's comprehensive alcohol and other drug abuse program. The Principal will not disclose any information, including the pupil's or staff member's identity or information about illegal activity, where such information was learned in the course of or as a result of services provided through the local district's comprehensive alcohol and other drug abuse program.

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4. Nothing in this Regulation shall be construed to preclude the disclosure of information about illegal activity that was learned by any school employee outside of the local district's comprehensive alcohol and other drug abuse program.

Any such information about illegal activity shall be reported according to the requirements of this Regulation and N.J.A.C. 6A:16-6.3 and 6.4.

H. Records

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

I. In-Service Training

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

J. Agreement or Memorandum of Understanding With Law Enforcement

1. The Superintendent and Police Department will meet on a regular basis, or at least annually, to discuss the implementation and need for revising the Agreement or Memorandum of Understanding and to review the effectiveness of the policies and procedures implemented in accordance with N.J.A.C. 6A:16-6.1 et seq.

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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.

Adopted: 8 April 1997

Revised: 20 January 2004

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9321 FINGERPRINTING PUPILS

The Board of Education recognizes the advantage to both parent(s) or legal guardian(s) and law enforcement agencies of a means of identifying children who have become lost or been abducted. Accordingly, the Board will cooperate with the Sheriff of Middlesex County and Dunellen Police Department (name of the law enforcement agency, if appropriate) in the voluntary fingerprinting of district children. Children eligible for the fingerprinting program include pupils enrolled in grades K through 1 in this district and children aged 5 to 12 resident in this district who have not previously been fingerprinted pursuant to N.J.S.A. 18A:36-29.

The Board will make school facilities available for the fingerprinting of children by law enforcement officers and will provide personnel to assist in the process.

The Board directs the Superintendent to give notice, at least two weeks in advance, to the parent(s) or legal guardian(s), or temporary caretaker of each eligible child of the date on which fingerprinting will occur. The notice will clearly state that fingerprinting is voluntary and that no adverse consequences will result from refusal or neglect to consent to a child's fingerprinting.

The Board will permit the fingerprinting of only those children who present the written consent of their parent(s) or legal guardian(s), or temporary caretaker.

No record of fingerprints shall be retained by this Board of Education and no record shall be made or retained to identify those children who were fingerprinted or of those who declined to be fingerprinted.

The Board will annually make the fingerprinting service available for newly eligible children.

N.J.S.A. 18A:36-29; 18A:36-30; 18A:36-31

Adopted: 2 February 2003

9322 DRUG FREE SCHOOL ZONES

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

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

The Board appoints the Superintendent or designee to serve as liaison officer to the Borough of Dunellen in the matter of providing drug free school zones.

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

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

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

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

1. The roles and responsibilities of the liaison officer;

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

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

Both policy and procedures on drug free school zones will annually be made available to all school employees, pupils, and parents or legal guardians.

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

Adopted: 8 April 1997

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A. Definitions

1. "Controlled dangerous substance" means a drug, substance, or immediate precursor as defined at N.J.S.A. ¶C:35-2 and includes controlled substance analogs.
2. "County Prosecutor" means the prosecutor of the County of Middlesex.
3. "Dispute" means a question, dispute, or objection as to any proposed or ongoing law enforcement operation or activity.
4. "Drug free school zone" means the zone comprised of a school building, its grounds, and the area surrounding the school within a boundary established one thousand feet in all directions from the outer boundary of the school property. The drug free school zone will be set by the appropriate law enforcement agency.
5. "Law enforcement agency" means the Dunellen Police Department.
6. "Law enforcement officer" means a sworn officer of the law enforcement agency.
7. "Memorandum of understanding" means an agreement entered by the Board of Education and the law enforcement agency governing the roles and responsibilities of school employees and law enforcement officers with respect to controlled dangerous substances and to the planning and conduct of law enforcement activities and operations occurring on school property.
8. "Operating school hours" means the time period in which the school is in session or when pupils are engaged in school-related activities under the supervision of teaching staff members.
9. "Parent" means the parent or parents or legal guardian having legal custody and control of a pupil.
10. "Planned arrest" means an arrest or taking into custody based upon probable cause which was known to a law enforcement officer sufficiently in advance of the time of the actual arrest, whether as a result of an undercover school operation, planned narcotics surveillance, or otherwise, so that there was sufficient opportunity for the arresting officer

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or any other law enforcement officer to apply for and obtain an arrest warrant, even though an arrest warrant may not have been sought or issued. The term includes arrests made pursuant to a "clean sweep" operation.

11. "Planned narcotics surveillance" means a planned operation wherein a law enforcement officer(s) enters onto a school property or buildings in plainclothes during or while participating in activities associated with the use, possession, or distribution of any controlled dangerous substance. The term does not include observations made by a law enforcement officer, whether in uniform or in plainclothes, from any place or property not owned by the Board of Education.

12. "Principal" means the administrator in charge of a school building or facility and includes the qualified person, if any, duly delegated by the principal to perform the duty or discharge the responsibility assigned to the principal.

13. "Routine patrol" means activities undertaken by a law enforcement officer, whether in uniform or in plain-clothes and whether on foot or in a marked or unmarked vehicle, to patrol areas within a drug free school zone for the purpose of observing or deterring any criminal violation or civil disturbance.

14. "School employee" means a person employed by the Board of Education and includes the Superintendent, all administrators, all other teaching staff members, and all support staff members.

15. "Spontaneous arrest" means an arrest or taking into custody based upon probable cause to believe that an offense is being committed in the arresting officer's presence under circumstances where the officer could not have foreseen with certainty that the specific offense would occur and thus where the arresting officer had no reasonable opportunity to apply for an arrest warrant. The term includes any arrest or taking into custody in response to a request by a school official.

16. "Undercover school operation" means a planned operation undertaken by a law enforcement agency wherein a law enforcement officer(s) is placed in a school community and poses as a member of the school community for the purpose of identifying and eventually apprehending persons engaged in the illegal distribution of controlled dangerous substances.

B. Liaison officer roles and responsibilities

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The liaison officer(s) appointed by the Board of Education pursuant to Policy No. 9322 shall

1. Facilitate communication and cooperation between the school district and the law enforcement agency;
2. Identify issues or problems that arise in the implementation of Policy No. 9322 and this regulation and facilitate the resolution of such problem;
3. Act as the primary contact person between the schools and the law enforcement agency;
4. Cooperate with the law enforcement agency in developing training programs and other joint efforts, including information exchanges and joint speaking engagements;
5. Maintain communications with school staff members charged with intervention and prevention efforts;
6. Maintain communications with the liaison officer appointed by the law enforcement agency; and
7. Report regularly to the Superintendent on matters relating to school district and law enforcement cooperation.

C. Staff cooperation with arrests made by law enforcement officers

1. Staff members shall be governed by the terms of the memorandum of understanding, if any, entered into by the Board and the law enforcement agency regarding the preferred procedures by which law enforcement officers will be summoned to arrest persons and permitted to enter school premises for the purpose of effecting arrests.
2. To the maximum extent possible consistent with public safety, an arrest on school premises will be effected in such a manner as to permit the continuation of the educational program without disruption.
3. The principal shall be prepared to suggest to a law enforcement officer the place and manner of effecting the arrest that will permit the least disruption of the educational program. Whenever possible, an arrest should be made in the principal's office or in another area not populated by pupils.

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4. A school employee who believes that a law enforcement officer should be summoned to effect an arrest shall, whenever possible, so inform the principal and the principal shall call the law enforcement agency. If informing the principal is not possible or would delay the call, the employee shall summon the law enforcement agency directly and shall inform the principal as soon as possible thereafter.

5. The principal shall require that a law enforcement officer inform them whenever a pupil enrolled in this district is arrested and removed from school premises. The principal shall require the name of the pupil and information regarding the circumstances of the arrest.

6. The principal shall require that a law enforcement officer inform them whenever a person other than a pupil is arrested and removed from school premises. The principal shall require information regarding the circumstances of the arrest, and, if the arrested person is not a juvenile, their name.

7. The principal shall be informed of an arrest of a pupil enrolled in their school when the pupil is arrested

- a. Off school property during operating school hours or
- b. While the pupil is under the care and custody of a school official or teaching staff member or
- c. In transit between school and home at the time of the arrest.

8. The principal shall make and keep a record of the arrest of any pupil enrolled in their school. The record shall be kept confidential and shall include:

- a. The pupil's name, age, and grade;
- b. The name of the arresting officer;
- c. The place to which the pupil was taken, if known;
- d. The circumstances of the arrest to the extent they are known;
- e. The manner in which and time at which the pupil's parent or legal guardian was notified or, if the parent or legal guardian was not notified, the efforts made to find and notify the parent or legal guardian; and

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- f. The disposition of the criminal matter.
- 9. No school employee shall impede any law enforcement officer engaged in a lawful arrest, whether or not the officer has presented an arrest warrant.
- 10. A question regarding the legality of any contemplated or ongoing arrest conducted by a law enforcement officer and relating to the use, distribution, or possession of a controlled dangerous substance may be directed to the County Prosecutor. A question regarding an arrest undertaken by a member of the Statewide Narcotics Task Force may be directed to the Assistant Attorney General in charge.

D. Searches on school premises

- 1. School administrators having a legitimate interest in maintaining pupil discipline are authorized to conduct investigations of suspected rule infractions and to subject pupils and pupils' property to reasonable searches and seizures.
- 2. A search conducted by a school employee of a pupil or a pupil's personal property or a place in which a pupil has a reasonable expectation of privacy must comply with Policy No. 5770, Pupil Privacy.
- 3. A principal may request that a law enforcement officer assume the responsibility for conducting a search or seizure. Because law enforcement officers must meet a legal standard for the conduct of a search or seizure more stringent than that imposed on school officials, the law enforcement officer may decline to conduct the search.
- 4. No school employee shall impede any law enforcement officer engaged in a lawful search or seizure, whether or not the officer has presented a search warrant.
- 5. When law enforcement officers arrive on the scene of a joint and cooperative search commenced by school officials, the law enforcement officers will assume responsibility for the search and will conduct the search thereafter in accordance with standards governing the conduct of searches by law enforcement officers.
- 6. Any substance believed to be a controlled dangerous substance that comes into the possession of a school employee, whether as the result of a search or otherwise, must be handled in accordance with ¶G of this regulation.
- 7. A school employee is authorized to exercise independent judgment in the search of pupils and pupils' property. Unless the school employee has made an independent

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determination that a search or seizure is warranted under their authority to discipline pupils and maintain the order of the school, no school employee may be required to participate actively in a search or seizure:

- a. Conducted or supervised by a law enforcement officer; or
- b. On behalf of a law enforcement officer; or
- c. For the sole purpose of ultimately turning evidence of a crime over to a law enforcement agency.

8. A question regarding a search conducted by a school employee and relating to the use, distribution, or possession of a controlled dangerous substance shall be directed to the County Prosecutor.

9. A question regarding the legality of any contemplated or ongoing search or seizure conducted by a law enforcement officer and relating to the use, distribution, or possession of a controlled dangerous substance or the law regarding searches generally may be directed to the County Prosecutor. A question regarding a search undertaken by a member of the Statewide Narcotics Task Force may be directed to the Assistant Attorney General in charge.

E. Interviews of pupils suspected of possessing, using, or distributing a controlled dangerous substance

1. A law enforcement officer who wishes to interview a pupil shall be required to ask the principal for access to the pupil, regardless of the pupil's location in or about school premises or on a school-sponsored trip or at a school-sponsored event.

2. The principal shall ascertain the reason for the interview and whether the pupil is suspected of having committed an offense involving the use, possession, or distribution of a controlled dangerous substance or is merely being questioned for information.

3. The principal shall ask the law enforcement officer to delay the interview or conduct the interview away from school. In general, it should not be necessary to conduct an interview in school unless the matter involves:

- a. A crime committed in school; or
- b. An investigation that would be compromised without the interview in school; or

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- c. An endangerment to the lives or safety of pupils or other persons.
4. The principal shall notify the pupil's parent or legal guardian of the interview before it begins. The pupil may be questioned in the absence of the parent or legal guardian only if the parent or legal guardian refuses to attend or cannot be reached after all reasonable efforts at notification have failed.
5. If the interview is to be conducted in school, the principal shall call the pupil to their office and shall remain present throughout the interview.
6. If the law enforcement officer has not done so, the principal shall inform the pupil that they are not required by law to answer questions.
7. If the police officer has not done so, the principal shall inform the pupil that they may request the presence of an attorney. If the pupil or their parent or legal guardian so requests, the interview will be terminated pending the participation of the pupil's attorney.
8. The principal shall make it clear to both the law enforcement officer and the pupil that the principal's presence is for the protection of the pupil, not to assist the interview process. The principal shall
 - a. Neither encourage nor discourage the pupil in their response to questioning nor counsel the pupil in any way;
 - b. Prohibit the use of threats or pressure of any kind to elicit a response from the pupil;
 - c. Refrain from conducting the interview on behalf of the law enforcement officer; and
 - d. Terminate the interview whenever they determine that it is conducted with less than fundamental fairness to the pupil.
9. No school employee shall conduct the interview of a pupil at the direction of a law enforcement officer when the circumstances are such that the law enforcement officer cannot legally question the pupil.
- F. Undercover operations

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

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6. School employees necessarily involved in the undercover operation shall be briefed about all legal requirements of the operation.

7. Whenever possible, the principal will be informed of the identity of the undercover officer. A school employee who learns that the identity of an undercover officer may be revealed or is compromised should convey that information immediately to the law enforcement agency directing the operation.

8. No undercover officer will

a. Encourage or counsel a pupil to purchase or use alcohol or any controlled dangerous substance;

b. Violate the confidentiality of treatment and substance abuse counseling programs and records;

c. Discourage a pupil from seeking substance abuse counseling or from reporting their dependency on drugs or alcohol;

d. Participate in drug or alcohol treatment or counseling

e. Require a school employee to violate the trust relationship established by the employee with a pupil;

f. Use or distribute controlled dangerous substances;

g. Engage in activities that disrupt the educational program;

h. Engage in or encourage a romantic relationship with a pupil;

i. Except as may be expressly approved by the officer's superior, bring a firearm to school; or

j. If the officer takes the position of school employee,

(1) Teach a formal class of instruction without the express permission of the Superintendent or

(2) Establish or stimulate a confidential trust, or counseling relationship with any pupil.

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9. Undercover operations are subject to the rules of confidentiality set forth in ¶L.
10. The principal and the Superintendent shall be notified when the undercover operation is concluded.

G. Handling of drugs and drug paraphernalia

1. A school employee, including any substance abuse coordinator or counselor, who seizes or discovers any substance or item believed to be a controlled dangerous substance or drug paraphernalia shall immediately notify and turn over the substance or paraphernalia to the school principal.

2. The principal shall immediately notify the Superintendent, who will notify the County Prosecutor or a person designated by the County Prosecutor to receive such information.

3. The principal shall safeguard the substance or item against further use, loss, or destruction until a law enforcement officer takes custody of it.

- a. The principal shall place the substance or item in a protective container (such as an envelope or box) and shall seal the container.

- b. The principal shall record or cause to be recorded on the container or on a document attached to the container

- (1) A description of the substance or item,

- (2) The name and signature of the person who found or seized the substance or item,

- (3) The date, time and place the substance or item was found or seized,

- (4) The circumstances under which the substance or item was found or seized,

- (5) The name of the pupil or staff member believed to be in possession of the substance or item when it was found or seized.

- c. The container will be placed in a secure location under lock and key and under the principal's direct control.

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d. In the event any person other than the principal is permitted access to the substance or item prior to its retrieval by a law enforcement officer, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the substance or item will be permitted only in the presence of the principal.

e. The law enforcement officer who takes custody of the substance or item shall be required to sign and date the record to indicate their receipt of the substance or item.

4. The principal shall provide to the law enforcement officer who takes custody of the substance or item

a. All information concerning the manner in which it was found or seized,

b. The identify of all persons who had custody of the substance or item following its discovery or seizure, and

c. The identity of any pupil or staff member believed to have been in possession of the substance or item, except that the identity of any pupil or staff member will not be released if that pupil or staff member

(1) Voluntarily and on their own initiative turned over the substance or item to a school employee and not as the result of questioning initiated by the staff member or following the discovery of the substance or item;

(2) Is reasonably believed to have been involved with the substance or item for their personal use and not for the purpose of distributing it to others; and

(3) Agrees to participate in an appropriate treatment or counseling program.

H. Notifying law enforcement authorities of suspected violations of the drug abuse laws

1. A school employee who has reason to believe that a pupil or employee has possessed or in any way been involved in the distribution of a controlled dangerous substance or drug paraphernalia on or near school property shall report the matter as soon as possible to the principal.

2. The principal shall promptly notify the Superintendent.

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3. The Superintendent shall notify as soon as possible the County Prosecutor or the law enforcement official designated by the County Prosecutor to receive such information. Such notice will include:

a. All known information concerning the matter; and

b. The identity of the person or persons suspected of involvement, except that the Superintendent will not disclose the identity of any pupil or staff member who:

(1) Has sought treatment or counseling for a substance abuse program voluntarily and not in response to questioning by a school employee or law enforcement officer or following the discovery of a controlled dangerous substance or drug paraphernalia; and

(2) Is not currently involved or implicated in drug distribution activities.

4. All referrals of pupils and employees under this section shall conform to the requirements for confidentiality set forth at N.J.A.C. 6:3-6.6 and in ¶L of this regulation.

I. Requesting uniformed police attendance at extra-curricular events

1. The principal will supply the law enforcement agency having patrol jurisdiction over their school with a calendar of extra-curricular events at which the presence of police officers may be required.

2. In accordance with Regulation No. 9161, Crowd Control, the law enforcement agency will be informed of the date and time of each event and of the anticipated public attendance.

3. The principal will cooperate with the law enforcement agency in planning adequate police protection as required for deterring illegal drug use and trafficking and maintaining public order and safety.

4. The presence of uniformed police officers will be required at all major school interscholastic athletic events. The use of uniformed officers at other events, especially those conducted within school buildings, must be approved by the principal, except where the County Prosecutor or Chief of the law enforcement agency determines the use of uniformed officers is dictated by compelling reasons.

J. Notification of parent

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1. The principal will notify the pupil's parent or legal guardian as soon as possible whenever a pupil is arrested or taken into custody for violating any laws prohibiting the possession, use, sale or other distribution of any controlled substance or drug paraphernalia.
2. The principal will notify the pupil's parent or legal guardian whenever a pupil is interviewed regarding their involvement with a controlled dangerous substance, in accordance with ¶E of this regulation.
3. Notification will be by telephone call to the parent or legal guardian's home or place of work. If necessary and advisable, a school employee may be dispatched to deliver notice in person.
4. The principal will make every reasonable effort to reach the parent or legal guardian and will record in writing the date, time, and nature of each such effort.
5. If all reasonable efforts at telephone and personal notification have failed to locate and inform the parent or legal guardian, the principal will notify the parent or legal guardian by registered mail, return receipt requested, sent to the address indicated in the pupil's records.

K. Resolution of disputes

1. A dispute should be directed, in the first instance, to the principal. The principal, in consultation with the district liaison officer, will attempt to resolve the dispute at the most immediate level.
2. A dispute that cannot be resolved by the principal shall be referred to the Superintendent, who shall direct the matter to the chief executive officer of the law enforcement agency.
3. A dispute that cannot be resolved by the chief executive officer of the law enforcement agency will be referred to the County Prosecutor, who will cooperate with the County Superintendent toward a resolution of the matter.
4. A dispute that cannot be resolved at the county level will be resolved by the Attorney General.
5. Nothing in this paragraph should be construed as attempting to divest any person of their right to take action in a court of competent jurisdiction.

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L. Confidentiality

1. All information concerning a pupil's or school employee's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment and Rehabilitation Act, 21 U.S.C. 1175, and implementing regulations, 42 C.F.R. Part 2.

2. Nothing in this regulation shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance abuse counseling or treatment program.

3. The principal shall not disclose to law enforcement officers or to any person other than a member of the district substance abuse program

a. The information that a pupil or school employee has received or is receiving evaluation or treatment services from the district's substance abuse program or

b. Any information, including the pupil's or school employee's identify or information about illegal activity, learned in the course of or as a result of evaluation or treatment services provided by the district's substance abuse program.

4. Undercover operations are subject to the following rules of confidentiality:

a. All information about an undercover operation shall be kept strictly confidential, including but not limited to

(1) The request to undertake the operation

(2) Information submitted as justification or explanation for the need for a proposed operation, and

(3) The identity of the undercover officer.

b. A school official or employee informed of the operation will disclose no information about the operation without the express permission of the County Prosecutor.

c. A school official or employee informed of the operation will report immediately to the County Prosecutor any information they receive that suggests that:

(1) The true identity of the undercover officer has been revealed; or

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(2) Any person has questioned the identity or status of the undercover officer as a bona fide member of the school community; or

(3) The integrity of the operation has been in any way compromised.

5. Plans for planned narcotics surveillance and routine patrols by law enforcement officers shall be kept strictly confidential by the principal and any other school employee to whom they are reported.

6. Nothing in this paragraph shall be construed to preclude the disclosure of information about illegal activity that was learned by any school employee outside the district's substance abuse program; any such information shall be reported in accordance with ¶G and ¶H of this regulation.

M. Memorandum of understanding

In the event the Board of Education formally enters a memorandum of understanding with a law enforcement agency regarding the reciprocal rights and responsibilities of the school district and the law enforcement agency in the matter of the planning and conduct of law enforcement operations relating to the use, possession, and distribution of controlled dangerous substances on school property, the terms of that agreement will supersede any conflicting term in this regulation.

Adopted: 8 April 1997

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
- . was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, religion, sexual orientation or ethnicity; or

e. would be a crime of the first or second degree.

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

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

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

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

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

Adopted: 8 April 1997

9324 SEX OFFENDERS 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 Dunellen 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.

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

The County Prosecutor's Office will be asked to provide guidance to the school district staff members. The Board of Education, working in conjunction with the County Prosecutor's Office and/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: 4 February 2003

R9324 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) or legal guardian(s) and other members of the general public shall be directed to the appropriate law enforcement agency and/or the County Prosecutor's Office.

Adopted: 4 February 2003

POLICY

BOARD OF EDUCATION
DUNELLEN

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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 pupil use of the public library.

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

Adopted: 8 April 1997

Revised: 24 January 2008 citation only

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with the state colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with pupils and teachers at work in the classroom. Accordingly, the schools of this district will accept pupils 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.

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

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that are required for teaching staff members by this Board.

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

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

N.J.A.C. 6A:9-6.5; 6A:9-10.2; 6A:9-10.3; 6A:9-10.4

Adopted: 8 April 1997
Revised: 24 January 2008 citation only
Revised: 21 October 2008
Reviewed: 16 June 2016

9550 EDUCATIONAL RESEARCH PROJECTS

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

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

Parents or legal guardians will be informed of any educational research project that involves their children and may request the removal of their children from the project.

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

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

Adopted: 8 April 1997

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 pupils. 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 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 pupils; make unreasonable demands upon the time and energies of staff and pupils or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.

The approval of the use of any material or the conduct of any activity offered by an 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 or fundraising 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 pupils in the school district for any organization outside the school district.

However, distribution of literature to or through pupils 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 governmental 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 pupils 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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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 circumstance will the school district release confidential pupil information.]

The Board prohibits the distribution of political literature to or through the pupils of this district in school buildings or on school grounds that promotes, favors, or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election. No pupil shall be requested or directed by any school official or employee to engage in any activity that tends to promote, favor, or oppose any such candidacy, bond issue, proposal or a public question submitted at any election.

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

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

Adopted: 8 April 1997
Revised: 24 August 2010

9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

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

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit pupils on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing at least 10 (ten) days before the planned activity and must be approved in advance by the Principal. The Principal shall not favor one recruiter over another, but shall not approve an activity that, in the Superintendent's judgment, carries a substantial likelihood of disrupting the educational program of this district.

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

Parent(s) or legal guardian(s) and adult pupils will be informed annually in writing of their right to request a pupil's excusal from participation in all recruitment activities and/or from a listing in the pupil 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: 8 April 1997
Revised: 20 January 2004