

# POLICY

# RANDOLPH BOARD OF EDUCATION

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## 9000 COMMUNITY

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# POLICY

## RANDOLPH BOARD OF EDUCATION

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Public Relations

### 9100 PUBLIC RELATIONS

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

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

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

All district employees are encouraged to make parent(s) or legal guardian(s) feel welcome in the school and in the classroom; moreover they should cooperate with parent organizations and other groups of residents seeking information or offering assistance to the schools; treat all pupils with firmness, sensitivity, intelligence, and fairness so as to command their respect and enlist the cooperation of their parent(s) or legal guardian(s); and work with others in a manner conducive to high morale and meriting the respect of the community.

Adopted:



# POLICY

# RANDOLPH BOARD OF EDUCATION

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Public Relations Program  
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## 9120 PUBLIC RELATIONS PROGRAM

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

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release. The Board 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 is overseen by the Superintendent and Communications Coordinator and 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.



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Public Relations Program

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

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

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

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

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



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Public Relations Program

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

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

Adopted: 19 November 2008



# POLICY

## RANDOLPH BOARD OF EDUCATION

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Communications

### 9121 COMMUNICATIONS

The Randolph Township Board of Education recognizes the importance of maintaining open and honest communications. In August of each school year, the Superintendent or Communications Coordinator shall address two-way communication that focuses on fostering student achievement and civic engagement, strengthening the education process. Regular, informative, factual information shall be shared with parents, staff, students and the community. The communications flow among all these groups shall be encouraged and recognized.

The plan shall embody the following objectives:

1. Disseminate accurate, timely information about school policies, programs, procedures, achievements, decisions, critical issues;
2. Provide and publicize multiple communication vehicles;
3. Design programs and practices to provide an open climate that will elicit ideas, suggestions, reactions from the community and employees alike;
4. Build effective working relationships with the news media;
5. Encourage, maintain and reward an organizational environment where all district staff members are aware that they share the responsibility for communication of school policies, programs and activities to parents, their peers, and other members of the community;

Adopted: 18 October 2006



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
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Public Concerns

### 9130 PUBLIC CONCERNS

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the Superintendent to establish procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment. Under no circumstances will an individual be allowed to criticize any employee of this district at an open public Board meeting.

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

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

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

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

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education, as set forth in the procedures established by the Superintendent.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. All appeals must be made to each successive level within 10 days of receipt of a written determination.



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Public Concerns

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

Adopted: 18 January 2006  
Revised: 13 July 2010





# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
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Citizens Advisory Committees  
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### 9140 CITIZENS ADVISORY COMMITTEES

The Board encourages the participation of the citizens of this district in the affairs of the school. As the need arises, the Board will form and support advisory committees on an ad hoc basis to study various topics of current interest as may from time to time be requested by the Board. Such advisory committees are for consultative purposes only. The Board will carefully consider but is not bound by their conclusions.

In creating a new advisory committee, the Board will specify its scope; appoint as consultant a member of the professional staff; appoint a chairman pro tem, and appoint committee members who are interested in the subject, concerned about the schools and knowledgeable about the subject. Every effort shall be made to obtain a group that is representative of the entire community. After the committee has been formed, it shall organize itself. The Board will give the committee a carefully written limited charge, at least one preliminary reporting date, and a final reporting date.

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

Adopted: 14 April 2008



# POLICY

## RANDOLPH BOARD OF EDUCATION

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School Visitors

### 9150 SCHOOL VISITORS

A “visitor”, for purposes of this policy, is anyone who seeks entry into a school during the school day and is not a student of the school, an employee assigned to the school, a volunteer approved by the Principal, or a district-level administrator.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may engage in any contact with a student, other than casual conversation in passing, except with his or her own child, without the approval of the Principal. Any such contact with a student other than the visitor’s child may take place only in the presence of a teaching staff member and/or school administrator.

District administrators are authorized to prohibit the entry of any person into a school or other district facilities or to expel any person from the school or district facility when there is reason to believe the presence of such person would be inimical to the orderly operation of school business. If such a person refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement whatever assistance is required to remove the individual.

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

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

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

Adopted: 14 April 2008



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
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Public Attendance at School Events

### 9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS

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

The Board may bar the attendance of any person at a school event whose conduct constitutes a disruption. The Board prohibits the possession and consumption of alcoholic beverages at any function sponsored by the district, and, further, prohibits wagering on school premises.

A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board.

#### Senior Citizens Attendance at School Events

All residents of Randolph Township who display a Randolph Township Senior Citizen ID card, are welcomed as our guests at all school functions.

For purposes of this policy, a school function shall be defined as any pupil activity open to the public free of charge as well as pupil activities for which admission is charged and the admission fees are turned over directly to the Board of Education as revenues, or to the school pupil activity account. Such activities would include interscholastic sports events, band concerts, and pupil drama productions.

Not considered school functions are those activities which are sponsored by PTA's and other organizations which use school facilities for the purpose of raising money for various school-related activities. Also not considered as school functions are those events in which the sponsoring organization is charged a rental fee for the use of a school facility and the sponsor is charging admission for the purpose of fund raising or simply to cover costs of the event.

Indoor high school graduation ceremonies shall not be subject to provisions of this policy. Also not subject to this policy are Iron Hills Conference championship games and championship contests sponsored by the New Jersey State Interscholastic Athletic Association.

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

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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:



# POLICY

## RANDOLPH BOARD OF EDUCATION

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School Volunteers

### 9180 SCHOOL VOLUNTEERS

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school district.

#### **[Options – Select One Option Below:**

- \_\_\_ An unpaid volunteer is not required to complete a criminal history record check. A volunteer [\_\_\_ **shall or** \_\_\_ **is not required to**] be approved by the Board.
- \_\_\_ An unpaid volunteer, as defined below, shall be required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities on a “regular basis” throughout the school year.

For the purpose of this Policy, “regular basis” means volunteering services more than \_\_\_\_\_ occasions during a school year.

For the purpose of this Policy, a “volunteer” is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities less than \_\_\_\_\_ (same as above) occasions during the school year.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a “volunteer” for the purpose of this Policy.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.]

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



# POLICY

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School Volunteers

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

### **Optional**

[and must reside in the school district.]

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.

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.

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

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

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Volunteer Athletic Coaches

### 9181 VOLUNTEER ATHLETIC COACHES

The Superintendent or designee will recruit, screen, and assign volunteer coaches. The district is not obligated to utilize the proffered services of a volunteer coach whose abilities or interests do not serve the needs of the school district as determined by the Superintendent. Coaching volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any coaching responsibilities. No individual may be appointed as a volunteer coach who is a relative of a student athlete participating in the same program. For the purposes of this policy, "relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

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

1. Volunteer athletic coaches may serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board,
2. Volunteer athletic coaches must clearly understand their duties and responsibilities and perform no services outside those duties. This policy applies to any individual who is appointed after the adoption of this policy,
3. Volunteer athletic coaches serve only in a support capacity. Head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic program,
4. Volunteer athletic coaches shall respect the individuality, dignity and worth of each pupil,
5. Volunteer athletic coaches are not permitted access to pupil records,
6. Volunteer athletic coaches must exercise discretion in disclosing any confidential pupil matters the coach becomes aware of as a result of their volunteer responsibilities,
7. Volunteer athletic coaches must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities,
8. Volunteers shall receive no financial remuneration from the district,



# POLICY

## RANDOLPH BOARD OF EDUCATION

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Volunteer Athletic Coaches

9. Volunteer athletic coaches may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties,
10. Prior to commencing coaching responsibilities, volunteer athletic coaches must sign a certification attesting that he/she is in agreement with policy 9181.

All volunteer coaches must have an approved:

1. New Jersey teaching certificate or a County substitute certificate; and
2. Criminal background check and be fingerprinted at volunteer's expense; and
3. Documentation that a Mantoux test has been administered; and passed.

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

Adopted: 19 December 2007  
Revised: 15 December 2009





# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
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Community Organizations

### 9190 COMMUNITY ORGANIZATIONS

The Board of Education respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations and other community groups that enrich the educational potential of the community.

The Board directs the Superintendent to be alert to the opportunities for an educational program expanded and enriched by utilization, both within and without the school district, of a diversity of community resources.

The Superintendent shall 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:



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
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Booster Clubs

### 9191 BOOSTER CLUBS

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

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

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

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

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

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Raffles, Lotteries and Similar Games of Chance  
School Related Groups and Associations

### 9192 RAFFLES, LOTTERIES AND SIMILAR GAMES OF CHANCE SCHOOL RELATED GROUPS AND ASSOCIATIONS

The Board of Education recognizes the significant support given to school district educational and athletic programs by various school related groups and associations. Community members serving in such groups, whether as members of athletic booster associations, or non-athletic related parent(s) or legal guardian(s) groups or associations, contribute their time and personal resources in support of the education of Randolph youth. The Board reaffirms its support of such groups.

The groups may, from time to time, desire to conduct raffles, lotteries, or similar games of chance during school related functions to raise funds in support of their activities. While the Board does not endorse any gambling activity, it shall not prohibit such activities during school functions provided the following conditions are satisfied:

1. That the group or association maintaining such activity is a recognized school related organization and has obtained the necessary legal permit(s) or license(s) required to conduct the proposed raffle, lottery, or game.
2. Any group desiring to maintain an activity as described in this policy shall first advise the Building Principal of its intention, in writing. It shall describe the activity sought to be conducted, provide a copy of the permit(s) or license(s) obtained, and shall indicate the person(s) who shall be in charge of such activity during the event in question.
3. That the activity in question shall not in any manner interfere with the school functions or activity.
4. In no event shall minors under the age of eighteen be enlisted to run, maintain, or collect funds in connection with such activities. Sales shall not be made to minors.

Notwithstanding the existence of this policy, the Building Principal may withhold permission to conduct such an activity if, in the decision of the Building Principal, such activity would be inappropriate or incompatible with the school activity being conducted or would create any form of hazard to the health, safety, or welfare of persons attending the school function.



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Raffles, Lotteries and Similar Games of Chance  
School Related Groups and Associations

The Board of Education expressly declares that it shall bear no responsibility or liability whatever for insuring that the activities of school related groups in conducting raffles or lotteries or similar activities are lawful, that a valid permit(s) or license(s) has been obtained, or that the funds collected in connection with such activities are properly handled, audited, or distributed. This responsibility must be directly assumed by the school groups maintaining the activity in question.

Adopted: 11 November 1994



# POLICY

## RANDOLPH BOARD OF EDUCATION

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Cooperation Between Parents and School

### 9200 COOPERATION BETWEEN PARENTS AND SCHOOL

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

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

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

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

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Parent Organizations

### 9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support organizations of parent(s) or legal guardian(s) 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 written 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:



# POLICY

## RANDOLPH BOARD OF EDUCATION

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Parental Responsibilities

### 9230 PARENTAL RESPONSIBILITIES

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

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

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

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

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Rights of Parents

### 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:





# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9260/page 1 of 1  
Parental Liability for Vandalism

### 9260 PARENTAL LIABILITY FOR VANDALISM

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

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

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

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

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9270/page 1 of 2

Home Schooling and Equivalent Education  
Outside the Schools  
M

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

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

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

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

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

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



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9270/page 2 of 2  
Home Schooling and Equivalent Education  
Outside the Schools

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

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

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

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9280/page 1 of 1  
Parent Conferences

### 9280 PARENT CONFERENCES

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

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 of Education 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. With appropriate notice, the parent(s) or legal guardian(s) of the pupil may bring to the conference additional persons who share that interest and wish to aid the parent(s) or legal guardian(s) and the teacher. When a parent(s) or legal guardian(s) desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, the parent(s) or legal guardian(s) who plans to bring legal counsel to a parent-teacher conference shall notify the school Principal of that intention no later than five (5) working days in advance of the conference in order that the Superintendent may secure such legal representation as he/she may deem advisable.

In the middle school, parents may request a conference with an individual teacher or the team. This applies to all schools in the district.

Any person present may make and preserve notes, for his/her benefit, of the information shared and may make a tape recording of the conference as an aid to memory or to share with an absent parent or legal guardian.

Adopted: 15 September 2009



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9310/page 1 of 1  
Cooperation with Township

### 9310 COOPERATION WITH TOWNSHIP

The President of the Randolph Township Board of Education will annually appoint a committee of the Board to be known as the “Liaison Committee with the Township Council”. Said committee will work cooperatively with the Township Council on all matters of mutual concern, particularly those having to do with the health, safety and welfare of children.

Adopted: 11 August 1981  
Revised: 11 February 1997



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9320/page 1 of 1

Cooperation with Law Enforcement Agencies  
M

### 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

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

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

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

Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of 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:



# POLICY

# RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9323/page 1 of 2

Notification of Juvenile Offender Case Disposition

## 9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

School Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered pupils 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 pupil 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 pupil's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

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

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function or was committed against an employee or official of the school; or
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. An offense, if committed by an adult, would constitute a crime and the offense:
  - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; or
  - b. Involved the unlawful use or possession of a firearm or other weapon; or
  - c. Involved the unlawful manufacture, distribution or possession with intent to distribute a controlled dangerous substance or controlled substance analog; or
  - d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; or



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9323/page 2 of 2

### Notification of Juvenile Offender Case Disposition

- 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 pupil'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:





# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
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Sex Offender Registration and Notification

### 9324 SEX OFFENDER REGISTRATION AND NOTIFICATION

The Board of Education and administration will comply with the guidelines developed by the New Jersey Attorney General's Office and will work cooperatively with the County Prosecutor's Office and the Randolph 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.



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9324/page 2 of 2

### Sex Offender Registration and Notification

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

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



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9340/page 1 of 1  
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:



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9400/page 1 of 2  
News Media Relations

### 9400 NEWS MEDIA RELATIONS

#### Public Information

The success of the school system is dependent upon the cooperation and participation of many people. The Board believes that the advancement of education is served when the community has confidence in the school system, and that such confidence is grounded in an understanding of the Board's purposes and an awareness of the school's programs and facilities.

Any position statement of the Board shall be approved by the Board at a regular meeting and made a part of the official minutes.

#### Board of Education Communications Committee

The Board recognizes the need for maximum Board-school-community interaction relating to the policy and operation of the Randolph schools. In addition to utilizing the appropriate media to keep the public informed, the Board solicits the views of individuals and organizations on present and future educational programs and processes.

The Board Communications Committee will establish a regular meeting schedule and encourage the public to inquire, learn about, and express a continuing interest in the operation of the schools. The committee will keep the Board apprised of questions, comments and suggestions which are expressed by residents of the community.

#### School Beat

In support of this policy, the Board shall utilize appropriate media through which the purposes, values, and needs of the schools may be communicated and shall assist representatives of such media in presenting a true picture of the school system. One such method to be used in informing the community as to what is happening in the schools is the district publication School Beat to be published with school and Board news.

The Board and the Superintendent shall follow a continuing program of information designed to acquaint the citizens of the community and the public with the achievements and the needs of the schools. For this purpose, the Communications Coordinator shall be responsible for:

1. School Beat;
2. New releases and the publication of education reports; and
3. The photographing of school activities for publication.



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9400/page 2 of 2  
News Media Relations

In order to coordinate the dissemination of pupil and staff information, staff members will submit articles slated for publication to the Building Principal, supervisor or the Communications Coordinator.

The Superintendent prior to release to the media shall approve all press releases on district programs or procedures representing the official position of this district by any of its employees.

The President of the Board of Education prior to release must approve official Board press releases representing the Board's position.

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9500/page 1 of 1  
Cooperation with Educational Agencies

### 9500 COOPERATION WITH EDUCATIONAL AGENCIES

Upon invitation of the College Entrance Examination Board, the Board of Education retains membership in that organization. The President of the Board will also appoint annually a delegate to the Morris County Educational service commission (MOCESCOM). The Board will participate fully in the activities of the Commission. The Board will retain membership in appropriate educational organizations in order to benefit the educational program offered by the schools.

20 U.S.C.A. §3066

N.J.S.A. 18A:38-13.1 et seq.; 18A:40-23 et seq.;  
18A:46-19.1 et seq.; 18A:46A-1 et seq.;  
18A:58-37.1 et seq.

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

Adopted 14 January 1975

Revised: 16 April 1996



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9541/page 1 of 1  
Student Teachers/Interns

### 9541 STUDENT TEACHERS/INTERNS

The Board of Education authorizes cooperation with colleges and universities in the education of teachers.

The Superintendent will recommend to the Board student teachers/interns to be assigned to district schools.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education.

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

Students and other affiliates of educational institutions may 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: 20 February 2008



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9550/page 1 of 1  
Educational Research Projects

### 9550 EDUCATIONAL RESEARCH PROJECTS

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

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

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

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

N.J.A.C. 6A:32-7.5

Adopted:





# POLICY

## RANDOLPH BOARD OF EDUCATION

PUPILS

9560/page 1 of 2

Administration of School Surveys

### 9560 ADMINISTRATION OF SCHOOL SURVEYS

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

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

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

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



# POLICY

## RANDOLPH BOARD OF EDUCATION

PUPILS  
9560/page 2 of 2  
Administration of School Surveys

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

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

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

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9700/page 1 of 2  
Special Interest Groups

### 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. 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.



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
9700/page 2 of 2  
Special Interest Groups

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

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

Adopted:



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
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Recruitment by Special Interest Groups  
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### 9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

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

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

Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the 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:



# POLICY

## RANDOLPH BOARD OF EDUCATION

COMMUNITY  
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Solicitations by Vendors

### 9720 SOLICITATIONS BY VENDORS

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

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

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

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

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

Adopted:

