

The Burch Charter School of Excellence Policy

Category: Community Relations
Code: 1000/1010

Name: Concepts and Roles in Community Relations; Goals and Objectives
Board Approval Date: November 22, 2011

The Burch Charter School of Excellence Board of Trustees believes that school-community relations is not solely an information program, but encompasses all aspects of the school's relationship with the total community.

The Board believes its school-community relations program should:

- A. Promote public interest and participation in the operation of the school system
- B. Gather information about public attitudes toward the school system and its programs and report them to the Chief School Administrator and the Board.
- C. Provide an honest, continuous, comprehensive flow of information about the policies, procedures, programs, problems and progress of the school system to the community and the staff;
- D. Develop the most effective means of communication with the school system's public and use available media as appropriate;
- E. Develop programs in the schools that will integrate home, school, and community in meeting the needs of the students;
- F. Develop and maintain the confidence of the community in the school board and the school staff;
- G. Develop a climate that attracts good teachers and encourages staff to strive for excellence in the educational program;
- H. Anticipate and forestall problems that are brought about by lack of understanding;
- I. Evaluate past procedures in order to make improvements in future communications.

The Chief School Administrator shall be responsible for developing programs, techniques and channels for implementing this policy.

Legal References:

N.J.S.A. 10:4-6 et seq.	Open Public Meetings Act
N.J.S.A. 18A:36A-1 et seq.	Charter School Program Act of 1995
N.J.S.A. 47:1A-1 et seq.	Examination and copies of public records ("Open Public Records Act")
N.J.A.C. 6A:30-3.1	Comprehensive review of public school districts
N.J.A.C. 6A:32-2.1	Definitions
N.J.A.C. 6A:32-12.1	Reporting requirements
N.J.A.C. 6A:32-12.2	School-level planning

Corresponds to NJSBA Policy No. 1000/1010

The Burch Charter School of Excellence Policy

Category: Community Relations
Code: 1100

Name: Media
Board Approval Date: November 22, 2011

Every effort shall be made to assist all communications media in the community to gain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

General releases of interest to the school shall be made available to all the media simultaneously.

There shall be no exclusive releases, news conferences or interview except as media representatives request information on particular programs, plans or problems.

In general, the Chief School Administrator shall be responsible for establishing relations with news media, and providing information to each through the means found most suitable. Particularly, he/she shall ensure that the media receive all school report cards as required by the administrative code.

The Board of Trustees encourages public presentation of the programs, policies and progress of the school through press, radio and television. The Chief School Administrator shall ensure that the parents/guardians of students who participate in such presentations are informed.

The Chief School Administrator or designee shall devise procedures for optimum benefit from such presentations. The Board shall make a periodic review of its relations with the news media.

Legal References:

N.J.S.A. 10:4-6 et seq.	Open Public Meetings Act
N.J.S.A. 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc. for lack of quorum
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:36A-1 et seq.	Charter School Program Act of 1995
N.J.S.A. 47:1A-1 et seq	Examination and copies of public records ("Open Public Records Act")
N.J.A.C. 6A:11-1 et seq.	Charter schools
N.J.A.C. 6A:32-12.1	Reporting requirements
N.J.A.C. 6A:32A-12.2(a)1i	School-level planning

Corresponds to NJSBA Policy No. 1110

The Burch Charter School of Excellence Policy

Category: Community Relations
Code: 1120

Name: Board of Trustees Meetings
Board Approval Date: November 22, 2011

Board of Trustees meetings shall be a primary means of sharing information with community members and inviting their comments and suggestions. Regular and special meetings of the Board are open to the public and representatives of the media, except when, by resolution at the public meeting, the Board excludes the public from those parts of a meeting which deal with matters held confidential in accordance with law.

The Board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The length of time scheduled for public discussion shall be stated in the agenda, together with any time limit proposed for individual speakers.

The Board will not permit unnecessary or undesirable identification of school students at a public or Board of Trustees meeting, particularly when the student is subject to disciplinary action, or has been identified as having a disability. A special confidential file shall be kept of the names of students with disabilities on whose behalf the Board must take public action. An unidentifiable coding shall be used when referring to the student.

Comments and questions at the end of regular meetings may deal with any topic related to the Board's conduct of the school. Comments at special meetings must be related to the call of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the Board is made through newspapers and other appropriate media outlets.

The Board shall include a discussion of the School Ethics Act and the Code of Ethics for School Board members annually at a regularly scheduled public meeting.

In a regular board meeting by July 31 of each year, the Chief School Administrator shall provide a report to the Board which includes, but is not limited to, information on the following topics:

- A. The achievement of the school's mission, goals and objectives;
- B. The efficiency in the governance and management of the school;
- C. The attainment of the New Jersey Core Curriculum Content Standards and the delivery of an educational program leading to high student academic achievement;
- D. Statewide Assessment Program results and local assessment results of students;
- E. The degree of parental and community involvement in the school;
- F. The school's public relations and outreach efforts; and
- G. The student admissions policies and staff recruitment plan.

This report shall be submitted annually by August 1 following each full school year in which the school is in operation to the Commissioner, the respective executive county superintendent of schools and the local board of education, no later than 4:15 P.M. If August 1 falls on a weekend, the annual report is due on the first subsequent workday.

This report must also include a copy of the following:

- A. The resolution of the Board of Trustees naming the Chief School Administrator of the school;
- B. A directory of the current members of the Board of Trustees;
- C. Amendments to the bylaws of the Board of Trustees adopted during the previous year;
- D. A calendar for the upcoming school year; and
- E. The resolution of the Board of Trustees naming the Affirmative Action Officer, the Section 504 Officer and the Title IX Coordinator.

In addition, the Board shall conduct a public hearing to allow the Chief School Administrator to report to the Board all acts of violence and vandalism that occurred during the previous school year.

Legal References:

N.J.S.A. 10:4-6 et seq.	Open Public Meetings Act
N.J.S.A. 18A:7C-7	School administrators report on students awarded or denied diplomas
N.J.S.A 18A:10-6	Board meetings public; frequency; hours of commencement; adjournment, etc. for lack of quorum
N.J.S.A. 18A:12-21	School Ethics Act
N.J.S.A. 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
N.J.S.A. 18A:22-10	Fixing day, etc., for public hearing
N.J.S.A. 18A:22-13	Public hearing; objectives; heard, etc.
N.J.S.A. 18A:23-5	Meeting of board; discussion of report
N.J.S.A. 18A:36A-16	Annual assessment of charter schools
N.J.A.C. 6A:11-2.2	Reporting
N.J.A.C. 6A:14-1.1 et seq.	Special Education
N.J.A.C. 6A:16-5.1 et seq. <u>See particularly:</u> N.J.A.C. 6A:16-5.2, 5.3	School safety plans
N.J.A.C. 6A:23A-14.1	Capital Reserve
N.J.A.C. 6A:26 <u>See particularly:</u> N.J.A.C. 6A:26-2.2(A)7	Educational Facilities Completion of long range facilities plans
N.J.A.C. 6A:30-1.1 et seq.	<u>See particularly:</u> N.J.A.C. 6A:30-3.2
N.J.A.C. 6A:32-3.2	Requirements for the Code of Ethics for district board of education members and charter school board of trustee members
N.J.A.C. 6A:32-12.1	Reporting requirements
N.J.A.C. 6A:32-12.2	School-level planning
N.J.A.C. 6A:32-13.1	School attendance
N.J.A.C. 6A:32-13.2	Dropouts
N.J.A.C. 6A:32-14.1	Review of mandated programs/services

Corresponds to NJSBA Policy No. 1120

The Burch Charter School of Excellence Policy

Category: Community Relations
Code: 1250

Name: Visitors
Board Approval Date: November 22, 2011

The Board of Trustees welcomes visits to school by parents/guardians, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the School, the Chief School Administrator shall devise regulations addressing visitors' access to the school. A "visitor" is anyone other than a Board Member, a student enrolled in, or a staff member employed in the particular school.

Only the door designated for public entrance should be open for entry from outside. Signs will clearly indicate the Chief School Administrator's Office.

All visitors should be required to **register their presence in the school** by reporting to the Chief School Administrator's office upon entering the building. Visitors may not consult with the teaching staff or students during class time without the Chief School Administrator's permission. **No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.**

The Chief School Administrator or designee possesses the authority to prohibit the entry of any person into the school 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 person refuses to leave the school grounds or creates a disturbance, the Chief School Administrator or designee is authorized to:

First Offense: Instruct the Security Officer on site to escort the person off the school/building premises;

Second Offense: Contact the Security Officer; the Irvington Police Department may be called to intervene to have the visitor(s) removed from the school/building and to file trespassing charges;

Third Offense: Person is barred from the school/building.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Chief School Administrator shall seek confirmation of legal custodianship where necessary. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Chief School Administrator or his/her designee.

All visitors to the school must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operations of the school. They shall present appropriate identification when entering the school building. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

Legal References:

N.J.S.A. 2C:18-3	Criminal trespass
N.J.S.A. 2C:33-2	Disorderly conduct
N.J.S.A. 2C:18A:11-1	General mandatory powers and duties
N.J.S.A. 2C:18A:54-20	Powers of Board
N.J.S.A. 26:3D-15	Smoking in public facilities

Corresponds to NJSBA Policy No. 1250

The Burch Charter School of Excellence Policy

Category: Community Relations
Code: 1312

Name: Community Complaints and Inquiries
Board Approval Date: November 22, 2011

The Board of Trustees welcomes inquiries about and constructive criticism of the school's programs, equipment, and personnel.

The Chief School Administrator shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law and applicable negotiated agreements.

Parents/guardians and students will be informed of the proper avenues to follow in the school.

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 Chief School Administrator.

Only in those cases where satisfactory adjustment cannot be made by the Chief School Administrator and the staff shall communications and complaints be referred to the Board of Trustees for resolution.

Complaint Regarding Potential Violations of the Charter School Law

In cases when a complaint is received regarding potential violations of the Charter School Law, N.J.S.A. 18A:36A-1 et seq., the Board shall establish an advisory grievance committee consisting of both parents and teachers who are selected by the parents and teachers of the school to make nonbinding recommendations to the Board concerning the disposition of a complaint.

The existence of this committee along with appropriate contact information will be published annually in the school handbook and on any Web site established for the school. The information will also be available through the Chief School Administrator and be posted in the main school office. There will be five (5) members of this committee, at least one of whom will be a teacher but no more than three (3) teachers will be on the committee.

Complaints will:

- A. Be submitted in writing with copies to the grievance committee, Chief School Administrators and to the Board of Trustees.
- B. Detail the grievance to be investigated with as much detail as possible and list the person/persons or entity (along with contact person) making the complaint.
- C. The grievance committee will conduct an inquiry including a hearing or meetings as needed to respond to the complaint.
- D. Process to be completed within 30 days with the grievance committee making its non-binding recommendation to the Board of Trustees at the next regularly scheduled meeting.
- E. The Board of Trustees will have until the next regularly scheduled board meeting to decide what if any action is needed and announce this as a specific agenda item at the meeting.

If, after presenting the complaint to the Board of Trustees, the individual or group determines that the Board has not adequately addressed the complaint, they may present that complaint to the commissioner who shall investigate and respond to the complaint.

All signed complaints shall be acknowledged promptly.

Legal References:

N.J.S.A 10:4-6 et seq.	Open Public Meetings Act
N.J.S.A 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:36A-1 et seq.	Complaints to board of trustees
N.J.S.A. 47:1A-1 et seq.	Examination and copies of public records ("Open Public Records Act")

Corresponds to NJSBA Policy No. 1312

The Burch Charter School of Excellence Policy

Category: Community Relations
Code: 1330

Name: Use of School Facilities
Board Approval Date: August 14, 2017

The Board of Trustees will encourage use of the school facilities, consistent with board policy, standards and educational philosophy. Prudent use and management of school facilities outside of the regular operating schedules – providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education – allows the community to benefit more broadly.

The Board adopts the following as its objectives in making school facilities reasonably available to organizations and persons for non-school uses:

- A. To encourage fuller community use of physical facilities constructed and maintained at community expense;
- B. To encourage and support organizations making educational, cultural, artistic, and social offerings available to the community;
- C. To increase community support and awareness of the charter school by making the schools more functionally active in the total community life;
- D. To provide additional revenue from the community to offset support costs;
- E. To encourage a greater variety and scope of activities available to the school community youth.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose that is prohibited by law.

In the event the Chief School Administrator deems it advisable, any application may be submitted to the Board of Trustees for action.

The Chief School Administrator or Board may refuse to grant the use of the school building whenever in their judgment there is a good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. For purposes of this policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The buildings shall not be available for community use during the holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of school equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No school equipment shall be removed from the premises for use by non-school personnel.

The Board shall require that all users of school facilities comply with the policies of this board and the rules and regulations of the school. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Legal References:

N.J.S.A. 2C:33-16	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:20-34	Use of schoolhouse and grounds for various purposes
N.J.S.A. 26:D-55 et seq.	New Jersey Smoke-Free Air Act

N.J.A.C. 6A:26-12.2(a)4

Policies and procedures for school facility operation

20 U.S.C.A. 4071 et. seq.

Equal Access Act

GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227

Every Student Succeeds Act of 2015, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq.

Resnick v. East Brunswick Twp. Bd.of Ed., 77 N.J. 88 (1978)

Boy Scouts of America v. Dale, 120 S.Ct. 2446 (2000)

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)

Corresponds to NJSBA Policy No. 1330

The Burch Charter School of Excellence Policy

Category: Community Relations
Code: 1410

Name: Local Units
Board Approval Date: November 22, 2011

The Board of Trustees wishes to cooperate as fully as possible with other community agencies that serve the school's students. Cooperation will include pooling resources and exchanging information with other community agencies. The Chief School Administrator shall seek to develop positive working relationships with community agencies, including but not limited to, police authorities, fire departments, Division of Youth and Family Services, emergency room and/or squad, other schools and districts, and all other agencies providing services to students of this school.

In accordance with law, the school may accept or share the use of facilities or equipment with other local organizations. The terms of the acceptance or sharing shall be decided for each instance.

Police Authorities

It is the policy of the Board to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens and to be in compliance with current memorandum of agreement between education and law enforcement officials. At the same time, schools have a responsibility to parents/guardians for the welfare of their children while they are in school. To carry out these responsibilities, the administration is directed to follow the procedures developed to implement board policies, particularly those for policies numbered 5131.5, 5131.6, 5131.7, 5145.11 and 5145.12.

Fire Department

The Chief School Administrator shall seek input from local fire officials when course materials on fire safety are being reviewed and revised and when procedures for fire drills are formulated. The fire department should be kept up to date on changes in the school buildings and class arrangements so that, in the event of an emergency, they will be prepared. All fires shall be reported to the local fire department in compliance with law.

Division of Youth and Family Services (DYFS)

Procedures for school cooperation with the Division of Youth and Family Services are included with those implementing Policy 5141.4 Child Abuse and Neglect.

Emergency Room/Squad

The Chief School Administrator shall establish procedures whereby the facilities of the local hospital emergency room and local ambulance/rescue squad may be called upon in implementing policies numbered 5131.6, 5141.1, 5141.6 and 6145.1/6145.2.

Cooperative Arrangements with Other School Districts

The Board of Trustees desires that strong lines of communication be maintained with other schools, districts and institutions which provide programs, training, or services not available to children attending this school, and with districts whose resident students are enrolled in programs in this school.

The district in which students are in attendance has responsibility and authority for those students. In order that those students receive maximum benefit from their program of studies, articulation between the cooperating institutions is encouraged.

Further, this school shall cooperate with other school districts in the solution of common educational concerns. School staff under the direction of the Chief School Administrator shall participate in the coordination of such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendar and activities, and any others where it may be advantageous to serve a broader area than this school. In carrying out this policy, the Chief School Administrator shall include in his/her reports to the Board an evaluation of the desirability and feasibility of cooperation with other schools and districts.

Legal References:

N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A 18A:18A-11	Joint purchases by districts, municipalities; counties; authority
N.J.S.A. 18A:20-4.2	Acquisition, improvement, lease, etc., of property for school purposes; authority of board of education

N.J.S.A. 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
N.J.S.A. 18A:20-34	Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:6-25	Early detection of missing and abused children; policies of school districts
N.J.S.A. 18A:38-30	Assistance of sheriffs, police officers, etc.
N.J.S.A. 18A:40A-1 et seq. <u>See particularly:</u> N.J.S.A. 18A:40A-11, -12, -15, -16, -17, -18	Substance abuse
N.J.S.A. 18A:41-1	Fire drills
N.J.S.A. 18A:41-5	Reporting fires
N.J.S.A. 40A:65-16	Provisions of joint contract
N.J.S.A. 40:55D-8 et al.	Municipal fees; exemptions
N.J.A.C. 6A:14-7.1 et seq.	Receiving Schools
N.J.A.C. 6A:16-1.1 et seq. <u>See particularly:</u> N.J.A.C. 6A:16-4.1(B)(C), 5.2, 6.1, 6.2, 11.1	Student Development Programs
N.J.A.C. 6A:32-9.1(c)	Athletics Procedures (General requirements)
N.J.A.C. 6A:32-12.1 et seq.	Annual Reporting and Planning Requirements
The New Jersey School Search Policy Manual, New Jersey Attorney General	
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials	

Corresponds to NJSBA Policy No. 1410

The Burch Charter School of Excellence Policy

Category: Community Relations
Code: 1600

Name: Relations Between Other Entities
and the School
Board Approval Date: November 22, 2011

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

The Board directs the Chief School Administrator to seek and maintain working relationships with local colleges and universities in such areas as student teaching, in-service staff development and advanced placement.

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

Core Curriculum Content Standards

The Board shall encourage the active involvement of representatives from the community, business, industry, labor, and higher education in the development of educational programs aligned with the Core Curriculum Content Standards.

The Board shall make reasonable efforts to develop articulation agreements with New Jersey colleges and universities to facilitate the delivery of college credit courses to qualified high school students, with the understanding that these credits shall be accepted at all public New Jersey higher education institutions.

Donations to Private Organizations

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

Legal References:

N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:17-14.1	Appointment of school business administrator; may act as secretary; duties, etc.
N.J.S.A. 18A:17-15	Appointment of superintendents; terms; apportionment of expense
N.J.S.A. 18A:20-9	Conveyance of unneeded real estate for nominal consideration; qualified recipients; reversion
N.J.S.A. 18A:20-34	Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:36A-1 et seq.	Charter schools
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 18A:58-37.1 et seq.	Textbook aid to public and nonpublic schools
N.J.S.A. 18A:61C-1	Program promoting cooperation between high schools and institutions of higher education; establishment; objective; increased availability of college-level instruction; scope
N.J.S.A. 18A:61C-4	Program providing college credit courses for high school students on high school campuses; establishment
N.J.S.A. 40A:65-1	Uniform Shared Services and Consolidation Act
N.J.S.A. 52:14-15.9cl et seq.	Public Employees Charitable Fundraising Act
N.J.A.C. 6A:8-3.1(a)2	Curriculum and instruction
N.J.A.C. 6A:8-3.3(a)	Enrollment in college courses

N.J.A.C. 6A:11-1.1 et seq. Charter Schools
N.J.A.C. 6A:14-7.1 et seq. Receiving Schools
N.J.A.C. 6A:16-1.1 et seq. Student Development Programs
See particularly: N.J.A.C. 6A:16-4.1(a)(b), -4.2(a)
N.J.A.C. 6A:23A-20.4 Ownership and storage of textbooks
N.J.A.C. 6A:32-12 et seq. Annual Reporting and Planning Requirements
Zelman, Superintendent of Public Instruction of Ohio, et al. v. Simmons Harris et al., 536 U.S. 639 (2002)
New Jersey Constitution, Article VIII, Section III, pars. 2 and 3, Section IV, par. 1

Corresponds to NJSBA Policy No. 1600