

THE PUBLIC SCHOOLS
Montclair, New Jersey

THE FIRST READING OF THE FOLLOWING POLICIES:

BE IT RESOLVED that upon the recommendation of the Superintendent, the Montclair Board of Education approves the first reading of the following Policies;

- A. P 2340 – Field Trips
- B. P 2351 – Magnet Themes
- C. P 2430 – Extra-Curricular Activities (M)
- D. P 2431 – Athletic Competition (M)
- E. P 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
- F. P 3214 – Conflict of Interest
- G. P 3232 – Tutoring Services
- H. P 4214 – Conflict of Interest
- I. P 5111 – Eligibility of Resident/Nonresident Students (M)
- J. P 5339 – Screening for Dyslexia (M)
- K. P 5460.1 – Commencement Activities
- L. P 5530 – Substance Abuse (M)
- M. P 5533 – Student Smoking (M)
- N. P 6162 – Corporate Sponsorships
- O. P 7230 – Gifts, Grants, and Donations
- P. P 9191 – Booster Clubs

2340 FIELD TRIPS

The Board of Education recognizes that field trips properly planned and integrated with the curriculum, a club thematic focus, or athletic competition are an educationally sound and important part of the program of the schools that can supplement and enrich a student's experience classroom instruction by providing learning opportunities experiences in an environment outside the schools.

For purposes of this policy, a field trip means any journey by a group of students away from the school premises, under the supervision of a teacher, coach or other adult individual conducted for the purpose of affording a first-hand educational experience not available in the classroom or school. and integrally related to an approved course of study.

The Superintendent shall prepare regulations for the operation of field trips ensuring that ensure that the safety and well-being of students shall be protected at all times; that parental permission is sought and obtained before any student may be removed from the school for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities are monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip will be approved unless it contributes to the achievement of specified instructional objectives aligned with the New Jersey Core Content Curriculum Standards (NJCCCS), enrichment opportunities that extend the academic experience beyond classroom work or standards set by athletic competition; and that teachers are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of students is imperiled or where changes or substitutions beyond the control of the teacher have frustrated altered the purpose of the trip.

All planning must adhere to regulation 2340 (Field Trips). ~~The Board of Education shall approve all proposed field trips.~~

The Board may authorize field trips for which all or part of the costs are borne by the students' parent(s) or legal guardian(s). The Superintendent or his/her designee shall develop procedures for planning trips suitable to the various grade levels, including the curricular focus, frequency, duration, distance and expense of such trips. Care in planning should consider the financial impact it incurs for families. Trips/Events must be financially affordable and not place an undue burden on parents for fees associated with admissions and transportation. A family's contribution for a trip will not exceed \$50 .00 and not exceed two cost sensitive events per year excluding, co-curricular and athletic



competitions. However, if a separate funding source is secured, an additional trip(s) can be considered. Contributions can be defrayed to ease the family burden through a Board approved fundraising event, separate fund source or PTA support. All field trip costs for all children in the Montclair School District eligible for reduced cost or free school meals will be waived. ~~except that no student in a special education class or student unable to pay the cost assessed shall be prohibited from attending a field trip.~~ (N.J.S.A. 18A:36-21) The determination of a student's inability to pay will be based upon the student's eligibility for free and reduced meals in accordance with Board Policy No. 8540.

All permission slips will state that these fees will be waived, and all staff and parents will be advised of this fact no later than the beginning of each school year, and upon eligibility.

Students on field trips remain under the supervision of this Board and are subject to its rules and regulations. A student who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other students and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed student's transportation to home or school as appropriate. The cost of any such transportation will be borne by the parent(s) or legal guardian(s) of the student. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness by students in grades Kindergarten through twelve. Students in grade Kindergarten through five may be able to self-administer medication at the discretion of the school nurse and approval of the Medical Director. All necessary forms must be completed by the student's health care provider and parent/guardian. In the event that a student cannot self-administer medication alternate arrangements that provide a qualified adult to accompany the child for this purpose must be made.

The Board does not endorse, support or assume liability in any way for any staff member of the district who takes students on trips not Board approved. No staff member may solicit students of the district for trips within the facilities or on the school grounds of the district without the permission of the Superintendent.

The Board recognizes that some trips vary in scope and sequence which may cause variations in planning but must adhere to additional guidelines, as applicable:

A. Over-night Class trips:



An overnight class trip must have clear goals and objectives related to subject matter and classroom activity; requirements, scheduling and timelines for co-curricular competition or opportunities for thematic enrichment.

1. Approval will only be granted upon a direct invitation from any responsible recognized body or organization or from a clearly articulated educational plan that is created by staff in conjunction with the building administration showing relevance to class or grade level academic experience or club thematic focus.
2. The approval process must adhere to all guidelines set forth in Regulation R 2340 for planning, approval, and relevance and supervision.
3. If a sponsoring organization is used, the sponsoring organization shall be thoroughly investigated, with a copy of the report being submitted to the Board of Education including any recommendations concerning said organization.
4. The Board of Education will not be responsible for any arrangements whether financial or logistical except to ensure that accommodations are made for special education students and others who are recipients of our free and reduced lunch program.
5. The parents must sign a consent form absolving the Board of Education from liability.
6. An emergency protocol must be developed which includes locations of medical facilities to be used in case of emergency. A signed statement by the parents shall be included indicating their approval for any emergency treatment that would require medical attention.
7. In the event of a sever emergency requiring hospitalization, the parents must be prepared to travel to the location and assume responsibility for the treatment and transport of their child.
8. Students must be adequately chaperoned at all times which includes providing a predetermined number of adults to oversee activities which must include "free time" such as meals, resting and independent exploration.

No student should be allowed to leave the group for the purpose of meeting other family members and/or acquiring an alternate method of transportation when traveling home without prior written approval.

B. Foreign trips:



No overseas trip will be sanctioned except with the approval of the Superintendent or designee and with prior knowledge of the Board of education and then only in accordance with the following criteria:

1. Approval will only be granted upon a direct invitation from any responsible government official of the country to be visited or other responsible recognized body or organization.
2. The approval process must adhere to all guidelines set forth in this policy for planning, approval, and curricular relevance and supervision.
3. A sponsoring organization shall be thoroughly investigated, with a copy of the report being submitted to the Board of Education including any recommendations concerning said organization.
4. The Board of Education will not be responsible for any arrangements whether financial or logistical.
5. Insurance for the group and property thereof must be borne by the parents of the participating students in addition to the regular insurance carried by the airline and other means of transportation.
6. The parents must sign a consent form absolving the Board of Education from liability.
7. There must be certification of the sponsor guaranteeing complete medical coverage for all participants in the program. A signed statement by the parents shall be included indicating their approval for any emergency treatment that would require medical attention.
8. In the event of a sever emergency requiring hospitalization, the parents must be prepared to travel to the location and assume responsibility for the treatment and transport of their child.
9. All responsibility for obtaining Passports and Visa's will be on the student families to obtain.
10. Students must be adequately chaperoned at all times which includes providing a predetermined number of adults to oversee activities which must include "free time" such as meals, resting and independent exploration.
11. No student should be allowed to leave the group for the purpose of meeting other family members and/or acquiring an alternate method of transportation when traveling home without prior written approval.

C. Co-Curricular Activities(P2340):



Pursuant to P2430, The Board believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences which are more appropriately conducted outside the regular classroom program.

Any activities which require travel within or outside of the district are subject to all procedural guidelines set forth in P2340 Field Trips.

D. Athletic Competitions (P2431):

Pursuant to P2431, The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and may inform the Board of changes in the schedule.

All travel arrangements and parental permission slips will be obtained and kept on file by the District Athletic Director.

Coaches and Assistant Coaches are required to provide supervision at all times including transportation to and from competitive venues. All athletes should avail themselves of district transportation arrangements and should not be allowed to leave an event using an alternate arrangement that will separate them from the team.

Emergency procedures will be planned and staff properly trained to handle any medical, social, or emotional emergency which may take place off school grounds.

The cost of travel and competitive fees will be the responsibility of the Board of Education through allocations provided by the district budget.

Opportunities for all students to become a member of a specific team must be available and enable vetting through the appropriate criteria established to evaluate a student's ability to participate in team sport activity. All accommodations should be provided to ensure an equitably inclusive process for students with disabilities and will be evaluated fairly.

Governance for Athletic Competitions are outlined pursuant to district policy P2431, N.J.S.A.2c21-11, N.J.S.A. 18:A-11-3 ET SEQ; 18A40-41, 18A40-41 10, N.J.A.C. 6A7-17(D); 6A-1.34.6A:16-2.1 ET SEQ

Field Trip Costs:



POLICY

MONTCLAIR BOARD OF EDUCATION

Program
2340/Page 6 of 6
FIELD TRIPS

~~All field trip costs for all children in the Montclair School District eligible for reduced cost or free school meals will be waived.~~

~~The costs associated with field trips should be raised through fundraising efforts; however, children families' contributions will be at a maximum of \$50.00 for any field trip.~~

References should be made to the following Policies:

- a. P 5600 – Student Discipline/Code of Conduct (M)
- b. P 5756 – Transgender Students
- c. P 5530 – Substance Abuse (M)
- d. P 5512 – Harassment, Intimidation, and Bullying (M)
- e. P 8467 – Weapons (M)

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: 03 May 2017



2351 MAGNET THEMES-STUDENTS

The Montclair Public Schools' magnet plan provides ~~such~~ varied opportunities, through its School Placement Request process for parents to rank their preference of schools for their child's school enrollment ~~Freedom of Choice system~~. The system was implemented in 1977 and presently includes all seven elementary schools and three middle schools. Montclair High School is a four-year comprehensive high school, which offers students an opportunity to take classes at Honors, High Honors and Advanced Placement levels. Small Learning Communities also provide studies in special interest areas to meet individual students' needs. The magnet plan has created alternatives within the public school system. The magnet schools bring people from diverse backgrounds together to work collaboratively toward the goal of high expectations and academic excellence in an integrated environment. The vast spectrum of diversity in Montclair includes family background, ethnicity/race, economic status, social expectation, and varied learning modalities or experiences. Each school's curriculum is aligned to the Common Core and New Jersey Core Curriculum Content Standards. The overlap of the magnet program and the organizational structure of the school make each school unique in its enrichment offerings.

Montclair's Magnets

School	Theme
Bradford Academy - K-5	The University Magnet
Edgemont Montessori School - K-5	Montessori
Hillside School - 3-5	Gifted and Talented
Nishuane School - K-2	Gifted and Talented
Northeast School - K-5	School of Global Studies
Charles H. Bullock School - K-5	Environment Science
Watchung School - K-5	Science and Technology
Glenfield Middle School - 6-	Gifted and Talented Visual



POLICY

MONTCLAIR BOARD OF EDUCATION

Program
2351/Page 2 of 2
MAGNET THEMES-STUDENTS

8	and Performing Arts
Buzz Aldrin Middle School - 6-8	Science and Technology
Renaissance at Rand Middle School- 6-8	Big Picture Learning/Whole- Child Learning
Montclair High School - 9-12	Small Learning Communities with a Comprehensive Option

The school district provides educational programs for the gifted and talented that include a broad spectrum of learning experiences which increase knowledge and develop skills necessary for the students to function successfully in society, while encouraging students to excel in areas of special competence and interest.

Adopted: 18 March 2019



2430 EXTRA-CURRICULAR ACTIVITIES (M)

M

The Board believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom program.

The purpose of extracurricular activities shall be:

1. To develop useful new capabilities in students that can lead to extension of career opportunities;
2. To develop student initiative and provide for the exercise of responsibility;
3. To develop leadership capabilities and good organizational skills;
4. To aid students in the social skills;
5. To enable students to explore a wider range of individual interests than might be available in the regular program.

For purposes of this policy, "extracurricular activities" shall be those activities that are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to students who voluntarily elect to participate, marked by student participation in the processes of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

Equal access to school facilities shall be granted to all activities that meet this definition.

The Superintendent shall prepare procedures to implement an extracurricular program which shall:

1. Assess the needs and interests of the students of this district;
2. Ensure the provision of competent guidance and supervision by staff;
3. Guard against the exploitation of students;



4. Provide for a variety of experiences and a diversity of organizational models;
5. Provide for the continuing evaluation of the extracurricular program and staff;
6. Ensure that all extracurricular activities are open to all eligible students and that all students are fully informed of the opportunities open to them.

The guidance goal for each student shall be a balanced program of appropriate academic studies and activities to be determined by the school, the parents/guardians and the student. Guidance is necessary to encourage non-participants, and to prevent the overenthusiastic from emphasizing activities at the cost of their academic performance.

Only persons in the employ of a Board of Education shall be permitted to organize district students during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

No activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Superintendent. Fund-raising activities of extracurricular groups must be approved by the Board.

The Superintendent shall recommend to the Board extra-curricular student activity programs what shall be designed to promote social and cultural activities for the greatest number of students and to help develop skills in democratic management of these activities. Parents'/guardians' assistance to plan the school's programs shall be encouraged. Student goals shall be appropriate academic studies and activities determined by the school, the parents/guardians and the student.

All students must be in good academic and disciplinary standing to participate. All students in good disciplinary and academic standing shall have equal access to all extracurricular activities regardless of race, color, creed, religion, sex, affectional or sexual orientation, national origin, ancestry, marital status, place of residence within the district, social or economic status, or non-applicable disability.

Attendance

The district's attendance policy shall also apply.

Implementation



The Superintendent shall direct development of detailed regulations to ensure equitable implementation of this policy and to define good academic and disciplinary standing. Particular care shall be taken to ensure that all extra-curricular programs and their operation comply with district equity requirements.

39 U.S.C.A. 1701 et seq.
N.J.S.A. 18A:11-3; 18A:42-2; 18A:42-5

Adopted: 12 December 2016



2431 ATHLETIC COMPETITION (M)

M

Intramural Competition – Interscholastic Competition

The Board of Education recognizes the value of athletic competition as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of exercises, competition and good sportsmanship.

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

High School Students

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.



2. Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

Elementary and Middle School Students

1. A student in grades 6th through 8th are eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding marking period.
2. Home schooled children in grades Pre-K through 8th are not eligible to participate in school district sponsored programs of athletic competition of this district.

All Students

1. A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 8 school days in the semester prior to the student commencing participation in school district sponsored programs of athletic competition.
2. A student who is absent with an unexcused absence) or leading to truancy for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.
3. A student who is serving an out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

Notice of the school district's eligibility requirements shall be available to students.

Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on



a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 90 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C.

6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

The school district shall annually distribute Policy 2431.4 (Prevention and Treatment of Sports-Related Concussions and Head Injuries) to parents/guardians and student who participate in athletic activities.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes



who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

High School Students

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and may inform the Board of changes in that schedule.

N.J.S.A. 2C:21-11
N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10
N.J.A.C. 6A:7-1.7(d); 6A:16-1.34; 6A:16-2.1 et seq.

Adopted: 18 March 2019



PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD
INJURIES (M)

2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS
AND HEAD INJURIES (M)

M

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics and cheerleading programs, it is imperative that student-athletes, cheerleaders, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics or cheerleading programs is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes and cheerleaders in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, "interscholastic athletics" shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. For the purpose of this Policy, "cheerleading program" shall be Kindergarten through twelfth grade school-sponsored cheerleading programs.

The school district will adopt an Interscholastic Athletic and Cheerleading Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports and every cheerleader who participates in a cheerleading program. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete or cheerleader's parent and keep on file for future reference.

Prevention of a sports-related concussion and head injuries is an important component of the school district's program. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the student begins participation in an interscholastic athletic or cheerleading program.



PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

Any student-athlete or cheerleader who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete or cheerleader is exhibiting signs or symptoms, the student will be evaluated by the school or team physician. The Principal or designee shall contact the student's parent and inform the parent of the suspected sports-related concussion or other head injury. We direct the parents/guardians to get their son/daughter evaluated by a doctor. The doctor will give his/her order of care following their evaluation of the student/athlete. If a student/athlete is cleared by the doctor to begin the "Return to Play" protocol our athletic trainers will work with the student/athlete on a 5 day recovery program to ensure the student's/athlete's safety.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete or cheerleader to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete or cheerleader with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete or cheerleader who participates in interscholastic athletics or a cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The student's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The student's physician or licensed health care provider must provide to the school district a written medical release/clearance for the student indicating when the student is able to return to the activity. The medical release/clearance must indicate the student-athlete or cheerleader is asymptomatic at rest and either may return to the interscholastic athletic activity or cheerleading program because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.



PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this Policy a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3;
18A:40-41.4; 18A:40-41.5

Adopted: 12 December 2016



3214 CONFLICT OF INTEREST

No ~~teaching~~ staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the teaching staff member's duties.

No ~~teaching~~ staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages which would include any action that directly or indirectly impacts students and/or staff.

No ~~teaching~~ staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

No ~~teaching~~ staff member of the Board shall accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the ~~teaching~~ staff member in the discharge of his/her duties. In addition, pursuant to Board policy 3232 (Tutoring) this policy includes any favor offered by another staff member that might be reasonably construed as resulting in a service or thing of value when referring students to colleagues, outside agencies, or personal tutoring services for private tutoring where an unregulated fee scale prevails.

The Board of Education believes that the best expression of gratitude and appreciation for staff is written communications and encourages and welcomes such input. This does not prevent students from presenting token and inexpensive gifts to staff.

No school employee is to accept any commission or gift from individuals or companies seeking to sell equipment or materials used in the operation of the public schools. School operations include the purchase of construction materials, school plant repair and maintenance; conducting student classes; providing materials and supplies used in school organizations such as clubs, class activities and comparable items.

This prohibition shall not be construed to prevent vendors from paying reasonable costs to provide school officials and employees the opportunity to see or hear about new ideas, equipment and/or materials.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: 12 December 2016



3232 TUTORING SERVICES

School staff members routinely provide time beyond their assigned responsibilities to students who need additional help in their academic programs. This additional help is provided by a staff member on school grounds during their free time during their workday or immediately before or after school hours. The time a staff member provides additional help to a student is an extension of their assigned school district responsibilities and a staff member may not charge a fee for providing this additional help to students.

When extra help at school does not overcome a pupil's academic deficiencies, tutorial help can be suggested by his/her teacher, or the administration, or requested by the pupil's parent. In these instances, private tutoring is defined as that instructional assistance provided at the pupil's residence or other agreed location at a fee agreed upon between the parent and private tutor which will be paid directly to them. The Board contends that it is not ethical for any teacher to solicit students for the purpose of private tutoring. Furthermore, the board does not endorse the practice of staff referrals to colleagues, private tutoring agencies or personal tutoring services.

However, the Board of Education recognizes a school staff member may be privately contracted to provide tutoring services to a student in addition to any additional help a student receives before, during, and/or after the school day. These tutoring services shall be provided to a student under a private agreement between the staff member and the parent and/or student. Private tutoring shall not take place on school grounds. The Board prohibits any staff member from soliciting students of the district for such purpose and charging fees in excess of the standard tutoring stipend approved by the Board for tutoring services.

The Board of Education assumes no responsibility, liability, or obligations for the selection of the private tutor or the quality of the private tutoring services. ~~School staff members shall not provide private tutoring services for a fee or any compensation to any student that is currently enrolled in their classes.~~

The district shall not be responsible for any financial arrangement made between the student's parent/guardian and private tutor.

The Board contends, that we should not make referrals for any tutoring services outside of the framework of what is offered in the district.

Adopted: ~~12 December 2016~~



4232 TUTORING SERVICES

School staff members routinely provide time beyond their assigned responsibilities to students who need additional help in their academic programs. This additional help is provided by a staff member on school grounds during their free time during their workday or immediately before or after school hours. The time a staff member provides additional help to a student is an extension of their assigned school district responsibilities and a staff member may not charge a fee for providing this additional help to students.

When extra help at school does not overcome a pupil's academic deficiencies, tutorial help can be suggested by his/her teacher, or the administration, or requested by the pupil's parent. In these instances, private tutoring is defined as that instructional assistance provided at the pupil's residence or other agreed location at a fee agreed upon between the parent and private tutor which will be paid directly to them. The Board contends that it is not ethical for any teacher to solicit students for the purpose of private tutoring. Furthermore, the board does not endorse the practice of staff referrals to colleagues, private tutoring agencies or personal tutoring services.

However, the Board of Education recognizes a school staff member may be privately contracted to provide tutoring services to a student in addition to any additional help a student receives before, during, and/or after the school day. These tutoring services shall be provided to a student under a private agreement between the staff member and the parent and/or student. Private tutoring shall not take place on school grounds. The Board prohibits any staff member from soliciting students of the district for such purpose and charging fees in excess of the standard tutoring stipend approved by the Board for tutoring services.

The Board of Education assumes no responsibility, liability, or obligations for the selection of the private tutor or the quality of the private tutoring services.

The district shall not be responsible for any financial arrangement made between the student's parent/guardian and private tutor.

The Board contends, that we should not make referrals for any tutoring services outside of the framework of what is offered in the district.

Adopted:



4214 CONFLICT OF INTEREST

No ~~support~~ staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the support staff member's duties.

No ~~support~~ staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages which would include any action that directly or indirectly impacts students and/or staff.

No ~~support~~ staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

No ~~support~~ staff member of the Board shall accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the ~~support~~ staff member in the discharge of his/her duties. In addition, pursuant to Board policy 3232 (Tutoring) this policy includes any favor offered by another staff member that might be reasonably construed as resulting in a service or thing of value when referring students to colleagues, outside agencies, or personal tutoring services for private tutoring where an unregulated fee scale prevails.

The Board of Education believes that the best expression of gratitude and appreciation for staff is written communications and encourages and welcomes such input. This does not prevent students from presenting token and inexpensive gifts to staff.

No school employee is to accept any commission or gift from individuals or companies seeking to sell equipment or materials used in the operation of the public schools. School operations include the purchase of construction materials, school plant repair and maintenance; conducting student classes; providing materials and supplies used in school organizations such as clubs, class activities and comparable items.

This prohibition shall not be construed to prevent vendors from paying reasonable costs to provide school officials and employees the opportunity to see or hear about new ideas, equipment and/or materials.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: ~~12 December~~ 2016



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

M

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

Registration and/or enrollment for the current school year shall not occur/be allowed during the last 15 days of the school year, for students.

Registration and/or enrollment for the current school year shall not occur/be allowed during the last 60 school days of the year, for students who have received promotion and/or graduated and/or completed a State approved grade level program (K-12).

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident child to school free of charge must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Former Residents

A student whose family moves out of Montclair during his/her final semester in grade twelve may be permitted to attend the high school for the remainder of his/her senior year without payment of tuition. Failure to graduate at the end of that year will terminate nonresident unpaid enrollment.

Other Nonresident Children

Other non-domiciled students may be admitted to this district on payment of tuition and availability of space after inspection of the student's records; legal/contractual arrangements for special education services and children of employees; and acceptance by the Superintendent.



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

The Superintendent shall develop procedures for the enrollment of non-domiciled children that:

- Allow admission of such children only on the proper application of parent/guardian;
- Verify claims of domicile and submission of affidavits of guardianship;
- Deny admission where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant;
- Provide for acceptance and school assignment on the basis of space availability and racial balance;
- Do not exclude any child, otherwise eligible, on the basis of such child's race, color, creed, national origin, affectional or sexual orientation, atypical hereditary cellular or blood trait of any individual or ancestry; and
- Make continued enrollment of any non-domiciled student contingent upon timely payment of tuition and the maintenance by the student of good standards of citizenship and discipline.

Montclair School District is not a district of choice under the N.J. Choice School District program; therefore, non-resident students in general are ineligible to be enrolled.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted: ~~17~~ December 2018



5339 SCREENING FOR DYSLEXIA (M)

M

For the purposes of this Policy, “dyslexia” means a specific learning disability that is neurobiological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, “potential indicators of dyslexia or other reading disabilities” means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student’s completion of the first semester of the second grade.

In the event a student enrolls in the district in Kindergarten through grade six and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2, the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.2. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.



In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension. Once properly diagnosed by a trained medical professional and the diagnosis formerly accepted by the Child Study Team, the individualized education plan (IEPs) can provide specific guidance to Board employees regarding how to best meet the instructional needs for students.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. 6A:9C et seq. Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4;



POLICY

MONTCLAIR
BOARD OF EDUCATION

Students
5339/Page 3 of 3
SCREENING FOR DYSLEXIA (M)

18A:6-131

Adopted: 12 December 2016



5460.1 COMMENCEMENT ACTIVITIES

The Board endorses graduation activities and ceremonies. The date of graduation shall annually be recommended by the Superintendent and approved by the Board.

Graduation shall not occur prior to completion of the required one hundred eighty days of student instruction.

Guidelines for Graduation Year Activities

Student participation in special graduation year activities will require conduct of the highest caliber in all school situations.

Criteria for exclusion from these activities concern consistent behavioral patterns and shall include, but not be limited to:

- Consistent involvement in disciplinary action(s);
- Suspension;
- Collaborative evaluation by the staff.

The final decision shall be made by the Superintendent.

Students and parents/guardians shall be given advance notification of these criteria.

Voting Information and Registration

Prior to graduation, the Board of Education shall provide a voter registration form and material describing the role of a citizen and the importance of voting to each eligible high school student.

Graduation Procedures and Ceremonies

No student shall be barred from participation in graduation ceremonies for arbitrary or discriminatory reasons. A student who may be prevented from participation and his/her parents/guardians shall be so notified in advance.

When a student or his/her parents/guardians experiences financial hardship and is unable to pay the costs of participation in high school graduation ceremonies, the Board shall assume the costs of the following items when requested:



- Rental or purchase of cap and gown;
- One year book;
- Other, as may be determined by the Board.

Financial hardship shall be defined by eligibility standards for free and reduced price meals under the State school lunch program.

The Board reserves the right to deny participation in graduation activities when extreme circumstances warrant it. Such denial shall be treated in the same manner as a suspension and the student so affected shall be afforded the rights of review provided in policies of this Board.

The Board reserves the right to withhold a diploma and transcripts until all fines are paid.

Moving Up

A Board member shall present a copy of the Declaration of Independence, the Constitution of the United States and the amendments thereto, and the Constitution of the State of New Jersey and the amendments thereto to each student upon moving up from elementary school.

Awarding of Diplomas

The President of the Board of Education and/or another designated member of the Board shall award the diplomas. Upon request, Board members and former Board members within 3 years of service, current principals and current central office administrators, shall be afforded the opportunity to award diplomas to their own children. By extension, current members of the Township Council of Montclair shall be afforded the same courtesy. It is the Board's contention that this opportunity is limited to the individuals identified above. In all phases of the process, the Superintendent maintains the right to make exceptions based on broader educational and social goals.

Adopted: ~~12 December 2016~~



5530 SUBSTANCE ABUSE (M)

M

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means and/or therapeutic practices, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A. Definitions

N.J.S.A. 18A:40A-9
N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.



C. Instruction

N.J.S.A. 18A:40A-1 et seq.
N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the



parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
- h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

2. Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
- b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.



- d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
 - e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
 - f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.
3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
 4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
 5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
 6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.
- E. In-Service Training



N.J.S.A. 18A:40A-15

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)8

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

G. Records and Confidentiality of Records

42 CFR Part 2
N.J.S.A. 18A:40A-7.1; 18A:40A-7.2
N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. NonpublicSchool Students



N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14
N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.



The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.2(a) and (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.; 6A:16-6.1 et seq.

Adopted: 12 December 2016



5533 STUDENT SMOKING (M)

M

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

For the purpose of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette,



cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. ~~Such items will be confiscated and may be returned to the parent, upon request.~~ The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and local law enforcement will be immediately advised of same. Pursuant to N.J.A.C. 6A:16-6.2(b)(8), as well as the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, local law enforcement will retrieve and take custody of the substance or paraphernalia. Return of any paraphernalia will be at the discretion of local law enforcement.

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.



A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4
N.J.S.A. 2C:35-2
N.J.S.A. 18A:40A-1
N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-4.3
N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 17 December 2018



6162 CORPORATE SPONSORSHIPS

The Board of Education recognizes and appreciates the financial support received from Federal and State funding sources and from local taxpayers. The Board desires to expand revenue sources for the financial needs of the school district and encourages financial support to the school district from non-school sponsored organizations. A "corporate sponsor", for the purposes of this Policy, is a non-school sponsored person and/or organization that offers to provide support to the school district through financial or material means in exchange for recognition and/or acknowledgement.

The Board believes school-community relationships based on sound principles and community input can contribute to maintaining and improving high quality education programs and facilities. Corporate sponsorship activities that are consistent with the goals and objectives of the school district may be evaluated and recommended to the Board of Education for implementation within the district by the Superintendent. This Policy shall be administered to protect the school district's name, students, and/or staff against exploitation.

Corporate Sponsorship Proposals

A potential corporate sponsor must submit a written corporate sponsorship proposal to the Superintendent. An organization's sponsorship activity may include, but is not limited to, financial support to a school curricular or co-curricular activity or program, a school facility improvement, and/or a school assembly program. No student or staff member will be required to participate in surveys and/or focus groups as a condition of a corporate sponsorship. The corporate sponsorship proposal shall include the specific sponsorship activity, the proposed time period/duration of the activity, the requested acknowledgement, and the terms of termination in the event the Board decides to terminate such corporate sponsorship.

All proposals are subject to final approval.

In appreciation for such sponsorship, the school district will appropriately acknowledge the organization's contribution to the school district. The acknowledgment may include a public address announcement at an activity, signage at the activity or on school grounds, or through other reasonable means. Any acknowledgement or sign received will be approved by the Superintendent/designee, prior to such announcement or posting of signs. Posting of signs identifying the sponsor shall not be considered the district's endorsement of the product or service of a company.



The Board reserves the right to terminate the sponsorship at any time. Therefore, all corporate sponsorship proposals must include provisions for such termination, which may include the return of any funding, goods, and/or services provided to the district. The return of any benefits provided to the district as a result of the Board's termination will be limited to and in accordance with the provisions of the written corporate sponsorship proposal approved by the Board.

~~The corporate sponsorship proposal shall include the specific sponsorship activity, the proposed time period/duration of the activity, the requested acknowledgement, and the terms of termination in the event the Board decides to terminate such corporate sponsorship. The return of any benefits provided to the district as a result of the Board's termination will be limited to and in accordance with the provisions of the written corporate sponsorship proposal approved by the Board.~~

Board Approval of Corporate Sponsorship Activities

All corporate sponsorship proposals must be approved by the Board, and must also be presented to the Board upon Superintendent recommendation, regardless of the value, prior to any public announcement of sponsorship, by said entities.

In the event there are competing proposals for the same or similar sponsorship, the Board President will designate an Ad Hoc Board Committee to review the Superintendent's recommendation to the Board. All corporate sponsorship proposals recommended by the Superintendent will be discussed at a public Board meeting with the proposal being included on the Board Meeting agenda in accordance with Bylaw 0164 – Conduct of Board Meetings.

Duration of Corporate Sponsorship Activities

A corporate sponsorship shall not exceed a fiscal year in duration and subject to preapproval annually. At the conclusion of this approved period, and if the sponsor desires to continue the sponsorship, an updated sponsorship proposal must be prepared by the sponsor and submitted to the Superintendent for approval by the Board for another fiscal year duration. There shall be no expectation a corporate sponsorship will be renewed beyond the Board approval dates. There shall be no limit to the number of times the Board approves the updated sponsorship proposal. The Board reserves the right to review a corporate sponsorship.

Acceptance of Corporate Sponsorships



Any sponsored or donated material, equipment, personal property or other benefit derived by the district through corporate sponsorships will be held to the same standards used for district purchases. Corporate sponsorship proposals that provide gifts, grants, and donations to the school district shall be accepted in accordance with the provisions of Policy 7230 – Gifts, Grants and Donations.

Applicable Laws

All corporate sponsorship proposals presented and approved by the Board shall be consistent with all district collective bargaining agreements, competitive bidding and purchasing laws, district policy and regulations, and all applicable Federal and State laws, administrative codes, rules, and regulations.

Adopted: ~~12 December 2016~~



7230 GIFTS, GRANTS, AND DONATIONS

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent may accept on behalf of the Board any such gift less than \$2,000 in value. Grants of land are subject to the appropriate legal limitations and approvals.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district. The Board shall not provide public moneys for the purchase of any school property on a matching fund basis.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will respect the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the students and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

1. Provide for the counseling of potential donors on the appropriateness of contemplated gifts and encourage such donors to choose as gifts supplies or equipment not likely to be purchased with public funds;
2. Encourage individuals and organizations considering a contribution to the schools to consult with the Principal or Superintendent before appropriating funds to that end;



3. Report to the Board all gifts that have been accepted on behalf of the Board;
4. Acknowledge the receipt of any gift accepted by the Board; and
5. Prepare fitting means for recognizing or memorializing gifts to the school district.

The following guiding principles shall be considered regarding gifts, grants and donations:

1. Gifts must serve a recognized and approved educational purpose;
2. There will be a minimum of advertising, and it must be of an unobjectionable nature;
3. Advertising shall not recommend a particular brand over some other brand. Neither shall it claim general superiority;
4. There shall not be any conditions attached to gifts received by the school or the district;
5. The use of educational material which might in any way obligate or reflect unfavorably upon the school or school system which accepts and uses such material shall not be accepted;
6. If the same gift of a substantial nature or of one used as a direct teaching tool is proffered by more than one company, the first one proffered should be accepted unless both can be used simultaneously;
7. The acceptance of any gift for educational purposes must not constitute or imply endorsement of that particular product over any other similar product; and includes donations received under the Public Relations Programs (P 9120), School District Travel (P 6471), Expenditures for Non-Employee Activities, Meals, and Refreshments (P 6423)
8. Gifts exclude such things as speakers for assemblies, enrichment field trips, small incentive gifts to teachers and other similar ideas.



POLICY

MONTCLAIR
BOARD OF EDUCATION

Property
7230/Page 3 of 3
GIFTS, GRANTS, AND DONATIONS

N.J.S.A. 18A:20-4; 18A:20-11 et seq.

Adopted: 15 April 2019



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. Obtain liability insurance indemnifying the Board against all suits arising from the conduct of club activities;
3. Utilize all funds raised through the conduct of school related activities for the benefit of school programs; and
4. Request permission of the Board before taking any group of students on a trip.
5. Account to the Board for all funds raised through the conduct of school related activities;
6. Enter into a contract with this Board for the conduct of intended activities, prior to the start of the athletic season of participation;
7. Certify adherence to the policies of the school district;
8. Obtain approval from the Board before raising funds through the sale of advertising space on or in the District's facilities, website and/or property pursuant to policy 6163-Advertising on school property as well as other guidance provided by the District; and
9. 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: ~~12 December 2016~~

