

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: COMMUNICATION WITH THE PUBLIC

It shall be the policy of the Board of Education to keep the citizens of the community informed about the function and operation of its school system. In order to implement this policy, the Board herein establishes the following guidelines for its school-community relations program:

1. The Board welcomes and encourages the active interest and participation of citizens in planning for excellence and efficiency in their public schools. To this end, the school system will be open to all possible means of communication to ascertain public attitudes about all phases of its operations for consideration in the planning of future policies and procedures.
2. The school system's program of communications shall be an integral part of its total program activities and shall emanate from these activities using all appropriate means in a continuous and comprehensive manner.
3. The Board recognizes the importance of personal employee-community contacts to school-community relations; the Board further recognizes the necessity of keeping all school employees fully informed of school policies to enable them to fulfill their function as representatives of the Cranford School System.
4. All decisions of the Board of Education, except those specified by law or regulation, will be made in public with full opportunity of the citizens to be heard prior to the Board's taking official action. Those matters that are reserved for Private Session will be released when the matters are concluded.
5. All Executive Sessions dealing with negotiations, evaluation of employees, selection and hiring of employees, land acquisitions, and all other subjects covered by law or regulation shall be closed to the public.

The Board will keep the community informed of the status of the schools through advertised public meetings, press releases and such other means as may be appropriate.

The public information program of the Board and the district shall be directed by the Chief School Administrator, who shall arrange to keep the public informed regarding the policies, administrative operations, objectives, and successes or failures of the schools and shall provide interpretation and explanation of the schools' plans and programs.

The district's budget; its audit; its annual goals and its progress toward achievement of them; its special education plans; its bilingual/ESL program; pupil progress toward achievement of the Core Curriculum Content Standards; graduation statistics and any other information shall be communicated to the public as required by law.

The Board's meetings and records shall be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

Each year by September 30 the Chief School Administrator shall oversee the compilation of a report card of each school in the district that includes all statistical information specified by the State Department of Education and any additional information required by federal law. The report card shall be disseminated to staff and parents/guardians and made available to the media and other interested members of the school community.

The homepage of each school and the district website will include the grade received from the Commissioner of Education on the effort of each school and the district to implement policies and programs consistent with the laws on harassment, intimidation or bullying. The chief school administrator or designee shall oversee the postings. The grade shall be posted within 10 days of its receipt. In addition, the district shall provide a link to the twice-yearly report prepared by the chief school administrator detailing the number and nature of violence vandalism, and harassment, intimidation or bullying reports in the schools.

Avoiding Excessive Expenditures when Communicating with the Public

District publications will be produced and distributed in a cost-efficient manner, for example:

- A. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.
- B. Distribution of pictures of school board members is prohibited within 90 days of any district election.
- C. Excessive public relations activities that are not part of the instructional program are prohibited.

The operation of the school-community relations program is and shall continue to be the responsibility of the Chief School Administrator and such other administrators as he/she designate to direct the various aspects of the program under the guidance of the Board policies.

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

Possible

<u>Cross References:</u>	*1100	Communicating with the public
	*1120	Board of education meetings
	*1200	Participation by the public
	*1220	<u>Ad hoc</u> advisory committees
	*2224	Nondiscrimination/affirmative action
	*2232	Internal administrative communications
	*2240	Research, evaluation and planning
	*2255	Action planning for T&E certification
	*3510	Operation and maintenance of plant
	*3542	Food service
	*3570	District records and reports
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*5020	Role of parents/guardians
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*6010	Goals and objectives
	*6142.1	Family life education
	*6142.2	English as a second language; bilingual/bicultural
	*6142.6	Basic skills
	*6142.13	HIV prevention education
	*6171.1	Remedial instruction

*6171.3	At-risk and Title 1
*6171.4	Special education
*6300	Evaluation of the instructional program
*7110	Long-range facilities planning
*9322	Public and executive sessions
*9323/9324	Agenda preparation/advance delivery of meeting material
*9326	Minutes

*Indicates policy is included in the Critical Policy Reference Manual.

Adopted: August 18, 1970
Revised: June 22, 1981
Revised: February 26, 1996
Revised: August 27, 2007
Revised: October 27, 2008
Revised: November 24, 2008
Revised: February 23, 2009
Revised: June 13, 2011