

CHERRY HILL BOARD OF EDUCATION  
Cherry Hill, New Jersey

POLICY AND LEGISLATION COMMITTEE

AGENDA

MEETING DATE:	Tuesday, January 4, 2011, 6:00 pm
LOCATION:	MALBERG ADMINISTRATION BUILDING, BOARD ROOM
CHAIRPERSON:	Kathy Judge, Chair
COMMITTEE MEMBERS:	Eric Goodwin, Carol Matlack
ADMINISTRATIVE LIAISONS:	Jim Riordan

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New Business

Discussion Items:

1. Updates:
  - 2011-2011 School Calendar
  - Procedure S-12 Focus Group
  
2. Sponsorship Policies:
  - Policy 7530: Naming Facilities.....3
  - Policy 3280.I: Sponsorship in Schools.....4
  
3. Draft Policy & Procedure
  - A. Draft Policy 6146: Graduation Requirements (second reading) - updated to reflect current requirements from the NJDOE.....6
  - B. Draft Policy 3453.I: Student Fees (second reading) - updated to reflect clarifications.....9
  - C. Draft Procedure F-10: Student Fees - to be approved concurrent with policy language changes.....10
  
4. Approval of Physical Education Exemptions
  - A. none at this time

5. Approval of Waiver of Procedure F-2: Secondary Field Trips  
 A. see below.....13

School	Trip	Location	Dates	# School Days Missed
CHHS West	Music Trip	Boston, Mass	3/24-27, 2011	1.5

Unfinished Business:

Discussion Items: policies which need to be reviewed

1. Policies Mandated and/or Monitored by the State – forwarded to appropriate committees for consideration
  - o Policy 2240: Research, Evaluation and Planning (new)
  - o Policy 4112.2: Certification
  - o Policy 5131.5: Vandalism and Violence
  - o Policy 5141: Health
  - o Policy 5142: Pupil Safety

The following policies that fall into the above two categories have been forwarded to the B&F Committee for their review:

- o Policy 3326: Payment for Goods and Services (new version of existing policy)
- o Policy 3227: Working Relationships with Vendors (revised version of existing policy)
- o Policy 3220/3230: State Funds/Federal Funds
- o Policy 3541.32: District Owned Vehicles

Information Items:

1. Tentative Meeting Dates:

February 1, 2011  
 March 1, 2011  
 April 5, 2011  
 May 3, 2011  
 June 7, 2011

# **BOARD OF EDUCATION**

Cherry Hill, New Jersey

## **POLICY 7530**

### **NAMING FACILITIES -- NAMES ON BUILDINGS AND PLAQUES**

1. Names for future schools shall be chosen from deceased persons well known in arts, letters, science or education who have spent a significant part of their productive lives in the State of New Jersey.
2. Plaques for future schools shall list the names of all members of the Board serving at the time of casting the plaque plus all others who have served on the Board since the adoption of the referendum authorizing the construction of said school. The plaques shall also list the names of the Superintendent, Secretary, Solicitor, Architect and General Contractor.
3. The naming of a room, wing, building, school or any other facility in honor of a deceased Cherry Hill Public School staff member, Board of Education member, or community member, will be considered by the Board of Education no earlier than twelve (12) months after the death of the individual.
4. Upon recommendation of the Superintendent or designee, the Board at its discretion may consider the acceptance of a monetary donation to name a field, room, facility, wing or building.

Formerly Policy FDC

Adopted: 3/21/66

Amended: 3/18/68, 10/20/75, 10/19/87, 2/3/04

# **BOARD OF EDUCATION**

Cherry Hill, New Jersey

## **POLICY 3280.1**

### **SPONSORSHIP IN SCHOOLS**

The Cherry Hill Board of Education desires to provide optimal financial support for the essential needs of its schools. We are grateful to sponsors who choose to donate to our schools to enhance the Board's programs. To that end, the Cherry Hill Board of Education recognizes that school-business relationships based on sound principles and community input can contribute to high quality education. Positive school-business relationships should be ethical and structured in accordance with the following:

1. Sponsor involvement must support the goals and objectives of the district and its schools.
2. Programs of sponsor involvement must be structured to meet identified educational needs, and must be evaluated for educational effectiveness by the school district.
3. Schools should hold sponsored and donated materials to the same standards used for the selection and purchase of curriculum materials.
4. Sponsor involvement programs should not limit the discretion of schools and teachers in the use of sponsored materials.
5. Sponsor recognition and logos may be posted on school property, channel 19, and/or the district website but shall be limited to the identification of the sponsor and the business' location and shall not contain other advertisement. Public signs indicating the district's appreciation of an enterprise's support for education shall be permitted for a period of no more than 45 days; those in place for a period greater than 45 days require approval from the Superintendent or designee. Other forms of sponsorship recognition shall be permitted with the consent of the Board of Education.
6. All public-private sector partnerships entered into by the school district shall be age appropriate and in the best interest of students.
7. If the economic benefit from any partnership exceeds \$10,000 to the school or district, the partnership must be set forth in a written agreement, signed and approved by the Superintendent, or designee. The Superintendent, or designee, shall present the partnership to the Board of Education at a public meeting for community input.
8. Sponsor requests for naming rights for school district property shall be considered by the Board of Education under Policy 7530: Naming Facilities – Names on Buildings and Plaques
9. All public-private sector partnerships must be consistent with all labor contracts, competitive bid requirements and all applicable Federal, State and District laws, rules and regulations.

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**POLICY 3280.1: SPONSORSHIP IN SCHOOLS**

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10. The school district shall not enter into any contract for electronic media services, where the providers of such services collect personal information from the students in question. Personal information includes, but is not limited to, the student’s name, telephone number and home address.
11. No students will be used as agents for any district wide vendors in an exclusive arrangement to sell products or services to the community at large.
12. Sponsorship/recognition will be reviewed on an annual basis.
13. The school district will purchase no curriculum materials that contain promotional information about a company that is irrelevant to the lesson being taught in the content of the curriculum.
14. The sponsor, for the purpose of advertising brand name products to students, shall not release a list of student names and/or addresses and telephone numbers.
15. The district, for the purpose of advertising brand name products to students, shall not release a list of student names and or addresses and telephone numbers.

Cross Reference: Policy 3280.2: School/Business/University Partnerships and Receipt of Gifts  
Policy 7530: Naming Facilities – Names on Buildings and Plaques

**Legal References:**

<i>N.J.S.A. 18A:6-33.1 through -33.12</i>	<i>Grant program; innovative educational ideas and techniques...</i>
<i>N.J.S.A. 18A:20-4</i>	<i>Acceptance and use of gifts</i>
<i>N.J.S.A. 18A:20-11 through -16</i>	<i>Property devised in trust</i>
<i>N.J.S.A. 18A:29A-1 through -7</i>	<i>Governor's Annual Teacher Recognition Act</i>
<i>N.J.S.A. 18A:71-27</i>	<i>Higher education; scholarship funds; establishment; administration</i>
<i>N.J.A.C. 6:22-2.1</i>	<i>Approval of land acquisition</i>

Approved: 1/23/01  
Revised: 2/3/04,12/19/06

# BOARD OF EDUCATION

Cherry Hill, New Jersey

## POLICY 6146

### GRADUATION REQUIREMENTS

Graduation requirements shall be pursuant to NJSA 18A:7C-1 et. seq. and NJAC 6A: 8-5.1.

In addition, the Cherry Hill Board of Education has established the following requirements and standards for graduation.

#### BASIC REQUIREMENTS

1. A minimum of [115] 120 credits is required for graduation.

[The principal may waive the requirement of 115 credits for graduation for those students who transfer into the Cherry Hill high schools.]

2. Each student shall complete as prerequisite for the awarding of a diploma:
  - a) At least 20 credits in language arts literacy;
  - b) At least 15 credits in mathematics; Algebra 1 is required for all students in the class of 2013 and for the class of 2014 Algebra 1 and Geometry.
  - c) [At least 10 credits in science up to and including students in the Class of 2003; at least 15 credits in science beginning with the Class of 2004;] At least 3 years of natural or physical science, two of which must be a lab science; biology must be one of the required courses.
  - d) At least 15 credits in social studies, which must include 5 credits in world history and 10 credits in US History;
  - e) At least 5 [3 <sup>3</sup>/<sub>4</sub>] credits in health, safety and physical education during each year of enrollment, distributed as 150 minutes per week, as required by NJSA 18A:35-5,7 and 8;
  - f) At least 5 credits in visual and/or performing arts. [and/or practical arts up to and including students in the Class of 2003; and at least 10 credits in visual and/or performing and/or practical arts beginning with students in the Class of 2004.]
  - g) At least 5 credits in 21<sup>st</sup> century Life and Career Skills.
  - h) At least 5 [10] credits in world languages [effective with the Class of 2004].

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**Policy 6146: Graduation Requirements**  
**page 2 of 2**

- i) Cross-content workplace readiness which may be satisfied through infusion into existing courses, course equivalents, or career education courses.
- j) 2.5 credits in Financial Literacy for the class of 2014 and beyond.

A minimum of fifteen (15) credits per semester and a minimum of thirty (30) credits per year.

The principal may, for good reason, waive the minimum of thirty (30) credits per year.

- 3. A full year of United States History study in college (2 semester courses) may be used to substitute for five (5) credits of high school United States History. A full year of English study in college (2 semester courses) may be substituted for five (5) credits of high school English. Departmental approval is required to fulfill this requirement.
- 4. Each student shall attend school on each day it is in session, in accord with Board of Education Policies 5113, 5113.1.
- 5. Each student must demonstrate proficiency in all sections of the HSPA or [SRA] AHSA process applicable to the class in which they are graduating. The applicable sections of the HSPA or [SRA] AHSA process shall follow the schedule provided by the Department of Education pursuant to NJAC 6A:8-4, I(A) for the implementation of New Jersey's CORE CURRICULUM CONTENT STANDARDS.
- 6. In addition students must take and pass the end of course Algebra Assessment (Class of 2015 and beyond) and the end of course Biology Assessment (Class of 2014 and beyond).

<i>Legal References:</i>	<i>N.J.S.A. 18A:4-25</i>	<i>Prescribing minimum courses of study for public schools; approval of courses of study</i>
	<i>N.J.S.A. 18A:7C-1</i>	<i>Commissioner of education to develop a program of standards and guidelines</i>
	<i>N.J.S.A. 18A:7C-2</i>	<i>Boards of education; establishment of standards</i>
	<i>N.J.S.A. 18A:7C-5.1</i>	<i>Boards of education prohibited from excluding students from graduation ceremony or from obtaining yearbook for inability to pay fees</i>
	<i>N.J.S.A. 18A:7F-4</i>	<i>Periodic review of curriculum content standard by state board; establishment of thoroughness and efficiency standards and cost per pupil</i>
	<i>N.J.S.A. 18A:7F-29</i>	<i>Academic achievement reward program</i>
	<i>N.J.S.A. 18A:35-1 et seq.</i>	<i>Curriculum and courses</i>
	<i>N.J.S.A. 18A:36-17</i>	<i>Credit of seniors in active military and naval service, etc.</i>
	<i>N.J.A.C. 6:8-1.1 et seq.</i>	<i>Thorough and Efficient System of Free Public Schools</i>
	<i>N.J.A.C. 6:19-2.3</i>	<i>Commissioner to ensure achievement of the Core Curriculum Content Standards</i>
	<i>N.J.A.C. 6:30-3.7</i>	<i>Graduation</i>
	<i>N.J.A.C. 6A:8-1.1 et seq.</i>	<i>Standards and Assessment</i>
	<i>See particularly:</i>	

*N.J.A.C. 6A:8-3.1, -4.1, -4.2, -4.3, -5.1, -5.2*  
*N.J.A.C. 6A:14-3.7 Individualized education program*  
*N.J.A.C. 6A:14-4.12 Graduation*  
*N.J.A.C. 6A:15-1.11 Graduation requirements for limited English proficient students*  
*N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts*

*New Jersey State Board of Education Resolution, March 3, 1984, strengthens graduation requirements for pupils with limited English proficiency.*

*Manual for the Evaluation of Local School Districts (August 2000)*

#### Related Procedures

Procedure C-14: High School Rank in Class

Procedure G-5: Graduation Requirements

Procedure H-1: Honors and Advanced Placement Courses

Procedure P-19: Physical Education Excuses

Formerly Policy IHF/JFC

Adopted: 7/19/76

Amended: 9/15/86, 8/17/87, 9/17/90, 9/25/01

**BOARD OF EDUCATION**  
Cherry Hill, New Jersey

**POLICY 3453.1**

**STUDENT FEES**

Annually, the Board of Education and administration face the very difficult task of developing a budget which supports the goals of the Cherry Hill Public Schools and our commitment to a pre-eminent education and co-curricular programs, while recognizing the growing cost to local taxpayers. Co-curricular programs include athletics and other activities which students participate in that are supported by general education funds.

Our rich, diverse offering of co-curricular activities available to our students are considered an integral part of the middle and high school experience as well as an asset to the community. In order to continue to support the broad range of educational experiences, the Board of Education has determined that a fee must be implemented for students in grades 6-12.

The Board of Education will review this policy annually prior to the beginning of the school year and will receive the recommendations of the Superintendent or designee for both the annual fee for students as well as the maximum amount per family. Students eligible for free or reduced lunch are exempt, and other exemptions may be granted by the Superintendent or his/her designee for good cause. Non-exempt students who fail to pay the fee will be ineligible to participate in such co-curricular activities as are designated by the Superintendent and which receive funding from the general fund budget, until such time as the fee is paid. All fees must be paid prior to the first try-out or practice or the first organizational meeting for club or extra curricular activity.

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:19-14	Funds derived from pupil activities
	<u>N.J.S.A.</u> 18A:23-2	Scope of audit
	<u>N.J.A.C.</u> 6A:23A-16.1et seq.	Prescribed system of double entry bookkeeping and GAAP Accounting

Approved: August 24, 2010

**CHERRY HILL PUBLIC SCHOOLS**  
Cherry Hill, New Jersey

**F-10**

**ADMINISTRATIVE PROCEDURE**  
**STUDENT FEES**

The Cherry Hill Board of Education has approved Policy # 3453.1: Student Fees for select extra curricular and co-curricular activities for all students in grades 6-12 beginning with the 2010-2011 school year. The purpose of this fee is to help defray the costs for of the active supplemental contracts issued to coaches/advisors, arrangements for transportation, officials, rental fees, uniforms, participation fees for these activities and which are funded by the general fund. **This is a one time fee per school year and permits students to participate in multiple activities.**

The fee collection and guidelines are as follows.

- All student fees and the completed Student Activity Form for athletics must be collected prior to the first try-out, organizational meeting or practice [official contest date, with the exception of fall sports the deadline for which is the end of September.]
- [The fees for all non-sporting activities must be collected within thirty dates after the start date of the activity.]
- Students who have not paid the student fee by the aforementioned dates may not participate in the activity until the financial obligation is met.
- Checks or money orders (not cash) are payable to Cherry Hill Schools and must be accompanied by a completed General Fee Form and mailed to the following addresses. Any non-negotiable checks may be assessed a fee.

Cherry Hill High School East  
Guidance Office  
1750 Kresson Road  
Cherry Hill, NJ 08003-2598

Cherry Hill High School West  
Guidance Office  
2101 Chapel Avenue, W  
Cherry Hill, NJ 08002-2099

Beck Middle School  
950 Cropwell Rd.  
Cherry Hill, NJ 08003-1499

Carusi Middle School  
315 Roosevelt Dr.  
Cherry Hill, NJ 08002-1599

Rosa International Middle School  
485 Browning Lane  
Cherry Hill, NJ 08003-3160

❖ *For Parents who have children in both high school and middle school—send the check to their home high school. The forms will be processed by the high schools and your child’s name/request will be forwarded to the appropriate middle school.*

- The student fee for activities will be waived for any student who qualifies for and is registered in the free and reduced lunch program. Please note that beginning with the 2010-2011 school year, if you have not registered for free and/or reduced lunch programs by October 1<sup>st</sup>, you will not be eligible for these services for the entire school year, and this could impact a waiver request as well. Other exemptions shall be granted by the Superintendent or designee (i.e. building principals) for good cause.

- If a student is permitted to join any activity after the fee payment date, he/she may not participate until the full payment is made and accompanied by the Student Activity Form.
- The payment of a student fee does not guarantee a certain amount of competition contest time, group activity event time, or certain roles, parts or designated responsibilities.
- The activity fee must be paid for try-outs and is non refundable.
- The Head Coach/Advisor shall provide a final roster of students participating in the activity to Athletic Director/Building Principal.
- The district student fee as outlined in Policy 3453.1: Student Fees does not supplant any other fees assigned by the coach or advisor of the activity, any other supplemental costs or fundraising efforts.
  
- **The fees are non-refundable.**

**Student Fee Structure (per family per building) is as follows:**

- A. High School - \$80 per student (\$150 per family cap)
- B. Middle School - \$70 per student (\$150 per family cap)

*Please complete the form on the attached page and return to your school as directed above.*

Approved: August 24, 2010

**STUDENT ACTIVITY FEE FORM**

**Please print the following information:**

Student's Last Name	Student's First Name	Primary Activity	School	Grade
<b>Student Address:</b>				
<b>Parent/Guardian #1 email address:</b>			<b>Parent/Guardian # 2 email address:</b>	

Parent/Guardian signature:

\_\_\_\_\_

Amount of Payment: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

High School Fee - \$80 per student  
 Middle School Fee - \$70 per student  
 Family Maximum Fee - \$150

**The fees are non-refundable.**

**Please return this form to your child's school – "Student Activity Fee"**

**If you qualify for a family maximum fee (\$150) and have children in both middle school and high school, please send one form and check to your child's high school and that high school will process the form and inform the middle school of eligibility.**

Cherry Hill High School East  
 Guidance Office  
 1750 Kresson Road  
 Cherry Hill, NJ 08003-2598

Cherry Hill High School West  
 Guidance Office  
 2101 Chapel Avenue, W  
 Cherry Hill, NJ 08002-2099

Beck Middle School  
 950 Cropwell Rd.  
 Cherry Hill, NJ 08003-1499

Carusi Middle School  
 315 Roosevelt Dr.  
 Cherry Hill, NJ 08002-1599

Rosa International Middle School  
 485 Browning Lane  
 Cherry Hill, NJ 08003-3160

**CHERRY HILL PUBLIC SCHOOLS**  
Cherry Hill, New Jersey

**FIELD TRIP NOTIFICATION FORM: OUT OF STATE/OVERNIGHT**

*For the 2010-2011 School Year*

<b>FROM</b>	<i>Joseph Meloche, Principal</i>
<b>SCHOOL</b>	<i>Cherry Hill High School West</i>

*For Your Information*

Request permission for the group listed below to participate in an overnight field trip. Details attached.

<b>GROUP</b>	Students in Music Department 200 students/7 chaperones
<b>DATES</b>	Thursday, March 24, 2011 at Noon – Sunday, March 27, 2011 at 10:00 PM (1.5 school days missed on 3/24 and 3/25/11)
<b>DESTINATION</b>	Heritage Music Festival Marriott Hotel 8A Centennial Avenue Peabody, MA 01960
<b>RESPONSIBLE STAFF MEMBERS</b>	Staff member in Charge: C. Bass, Jim Mark, and Jennah Delp Administrator: Joe Meloche, Marie Smith

**APPROVED:** *[Signature]* **DATE:** 12/8/10  
*Assistant Superintendent*

**APPROVED:** *[Signature]* **DATE:** 12/9/10  
*Superintendent*

**Board of Education Notified On:** \_\_\_\_\_