Policy Manual

TABLE OF CONTENTS

1000 Community Relations

1000	Concepts and Roles/Goals and Objectives
1100	Communicating with the Public
1110	Media
1111	District Publications
1120	Board of Education Meetings
1140	Distribution of Materials by Students and Staff
1200	Participation by the Public
1200.1	Volunteers
1220	Ad Hoc Advisory Committees
1230	School-connected Organizations
1250	Visitors
1251	Loitering or Causing Disturbances
1312	Community Complaints and Inquiries
1315	Advertising on School Property by Outside Organizations
1322	Contests for Students
1330	Use of School Facilities
1410	Local Units
1600	Relations Between Other Entities and the District

2000 Administration

2000	$\label{eq:concepts} \mbox{ Concepts and Roles in Administration/Goals and Objectives}$
2121	Line of Responsibility
	Exhibit: Organizational Chart
2130	Principal Evaluation
2131	Chief School Administrator
2210	Administrative Leeway in Absence of Board Policy
2224	Nondiscrimination/Affirmative Action
2224.1	Title IX – Sex-Based Discrimination
2224.1R	Regulation – Title IX – Sex-Based Discrimination
2224.1E	Exhibit – Title IX – Sex-Based Discrimination
2240	Research, Evaluation and Planning
2255	Action Planning for NJQSAC

3000 Business and Noninstructional Operations

3000	Concepts and Roles in Business and Noninstructional Operations/Goals and Objectives	
3100	Budget Planning, Preparation and Adoption	
3160	Transfer of Funds Between Line Items/Amendments/Purchases not Budgeted	
3220/3230	State Funds/Federal Funds	
3240	Tuition Income	
3250	Income From Fees, Fines, Charges	
3260/3270	Sale and Disposal of Books, Equipment and Supplies/ Sale, Licensing and Rental of Property	
3280	Gifts, Grants and Bequests	
3320	Purchasing Procedures	
3326	Payment for Goods and Services	
	Regulation: Purchase Orders	
3327	Relations with Vendors	
	Regulation: 403b Vendor RequirementsRegulation: Use of Board Attorney	
3400	Accounts	
3440	Inventories	
3450	Money in School Buildings	
3451	Petty Cash Funds	
3453	School Activity Funds	
3510	Operation and Maintenance of Plant	
3510.1	Energy Efficiency	
3510.2	Green and Healthy School Cleaning	
3514	Equipment	
3515	Smoking Prohibition	
3516	Safety	
3541.1	Transportation Routes and Services	
3541.3	Nonschool Use of District Vehicles	
3541.31	Privately Owned Vehicles	
3541.32	District-Owned Vehicles	
3541.32 (P)	Driver Operations for District Owned Vehicles	
3541.33	Transportation Safety	
3542	Food Service	
3542.1	Local Wellness/Nutrition	
3542.2	School Meal Program Arrears	
3542.5	Wellness Policy/Nutrient Standards for Meals and other Foods	
3542.31	Free or Reduced-price Lunches/Milk	

3542.44	Purchasing
3570	District Records and Reports
3571.4	Audit
3600	Evaluation of Business and Noninstructional Operations

4000 Instructional and Support Personnel

4111	Recruitment, Selection and Hiring
4111.1/4211.1	Nondiscrimination/Affirmative Action
4111.2/4211.2	Domestic Violence
4112.2	Certification
4112.4/4212.4	Employee Health
4112.4/4212.4R	Regulation: Exposure Control Plan
4112.6/4212.6	Personnel Records
4112.8/4212.8	Nepotism
4113/4213	Assignment; Transfer
4115	Supervision
4116	Evaluation of Teaching Staff Members
4116R	Regulation: Evaluation of Teaching Staff Members
4117.4/4217.4	Reduction in Force/Abolishing a Position
4117.41	Nonrenewal
4118.3/4218.3	Staff Grievance
4119.3/4219.3	Healthy Workplace Environment
4119.21/4219.21	Conflict of Interest
4119.22/4219.22	Conduct and Dress
4119.23	Employee Substance Abuse
4119.26/4219.26	Electronic Communication by School Staff
4119.27/4219.27	Code of Conduct Remote Teaching – Online Classroom Participation
4121	Substitute Teachers
4122	Student Teachers/Interns
4123	Classroom Aides
4131/4131.1	Staff Development; Inservice Education/Visitations/Conferences
4135.2/4235.2	Employment Contacts
4138/4238	Nonschool Employment
4138.2	Private Tutoring
4142/4242	Payroll Authorization, Salary Checks and Deduction
4146/4246	Working from Home
4147/4247	Employee Safety
4151/4251	Attendance Patterns
4151.1/4251.1	Personal Illness and Injury/Health and Hardship

4151.2	Family Leave and Medical Leave
4211	Recruitment, Selection and Hiring
4215	Supervision
4216	Evaluation
4219.23	Employee Substance Abuse
4222	Noninstructional Aides
4231/4231.1	Staff Development; Inservice Education/Visitations/Conferences

5000 Students

5020	Role of Parents/Guardians
5111	Admission
5113	Attendance, Absences and Excuses
5114	Suspension and Expulsion
5118	Nonresidents
5118.2	Foster Care and Educational Stability
5119	Transfers
5120	Assessment of Individual Needs
5124	Reporting to Parents/Guardians
5125	Student Records
5126	Awards for Achievement
5127	Commencement Activities
5131	Conduct/Discipline
	Form: Student Behavior Form for ElementaryForm: Student Behavior Form for Middle School
5131.1	Harassment Intimidation and Bullying
5131.4	Gang Policy
	Form: Gang Contract
5131.5	Vandalism/Violence
5131.6	Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)
5131.7	Weapons and Dangerous Instruments
5132	Dress and Grooming
5134	Pregnant Students
5136	Fund-Raising Activities
5141	Health
5141.1	Accidents
5141.2	Illness
5141.3	Health Examinations and Immunizations
5141.4	Child Abuse and Neglect
	Regulation: Missing, Abused and Neglected Children

TABLE OF CONTENTS (continued) 5141.8 Sports Related Concussion and Head Injury 5141.10 **Face Coverings** 5141.10R Regulation – Face Coverings 5141.11 Vaccination and Testing 5141.20 Food Allergies 5141.21 Administering Medication * **Regulation: Administering Medication** 5141.22 Medical Marijuana 5142 Student Safety 5142.1 Safety Patrols 5142.2 **Physical Restraint** 5142.5 Required Student Identification (ID) Cards 5145.4 Equal Educational Opportunity 5145.5 Photographs of Students 5145.6 Student Grievance Procedure 5145.7 Gender Identity and Expression 5145.11 Questioning and Apprehension 5145.12 Search and Seizure 5200 Nonpublic School Students 5539 Student Suicide

6000 Instruction

6010	Goals and Objectives
6111	School Calendar
6112	School Day
6114	Emergencies and Disaster Preparedness
6115	Ceremonies and Observances
6121	Nondiscrimination/Affirmative Action
6122	Articulation
6140	Curriculum Adoption
6141	Curriculum Design/Development
6141.2	Recognition of Religious Beliefs and Customs
6142	Subject Fields
6142.1	Family Life Education
6142.2	English as a Second Language; Bilingual/Bicultural
6142.4	Physical Education and Health
6142.6	Basic Skills
6142.9	Arts
6142.10	Technology

6142.12	Career Education
6142.13	HIV Prevention Education
6143	Curriculum Guides
6143.1	Lesson Plans
6144	Controversial Issues
6145	Extracurricular Activities
6145.1/6145.2	Intramural Competition/Interscholastic Competition
6145.3	Publications
6146.2	Promotion/Retention
6147	Standards of Proficiency
6147.1	Evaluation of Individual Student Performance
6151	Class Size
6153	Field Trips
6154	Homework/Makeup Work/Study Skills
6156	Instructional Planning/Scheduling
6160	Instructional Services and Resources
6161.1	Guidelines for Evaluation and Selection of Instructional Materials
6161.2	Complaints Regarding Instructional Materials
6162.4	Community Resources
6162.5	Research
6163.1	Media Center/Library
6163.3	Therapy Dogs
6164.1	Intervention and Referral Services for General Education Students
6164.2	Guidance Services
	Regulation: School Counseling Program
6164.4	Child Study Team
6171	Special Instructional Programs
6171.1	Remedial Instruction
6171.2	Gifted and Talented
6171.3	At-Risk and Title 1
6171.4	Special Education
6172	Alternative Educational Programs
6173	Home Instruction
6173.1	Remote Learning
6178	Early Childhood Education/Preschool
6200	Adult/Community Education
6300	Evaluation of the Instructional Program

7000 Construction, Remodeling and Renovation

7100	New Construction, Evaluating Existing Buildings
7110	Long-Range Facilities Planning
7112	Disposition of Property
7114.2	Temporary Facilities
7115	Developing Educational Specifications
7200	Designing/Architectural/Engineering Services
7300	Financing
7400	Bids
7420	Contracts
7430	Change Orders
7440	Protection and Guarantees

9000 Bylaws of the Board

9000	Role of the Board
9010	Role of the Member
9020	Public Statements
9111	Qualifications and Requirements of Board Members
9113	Filling Vacancies
9121	Election and Duties of President
9130	Committees
9200	Orientation and Training of Board Members
9250	Expenses, Travel Reimbursement
9270	Conflict of Interest
9271	Code of Ethics
9271.1	Board Member Use of Internet Social Networks and Other Forms
	Electronic Communication
9311	Formulation, Adoption, Amendment of Policies
9312	Formulation, Adoption, Amendment of Bylaws
9313	Formulation, Adoption, Amendment of Administrative Regulations
9314	Suspension of Policies, Bylaws and Regulations
9321	Time, Place, Notification of Meetings
9322	Public and Executive Sessions
9323/9324	Agenda Preparation/Advance Delivery of Meeting Material
9325.4	Voting Method
	• Exhibit
9326	Minutes
9400	Board Self-evaluation