

POLICY

PAULSBORO BOARD OF EDUCATION

ADMINISTRATION
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1000 ADMINISTRATION

<u>Number</u>	<u>Title</u>
1100	District Organization
1110	Organizational Chart
1120	Management Team
1130	Staff Liaison Committees
1140	Affirmative Action Program (M)
1210	Board-Superintendent Relations
1220	Employment of Chief School Administrator (M)
1230	Superintendent's Duties (M)
1240	Evaluation of Superintendent (M)
1260	Incapacity of Superintendent
1310	Employment of School Business Administrator/Board Secretary
1320	Duties of School Business Administrator/Board Secretary
1330	Evaluation of the School Business Administrator (M)
1331	Evaluation of the Board Secretary
1350	Incapacity of School Business Administrator/Board Secretary
1400	Job Descriptions (M)
1510	Americans with Disabilities Act (M)
1523	Comprehensive Equity Plan (M)
1530	Equal Employment Opportunities (M)
1540	Administrator's Code of Ethics
1550	Equal Employment/Anti-Discrimination Practices (M)
1570	Internal Controls (M)
1581	Domestic Violence (M)
1613	Disclosure and Review of Applicant's Employment History (M)
1620	Administrative Employment Contracts (M)
1631	Residency Requirement for Person Holding School District Office, Employment, or Position
1642	Earned Sick Leave Law (M)
1643	Family Leave (M)
1648	Restart and Recovery Plan (M)
1648.02	Remote Learning Options for Families (M)
1648.03	Restart and Recovery Plan – Full-Time Remote Instruction (M)

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2000 PROGRAM

<u>Number</u>	<u>Title</u>
2110	Philosophy of Education/District Mission Statement (M)
2132	School District Goals and Objectives
2200	Curriculum Content (M)
2210	Curriculum Development (M)
2220	Adoption of Courses (M)
2230	Course Guides (M)
2240	Controversial Issues
2260	Affirmative Action Program for School and Classroom Practices (M)
2270	Religion in the Schools
2312	Class Size
2330	Homework
2340	Field Trips
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources (M)
2363	Student Use of Privately-Owned Technology
2411	Guidance Counseling (M)
2412	Home Instruction Due to Health Condition (M)
2415	Every Student Succeeds Act (M)
2415.02	Title I – Fiscal Responsibilities (M)
2415.04	Title I – District-Wide Parental Involvement (M)
2415.05	Student Surveys, Analysis, and/or Evaluations (M)
2415.06	Unsafe School Choice Option (M)
2415.20	Every Student Succeeds Act Complaints (M)
2415.30	Title I – Educational Stability for Children in Foster Care (M)
2416	Programs for Pregnant Students (M)
2417	Student Intervention and Referral Services (M)
2418	Section 504 of the Rehabilitation Act of 1973 – Students (M)
2422	Health and Physical Education (M)
2423	Bilingual and ESL Education (M)
2428.1	Standards-Based Instructional Priorities
2430	Co-Curricular Activities (M)
2431	Athletic Competition (M)
2431.3	Heat Participation Policy for Student-Athlete Safety (M)
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
2431.8	Varsity Letters for Interscholastic Extracurricular Activities (M)

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<u>Number</u>	<u>Title</u>
2432	School Sponsored Publications
2435	NJSIAA Random Testing for Interscholastic Athletics
2440	Summer Session
2460	Special Education (M)
2464	Gifted and Talented Students (M)
2466	Needless Public Labeling of Students with Disabilities (M)
2467	Surrogate Parents and Foster Parents (M)
2468	Independent Educational Evaluations
2480	Alternative Education Programs
2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition (M)
2510	Adoption of Textbooks
2520	Instructional Supplies (M)
2530	Resource Materials
2531	Use of Copyrighted Materials
2551	Musical Instruments
2560	Live Animals in School
2610	Educational Program Evaluation (M)
2622	Student Assessment (M)
2624	Grading System
2631	New Jersey Quality Single Accountability Continuum (QSAC)
2700	Services to Nonpublic School Students (M)

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TEACHING STAFF MEMBERS
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3000 TEACHING STAFF MEMBERS

<u>Number</u>	<u>Title</u>
3111	Creating Positions
3112	Abolishing Positions
3124	Employment Contract
3125	Employment of Teaching Staff Members (M)
3125.2	Employment of Substitute Teachers
3126	District Mentoring Program
3130	Assignment and Transfer
3134	Assignment of Extra Duties
3141	Resignation
3142	Nonrenewal of Nontenured Teaching Staff Member
3143	Dismissal
3144	Certification of Tenure Charges
3144.12	Certification of Tenure Charges – Inefficiency (M)
3144.3	Suspension Upon Certification of Tenure Charge
3146	Conduct of Reduction in Force
3150	Discipline
3159	Teaching Staff Member/School District Reporting Responsibilities (M)
3160	Physical Examination (M)
3161	Examination for Cause
3211	Code of Ethics
3211.3	Consulting Outside the District
3212	Attendance
3214	Conflict of Interest
3216	Dress and Grooming
3217	Use of Corporal Punishment
3218	Use, Possession, or Distribution of Substances (M)
3221	Evaluation of Teachers (M)
3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
3230	Outside Activities
3231	Outside Employment as Athletic Coach
3232	Tutoring Services

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TEACHING STAFF MEMBERS
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<u>Number</u>	<u>Title</u>
3233	Political Activities
3240	Professional Development for Teachers and School Leaders (M)
3245	Research Projects by Staff Members
3270	Professional Responsibilities
3280	Liability for Student Welfare
3281	Inappropriate Staff Conduct
3282	Use of Social Networking Sites
3283	Electronic Communications Between Teaching Staff Members and Students (M)
3310	Academic Freedom
3321	Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
3322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
3324	Right of Privacy
3340	Grievance
3351	Healthy Workplace Environment
3362	Sexual Harassment (M)
3370	Teaching Staff Member Tenure
3372	Teaching Staff Member Tenure Acquisition
3373	Tenure Upon Transfer or Promotion
3374	Tenure Upon Transfer to an Underperforming School
3381	Protection Against Retaliation
3410	Compensation
3420	Benefits
3421.13	Postnatal Accommodations
3425	Work Related Disability Pay
3425.1	Modified Duty Early Return To Work Program – Teaching Staff Members
3432	Sick Leave
3433	Vacations
3435	Anticipated Disability
3436	Personal Leave
3437	Military Leave
3439	Jury Duty

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SUPPORT STAFF MEMBERS
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4000 SUPPORT STAFF MEMBERS

<u>Number</u>	<u>Title</u>
4111	Creating Positions
4124	Employment Contract
4125	Employment of Support Staff Members (M)
4130	Assignment and Transfer
4140	Termination
4145	Layoffs
4146	Nonrenewal of Nontenured Support Staff Member
4150	Discipline
4159	Support Staff Member/School District Reporting Responsibilities
4160	Physical Examination (M)
4161	Examination for Cause
4211.3	Consulting Outside the District
4212	Attendance
4214	Conflict of Interest
4215	Code of Ethics
4216	Dress and Grooming
4218	Use, Possession, or Distribution of Substances (M)
4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M)
4220	Employee Evaluation
4230	Outside Activities
4233	Political Activities
4240	Employee Training
4281	Inappropriate Staff Conduct
4282	Use of Social Networking Sites
4283	Electronic Communications Between Support Staff Members and Students (M)
4321	Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members
4322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices
4324	Right of Privacy
4340	Grievance
4351	Healthy Workplace Environment
4352	Sexual Harassment (M)
4360	Support Staff Member Tenure
4381	Protection Against Retaliation
4410	Compensation

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SUPPORT STAFF MEMBERS
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<u>Number</u>	<u>Title</u>
4415	Substitute Wages
4420	Benefits
4421.13	Postnatal Accommodations
4425	Work Related Disability Pay
4425.1	Modified Duty Early Return to Work Program – Support Staff Members
4432	Sick Leave
4433	Vacations
4434	Holidays
4435	Anticipated Disability
4436	Personal Leave
4437	Military Leave
4438	Jury Duty

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STUDENTS
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5000 STUDENTS

<u>Number</u>	<u>Title</u>
5111	Eligibility of Resident/Nonresident Students (M)
5112	Entrance Age
5114	Children Displaced by Domestic Violence
5116	Education of Homeless Children
5117	Interdistrict Public School Choice
5120	Assignment of Students (M)
5130	Withdrawal from School (M)
5200	Attendance (M)
5230	Late Arrival and Early Dismissal
5240	Tardiness
5250	Excusal from Class or Program
5300	Automated External Defibrillators (AEDs) (M)
5305	Health Services Personnel
5306	Health Services To Nonpublic Schools (M)
5307	Nursing Services Plan (M)
5308	Student Health Records (M)
5310	Health Services (M)
5320	Immunization
5330	Administration of Medication (M)
5330.01	Administration of Medical Cannabis (M)
5330.04	Administering an Opioid Antidote (M)
5330.05	Seizure Action Plan (M)
5331	Management of Life-Threatening Allergies in Schools (M)
5332	Do Not Resuscitate Orders (M)
5335	Treatment of Asthma (M)
5337	Service Animals
5338	Diabetes Management (M)
5339	Screening for Dyslexia (M)
5350	Student Suicide Prevention (M)
5410	Promotion and Retention (M)
5411	Promotion From Eighth Grade
5412	Junior High School Graduation
5420	Reporting Student Progress (M)
5440	Honoring Student Achievement
5450	Athletic Awards

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<u>Number</u>	<u>Title</u>
5460	High School Graduation (M)
5460.02	Bridge Year Pilot Program (M)
5466	Graduation and Yearbook Fees (M)
5500	Expectations for Student Conduct (M)
5511	Dress and Grooming
5512	Harassment, Intimidation, and Bullying (M)
5513	Care of School Property (M)
5514	Student Use of Vehicles on School Grounds
5516	Use of Electronic Communication and Recording Devices (ECRD) (M)
5516.01	Student Tracking Devices
5519	Dating Violence at School (M)
5520	Disorder and Demonstration
5530	Substance Abuse (M)
5533	Student Smoking (M)
5535	Passive Breath Alcohol Sensor Device
5550	Disaffected Students (M)
5560	Disruptive Students (M)
5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)
5570	Sportsmanship
5600	Student Discipline/Code of Conduct (M)
5610	Suspension (M)
5611	Removal of Students for Firearms Offenses (M)
5612	Assaults on District Board of Education Members or Employees (M)
5613	Removal of Students for Assaults with Weapons Offenses (M)
5615	Suspected Gang Activity
5620	Expulsion (M)
5700	Student Rights
5701	Plagiarism
5710	Student Grievance
5721	Independent Publications
5750	Equal Educational Opportunity (M)
5751	Sexual Harassment (M)
5752	Marital Status and Pregnancy (M)
5755	Equity in Educational Programs and Services (M)
5756	Transgender Students (M)
5770	Student Right of Privacy

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STUDENTS
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<u>Number</u>	<u>Title</u>
5820	Student Government
5830	Student Fund Raising
5842	Equal Access of Student Organizations
5850	Social Events and Class Trips
5860	Safety Patrol (M)
5880	Public Performances by Students

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FINANCES
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6000 FINANCES

<u>Number</u>	<u>Title</u>
6111	Special Education Medicaid Initiative (SEMI) Program (M)
6112	Reimbursement of Federal and Other Grant Expenditures (M)
6141	Tax Revenues
6150	Tuition Income
6160	Grants from Private Sources
6162	Corporate Sponsorships
6163	Advertising on School Property
6164	Advertising on School Buses
6210	Fiscal Planning
6220	Budget Preparation (M)
6230	Budget Hearing (M)
6311	Contracts for Goods or Services Funded by Federal Grants
6320	Purchases Subject to Bid
6340	Multiple Year Contracts
6350	Competitive Contracting
6360	Political Contributions (M)
6362	Contributions to Board Members and Contract Awards (M)
6421	Purchases Budgeted
6422	Budget Transfers (M)
6423	Expenditures for Non-Employee Activities, Meals, and Refreshments
6424	Emergency Contracts
6440	Cooperative Purchasing (M)
6450	Choice of Vendor
6470	Payment of Claims (M)
6470.01	Electronic Funds Transfer and Claimant Certification (M)
6471	School District Travel (M)
6472	Tuition Assistance
6480	Purchase of Food Supplies (M)
6510	Payroll Authorization (M)
6511	Direct Deposit
6520	Payroll Deductions
6620	Petty Cash (M)
6630	Athletic Fund
6640	Cafeteria Fund
6650	Scholarship Fund
6660	Student Activity Fund (M)

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FINANCES
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<u>Number</u>	<u>Title</u>
6700	Investments
6740	Reserve Accounts
6810	Financial Objectives (M)
6820	Financial Reports (M)
6830	Audit and Comprehensive Annual Financial Report (M)
6831	Withholding or Recovering State Aid
6832	Conditions of Receiving State Aid

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7000 PROPERTY

<u>Number</u>	<u>Title</u>
7100	Long-Range Facilities Planning (M)
7101	Educational Adequacy of Capital Projects
7102	Site Selection and Acquisition
7130	School Closing
7230	Gifts, Grants, and Donations
7243	Supervision of Construction (M)
7250	School and Facility Names
7300	Disposition of Property
7410	Maintenance and Repair (M)
7420	Hygienic Management (M)
7421	Indoor Air Quality Standards
7422	School Integrated Pest Management Plan (M)
7424	Bed Bugs
7425	Lead Testing of Water in Schools (M)
7430	School Safety (M)
7432	Eye Protection (M)
7433	Hazardous Substances
7434	Smoking in School Buildings and on School Grounds (M)
7435	Alcoholic Beverages on School Premises
7436	Drug Free Workplace (M)
7440	School District Security (M)
7441	Electronic Surveillance In School Buildings and On School Grounds (M)
7450	Property Inventory (M)
7480	Motor Vehicles on School Property
7490	Animals on School Property
7510	Use of School Facilities (M)
7513	Recreational Use of Playgrounds
7520	Loan of School Equipment
7522	School District Provided Technology Devices to Staff Members
7523	School District Provided Technology Devices to Students
7540	Joint Use of Facilities
7610	Vandalism
7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting (M)

OPERATIONS

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8000 OPERATIONS

<u>Number</u>	<u>Title</u>
8110	Attendance Areas
8130	School Organization (M)
8140	Student Enrollments (M)
8210	School Year
8220	School Day (M)
8310	Public Records
8311	Managing Electronic Mail
8320	Personnel Records (M)
8330	Student Records (M)
8335	Family Educational Rights and Privacy Act
8350	Records Retention
8420	Emergency and Crisis Situations (M)
8431	Preparedness for Toxic Hazard
8441	Care of Injured and Ill Persons (M)
8442	Reporting Accidents
8451	Control of Communicable Disease (M)
8453	HIV/AIDS
8454	Management of Pediculosis
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M)
8462	Reporting Potentially Missing or Abused Children (M)
8465	Hate Crimes and Bias-Related Acts (M)
8467	Weapons (M)
8468	Crisis Response
8470	Response to Concerted Job Action
8500	Food Services
8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)
8506	School Lunch Program Biosecurity Plan (M)
8507	Breakfast Offer Versus Serve (OVS) (M)
8508	Lunch Offer Versus Serve (OVS)
8540	School Nutrition Programs
8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)
8561	Procurement Procedures for School Nutrition Programs (M)
8600	Student Transportation (M)
8601	Student Supervision After School Dismissal (M)
8613	Waiver of Student Transportation

OPERATIONS

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<u>Number</u>	<u>Title</u>
8630	Bus Driver/Bus Aide Responsibility (M)
8660	Transportation by Private Vehicle (M)
8670	Transportation of Special Needs Students (M)
8690	Monitoring Devices on School Vehicles
8710	Property Insurance
8740	Bonding
8750	Employee Indemnification
8760	Student Accident Insurance
8770	School Board Insurance Group
8810	Religious Holidays
8820	Opening Exercises/Ceremonies
8860	Memorials

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9000 COMMUNITY

<u>Number</u>	<u>Title</u>
9100	Public Relations
9120	Public Relations Program (M)
9130	Public Complaints and Grievances
9140	Citizens Advisory Committees (M)
9150	School Visitors
9160	Public Attendance at School Events
9161	Crowd Control
9180	School Volunteers
9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
9190	Community Organizations
9191	Booster Clubs
9200	Cooperation Between Parents and School
9210	Parent Organizations
9230	Parental Responsibilities
9240	Rights of Parents
9242	Use of Electronic Signatures
9260	Parental Liability for Vandalism
9270	Home Schooling and Equivalent Education Outside the Schools (M)
9280	Parent Conferences
9320	Cooperation with Law Enforcement Agencies (M)
9323	Notification of Juvenile Offender Case Disposition
9324	Sex Offender Registration and Notification
9400	Media Relations
9500	Cooperation with Educational Agencies
9541	Student Teachers/Interns
9550	Educational Research Projects
9560	Administration of School Surveys
9700	Special Interest Groups
9713	Recruitment by Special Interest Groups (M)
9720	Solicitations by Vendors

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