

Tewksbury Township School District Policy Manual

Califon, New Jersey

Policy Manual

TABLE OF CONTENTS

1000 Community Relations

1000/1010	Concepts and Roles in Community Relations/Goals and Objectives
1100	Communicating with the Public
1110	Media
1111	District Publications <ul style="list-style-type: none">• Regulation, Website
1120	Board of Education Meetings
1140	Distribution of Materials by Students and Staff
1200	Participation by the Public <ul style="list-style-type: none">• Regulation, Volunteers
1220	Ad Hoc Advisory Committees
1230	School-connected Organizations
1250	Visitors
1312	Community Complaints and Inquiries <ul style="list-style-type: none">• Regulation
1314	Fundraising and Donations by Outside Organizations
1315	Distribution of Materials, Solicitation, Advertisement
1322	Contests for Pupils
1330	Use of School Facilities
1410	Local Units
1600	Relations Between Other Entities and the District

2000 Administration

2000/2010	Concepts and Roles in Administration, Goals and Objectives
2121	Line of Responsibility
2130	Principal Evaluation <ul style="list-style-type: none">• Regulation
2131	Superintendent <ul style="list-style-type: none">• Exhibit, Code of Ethics
2131.1	Employment of the CSA
2132	Business Administrator/Board Secretary
2210	Administrative Leeway

TABLE OF CONTENTS (continued)

2224	Nondiscrimination/Affirmative Action
2240	Research, Evaluation and Planning
2255	Action Planning for NJQSAC

3000 Business and Noninstructional Operations

3000	Concepts and Roles in Business and Noninstructional Operations
3100	Budget Planning, Preparation and Adoption
3160	Transfer of Funds
3220/3230	State Funds/Federal Funds
3240	Pre-K Tuition Fees
3250	Income from Fees, Fines, Charges
3260/3270	Sale and Disposal of Books and Equipment, Sale, Licensing and Rental of Property
3280	Gifts, Grants and Bequests
3320	Purchasing Procedures
3320.1	Purchase Subject to Bids
3324.1	Contracts, Multi-Year Competitive
3326	Payment for Goods and Services
3327	Relations with Vendors
3400	Accounts
3440	Inventories
3450	Money in School Buildings
3451	Petty Cash Funds
3453	School Activity Funds
3510	Operation and Maintenance of Plant
3514	Equipment
3514.1	Distributions and Use Electronics
3515	Smoking Prohibition
3515.1	Use of Personal Electronic Devices
3516	Safety
3517	Security and Surveillance
3530	Insurance Management
3541.1	Transportation Routes and Services
3541.3	Nonschool Use of District Vehicles
3541.31	Privately Owned Vehicles
3541.32	District-owned Vehicles
3541.33	Transportation Safety
3542	Food Service
3542.1	Wellness and Nutrition

TABLE OF CONTENTS (continued)

3542.31	Free or Reduced Price Lunches, Milk
3542.44	Purchasing
3570	District Records and Reports
3571	Financial Reports
3571.4	Audit
3600	Evaluation of Business and Noninstructional Operations

4000 Instructional and Support Personnel

4110	Tenure Charges and Suspension
4111	Recruitment, Selection and Hiring
4111.1/4211.1	Nondiscrimination/Affirmative Action
4112.1	Employment Contracts
4112.2	Certification
4112.4/4212.4	Employee Health
4112.6/4212.6	Personnel Records
4112.8/4212.8	Nepotism
4113/4213	Assignment; Transfer
4115	Supervision
4116	Evaluation of Teaching Staff Members <ul style="list-style-type: none">• Regulation
4117	Resignation
4117.4/4217.4	Creating, Abolishing a Position, RIF
4117.41	Nonrenewal
4119.21/4219.21	Conflict of Interest
4119.22/4219.22	Conduct and Dress <ul style="list-style-type: none">• Exhibit, Code of Ethics
4119.23	Employee Substance Abuse
4119.26/4219.26	Electronic Communication <ul style="list-style-type: none">• Regulation, Acceptable Use Policy
4121	Substitute Teachers
4122	Student Teachers/Interns
4123	Classroom Aides
4131	Staff Development; In-service Education, Visitations, Conferences <ul style="list-style-type: none">• Exhibit
4132/4232	Publication, Copyright, Intellectual Property
4135.4/4235.4	Staff Grievance
4138/4238	Nonschool Employment
4138.2	Private Tutoring

TABLE OF CONTENTS (continued)

4142/4242	Payroll Authorization, Checks and Deductions
4147/4247	Employee Safety
4150/4250	Family Leave and Medical Leave
4151/4251	Attendance Patterns
4151.1/4251.1	Personal Illness and Injury
4151.5/4251.5	Jury Duty
4151.9/4251.9	Military Leave
4211	Recruitment, Selection and Hiring
4215	Supervision
4216	Evaluation
4217.52	Termination
4219.23	Employee Substance Abuse
4222	Noninstructional Aides

5000 Students

5020	Role of Parents/Guardians
5111	Admission <ul style="list-style-type: none">• Regulation, Age Waiver
5113	Attendance, Absences and Excuses
5114	Suspension and Expulsion
5117	Student Assignment
5118	Nonresidents
5118.1	School Choice
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
5131.1	Harassment, Intimidation and Bullying
5131.2	Academic Honesty
5131.5	Vandalism/Violence
5131.6	Substance Abuse <ul style="list-style-type: none">• Regulation
5131.7	Weapons and Dangerous Instruments
5131.8	Physical Restraints <ul style="list-style-type: none">• Regulation

TABLE OF CONTENTS (continued)

5132	Dress and Grooming
5134	Pregnant Pupils
5136	Fund-Raising Activities
5141	Health
5141.1	Accidents
5141.2	Illness
5141.3	Health Examinations and Immunizations
5141.4	Child Abuse and Neglect
5141.6	Suicide and Self-Destructive Behavior
5141.8	Sports Related Concussion and Head Injury
5141.20	Life Threatening Allergies
5141.21	Administering Medication
5142	Pupil Safety
5145.4	Equal Educational Opportunity
5145.5	Photographs of Pupils
5145.6	Pupil Grievance Procedure
	• Regulation
5145.11	Questioning and Apprehension
5145.12	Search and Seizure
5200	Nonpublic School Students

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 (ESL); Bilingual
6142.4	Physical Education and Health
6142.6	Basic Skills
6142.9	Arts

TABLE OF CONTENTS (continued)

6142.10	Internet Safety and Technology
6142.12	Career and Technical Education
6142.13	HIV Prevention Education
6143	Curriculum Guides
6143.1	Lesson Plans
6144	Controversial Issues
6145	Extracurricular Activities
6145.1/6145.2	Intramural/Interscholastic Competition
6145.3	Publications
6145.4	Public Performances and Exhibitions
6145.5	Student Government
6145.7	Social Events/Meetings
6146	Eighth Grade Graduation Requirements
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
6156	Instructional Planning/Scheduling
6160	Instructional Services and Resources
6161	Materials, Equipment, Instruments
6161.1	Evaluation and Selection of Instructional Materials
6161.2	Complaints Regarding Instructional Materials
	<ul style="list-style-type: none">• Regulation
6162.4	Community Resources
6162.5	Research
6163.1	Media Center/Library
6163.3	Live Animals in the Classroom
6164.1	Intervention and Referral
6164.2	Guidance Services
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
6171.5	IEE
6172	Alternative Educational Programs

TABLE OF CONTENTS (continued)

6173	Home Instruction
6174	Summer School
6178	Early Childhood Education/Preschool
6300	Evaluation of the Instructional Program

7000 Construction, Remodeling and Renovation

7100	Site Acquisition and Approval
7110	Long-Range Facilities Planning
7115	Developing Educational Specification
7450	Supervision of Construction

9000 Bylaws of the Board

9000	Role of the Board
9010	Role of the Member
9020	Public Statements
9110	Board Terms and Representation
9111	Qualifications Background Checks
9112	Elections and Annual Appointments
9113	Filling Vacancies
9114	Resignation and Removal
9121	Election and Duties of the President
9125	Duties of the Treasurer
9127	Public School Accountant
9130	Committees
9150	Board Consultants
9200	Orientation and Training of Board Members
9250	Expenses, Travel Reimbursement
9270	Conflict of Interest
9271	Code of Ethics
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 <ul style="list-style-type: none">• Regulation, Public Participation
9322.1	Organization Meeting
9323/9324	Agenda Preparation/Advance Delivery of Meeting Material

TABLE OF CONTENTS (continued)

9325	Meeting Procedures
9325.4	Voting Method
	• Exhibit
9326	Minutes
9400	Board Self-Evaluation
9420	Recognition