



New Jersey School Boards Association

MASTER INDEX

LEGAL AND POLICY SERVICES DEPARTMENT

A = Monitored
B = Mandated
C = Other Reasons
R = Board-adopted
Regulation Required

(Series 1000)

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1100	Communicating with the Public <i>(Define public, parents/guardians)</i>	A, C
1110	<u>Media</u> <i>(School news releases, news conferences, public relations, interviews, responsibilities)</i>	C
1111	<u>School Publications</u> <i>(School school annual report, newsletters, responsibility, cross reference to 2232, school we sites, cross reference 6142.10 and 6145.3)</i>	C
1120	<u>Board of Trustees Meetings</u> <i>(Needless public labeling, specific topics that must be reported at board of education meetings, cross reference to 9322)</i>	A,B,C
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Series 1000 (continued)

COMMUNITY RELATIONS

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1230	School-connected Organizations <i>(PTA, PTO, home and school, booster clubs, cross reference to 3280)</i>	C
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1312	Community Complaints and Inquiries <i>(Other than student or parent/guardian complaints, cross reference to 5145.6 or 6161.2)</i>	C
1322	Contests for Students	C
1330	Use of School Facilities <i>(use and operation of facilities and equipment, drugs, alcohol, tobacco, fees, wages, contracts, security)</i>	B,C
1410	Local Units <i>(Local municipal governing bodies and agencies)</i>	B,C
1600	Relations Between Other Entities and the School <i>(Other schools, private sector, colleges and universities, etc., charter schools, cross reference to 3200, 6162.4)</i>	B,C

(Series 2000)

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ADMINISTRATION

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2010	Goals and Objectives <i>(Management procedures)</i>	C
2121	<u>Line of Responsibility</u> <i>(Unit/dual; organization chart as exhibit)</i>	
2131	Lead Person <i>(Use superintendent or administrative principal where appropriate, job description and evaluation)</i>	A, B, C, R
2210	<u>Administrative Leeway in Absence of Board Policy</u>	C
2224	Nondiscrimination/Affirmative Action <i>(Major statement, cross reference to 3320, 3327, 4111.1/4211.1, 5145.4, 6121)</i>	A, B, C
2240	Research, Evaluation and Planning <i>(Master plan, cross reference to 3510 and 6010)</i>	B, C
2255	<u>Action Planning for Charter Renewal</u>	C

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

3000	Concepts and Roles in Business and Noninstructional Operations	A,C
3100	Budget Planning, Preparation and Adoption	A
3160	<u>Transfer of Funds Between Line Items/Amendments/ Purchases not Budgeted</u>	A, B, C
3220	<u>State Funds</u> <i>(State aid, grants, QEA)</i>	B, C
3230	<u>Federal Funds</u>	B, C
3250	<u>Income From Fees, Fines, Charges</u> <i>(Material/services, gate receipts, citizen/board member passes, reciprocal passes)</i>	C
3260	<u>Sale and Disposal of Books, Equipment and Supplies</u> <i>(Include computers)</i>	C
3270	<u>Sale, Licensing and Rental of Property</u>	C
3280	<u>Gifts, Grants and Bequests</u> <i>(Include grant applications, educational foundations, not state or federal funds)</i>	C
3320	Purchasing Procedures <i>(Affirmative action, nonfood)</i>	A, C
3320.1	<u>Purchase Policy</u>	
3320.2	<u>Purchase Subject to Bid Policy</u>	
3326	<u>Payment for Goods and Services</u>	A,C
3327	<u>Relations with Vendors</u> <i>(Affirmative action)</i>	A, C
3400	Accounts	A, C
3440	Inventories	A,C
3450	Money in School Buildings	A,C
3451	<u>Petty Cash Funds</u>	A, C
3453	<u>School Activity Funds</u> <i>(Student activity funds)</i>	A,B, C

3510	Operation and Maintenance of Plant <i>(Responsibility, regulations must be adopted, animals on school grounds)</i>	A, B, R
3514	<u>Equipment</u> <i>(Includes instructional equipment, cross reference to 1330)</i>	C
3515	<u>Smoking Prohibition</u> <i>(No smoking - basic statement, cross reference to 1330)</i>	B, C, R
3516	<u>Safety</u> <i>(Regulations must be adopted, differentiate from 3510, cross reference to 5142, 6142.12)</i>	A, B, C, R
3516.1	<u>Safety Committee</u>	
3541	Transportation	C
3541.33	<u>Transportation Safety</u> <i>(Regulations must be adopted, procedures for emergencies, include bus conduct, videotaping on buses)</i>	A,B, C, R
3542	Food Service <i>(Use 5131 for cafeteria conduct)</i>	C
3542.1	<u>Local Wellness/Nutrition</u>	A,B
3542.31	<u>Free or Reduced-price Lunches/Milk</u>	B, R
3542.44	<u>Purchasing</u> <i>(Food supplies)</i>	B
3550	Debt Service	C
3570	School Records and Reports <i>(Public documents, copy prices)</i>	A
3571.4	<u>Audit</u>	C
3600	Evaluation of Business and Noninstructional Operations	A,B

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(Series 4000)

INSTRUCTIONAL AND SUPPORT PERSONNEL

4111	Recruitment, Selection and Hiring <i>(Include reference to job descriptions, chief school administrator recommendation, alternate route)</i>	A, B, C
4111.1	<u>Nondiscrimination/Affirmative Action</u> <i>(Basic statement, refer to 2224 for full statement)</i>	A, B, C
4112.2	<u>Certification</u> <i>(Cite code here and/or at specifics, e.g., disabled)</i>	A
4112.4	<u>Employee Health</u> <i>(Don't include details of drug/alcohol testing. See 4119.23, cross reference to 4117.52)</i>	A,B, C, R
4112.6	<u>Personnel Records</u> <i>(Emphasize confidentiality of health records)</i>	A,C
4112.8	<u>Nepotism</u> <i>(Cross reference to 9270)</i>	A,C
4113	Assignment Transfer <i>(Use 4113/4114 when preferred)</i>	B, C
4115	Supervision <i>(Keep separate from 4116)</i>	A, B, R
4116	Evaluation <i>(Keep separate from 4115; does not include administrators; cross reference to 2130, 2131, include alternate route)</i>	A, B, R
4117.4	<u>Reduction in Force/Abolishing a Position</u> <i>(Include seniority)</i>	C
4117.41	<u>Nonrenewal</u>	C
4119.21	<u>Conflict of Interest</u> <i>(Addresses same topics as 9270)</i>	C
4119.22	<u>Conduct and Dress</u> <i>(Addresses unbecoming conduct, gambling, political activities, staff cell phones)</i>	C
4119.23	<u>Employee Substance Abuse</u> <i>(Cross reference to 4112.4. Details of drug testing, regulations, sanctions)</i>	B, C, R
4121	Substitute Teachers	C

4122	Student Teachers/Interns	C
4123	Classroom Aides	C
4131	Staff Development	A, B, C, R
4138	Nonschool Employment	C
4138.2	<u>Private Tutoring</u>	C
4147	Employee Safety <i>(Protective clothing/devices, risk management)</i>	A,C
4151.1	<u>Personal Illness and Injury/Health and Hardship</u> <i>(Sick leave banks)</i>	C
4211	Recruitment, Selection and Hiring <i>(Include reference to job descriptions)</i>	A,B, C
4211.1	<u>Nondiscrimination/Affirmative Action</u> <i>(Basic statement, refer to 2224 for full statement)</i>	A, B, C
4212.1	<u>Individual Contracts</u> <i>(Not the negotiated agreement)</i>	
4215	Supervision	A,C
4216	Evaluation <i>(Keep separate from 4215)</i>	A,C
4219.23	<u>Employee Substance Abuse</u> <i>(Cross reference to 4212.4. Details of drug testing, regulations, sanctions)</i>	B, C, R
4222	Noninstructional Aides	C
4231	Staff Development	A, B, C, R

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STUDENTS

5020	Role of Parents/Guardians <i>(Includes parental involvement)</i>	B
5111	<u>Admission</u> <i>(Includes date of birth affidavit, homeless)</i>	B, C
5113	<i>Attendance, Absences and Excuses</i>	A, B, C
5114	<u>Suspension and Expulsion</u> <i>(Student due process, cross reference to 6171.4)</i>	A, B, C
5118	Nonresidents <i>(Deal with affidavit students at 5111, school choice, cross reference to 3240)</i>	C
5119	<u>Transfers</u> <i>(Address dropouts at 6172, cross reference to 5125, intra-school transfers)</i>	C
5120	Assessment of Individual Needs <i>(Hatch Act)</i>	C
5124	Reporting to Parents/Guardians	B, C, R
5125	Student Records	A, B, C, R
5126	Awards for Achievement	C
5127	Commencement Activities <i>(Cross reference to 6146, 6171.4)</i>	B, C
5131	Conduct/Discipline <i>(Includes student code as exhibit, includes classroom, hall, grounds and cafeteria conduct, incorporates discipline/punishment)</i>	A, B, C, R
5131.1	<u>Harassment, Intimidation, and Bullying</u>	
5131.5	<u>Vandalism/Violence</u> <i>(Include threats of violence)</i>	A, B, C, R
5131.6	<u>Drugs, Alcohol, Tobacco</u> <i>(Substance Abuse)</i>	A, B, C, R
5131.7	<u>Weapons and Dangerous Instruments</u>	A, B, C, R
5134	Married/Pregnant Students	A, B, C
5136	Fund-raising Activities	C

5141	Health (Includes classroom hygiene rules)	A, B, C, R
5141.1	<u>Accidents</u> (Address emergency arrangements for athletic practices at 6145.1 and 6145.2)	A, B, R
5141.2	<u>Illness</u> (Include school statements on AIDS, strong statement on contagious disease)	A, B, C, R
5141.3	<u>Health Examinations and Immunizations</u> (Details of sports physicals at 6145.1/6145.2)	A, B, C, R
5141.4	<u>Child Abuse and Neglect</u>	A, B, R
	<u>Administering Medication</u> (Cross reference to 5141.2, 6153)	A, B, C, R
5142	Student Safety (Personal and possessions, general welfare, skateboards, roller blades, etc., cross reference to 3516, 6142.12)	A, B, C, R
5145.4	<u>Equal Educational Opportunity</u> (QEA, Title IX)	A, B, C
5145.5	<u>Photographs of Students</u>	C
5145.6	<u>Student Grievance Procedure</u> (Includes parent/guardian grievances)	C
5145.11	<u>Questioning and Apprehension</u>	B, C, R
5145.12	<u>Search and Seizure</u> (Includes lockers)	B, C
5200	Enrollment Policy	A, B, C, R

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INSTRUCTION

6010	Goals and Objectives <i>(Cross reference to 2240)</i>	A, C
6111	School Calendar	C
6112	School Day	C
6114	Emergencies and Disaster Preparedness <i>(Includes fire, civil defense, bomb threats, natural disasters and emergencies, civil disorder, inclement weather/smog/emergency closings, cross reference to 5141.6)</i>	B, C, R
6115	Ceremonies and Observances <i>(Include Pledge of Allegiance, religious caveats)</i>	C
6121	Nondiscrimination/Affirmative Action <i>(School and classroom practices)</i>	B, C
6122	Articulation	A, C
6140	Curriculum Adoption	A, C
6141	Curriculum Design/Development	A
6141.2	Recognition of Religious Beliefs and Customs	
6142	Subject Fields <i>(Includes basic instructional program)</i>	B, R
6142.1	<u>Family Life Education</u>	C, R
6142.2	<u>English as a Second Language; Bilingual/Bicultural</u> <i>(Used to be 6141.3)</i>	A, C
6142.4	<u>Physical Education and Health</u> <i>(Excuses for athletes)</i>	C
6142.6	<u>Basic Skills</u>	C
6142.9	<u>Arts</u> <i>(Music, drama, art)</i>	A

6142.10	<u>Technology</u> <i>(Internet access, acceptable use, e-mail, student/teacher web sites, cross reference to 1111, 5145.5, 6145.3, 6161)</i>	B, C
6142.12	<u>Career Education</u> <i>(Includes special interest schools, work experience programs, sale of student services and products, safety regulations must be adopted, recruiters)</i>	B, C
6142.13	<u>HIV Prevention Education</u>	C, R
6143	Curriculum Guides	C
6143.1	<u>Lesson Plans</u>	C
6144	Controversial Issues	C
6145	Extracurricular Activities <i>(Include clubs, equal access, also use co-curricular)</i>	A, B, C
6145.1	<u>Intramural Competition</u> <i>(Includes medical exam requirement, emergency medical procedures)</i>	A, B, C
6145.3	<u>Publications</u> <i>(Student radio and TV, may include distribution of literature, student web sites, cross reference to 1140, 1315)</i>	C
6146.2	<u>Promotion/Retention</u> <i>(Was 5123)</i>	A, B, R
6147	Standards of Proficiency	A, B
6147.1	<u>Evaluation of Individual Student Performance</u> <i>(Examinations, grading, rating, testing, was 5121)</i>	A
6153	<u>Field Trips</u> <i>(Includes transportation, chaperones, medication on)</i>	B, C
6154	Homework/Makeup Work/Study Skills	C
6156	Instructional Planning/Scheduling <i>(Includes emphasis on interdisciplinary nature of learning; using teachers and facilities to best advantage; team teaching; differentiated staffing; contracting for instruction; mini-courses; open classrooms; nongraded classrooms; electronic/mechanical assistance; teaching methods; caveat against assignments outside of certification)</i>	C
6160	Instructional Services and Resources	A, B
6161.1	<u>Guidelines for Evaluation and Selection of Instructional Materials</u>	A, C
6161.2	<u>Complaints Regarding Instructional Materials</u> <i>(Used to be 6161.11)</i>	C
6162.4	<u>Community Resources</u> <i>(May include community volunteers)</i>	A, B, C, R
6162.5	<u>Research</u> <i>(Includes observers, surveyors, grad students, responsibility, cross reference to 5125)</i>	B, C
6163.1	<u>Media Center/Library</u> <i>(A-V guidelines)</i>	C

6164.1	<u>Intervention and Referral Services for General Education Students</u> <i>(Regular education resource for pre-referral)</i>	C
6164.4	<u>Child Study Team</u> <i>(May include disruptive/disaffected)</i>	A, C, R
6171	Special Instructional Programs	A
6171.1	<u>Remedial Instruction</u>	B, R
6171.2	<u>Gifted and Talented</u>	A
6171.3	<u>At-risk and Title 1</u>	A, B, C
6171.4	<u>Special Education</u> <i>(All inclusive, cross reference to 5114, 5125, 6146)</i>	A, B, C, R
6172	<u>Alternative Educational Programs</u> <i>(Disruptive/disaffected students, dropouts, include home schooling, cross reference to 5134)</i>	A, C
6173	<u>Home Instruction</u> <i>(Cross reference to 5114, 5131, 5134, 6171.4, 6172)</i>	C
6300	Evaluation of the Instructional Program	A, C

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(Series 7000)

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7115	Developing Educational Specifications	A, C

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(Series 9000)

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9010	Role of the Member	C
9020	Public Statements	C
9113	<u>Filling Vacancies</u>	C
9121	Election and Duties of President	C
9130	Committees <i>(Standing, whole, address ad hoc at 1220)</i>	C
9200	Orientation and Training of Board Members	C
9250	<u>Expenses and Reimbursement</u> <i>(Include statement prohibiting remuneration)</i>	B,C
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9271	<u>Code of Ethics</u>	B, C
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9312	<u>Formulation, Adoption, Amendment of Bylaws</u>	C

9313	<u>Formulation, Adoption, Amendment of Administrative Regulations</u> <i>(Rules and procedures)</i>	C
9314	<u>Suspension of Policies, Bylaws and Regulations</u>	C
9321	<u>Time, Place, Notification of Meetings</u>	C
9322	<u>Public and Executive Sessions</u> <i>(Include hearings, if appropriate, public participation)</i>	C
9323/9324	<u>Agenda Preparation/Advance Delivery of Meeting Material</u>	C
9325.4	<u>Voting Method</u>	C
9326	Minutes <i>(Include audio and video taping)</i>	A, C
9400	Board Self-evaluation	C