

WEST NEW YORK BOARD OF EDUCATION
West New York, New Jersey

District Policies & Regulations

TABLE OF CONTENTS

0000 Bylaws

0000.01	Adoption Resolution
0000.02	Introduction
0110	Identification
0120	Authority and Powers
0131	Bylaws and Policies
0132	Executive Authority
0133	Adjudication of Dispute
0134	Board Self Evaluation
0141	Board Member Number and Term
0142	Board Member Qualifications, Prohibited
0142.1	Nepotism (M)
0143.1	Board Member Appointment
0144	Board Member Orientation
0145	Board Member Resignation and Removal
0146	Board Member Authority
0148	Board Member Indemnification
0151	Organization Meeting
0152	Board Officers
0153	Annual Appointments
0154	Annual Motions and Designations
0155	Board Committees
0157	Board of Education Website
0161	Call, Adjournment, and Cancellation
0162	Notice of Board Meetings
0163	Quorum
0164	Conduct of Board Meeting
0165	Voting
0166	Executive Sessions
0167	Public Participation in Board Meetings
0168	Recording Board Meetings
0169	Board Member Use of Electronic Mail/Internet
0171	Duties of President and Vice President
0172	Duties of Treasurer of School Moneys
0173	Duties of Public School Accountant
0174	Legal Services (M)
0175	Contracts With Independent Consultants
0176	Collective Bargaining and Contract Approval/Ratification
0177	Professional Services

1000 Administration

- 1100 District Organization
- 1110 Organizational Chart
- 1120 Management Team
- 1130 Staff Liaison Committees
- 1140 Affirmative Action Program
- 1210 Board-Superintendent Relations
- 1220 Employment of Chief School Administrator (M)
- 1230 Superintendent's Duties (M)
- 1240 Evaluation of Superintendent (M)
 - ◇ Regulation
- 1260 Incapacity of Superintendent
- 1310 Employment of School Business Administrator/Board Secretary
- 1320 Duties of School Business Administrator/Board Secretary
- 1330 Evaluation of School Business Administrator
 - ◇ Regulation
- 1331 Evaluation of the Board Secretary
- 1350 Incapacity of School Business Administrator/Board Secretary
- 1400 Job Descriptions (M)
 - ◇ Regulation
- 1510 Rights of Persons with Handicaps or Disabilities Policy on Non-Discrimination (M)
 - ◇ Regulation
- 1522 School-Level Planning (M)
- 1523 Comprehensive Equity Plan (M)
- 1524 School Leadership Councils (M)
- 1530 Equal Employment Opportunity (M)
 - ◇ Regulation
- 1540 Administrator's Code of Ethics
- 1550 Affirmative Action Program for Employment and Contract Practices
Employment Practices Plan (M)
 - ◇ Regulation
- 1570 Internal Controls
 - ◇ Regulation
- 1620 Administrative Employment Contracts
- 1631 Residency requirement for person holding school district office, employment or position

2000 Program

2110	Philosophy of Education/District Mission Statement (M)
2132	School District Goals and Objectives
2200	Curriculum Content (M) ◇ Regulation
2230	Curriculum Guides (M) ◇ Regulation
2240	Controversial Issues
2260	Affirmative Action Program for School and Classroom Practices (M) ◇ Regulation
2270	Religion in the Schools
2310	Pupil Grouping
2312	Class Size
2320	Independent Study Programs
2330	Homework ◇ Regulation
2340	Field Trips ◇ Regulation
2360	Use of Technology
2361	Acceptable Use of Computer Network/Computers and Resources (M) ◇ Regulation
2362	Staff Use of Internet/Social Networks and other Forms of Electronic Communication
2363	Pupil Use of Privately-Owned Technology
2411	Guidance Counseling ◇ Regulation
2412	Home Instruction Due to Health Condition (M) ◇ Regulation
2414	Programs for Pupils at Risk (M) ◇ Regulation
2415	No Child Left Behind Programs (M) ◇ Regulation: Title I Services (M)
2415.01	Academic Standards, Academic Assessments and Accountability
2415.02	Title I – Fiscal Responsibilities (M)
2415.03	Highly Qualified Teachers (M)
2415.04	Parent Involvement (M)
2415.05	Pupil Surveys, Analysis and/or Evaluations (M)
2415.06	Unsafe School Choice Option (M)
2415.20	No Child Left Behind Complaints (M) ◇ Regulation
2416	Programs For Pregnant Pupils (M)
2417	Pupil Intervention and Referral Services (M) ◇ Regulation
2421	Vocational-Technical Education
2422	Health Education (M)
2423	Bilingual and ESL Education (M) ◇ Regulation
2425	Physical Education
2428.1	Standards-Based Instructional Priorities
2430	Co-Curricular Activities (M) ◇ Regulation
2431	Athletic Competition (M)

2431.1	◇ Regulation: Emergency Procedures for Athletic Practices and Competitions (M)
2431.2	◇ Regulation: Medical Examination to Determine Fitness For Participation in Athletics (M)
2431.3	Practice and Pre-season heat acclimation for Interscholastic Athletics
2431.4	Prevention and treatment of sports-related concussions and head injuries ◇ Regulation
2432	School Sponsored Publications ◇ Regulation
2435	NJSIAA Random Testing for Interscholastic Athletics
2436	Activity Participation Fee Program
2440	Summer Session
2452	Community Education
2460	Special Education ◇ Regulation
2460.1	◇ Regulation: Special Education – Location, Identification, and Referral
2460.8	◇ Regulation: Special Education – Free and Appropriate Public Education
2460.9	◇ Regulation: Special Education – Transition from Early Intervention Programs
2460.16	◇ Regulation: Special Education – Instructional Material to Blind or Print Disabled Pupils
2461	Special Education/Receiving Schools
2464	Gifted and Talented Pupils (M) ◇ Regulation
2466	Needless Public Labeling of Pupils with Disabilities (M)
2467	Surrogate Parents and Foster Parents (M)
2468	Independent Educational Evaluations
2480	Alternative Education Programs ◇ Regulation
2481	Home or Out-of-School Instruction for General Education Pupils ◇ Regulation
2510	Adoption of Textbooks ◇ Regulation
2520	Instructional Supplies ◇ Regulation
2530	Resource Materials ◇ Regulation
2531	Use of Copyrighted Materials ◇ Regulation
2551	Musical Instruments
2560	Live Animals in School ◇ Regulation
2610	Educational Program Evaluation (M)
2622	Pupil Assessments (M)
2624	Grading System ◇ Regulation
2631	New Jersey Quality Single Accountability Continuum (QSAC)
2700	Services to Non-Public School Pupils (M)

3000 Teaching Staff Members

- 3111 Creating Positions
- 3112 Abolishing Positions
- 3124 Employment Contract
- 3125 Employment of Teaching Staff Members (M)
- 3125.2 Employment of Substitute Teachers
- 3126 Induction Program for Provisional Teachers
 - ◇ Regulation
- 3134 Assignment of Additional Duties
- 3141 Resignation
- 3142 Nonrenewal of Non-Tenured Teaching Staff Member
 - ◇ Regulation
- 3143 Dismissal
- 3144 Certification of Tenure Charges
- 3144.12 Certification of Tenure Charges - Inefficiency
- 3146 Conduct of Reduction in Force
 - ◇ Regulation
- 3150 Discipline
- 3152 Withholding an Increment
- 3159 Teaching Staff and Staff Member School District Reporting Responsibilities
- 3160 Physical Examination (m)
 - ◇ Regulation
- 3161 Examination for Cause
- 3211 Code of Ethics
- 3211.3 Consulting Outside the District
 - ◇ Regulation
- 3212 Attendance (M)
 - ◇ Regulation: Professional Staff Attendance Review and Improvement Plan
- 3214 Conflict of Interest
- 3216 Dress and Grooming
- 3217 Use of Corporal Punishment
- 3218 Substance Abuse (M)
 - ◇ Regulation
- 3221 Evaluation of Non-Tenured Teaching Staff Members (M)
 - ◇ Regulation
- 3222 Evaluation of Tenured Teaching Staff Members (M)
 - ◇ Regulation
- 3223 Evaluation of Administrators, excluding Principals, Vice Principals, and Assistant Principals (M)
 - ◇ Regulation
- 3223.1 ◇ Regulation: Evaluation of Non-Tenured Administrators (M)
- 3223.2 ◇ Regulation: Evaluation of Tenured Administrators (M)
- 3224 Evaluation of Principals, Vice Principals, And Assistant Principals
 - ◇ Regulation
- 3230 Outside Activities
 - ◇ Regulation
- 3231 Outside Employment as Athletic Coach
- 3232 Tutorial Services
 - ◇ Regulation
- 3233 Political Activities

	◇ Regulation
3240	Professional Development (M)
	◇ Regulation
3244	In-Service Training (M)
	◇ Regulation
3245	Research Projects By Staff Members
3270	Professional Responsibilities
	◇ Regulation: Lesson Plans and Plan Books
3280	Liability for Pupil Welfare
	◇ Regulation
3281	Inappropriate Staff Conduct
	◇ Regulation
3282	Use of Social Network Sites
3283	Electronic Communications between teaching staff members and students
3310	Academic Freedom
3321	Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
	◇ Regulation
3322	Staff Members Use of Cellular Telephones
3324	Right to Privacy
3351	Healthy Workplace Environment
3362	Sexual Harassment (M)
	◇ Regulation: Sexual Harassment of Teaching Staff Members Complaint Procedure
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
3420	Benefits
3425	Work Related Disability Pay
3425.1	Modified Duty Early Return to Work Program – Teaching Staff Members
3431.1	Family Leave (M)
3431.3	New Jersey's Family Leave Insurance Program
3432	Sick Leave
	◇ Regulation
3433	Vacations
3435	Anticipated Disability
3436	Personal Leave
3437	Military Leave
3439	Jury Duty
3517	Teacher Identification Cards

4000 Support Staff

- 4111 Creating Positions
- 4124 Employment Contract
- 4125 Employment of Support Staff Members (M)
- 4140 Termination
- 4145 Layoffs
- 4146 Nonrenewal of Non-Tenured Support Staff Member
 - ◇ Regulation
- 4150 Discipline
- 4152 Freezing or Reducing Wages
- 4159 Support Staff Member/School District Reporting Responsibilities
- 4160 Physical Examination (M)
 - ◇ Regulation
- 4161 Examination for Cause
- 4211 Attendance
 - ◇ Regulation: Support Staff Attendance
- 4211.3 Consulting Outside the District
 - ◇ Regulation
- 4214 Conflict of Interest
- 4215 Code of Ethics
- 4218 Substance Abuse (M)
 - ◇ Regulation
- 4219 Commercial Driver Controlled Substances and Alcohol Use Testing
- 4220 Employee Evaluation
 - ◇ Regulation: Evaluation of Support Staff Members
- 4230 Outside Activities
 - ◇ Regulation
- 4233 Political Activities
 - ◇ Regulation
- 4240 Employee Training
 - ◇ Regulation
- 4281 Inappropriate Staff Conduct
 - ◇ Regulation
- 4282 Use of Social Networking Sites
- 4283 Electronic Communication between support staff members and students
- 4321 Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members
 - ◇ Regulation
- 4322 Employee use of district issued cellular/smart telephones
- 4340 Grievance
- 4351 Healthy Workplace Environment
- 4352 Sexual Harassment (M)
 - ◇ Regulation: Sexual Harassment of Support Staff Members Complaint Procedure
- 4381 Protection Against Retaliation
- 4410 Compensation
- 4413 Overtime Compensation
- 4415 Substitute Wages
- 4420 Benefits
- 4425 Work Related Disability Pay
- 4425.1 Modified Duty/Early Return to Work Program – Support Staff Members
- 4431.1 Family Leave (M)

4431.3	New Jersey's Family Leave Insurance Program
4432	Sick Leave
	◇ Regulation
4433	Vacations
4434	Holidays
4435	Anticipated Disability
4436	Personal Leave
4437	Military Leave
4438	Jury Duty
4517	Teacher Identification Cards

5000 Pupils

5111	Eligibility of Resident/Non-Resident Pupils (M) ◇ Regulation
5112	Entrance Age
5114	Children Displaced by Domestic Violence
5116	Education of Homeless Children ◇ Regulation
5117	Interdistrict public school choice
5120	Assignment of Pupils
5130	Withdrawal From School (M) ◇ Regulation
5200	Attendance ◇ Regulation
5230	Late Arrival and Early Dismissal ◇ Regulation
5240	Tardiness ◇ Regulation
5250	Excusal From Class or Program
5300	Use of Defibrillator(s)
5305	Health Services Personnel
5306	Health Services to Non-Public School (M) ◇ Regulation
5307	Nursing Services Plan (M)
5308	Pupil Health Records ◇ Regulation
5310	Health Services (M) ◇ Regulation
5320	Immunization ◇ Regulation
5330	Administration of Medication ◇ Regulation
5330.1	◇ Regulation: Emergency Administration of Epinephrine
5331	Management of Life-Threatening Allergies in Schools ◇ Regulation
5332	Do Not Resuscitate Orders
5335	Treatment of Asthma
5338	Diabetes Management (M) ◇ Regulation
5350	Pupil Suicide Prevention ◇ Regulation
5410	Promotion and Retention (M) ◇ Regulation
5411	Promotion From Eighth Grade
5420	Reporting Pupil Progress (M) ◇ Regulation
5430	Class Rank
5431	"Good Pupil" Status
5440	Honoring Pupil Achievement
5460	High School Graduation (M)
5460.1	◇ Regulation: High School Transcripts (M)
5465	Early Graduation(M)
5466	Graduation and Yearbook Fees (M)

5500	Expectations For Pupil Conduct (M)
	◇ Regulation
5511	Dress and Grooming
	◇ Regulation: Dress Code
5512	Hazing
	◇ Regulation: Reporting Procedure – Hazing or Harassment, Intimidation, or Bullying (M)
5512.01	Harassment, Intimation, and Bullying (M)
5512.02	Cyber-Bullying
5513	Care of School Property (M)
	◇ Regulation
5516	Remotely Activating Communication Devices – Pagers & Cellular Telephones (M)
5517	Pupil Identification Cards
5519	Dating Violence at School
5520	Disorder and Demonstration
5530	Substance Abuse (M)
	◇ Regulation
5533	Pupil Smoking (M)
	◇ Regulation
5535	Passive Breath Alcohol Sensor Device
5550	Disaffected Pupils (M)
	◇ Regulation
5560	Disruptive Pupils (M)
	◇ Regulation
5561	Use of Physical Restraint
5570	Sportsmanship
	◇ Regulation
5600	Pupil Discipline/Code of Conduct (M)
	◇ Regulation
5610	Suspension
	◇ Regulation: Suspension Procedures
5611	Removal of Pupils from the General Education Program for Weapons/Fire Arms Offenses (M)
	◇ Regulation
5612	Assault by Pupils on Board Members or Employees (M)
5615	Suspected Gang Activity
5620	Expulsion
5700	Pupil Rights
5701	Plagiarism
5710	Pupil Grievance
5721	Independent Publications
	◇ Regulation: Distribution of Independent Publications
5750	Equal Educational Opportunity (M)
	◇ Regulation
5751	Sexual Harassment
	◇ Regulation: Sexual Harassment of Pupils (M)
5752	Marital Status and Pregnancy (M)
5755	Equity in Educational Programs and Services (M)
5770	Pupil Right of Privacy
5810	Pupil Participation in School Governance
5820	Student Government
5830	Pupil Fund Raising

5841 ◇ Regulation
 Secret Societies
5842 Equal Access of Pupil Organizations
5843 Extended Day Program
5850 Social Events and Class Trips
 ◇ Regulation
5880 Public Performances by Pupils

6000 Finances

6111	Special Education Medicaid Initiative (SEMI) Program (M) ◇ Regulation
6141	Tax Revenues
6150	Tuition Income
6160	Grants from Private Sources ◇ Regulation
6163	Advertising on School Property
6164	Advertising on School Buses
6210	Fiscal Planning ◇ Regulation
6220	Budget Preparation (M) ◇ Regulation
6230	Budget Approval/Board of School Estimate (M)
6311	Contracts for Goods or Services Funded by Federal Government
6320	Purchases Subject to Bid ◇ Regulation
6340	Multiple Year Contracts ◇ Regulation
6350	Competitive Contracting ◇ Regulation
6360	Political Contributions (M)
6361	Relations With Vendors (M)
6362	Contributions to Board Members and Contract Awards
6421	Purchases Budgeted ◇ Regulation
6422	Budget Transfers (M) ◇ Regulation
6423	Expenditures for Non-Employee Activities, Meals, and Refreshments
6424	Emergency Contracts ◇ Regulation
6450	Choice of Vendor
6470	Payment of Claims (M) ◇ Regulation
6471	School District Travel (M) ◇ Regulation
6472	Tuition Assistance
6480	Purchase of Food Supplies (M)
6620	◇ Regulation: Petty Cash
6630	Athletic Fund
6640	Cafeteria Fund
6650	Scholarship Fund
6660	Student Activity Fund
6700	Investments
6740	Reserve Accounts ◇ Regulation
6810	Financial Objectives (M) ◇ Regulation
6820	Financial Reports (M)
6830	Audit and Comprehensive Annual Financial Report (M)
6831	Withholding and Recovering State Aid
6832	Conditions For Receiving State Aid

7000 Property

- 7100 Long-Range Facilities Planning (M)
 - ◇ Regulation
- 7101 Educational Adequacy of Capital Projects
 - ◇ Regulation
- 7102 Site Selection and Acquisition
- 7130 School Closing
- 7230 Gifts, Grants and Donations
 - ◇ Regulation
- 7231 Gifts from Vendors (M)
- 7243 Supervision of Construction
- 7250 School and Facility Names
- 7300 Disposition of Property
 - 7300.1 ◇ Regulation: Disposition of Instructional Property
 - 7300.2 ◇ Regulation: Disposition of Real Property
 - 7300.3 ◇ Regulation: Disposition of Personal Property
 - 7300.4 ◇ Regulation: Disposition of Federal Property
- 7410 Maintenance and Repair (M)
 - ◇ Regulation
 - 7410.01 ◇ Regulation: Facilities Maintenance, Repair Scheduling, and Accounting
- 7420 Hygienic Management (M)
 - ◇ Regulation: Handling and Disposal of Body Wastes and Fluids (M)
 - 7420.1 ◇ Regulation: Bloodborne Pathogen Exposure Control Plan (M)
 - 7420.2 ◇ Regulation: Chemical Hygiene (M)
- 7421 Indoor Air Quality Standards
 - ◇ Regulation
- 7422 School Integrated Pest Management Plan (M)
 - ◇ Regulation
- 7430 School Safety (M)
 - ◇ Regulation
- 7432 Eye Protection (M)
 - ◇ Regulation
- 7433 Hazardous Substances
- 7434 Smoking on School Grounds (M)
- 7435 Alcoholic Beverages on School Premises
- 7436 Drug Free Workplace (M)
- 7440 Security of School Premises
 - ◇ Regulation
- 7441 Electronic Surveillance in School Buildings and on School Grounds
 - ◇ Regulation
- 7444 Use of Metal Detectors
- 7450 Property Inventory
- 7460 Energy Conservation
- 7480 Motor Vehicles on School Property
- 7490 Animals on School Property
- 7510 Use of School Facilities
- 7513 Recreational Use of Playgrounds
- 7610 Vandalism
 - ◇ Regulation

7650 School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting
◇ Regulation

8000 Operations

8110 Attendance Areas
8130 School Organization (M)
8140 Pupil Enrollments (M)
◇ Regulation: Enrollment Accounting (M)
8210 School Year
8220 School Day
◇ Regulation: School Closings
8310 Public Records
◇ Regulation
8320 Personnel Records
8330 Pupil Records (M)
◇ Regulation
8335 Family Educational Rights and Privacy Act
8420 Emergency and Crisis Situations
◇ Regulation: Emergency Evacuation Plan (M)
8420.1 ◇ Regulation: Fire and Fire Drills (M)
8420.2 ◇ Regulation: Bomb Threats (M)
8420.3 ◇ Regulation: Natural Disasters and Man-Made Catastrophes (M)
8420.4 ◇ Regulation: Kidnapping (M)
8420.5 ◇ Regulation: Asbestos Release (M)
8420.6 ◇ Regulation: Accidents To and From School (M)
8420.7 ◇ Regulation: Lockdown Procedures
8420.10 ◇ Regulation: Active Shooter
8431 Preparedness For Toxic Hazard
◇ Regulation
8441 Care of Injured and Ill Persons (M)
◇ Regulation
8442 Reporting Accidents
8451 Control of Communicable Disease (M)
◇ Regulation
8453 HIV/AIDS
8461 Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse (M)
◇ Regulation
8462 Reporting Potentially Missing or Abused Children (M)
◇ Regulation
8465 Hate Crimes and Bias-related Acts
◇ Regulation
8467 Weapons
◇ Regulation
8468 Crisis Response
◇ Regulation
8470 Response to Concerted Job Action
◇ Regulation: Strike Emergencies
8500 Food Services
8505 School Nutrition (M)
8506 School Lunch Program Biosecurity Plan (M)

8540	Free and Reduced Rate Meals
	◇ Regulation
8600	Transportation (M)
8601	Pupil Supervision After School Dismissal (M)
8630	Bus Driver Responsibility
	◇ Regulation: Emergency School Bus Procedures (M)
8635	Pupil Transportation Vehicles and School Buses
8651	Community Use of Transportation (M)
8660	Transportation by Private Vehicle (M)
8670	Transportation of Disabled Pupils (M)
8710	Property Insurance
8740	Bonding
8750	Employee Indemnification
8760	Pupil Accident Insurance
8770	School Board Insurance Group
8810	Religious Holidays
8820	Opening Exercises
8860	Memorials

9000 Community

9100	Public Relations
9120	Public Relations Program
	◇ Regulation
9130	Public Complaints and Grievances
	◇ Regulation
9140	Citizens Advisory Committees (M)
9150	School Visitors
	◇ Regulation
9160	Public Attendance At School Events
9161	Crowd Control
	◇ Regulation
9180	School Volunteers
9181	Volunteer Athletic Coaches
9190	Community Organizations
	◇ Regulation
9191	Booster Clubs
9200	Cooperation Between Parents and School
9210	Parent Organizations
9230	Parental Responsibilities
9240	Rights of Parents
9260	Parental Liability for Vandalism
9270	Home Schooling and Equivalent Education (M)
	◇ Regulation
9280	Parent Conferences
9320	Cooperation with Law Enforcement Agencies (M)
	◇ Regulation
9323	Notification of Juvenile Offender Case Disposition
9324	Sex Offenders Registration and Notification
	◇ Regulation
9340	Cooperation with Public Library

9400	News/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
9720	Solicitation by Vendors