

**MILLTOWN BOARD OF EDUCATION**  
**Milltown, New Jersey**

**Policy Manual**

---

TABLE OF CONTENTS

**1000 Community Relations**

1000/1010	Concepts and Roles/ Goals and Objectives
1100	Communicating with the Public <ul style="list-style-type: none"><li>• Courtesy Eblast Request Form</li></ul>
1110	Media
1111	District Publications
1120	Board of Education Meetings <ul style="list-style-type: none"><li>• Board of Education Meetings, Regulation</li></ul>
1140	Distribution of Materials by Students and Staff
1200	Participation by the Public <ul style="list-style-type: none"><li>• Volunteer Contract, Exhibit</li></ul>
1210	Community Organizations and Clubs
1220	Ad Hoc Advisory Committees <ul style="list-style-type: none"><li>• Citizen Advisory/Ad Hoc Committee, Regulation</li></ul>
1230	School Connected Organizations
1250	Visitors
1250	Visitors – Request For Classroom Visit Form
1312	Community Inquiries and Complaints <ul style="list-style-type: none"><li>• Community Inquiries and Complaints, Regulation</li></ul>
1313	Gifts to District Employees
1314	Fundraising by Outside Organizations
1315	Distribution of Materials to Students and Staff
1322	Contests for Students
1330	Use of School Facilities <ul style="list-style-type: none"><li>• Use of School Facilities, Regulation</li><li>• Fee Schedule, Exhibit</li></ul>
1410	Local Units
1600	Relations Between Other Entities and the District

TABLE OF CONTENTS (continued)

**2000 Administration**

2000/2010	Concepts and Roles in Administration/ Goals and Objectives
2120	Chain of Command <ul style="list-style-type: none"><li>• Chain of Command, Regulation</li><li>• Organizational Chart, Exhibit</li></ul>
2121	Line of Responsibility
2130	Administrative Staff <ul style="list-style-type: none"><li>• Guidelines for Evaluation of Administrators/Supervisors, Regulation</li></ul>
2131	Chief School Administrator <ul style="list-style-type: none"><li>• CSA Evaluation Procedure and Calendar, Regulation</li><li>• Evaluation Part 1, Exhibit</li><li>• Evaluation Part 2, Exhibit</li><li>• Job Description, Exhibit</li></ul>
2210	Administrative Leeway in Absence of Board Policy
2224	Nondiscrimination/Affirmative Action
2240	Research, Evaluation and Planning
2255	Action Planning for T&E Certification

TABLE OF CONTENTS (continued)

**3000 Business and Noninstructional Operations**

3000/3010	Concepts and Roles in Business and Noninstructional Operations/ Goals and Objectives
3100	Budget Planning, Preparation and Adoption
3100	Budget Planning Regulation
3151	Appeals
3160	Transfer of Funds Between Line Items/Amendments/Purchases not Budgeted <ul style="list-style-type: none"><li>• Transfer of Funds Between Line Items/Amendments/Purchases not Budgeted, Regulation</li></ul>
3220/3230	State Funds/ Federal Funds <ul style="list-style-type: none"><li>• New Jersey Application for State Aid, Regulation</li></ul>
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
3280.1	Corporate Sponsorship and Advertisement in Schools
3290	Funds Management/Investing
3293	Depositories
3293.1	Authorized Signatures
3320	Purchasing Procedures
3326	Payment for Goods and Services
3327	Relations with Vendors <ul style="list-style-type: none"><li>• Prudent use of Legal Services, Regulation</li></ul>
3400	Accounts
3440	Inventories
3450	Money in School Buildings
3451	Petty Cash Funds <ul style="list-style-type: none"><li>• Petty Cash Funds, Regulation</li></ul>
3453	School Activity Funds
3500	Noninstructional Operations
3501	Conservation Sustainability and Green Initiatives
3510	Operation and Maintenance of Plant
3514	Equipment
3515	Smoking Prohibition <ul style="list-style-type: none"><li>• Guidelines for Controlling Smoking, Drinking and Use of Drugs, Regulation</li><li>• Smoking Prohibition, Regulation</li></ul>

TABLE OF CONTENTS (continued)

3515.2	Parking
3516	Safety <ul style="list-style-type: none"><li>• Safety, Regulation</li></ul>
3517	Security <ul style="list-style-type: none"><li>• Employee Identification Card System, Regulation</li></ul>
3530	Insurance Management
3533	Employee/Officer Bonds
3541.1	Transportation Routes and Services <ul style="list-style-type: none"><li>• Eligibility for In-District Transportation, Regulation</li><li>• Transportation Routes and Services, Regulation</li></ul>
3541.31	Privately Owned Vehicles <ul style="list-style-type: none"><li>• Privately Owned Vehicles, Regulation</li><li>• Safety Regulations for Volunteer Transportation, Regulation</li></ul>
3541.32	District-owned Vehicles
3541.33	Transportation Safety <ul style="list-style-type: none"><li>• Transportation Safety, Regulation</li></ul>
3542	Food Service
3542.1	Wellness/Nutrition <ul style="list-style-type: none"><li>• Wellness/Nutrition, Regulation</li><li>• Frequently Asked Questions, Exhibit</li></ul>
3542.2	Outstanding Food Service Charges
3542.31	Free or Reduced-price Lunches/Milk <ul style="list-style-type: none"><li>• Free or Reduced-price Lunches/Milk, Regulation</li></ul>
3542.44	Purchasing
3570	District Records and Reports <ul style="list-style-type: none"><li>• District Records and Reports, Regulation</li></ul>
3571.4	Audit
3600	Evaluation of Business and Noninstructional Operations

TABLE OF CONTENTS (continued)

**4000 Instructional and Support Personnel**

4000/4010	Concepts and Roles in Personnel/ Goals and Objectives
4110/4210	Tenure
4111	Recruitment, Selection and Hiring
4111.1/4211.1	Nondiscrimination/Affirmative Action <ul style="list-style-type: none"><li>• Nondiscrimination/Affirmative Action, Regulation</li><li>• Complaint Form, Form</li><li>• Response to a Complaint, Form</li></ul>
4112.2	Certification
4112.4/4212.4	Employee Health <ul style="list-style-type: none"><li>• Injury and Illness Procedure, Regulation</li><li>• Bloodborne Pathogens, Regulation</li><li>• Exposure Control Plan, Regulation</li><li>• Physical Examination, Regulation</li><li>• Health History Update, Form</li><li>• Staff Health History, Form</li></ul>
4112.6/4212.6	Personnel Records <ul style="list-style-type: none"><li>• Personal Information; Privacy; References, Regulation</li><li>• Personnel Records, Regulation</li></ul>
4112.7	Professional Personnel Orientation
4112.8/4212.8	Nepotism
4113/4213	Assignment/Transfer
4115	Supervision <ul style="list-style-type: none"><li>• Supervision/Evaluation, Regulation</li></ul>
4116	Evaluation
4117/4217	Separation/Resignation
4117.44/217.44	Reduction in Force/Abolishing a Position
4117.41	Nonrenewal
4117.51	Withholding Increment
4117.52/4217.52	Dismissal/Suspension
4118.3/4218.3	Grievances <ul style="list-style-type: none"><li>• Grievance Procedure, Regulation</li><li>• Professional Relations Protocol</li></ul>
4119.21/4219.21	Conflict of Interest <ul style="list-style-type: none"><li>• Conflict of Interest Disciplinary Action, Regulation</li></ul>
4119.22/4219.22	Conduct and Dress

TABLE OF CONTENTS (continued)

4119.23	Employee Substance Abuse <ul style="list-style-type: none"><li>• Employee Substance Abuse Procedure, Regulation</li></ul>
4119.26/4219.26	Electronic Communication
4121	Substitute Teachers
4122	Student Teachers/Interns
4123	Classroom Aides
4131/4131.1	Staff Development/Inservice Education/Visitations/Conferences <ul style="list-style-type: none"><li>• Inservice Training of Staff, Regulation</li><li>• Staff Development, Form</li></ul>
4135/4235	Negotiations
4138/4238	Nonschool Employment
4142/4242	Salary Checks and Deduction
4144/4244	Workers' Compensation and Modified Duty
4147/4247	Employee Safety
4148/4248	Employee Protection
41504250	Leaves-Unauthorized
4151/4251	Attendance Patterns
4151/4251	Attendance Patterns Regulation
4151.1/4251.1	Personal Illness and Injury/Health and Hardship
4151.2	Family Leave and Medical Leave <ul style="list-style-type: none"><li>• Serious Health Condition, Form</li><li>• Application for Leave of Absence, Form</li><li>• Certification of Health Care Provider Regarding Condition, Form</li><li>• Certification of Health Care Provider Resume Work, Form</li><li>• Employer Response to Application for Leave of Absence, Form</li></ul>
4151.6/4251.6	Religious Leave
4152/4252	Vacations/Holidays
4211	Recruitment, Selection and Hiring
4213.2/4214.2	Promotion/Demotion
4215	Supervision <ul style="list-style-type: none"><li>• Noncertified Employees Evaluation Procedure, Regulation</li></ul>
4216	Evaluation
4219.23	Employee Substance Abuse <ul style="list-style-type: none"><li>• Employee Substance Abuse Procedure, Regulation</li></ul>
4222	Noninstructional Aides
4231/4231.1	Staff Development/Inservice Education/Visitations/Conferences
4241	Salary Guides

TABLE OF CONTENTS (continued)

**5000 Students**

5000	Concepts and Roles in Student Personnel
5020	Role of Parents/Guardians
5111	Admission <ul style="list-style-type: none"><li>• Admission of Students, Regulation</li></ul>
5113	Absences and Excuses <ul style="list-style-type: none"><li>• Absences and Excuses, Regulation</li></ul>
5114	Suspension and Expulsion
5118	Nonresidents <ul style="list-style-type: none"><li>• Department of Education Sample Forms, Notices and Informational Documents, Regulation</li></ul>
5118.2	Foster Care and Educational Stability <ul style="list-style-type: none"><li>• Foster Care and Educational Stability, Regulation</li></ul>
5119	Transfers
5120	Assessment of Individual Needs
5124	Reporting to Parents/Guardians <ul style="list-style-type: none"><li>• Reporting to Parents/Guardians, Regulation</li><li>• Parent Conference Summary Report, Form</li></ul>
5125	Student Records <ul style="list-style-type: none"><li>• Safeguard of Student Records, Regulation</li><li>• Student Records, Regulation</li></ul>
5126	Awards for Achievement <ul style="list-style-type: none"><li>• Honor Roll, Regulation</li><li>• Honor Roll List, Form</li></ul>
5127	Eighth Grade Promotion Activities
5131	Conduct/Discipline <ul style="list-style-type: none"><li>• Code of Student Conduct, Regulation</li><li>• Classroom, Hall and Grounds Conduct, Regulation</li><li>• Conduct/Discipline and Threatening Behavior, Regulation</li><li>• Student Discipline</li><li>• General Rules of Conduct, Regulation</li></ul>
5131.1	Harassment, Intimidation, Bullying and Hazing <ul style="list-style-type: none"><li>• Harassment, Intimidation and Bullying Prevention Procedures, Regulation</li></ul>
5131.3	Student Vehicles (Bicycles)
5131.5	Vandalism/Violence
5131.6	Drugs, Alcohol, Tobacco <ul style="list-style-type: none"><li>• Drugs, Alcohol, Tobacco, Regulation</li></ul>

## TABLE OF CONTENTS (continued)

5131.7	Weapons and Dangerous Instruments
5132	Student Dress Code <ul style="list-style-type: none"><li>• Student Dress Code, Regulation</li></ul>
5134	Married/Pregnant Students
5136	Fund-raising Activities
5141	Health <ul style="list-style-type: none"><li>• Public Access Defibrillation Procedures, Regulation</li><li>• Public Access to Defibrillators, Regulation</li><li>• Student Health Services, Regulation</li><li>• AED Incident Report, Form</li><li>• Zoll AED/Plus AED, Monthly Checklist, Form</li><li>• Zoll AED/Plus AED, Weekly Checklist, Form</li></ul>
5141.1	Accidents <ul style="list-style-type: none"><li>• Injury and Illness Procedures, Regulation</li></ul>
5141.2	Illness <ul style="list-style-type: none"><li>• Head Lice, Regulation</li><li>• Head Lice, Exhibit A</li></ul>
5141.3	Health Examinations and Immunizations
5141.4	Missing, Abused and Neglected Children <ul style="list-style-type: none"><li>• Missing, Abused and Neglected Children, Regulation</li></ul>
5141.6	School Clearance Following Crisis Situation
5141.6	Suicide Prevention <ul style="list-style-type: none"><li>• Suicide Prevention/Identification/Intervention Procedures, Regulation</li><li>• Appendix I, Warning Signs, Exhibit</li><li>• Appendix II, Suicide Intervention Report, Exhibit</li><li>• Appendix III, Developmental Understanding of Death, Exhibit</li><li>• Appendix IV, Possible Reactions to a Suicide, Exhibit</li><li>• Appendix V, Suicide Evaluation, Exhibit</li><li>• Appendix VI, Suggested Evaluation Questions for Student, Exhibit</li><li>• Appendix VII, Suggested Evaluation Questions for Parents, Exhibit</li><li>• Appendix VIII, Warning Signs for Self Harm, Exhibit</li><li>• Appendix IX, Warning Signs for Self Harm Form, Exhibit</li><li>• Appendix X, Initial Request for Assistance, Exhibit</li><li>• Appendix XI, Prior Intervention Checklist, Exhibit</li></ul>
5141.7	Personal Restraint/Crisis Management
5141.8	Sports Related Concussion and Head Injury
5141.21	Administering Medication <ul style="list-style-type: none"><li>• Procedure Intravenous Lines, Regulation</li></ul>



TABLE OF CONTENTS (continued)

	<ul style="list-style-type: none"><li>• Permission Form for Student Attending School with Intravenous Line, Form</li><li>• Request for Self-Administration of Medicine, Form</li></ul>
5141.22	Medical Marijuana
5141.25	Hearing Assistance Devices Testing <ul style="list-style-type: none"><li>• Hearing Aid Testing Consent, Form</li><li>• Hearing Assistance Device Testing Record, Form</li></ul>
5142	Student Safety <ul style="list-style-type: none"><li>• Safety, Regulation</li></ul>
5142.1	Safety Patrols
5143	Insurance
5145.4	Equal Educational Opportunity
5145.5	Photographs of Students
5145.6	Student Grievance Procedure <ul style="list-style-type: none"><li>• Student Grievance Procedure, Regulation</li></ul>
5145.11	Questioning and Apprehension
5145.12	Search and Seizure
5200	Nonpublic School Students

TABLE OF CONTENTS (continued)

**6000 Instruction**

6010	Goals and Objectives
6111	School Calendar
6112	School Day
6114	Emergencies and Disaster Preparedness <ul style="list-style-type: none"><li>• Emergencies and Disaster Preparedness, Regulation</li><li>• Assembly/Program/Activity Information Form, Form</li><li>• Emergency Drills Report, Form</li></ul>
6115	Ceremonies and Observances
6121	Nondiscrimination/Affirmative Action
6122	Articulation
6130	Organizational Plan
6140	Curriculum Adoption <ul style="list-style-type: none"><li>• Curriculum Adoption, Regulation</li></ul>
6141	Curriculum Design/Development
6141.2	Recognition of Religious Beliefs and Customs
6142	Subject Fields <ul style="list-style-type: none"><li>• Subject Fields, Regulation</li></ul>
6142.1	Family Life Education <ul style="list-style-type: none"><li>• Family Life Education, Regulation</li></ul>
6142.2	English as a Second Language; Bilingual/Bicultural <ul style="list-style-type: none"><li>• English as a Second Language, Regulation</li></ul>
6142.4	Physical Education and Health
6142.6	Basic Skills
6142.9	Arts
6142.10	Internet Safety and Technology <ul style="list-style-type: none"><li>• Acceptable Use, Regulation</li></ul>
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
6145.4	Public Performances and Exhibitions
6146	Promotion Requirements/Early Promotion

TABLE OF CONTENTS (continued)

6146.1	Acceleration <ul style="list-style-type: none"><li>• Acceleration/Promotion/Retention, Regulation</li></ul>
6146.2	Promotion/Retention
6147	Standards of Proficiency
6147.1	Evaluation of Individual Student Performance
6147.1	Evaluation of Individual Student Performance, Regulation
6147.2	Standardized Testing
6147.2	Standardized Testing, Regulation
6150	Instructional Arrangements
6151	Class Size <ul style="list-style-type: none"><li>• Class Size, Regulation</li></ul>
6152	Grouping <ul style="list-style-type: none"><li>• Grouping, Regulation</li></ul>
6153	Field Trips <ul style="list-style-type: none"><li>• Field Trips, Regulation</li><li>• Field Trip Request, Form</li><li>• Permission Slip, Form</li><li>• Teachers Field Trip Checklist, Form</li><li>• Volunteer Contract – Eight Grade Camp Mason Trip</li></ul>
6154	Homework/Makeup Work/Study Skills <ul style="list-style-type: none"><li>• Homework/Makeup Work, Regulation</li></ul>
6156	Instructional Planning/Scheduling
6160	Instructional Services and Resources <ul style="list-style-type: none"><li>• Instructional Services and Resources, Regulation</li></ul>
6161	Equipment, Books and Materials <ul style="list-style-type: none"><li>• Equipment, Books and Materials, Regulation</li></ul>
6161.1	Guidelines for Evaluation and Selection of Instructional Materials <ul style="list-style-type: none"><li>• Guidelines for Evaluation and Selection of Instructional Materials, Regulation</li><li>• Bias/Stereotyping, Form</li></ul>
6161.2	Complaints Regarding Instructional Materials <ul style="list-style-type: none"><li>• Complaints About Instructional Materials, Form</li></ul>
6161.3	Guidelines Pertaining to Overdue, Damaged or Lost Instructional Materials
6162.4	Community Resources <ul style="list-style-type: none"><li>• Community Resources, Regulation</li><li>• Community Resources, Form</li></ul>
6162.5	Research

TABLE OF CONTENTS (continued)

6163.1	Media Center/Library
6163.3	Live Animals in the Classroom <ul style="list-style-type: none"><li>• Pets in the Classroom, Regulation</li></ul>
6164	Response to Intervention
6164.1	Intervention and Referral Services for General Education Students <ul style="list-style-type: none"><li>• Intervention and Referral Services for General Education Students, Regulation</li></ul>
6164.2	Guidance Services
6164.4	Child Study Team <ul style="list-style-type: none"><li>• Child Study Team, Regulation</li></ul>
6171	Special Instructional Programs
6171.1	Remedial Instruction
6171.2	Gifted and Talented
6171.3	At-risk and Title 1
6171.4	Special Education <ul style="list-style-type: none"><li>• IEP and Inclusive Assessment, Regulation</li><li>• Special Education In-Service Training, Regulation</li><li>• Identification, Classification, Location and Evaluation of Students, Regulation</li><li>• Transition from Early Intervention Programs, Regulation</li><li>• Statement of Assurance, Exhibit</li></ul>
6171.5	Section 504 <ul style="list-style-type: none"><li>• Parent and Student Rights Under Section 504, Exhibit</li><li>• Document of Eligibility, Form</li><li>• Section 504 Plan, Form</li><li>• Section 504 Evaluation Report, Form</li><li>• Section 504 Identification Request, Form</li></ul>
6172	Alternative Educational Programs <ul style="list-style-type: none"><li>• Alternative Educational Programs, Regulation</li><li>• Maintenance Access Confidentiality of Records, Regulation</li><li>• Discipline of Educationally Disabled Students, Regulation</li></ul>
6173	Home Instruction
6174	Home Schooling <ul style="list-style-type: none"><li>• Home Schooling, Regulation</li></ul>
6178	Early Childhood Education/Preschool
6300	Evaluation of the Instructional Program

TABLE OF CONTENTS (continued)

**7000 Construction, Remodeling and Renovation**

7010	Goals and Objectives
7100	Planning
7110	Long-range Facilities Planning <ul style="list-style-type: none"><li>• Long-range Facilities Planning, Regulation</li></ul>
7115	Developing Educational Specifications
7430	Change Orders
7440	Protection and Guarantees
7450	Supervision of Building Projects
7530	Inspection and Acceptance of Completed Project
7550	Naming of Facility

TABLE OF CONTENTS (continued)

**9000 Bylaws of the Board**

9000	Role of the Board
9010	Role of the Member
9020	Public Statements
9110	Number of Members and Terms of Office
9111	Qualifications
9112	Elections
9113	Filling Vacancies
9114	Resignation/Removal from Office <ul style="list-style-type: none"><li>• Resignation/Removal from Office, Regulation</li></ul>
9120	Election and Appointment of Officers and Auxiliary Personnel
9121	Election and Duties of President
9122	Election and Duties of Vice President
9125	Appointment of Treasurer of School Moneys
9127	Auditor
9130	Committees
9150	Board Consultants
9200	Orientation and Training of Board Members
9250	Expenses
9270	Conflict of Interest
9271	Code of Ethics
9310	Development, Distribution and Maintenance of Governance Manual
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
9320	Meetings
9321	Time, Place, Notification of Meetings
9322	Public and Executive Sessions <ul style="list-style-type: none"><li>• Public and Executive Sessions; Public Participation, Regulation</li></ul>
9322.1	Organization Meeting
9323/9324	Agenda Preparation/Advance Delivery of Meeting Material
9325	Meeting Procedures
9325.4	Voting Method <ul style="list-style-type: none"><li>• Voting Method, Exhibit</li></ul>
9326	Minutes <ul style="list-style-type: none"><li>• Minutes, Regulation</li></ul>

TABLE OF CONTENTS (continued)

	• Notification of Intent, Form
9340	Membership in Associations
9360	Legislative Program
9400	Board Self-evaluation
9420	Recognition of Employees, Retired Employees and Board Members