

**RESOLVED**, that the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the Randolph Board of Education” are hereby adopted and that all bylaws and policies heretofore adopted by the Randolph Board of Education and inconsistent with the bylaws and policies hereby adopted are hereby rescinded, and

**BE IT FURTHER RESOLVED**, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.

**NOW, THEREFORE, BE IT RESOLVED**, the 0000 BYLAWS, 1000 ADMINISTRATION, 2000 PROGRAM, 3000 TEACHING STAFF MEMBERS, 4000 SUPPORT STAFF MEMBERS, 5000 PUPILS, 6000 FINANCES, 7000 PROPERTY, 8000 OPERATIONS, 9000 COMMUNITY sections adopted for second reading by the Randolph Board of Education in the County of Morris in the Township of Randolph, New Jersey at a public meeting held on July 17, 2012.

**0000 BYLAWS**

<u>Number</u>	<u>Title</u>
0110	Membership
0120	Authority and Powers
0131	Bylaws and Policies
0132	Executive Authority
0133	Adjudication of Disputes
0134	Board Self Evaluation
0141	Board Member Number and Term
0142	Board Member Qualifications, Prohibited Acts and Code of Ethics
0142.1	Nepotism
0143	Board Member Election and Appointment
0143.2	Pupil Representatives to the Board of Education
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
0155.1	Board Member Participation in Committee Meetings by Teleconferencing or Video-Conferencing Equipment
0157	Board of Education Website
0161	Call, Adjournment and Cancellation
0162	Notice of Board Meetings
0163	Quorum
0164	Conduct of Board Meetings

- 0164.1 Meetings Conflicting With Board of Education Meetings
- 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 Monies
- 0173 Duties of Public School Accountant
- 0174 Duties of Board Attorney
- 0175 Contracts with Independent Consultants
- 0176 Collective Bargaining and Contract Approval/Ratification
- 0177 Professional Services

**1000 ADMINISTRATION**

- | Number | Title  |
|--------|--|
| 1100   | District Organization  |
| 1110   | Organization/Position Control  |
| 1120   | Management Team  |
| 1130   | Staff Liaison Committees   |
| 1140   | Affirmative Action Program   |
| 1210   | Policy Administration  |
| 1220   | Employment of Chief School Administrator   |
| 1230   | Superintendent's Duties  |
| 1240   | Evaluation of Superintendent   |
| 1260   | Incapacity of Superintendent   |
| 1310   | Employment of School Business Administrator/Board Secretary                                |
| 1320   | Duties of the School Business Administrator/Board Secretary                                |
| 1330   | Evaluation of the School Business Administrator  |
| 1331   | Evaluation of the Board Secretary  |
| 1350   | Incapacity of School Business Administrator/Board Secretary                                |
| 1400   | Job Descriptions   |
| 1510   | Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination              |
| 1522   | School-level Planning  |
| 1523   | Comprehensive Equity Plan  |
| 1530   | Equal Employment Opportunity   |
| 1540   | Administrator's Code of Ethics   |
| 1550   | Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan |
| 1570   | Internal Controls  |
| 1620   | Administrative Employment Contracts  |

**2000 PROGRAM**

- | Number | Title                   |
|--------|-------------------------|
| 2110   | Philosophy of Education |

2132	School District Goals and Objectives
2200	Curriculum Content
2210	Curriculum Development
2220	Adoption of Courses
2230	Course Guides
2240	Controversial Issues
2260	Affirmative Action Program for School and Classroom Practices
2270	Religion in the Schools
2271	Winter Holiday Activities
2310	Pupil Grouping
2312	Class Size
2320	Independent Study
2330	Homework
2340	Field Trips
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources
2411	Guidance Counseling
2412	Home Instruction
2415	No Child Left Behind Programs
2415.01	Academic Standards, Academic Assessments and Accountability
2415.02	Title I – Fiscal Responsibilities
2415.03	Highly Qualified Teachers
2415.04	Title I – District-Wide Parental Involvement
2415.05	Pupil Surveys, Analysis and/or Evaluations
2415.06	Unsafe School Choice Option
2415.20	No Child Left Behind Complaints
2416	Programs for Pregnant Pupils
2417	Pupil Intervention and Referral Services
2421	Vocational Education
2422	Health Education
2423	Bilingual and ESL Education
2425	Physical Education
2428.1	Standards-Based Instructional Priorities
2430	Co-Curricular Activities
2431	Athletic Competition
2431.1	Co/Extra –Curricular Rules
2431.2	Athletic Training Rules
2431.3	Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2432	School Sponsored Publications
2452	Adult and Community Education
2460	Special Education/Sending Schools
2464	Gifted and Talented Pupils
2466	Public Labeling of Educationally Handicapped Pupils
2467	Surrogate Parents and Foster Parents
2481	Home or Out-of-School Instruction for General Education Pupils

2510	Adoption of Textbooks
2520	Instructional Supplies
2530	Resource Materials
2531	Copying Copyrighted Materials
2551	Musical Instruments
2560	Live Animals in School
2610	Educational Program Evaluation
2622	Pupil Assessment
2624	Grading System
2631	New Jersey Quality Single Accountability Continuum
2700	Services to Nonpublic School Pupils

**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
3125.2	Employment of Substitute Teachers
3126	Induction Program for Provisional Teachers
3127	Terms and Conditions for Confidential and Non-Represented Supervisory Staff
3130	Assignment and Transfer
3134	Assignment of Additional Duties
3141	Resignation
3142	Nonrenewal of Non-Tenured Teaching Staff Member
3143	Dismissal
3144	Certification of Tenure Charges
3146	Conduct of Reduction in Force
3150	Discipline
3152	Withholding an Increment
3159	Teaching Staff Member/School District Reporting Responsibilities
3160	Physical Examination
3161	Examination for Cause
3211	Code of Ethics
3211.3	Consulting Outside the District
3212	Attendance
3214	Conflict of Interest
3217	Use of Corporal Punishment
3218	Substance Abuse
3221	Evaluation of Nontenured Teaching Staff Members
3222	Evaluation of Tenured Teaching Staff Members
3223	Evaluation of Administrators
3230	Outside Activities
3231	Outside Employment as Athletic Coach

- 3232 Tutoring
- 3233 Political Activities
- 3240 Professional Development
- 3244 In-Service Training
- 3245 Research Projects by Staff Members
- 3270 Professional Responsibilities
- 3280 Liability for Pupil Welfare
- 3281 Inappropriate Staff Conduct
- 3310 Academic Freedom
- 3321 Acceptable Use of Computer Network(s)/Computers and Resources by Staff Members
- 3322 Staff Member's Use of Cellular Telephones
- 3340 Grievance
- 3351 Healthy Workplace Environment
- 3362 Sexual Harassment
- 3370 Teaching Staff Member Tenure
- 3381 Protection Against Retaliation
- 3420 Benefits
- 3421 Employee Counseling Service
- 3425 Work Related Disability Pay
- 3425.1 Modified Duty Early Return to Work Program
- 3431.1 Family Leave
- 3431.3 New Jersey's Family Leave Insurance Program
- 3432 Sick Leave
- 3433 Vacations
- 3435 Anticipated Disability
- 3436 Personal Leave
- 3437 Military Leave
- 3439 Jury Duty

**4000 SUPPORT STAFF MEMBERS**

- | <u>Number</u> | <u>Title</u>  |
|---------------|---|
| 4111          | Creating Positions  |
| 4124          | Employment Contract   |
| 4125          | Employment of Support Staff Members                             |
| 4140          | Termination   |
| 4145          | Reduction in Force  |
| 4146          | Nonrenewal of Non-Tenured Support Staff Member                  |
| 4150          | Discipline  |
| 4152          | Freezing or Reducing Wages                                      |
| 4159          | Support Staff Member/School District Reporting Responsibilities |
| 4160          | Physical Examination  |
| 4161          | Examination for Cause   |
| 4211          | Attendance  |
| 4211.3        | Consulting Outside the District                                 |

4214	Conflict of Interest
4215	Code of Ethics
4218	Substance Abuse
4219	Commercial Driver Controlled Substance and Alcohol Use Testing
4220	Employee Evaluation
4230	Outside Activities
4233	Political Activities
4240	Employee Training
4281	Inappropriate Staff Conduct
4321	Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members
4340	Grievance
4351	Healthy Workplace Environment
4352	Sexual Harassment
4360	Support Staff Member Tenure
4381	Protection Against Retaliation
4413	Overtime Compensation
4415	Substitute Wages
4420	Benefits
4421	Employee Counseling Service
4425	Work Related Disability Pay
4425.1	Modified Duty Early Return to Work Program - Support Staff Members
4431.1	Family Leave
4431.3	New Jersey's Family Leave Insurance Program
4432	Sick Leave
4433	Vacations
4434	Holidays
4435	Anticipated Disability
4436	Personal Leave
4437	Military Leave
4438	Jury Duty

**5000 PUPILS**

<u>Number</u>	<u>Title</u>
5111	Eligibility of Resident/Nonresident Pupils
5112	Entrance Age
5114	Children Displaced by Domestic Violence
5116	Education of Homeless Children
5120	Assignment of Pupils
5130	Withdrawal From School
5200	Attendance Tardiness Grades K-8
5200.1	Attendance Tardiness High School
5230	Late Arrival and Early Dismissal
5240	Tardiness
5250	Excusal from Class or Program

5300	Use of Defibrillator(s)
5305	Health Services Personnel
5306	Health Services To Nonpublic Schools
5307	Nursing Services Plan
5308	Pupil Health Records
5310	Health Services
5320	Immunization
5330	Administration of Medication
5331	Anaphylaxis to Food and Other Substances
5332	Do Not Resuscitate Orders
5335	Treatment of Asthma
5338	Diabetes Management
5350	Pupil Suicide Prevention
5351	Student Violence Prevention and Response
5410	Promotion and Retention
5412	Eighth Grade Graduation
5420	Reporting Pupil Progress
5430	Class Rank
5431	“Good Pupil” Status
5440	Awards
5460	High School Graduation
5465	Early Graduation
5466	Graduation and Year Book Fees
5500	Expectations for Pupil Conduct
5511	Dress and Grooming
5512	Harassment, Intimidation and Bullying
5513	Care of School Property
5514	Pupil Use of Vehicles
5515	Pupil Parking
5516	Remotely Activating Communication Devices – Pagers & Cellular Telephones
5517	Pupil Identification Cards
5519	Dating Violence at School
5520	Disorder and Demonstration
5530	Substance Abuse
5533	Pupil Smoking
5550	Disaffected Pupils
5560	Disruptive Pupils
5561	Use of Physical Restraint
5570	Sportsmanship
5600	Pupil Discipline/Code of Conduct
5610	Suspension
5611	Removal of Pupils from The General Education Program for Weapons/Firearms Offenses
5612	Assault by Pupils on Board Members or Employees
5615	Suspected Gang Activity
5620	Expulsion
5700	Pupil Rights

5701	Plagiarism
5710	Pupil Grievance
5721	Distribution of Flyers/Electronic Advertising
5750	Equal Educational Opportunity
5751	Sexual Harassment
5752	Marital Status and Pregnancy
5755	Equity in Educational Programs and Services
5770	Pupil Right of Privacy
5820	Student Government
5830	Pupil Fund Raising
5841	Secret Societies
5842	Equal Access of Pupil Organizations
5843	Latchkey Program
5850	Social Events and Class Trips
5860	Safety Patrol
5880	Public Performances by Pupils

### **6000 FINANCES**

<u>Number</u>	<u>Title</u>
6111	Special Education Medicaid Initiative (SEMI) Program
6112	Reimbursement of Federal and Other Grant Expenditures
6141	Tax Revenues
6150	Tuition Income
6160	Grants from Private Sources
6162	Corporate Sponsorships
6210	Fiscal Planning
6220	Budget Preparation
6230	Budget Hearing
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
6362	Contributions to Board Members and Contract Awards
6421	Purchases Budgeted
6422	Budget Transfers
6423	Expenditures for Non-Employee Activities, Meals, and Refreshments
6424	Emergency Contracts
6440	Cooperative Purchasing
6450	Choice of Vendor
6470	Payment of Claims
6471	School District Travel
6472	Tuition Assistance
6480	Purchase of Food Supplies
6510	Payroll Authorization

6520	Payroll Deductions
6620	Petty Cash
6630	Athletic Fund
6640	Cafeteria Fund
6650	Scholarship Fund
6660	Student Activity Fund
6700	Investments
6740	Reserve Accounts
6810	Financial Objectives
6820	Financial Reports
6830	Audit and Comprehensive Annual Financial Report
6831	Withholding or Recovering State Aid
6832	Conditions of Receiving State Aid

### **7000 PROPERTY**

<u>Number</u>	<u>Title</u>
7100	Long-Range Facilities Planning
7101	Educational Adequacy of Capital Projects
7102	Site Selection and Acquisition
7130	School Closing
7230	Gifts, Grants, and Donations
7243	Supervision of Construction
7300	Disposition of Property
7410	Maintenance and Repair
7420	Hygienic Management
7421	Indoor Air Quality Standards
7422	School Integrated Pest Management Plan
7430	School Safety
7430.1	Employee Safety
7432	Eye Protection
7433	Hazardous Substances
7434	Smoking on School Grounds
7435	Alcoholic Beverages on School Premises
7436	Drug Free Workplace
7440	Security of School Premises
7441	Electronic Surveillance In School Buildings and On School Grounds
7450	Property Inventory
7480	Motor Vehicles on School Property
7490	Animals on School Property
7510	Use of School Facilities
7513	Recreational Use of Playgrounds
7520	Loan of School Equipment
7540	Joint Use of Facilities
7610	Vandalism
7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting

**8000 OPERATIONS**

<u>Number</u>	<u>Title</u>
8110	Attendance Areas
8130	School Organization
8140	Pupil Enrollments
8210	School Year
8220	School Day
8310	Public Records
8311	Managing Electronic Mail
8320	Personnel Records
8330	Pupil Records
8335	Family Educational Rights and Privacy Act
8420	Emergency and Crisis Situations
8431	Preparedness for Toxic Hazard
8441	Care of Injured and Ill Persons
8442	Reporting Accidents
8451	Control of Communicable Disease
8453	HIV/AIDS
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse
8462	Reporting Potentially Missing or Abused Children
8465	Hate Crimes and Bias-Related Acts
8467	Weapons
8468	Crisis Response
8500	Lunch Programs
8505	School Nutrition
8506	School Lunch Program Biosecurity Plan
8540	Free and Reduced Rate Meals
8600	Transportation
8601	Pupil Supervision After School Dismissal
8611	Subscription Busing
8630	Bus Driver Responsibility
8635	Pupil Transportation Vehicles and School Buses
8651	Community Use of Transportation
8660	Transportation by Private Vehicle
8670	Transportation of Disabled Pupils
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**

<u>Number</u>	<u>Title</u>
9100	Public Relations
9120	Public Relations Program
9121	Communications
9130	Public Concerns
9140	Citizens Advisory Committees
9150	School Visitors
9160	Public Attendance at School Events
9161	Crowd Control
9180	School Volunteers
9181	Volunteer Athletic Coaches
9190	Community Organizations
9191	Booster Clubs
9192	Raffles, Lotteries and Similar Games of Chance
	School Related Groups and Associations
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 Outside the Schools
9280	Parent Conferences
9310	Cooperation With Township
9320	Cooperation with Law Enforcement Agencies
9323	Notification of Juvenile Offender Case Disposition
9324	Sex Offender Registration and Notification
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	Solicitations by Vendors