

# **Penns Grove – Carneys Point Regional School District Board of Education**



## **POLICY MANUAL**

**The Policies of the Penns Grove – Carneys Point Regional School District Board of Education are filed herei. These documents are to be considered to be copies, but they are current.**

**Documents found here must be compared to the Official Policy Manual to assure accuracy.**

**The Official Policy Manual of the Penns Grove – Carneys Point Regional School District Board of Education is on file with the Superintendent of Schools.**

# **Penns Grove – Carneys Point Regional School District Board of Education**

## **Policy Manual**

## **CONTENTS**



**This Policy Manual is divided into 8 sections (series):**

- **Series 1000 – Community Relations**
- **Series 2000 – Administration**
- **Series 3000 – Business & Non-instructional  
Operations**
- **Series 4000 – Instructional & Support Personnel**
- **Series 5000 – Students**
- **Series 6000 – Instructional Program**
- **Series 7000 – Property**
- **Series 9000 – Bylaws of the Board of Education**

**Note: A Brief Description of each series is listed below:**

### **Series 1000 ~ Community Relations**

<ul style="list-style-type: none"><li>• Public Relations</li></ul>	<ul style="list-style-type: none"><li>• Media Relations</li></ul>
<ul style="list-style-type: none"><li>• PTA / PTO</li></ul>	<ul style="list-style-type: none"><li>• Community Involvement</li></ul>
<ul style="list-style-type: none"><li>• Use of Facilities</li></ul>	<ul style="list-style-type: none"><li>• School Publications</li></ul>

### **Series 2000 ~ Administration**

<ul style="list-style-type: none"><li>• Superintendent of Schools</li></ul>	<ul style="list-style-type: none"><li>• Other Administrators</li></ul>
<ul style="list-style-type: none"><li>• Lines of Responsibility</li></ul>	<ul style="list-style-type: none"><li>• Organizational Chart</li></ul>

### **Series 3000 ~ Business & Non-Instructional Operations**

<ul style="list-style-type: none"><li>• Budget</li></ul>	<ul style="list-style-type: none"><li>• State &amp; Federal Aid</li></ul>
<ul style="list-style-type: none"><li>• Cash Funds</li></ul>	<ul style="list-style-type: none"><li>• Cafeteria</li></ul>
<ul style="list-style-type: none"><li>• Purchasing &amp; Insurance</li></ul>	<ul style="list-style-type: none"><li>• Transportation</li></ul>

### **Series 4000 ~ Instructional & Support Personnel**

Note: Policies Numbered 4100 – 4199 Cover Instructional Personnel (Teaching Staff)  
Policies Numbered 4200 – 4299 Cover Support Personnel (All Other Staff Members)

<ul style="list-style-type: none"><li>• Hiring &amp; Benefits</li></ul>	<ul style="list-style-type: none"><li>• Nondiscrimination</li></ul>
<ul style="list-style-type: none"><li>• Nepotism</li></ul>	<ul style="list-style-type: none"><li>• Assignment &amp; Transfer</li></ul>
<ul style="list-style-type: none"><li>• Nonrenewal &amp; Termination</li></ul>	<ul style="list-style-type: none"><li>• Discipline</li></ul>
<ul style="list-style-type: none"><li>• Attendance</li></ul>	<ul style="list-style-type: none"><li>• Employment Contracts</li></ul>

### **Series 5000 ~ Students**

<ul style="list-style-type: none"><li>• Attendance &amp; Admittance</li></ul>	<ul style="list-style-type: none"><li>• Student Conduct</li></ul>
<ul style="list-style-type: none"><li>• Drugs &amp; Alcohol</li></ul>	<ul style="list-style-type: none"><li>• Student Records &amp; Grades</li></ul>
<ul style="list-style-type: none"><li>• Medications</li></ul>	<ul style="list-style-type: none"><li>• Search &amp; Seizure</li></ul>
<ul style="list-style-type: none"><li>• Weapons &amp; Violence</li></ul>	<ul style="list-style-type: none"><li>• Bullying</li></ul>

### **Series 6000 ~ Instructional Program**

<ul style="list-style-type: none"><li>• Programs of Study &amp; Class Size</li></ul>	<ul style="list-style-type: none"><li>• School Calendar</li></ul>
<ul style="list-style-type: none"><li>• Special Education</li></ul>	<ul style="list-style-type: none"><li>• Curriculum &amp; Sports</li></ul>
<ul style="list-style-type: none"><li>• Promotion &amp; Retention</li></ul>	<ul style="list-style-type: none"><li>• Reporting to Parents</li></ul>
<ul style="list-style-type: none"><li>• Homework</li></ul>	<ul style="list-style-type: none"><li>• Class Trips</li></ul>

### **Series 7000 ~ Property & Facilities**

<ul style="list-style-type: none"><li>• Buildings &amp; Grounds</li></ul>	<ul style="list-style-type: none"><li>• Long-Range Facilities Planning</li></ul>
<ul style="list-style-type: none"><li>• Bids &amp; Contracts</li></ul>	<ul style="list-style-type: none"><li>• Security &amp; Construction</li></ul>

### **Series 9000 ~ Bylaws of the Board of Education**

<ul style="list-style-type: none"><li>• Role of the Board</li></ul>	<ul style="list-style-type: none"><li>• Officers of the Board</li></ul>
<ul style="list-style-type: none"><li>• Board Meetings</li></ul>	<ul style="list-style-type: none"><li>• Public &amp; Closed Session Meetings</li></ul>
<ul style="list-style-type: none"><li>• Conflict of Interest &amp; Ethics</li></ul>	<ul style="list-style-type: none"><li>• Persons Addressing the Board</li></ul>
<ul style="list-style-type: none"><li>• Committees</li></ul>	<ul style="list-style-type: none"><li>• Public Statements</li></ul>

### **Researching the Policy Manual**

**Scroll through the Table of Contents of a particular section or series to find the policy you wish to view. At this point you may scroll through the pages of that series until you locate the policy you are looking for or you can find the policy or topic by using the embedded search engine, known as "Find" or "Search."**

**If you are looking for a policy and you wish to see if there is any reference to (as an example) remodeling a facility, all you have to do is click on the "Edit" tab on the tool bar, then click on either "Find" or "Search." A dialog box will open and you can type in the word "remodeling" in the window. Then click on the "Find," "Search" or "Enter" button and you will be directed to Policy 7110 with the word "remodeling" highlighted. You will then be able to scroll through all of the policies in which the subject "remodeling" appears.**

**The second "search tool" is provided is a topical search tool that will help you search for a policy based on the topic you are seeking rather than a particular word. Again, click on the "Edit" tab on the tool bar, then click on "Find." In the dialog box, type in a word that represents a topic you are looking for, such as, "meeting." When using this search tool, you *must* add an exclamation mark (! i.e., meeting!) immediately after the topic word – meeting! This will take you to all policies that deal primarily with meetings.**

**Using "Find" or "Search" will make researching the Board of Education District Policy Manual fast and efficient.**

**The *only* Official Policy Manual for the School District is on file with the Superintendent of Schools. Only policies in the Official Policy Manual should be considered accurate and up-to-date.**

**Please refer to the Official Policy Manual to assure accuracy.**

**The Superintendent of Schools is responsible for maintaining the Official Policy Manual.**