

# POLICY

## Essex County Vocational Technical Board of Education

Section: Bylaws  
0000.02. INTRODUCTION  
Date Created: October 2008  
Date Edited: June 2017

### 0000.02- INTRODUCTION

[See **POLICY ALERT Nos. 199 and 211**]

[For Districts with a Bylaw, Policy and Regulation Manual]

#### Definitions

The following terms used in these bylaws, policies, and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Essex County Vocational Technical Schools.

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

“Collective Bargaining”, “Negotiated Agreement”, or “Collective Bargaining Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Commissioner” means the New Jersey State Commissioner of Education.

“Core Curriculum Content Standards” means the New Jersey Student Learning Standards.

“County Superintendent” means the Executive County Superintendent of Schools designated by the Department of Education for this school district.

“Day” means a calendar day.

“Division of Youth and Family Services” or “DYFS” means the New Jersey Department of Children and Families – Division of Child Protection and Permanency or DCP&P.

“Executive County Superintendent” means the “County Superintendent designated by the Department of Education for this school district.”

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

“New Jersey Student Learning Standards” or “NJSLS” means standards adopted by the State Board of Education on May 1, 1996, and as thereafter revised by the State Board, and the Common Core State Standards adopted by the State Board on June 16, 2010, and as thereafter revised by the State

Board, that describe the knowledge and skills all New Jersey students are expected to acquire by benchmark grades in the following areas: English language arts; mathematics; science; social studies; visual and performing arts; comprehensive health and physical education; world languages; technology; and 21st century life and careers. The standards are established for the provision of a thorough and efficient education pursuant to N.J.S.A. 18A:7F-46 and as a basis for the evaluation of school districts in accordance with N.J.A.C. 6A:30.

“Parent” means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student provided such parental rights have not been terminated by a court of appropriate jurisdiction.

“Policy” means a Statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and students, and gives direction to the Superintendent.

“President” means the President of the Board of Education.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal or designee” means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” means a student enrolled in a school in this district.

“Regulation” means a Statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Student” means a pupil enrolled in a school in this district.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

## Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;

3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs "shall," "will," and "must" indicate a mandated action, and the auxiliary verb "may" indicates an action that is permitted but is not mandated.

#### Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

#### Citations

Bylaws, policies and regulations may contain citations to the following codifications of State and Federal laws and regulations:

1. **United States Code – U.S.C.**
2. **United States Regulations – Code of Federal Regulations (C.F.R.)**
3. **New Jersey Statutes**

N.J.S.A. 2C Code of Criminal Justice  
 N.J.S.A. 9 Children-Juvenile and Domestic Relations  
 N.J.S.A. 10 Civil Rights  
 N.J.S.A. 11 Civil Service  
 N.J.S.A. 17 Corporations and Institutions for Finance and Insurance  
 N.J.S.A. 18A Education  
 N.J.S.A. 19 Elections  
 N.J.S.A. 24 Food and Drug  
 N.J.S.A. 26 Health and Vital Statistics  
 N.J.S.A. 27 Highways  
 N.J.S.A. 30 Institutions and Agencies  
 N.J.S.A. 34 Labor and Worker's Compensation  
 N.J.S.A. 36 Legal Holidays  
 N.J.S.A. 39 Motor Vehicles and Traffic Regulation  
 N.J.S.A. 41 Oaths and Affidavits  
 N.J.S.A. 45 Professions and Affidavits  
 N.J.S.A. 47 Public Records

N.J.S.A. 52 State Government, Departments, and Officers  
 N.J.S.A. 53 State Police  
 N.J.S.A. 54 Taxation  
 N.J.S.A. 59 Tort Claims

4. **New Jersey Administrative Code**

N.J.A.C. 1 Administrative Law  
 N.J.A.C. 6 & 6A Education

N.J.A.C. 8 Health  
N.J.A.C. 10 Human Services  
N.J.A.C. 13 Law and Public Safety  
N.J.A.C. 17 Treasury-General

#### Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

#### Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Board Secretary and shall be the manual to which all others may be compared for accuracy.

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