



BEVERLY CITY BOARD OF EDUCATION

601 Bentley Avenue

Beverly, New Jersey 08010

www.beverlycityschool.org

REGULAR MEETING

Beverly City School

6:00 PM

September 15, 2022

Beverly School Library

AGENDA

1. CALL TO ORDER

The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on May 5, 2022. A copy was also submitted to the Beverly Post Office.

There will be two opportunities for public input at every Board of Education meeting. The first opportunity, titled "Public Comment on Agenda Items Only," is your opportunity to provide comments to the Board of Education, prior to the Board taking action. This opportunity is only for items that appear on the agenda.

The second opportunity, titled "Public Comment," is your opportunity to ask questions or provide comment that may be of interest to the educational welfare of the district but is not restricted to agenda items only.

At no time during these public comment periods will the Board allow disparaging remarks about students, district personnel, or members of the Board of Education. In addition, the Board will not allow remarks about specific students or district personnel. If such remarks are made, the Board President will declare the speaker out of order and will request the speaker cease and desist from making such comments. Refusal to do so may result in removal from the Board meeting.



2. Pledge of Allegiance

3. Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		_____

4. President opens meeting

5. Board Member Comments on the Agenda

6. Public Comment on Agenda Items Only

7. MOTION: BE IT RESOLVED, that the Board of Education approve the regular meeting minutes for August 18, 2022.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		_____

MONTHLY FINANCIALS/CONTRACTS:

8. The following action items A through C will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To approve the purchase orders in the amount of \$1,749,648.15 for the month of September 2022.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$300,145.49 for the month of September 2022 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

C. MOTION: To approve the gross payroll wages for the pay period ending August 15, 2022 in the amount of \$62,580.48 and for the pay period ending August 31, 2022 in the amount of \$47,611.06 in the total amount of \$110,191.54 for the month of August 2022.



Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

FINANCIALS/CONTRACTS:

9. The following action items A through D will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To approve the following 2022-2023 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
BCSSSD	17		9/1/2022-6/30/2023		\$838,907.00
BCIT West	55	\$3,659.00	9/1/2022-6/30/2023		\$201,245.00

B. MOTION: BE IT RESOLVED, that the Board of Education approve the resolution authorizing the City of Beverly to perfect a deed of consolidation for block 843, lots 2.01, 2.02, and minor subdivision for block 843 new lot 2 and lot 3.

C. MOTION: BE IT RESOLVED, that the Board of Education approve the annual contract for Cooper University Hospital Employee Assistance Program in the total amount of \$2,047.50.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Garden State Transportation (GST) to transport for the 2022-2023 school year to BCIT West in the total amount of \$33,607.80.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		



PERSONNEL:

10. Consent Agenda:

The following action items A and B will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve Angela Buggs, Teacher, at the REVISED salary of \$67,198.00 Step #14 BA+15 effective September 1, 2022 through June 30, 2023.

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Pre-Season Basketball Fitness Club conducted by Kathleen Kehlenbeck in the amount of \$40.50 per hour (see attachment).

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

CURRICULUM & INSTRUCTION:

11. MOTION: BE IT RESOLVED, that the Board of Education approve the Emergency Virtual or Remote Instructional Plan for the 2022-2023 school year.

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		

POLICIES:

12. MOTION: BE IT RESOLVED, that the Board of Education approve the first reading of the following policies:

- Policy 3221/Evaluation of Teachers
- Policy 3222/Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- Policy 3223/Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- Policy 3224/Evaluation of Principals, Vice Principals, and Assistant Principals
- Policy 6471/School District Travel
- Policy 8561/Procurement Procedures for School Nutrition Programs
- Policy 1648.11/The Road Forward COVID-19 – Health and Safety



- Policy 2422/Comprehensive Health and Physical Education
- Policy 2467/Surrogate Parents and Resource Family Parents
- Policy 5111/Eligibility of Resident/Nonresident Students
- Policy 6115.01/Federal Awards/Funds Internal Controls – Allowability of Costs
- Policy 6115.02/Federal Awards/Funds Internal Controls – Mandatory Disclosures
- Policy 6115.03/Federal Awards/Funds Internal Controls – Conflict of Interest
- Policy 6311/Contracts for Goods or Services Funded by Federal Grants
- Policy 7432/Eye Protection
- Policy 8420/Emergency and Crisis Situations
- Policy 8540/School Nutrition Programs
- Policy 8550/Meal Charges/Outstanding Food Service Bill
- Policy 8600/Student Transportation
- Policy 1648.13/School Employee Vaccination Requirements
- Policy 1648.14/Safety Plan For Healthcare Settings In School Buildings – COVID-19
- Policy 2425/Emergency Virtual or Remote Instruction Program
- Policy 5751/Sexual Harassment of Students
- Policy 2415.05/Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment
- Policy 2431.4/Prevention and Treatment of Sports-Related Concussions and Head Injuries
- Policy 2622/Student Assessment
- Policy 5541/Anti-Hazing
- Policy 8465/Bias Crimes and Bias-Related Acts
- Policy 9560/Administration of School Surveys
- Policy 1648.15/Recordkeeping for Healthcare Settings in School Buildings – COVID-19
- Policy 2415.04/Title I – District-Wide Parent and Family Engagement
- Policy 2415.50/Beverly City Title I – School Parent and Family Engagement
- Policy 2417/Student Intervention and Referral Services
- Policy 5512/Harassment, Intimidation, and Bullying
- Policy 7410/Maintenance and Repair
- Policy 8420/Emergency and Crisis Situations
- Policy 9320/Cooperation with Law Enforcement Agencies
- Policy 1511/Board of Education Website Accessibility
- Policy 2415/Every Student Succeeds Act
- Policy 5513/Care of School Property
- Policy 5517/School District Issued Student Identification Cards
- Policy 5722/Student Journalism

Roll Call

Luis Crespo		Robert Thibault	
Barbara Kelly		Richard Wolbert	
Donato Marable			



13. Old Business –

- BPU Grant

- Modular Building

14. New Business

15. Superintendent's Report:

A. Enrollment Report

B. Attendance Report

C. Nurse's Report

D. H.I.B. Incidents:

0 incidents reported: was confirmed bullying, determined to be non-HIB related or non-actionable HIB, and inconclusive.

E. Discipline Report:

Total Suspensions: 0

16. Correspondence

17. Board Comments

18. Public Comments

19. Adjournment

Roll Call

Luis Crespo	_____	Robert Thibault	_____
Barbara Kelly	_____	Richard Wolbert	_____
Donato Marable	_____		



BEVERLY CITY BOARD OF EDUCATION
601 Bentley Avenue
Beverly, New Jersey 08010
www.beverlycityschool.org
REGULAR MEETING

Beverly City School
August 18, 2022

6:00 PM
Beverly School Library

Minutes

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the Board President, Richard Wolbert and the following was read: The New Jersey Open Public Meeting law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beverly City Board of Education has caused notice of this meeting to be given by having the date, time, and place faxed to City Hall on Broad Street and advertised in the Burlington County Times in writing on May 5, 2022. A copy was also submitted to the Beverly Post Office.

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2. Board President, Richard Wolbert led the Pledge of Allegiance

3. Roll Call

Luis Crespo	Present	Robert Thibault	Present
Barbara Kelly	Present	Richard Wolbert	Present
Donato Marable	Present		

4. Richard Wolbert, Board President, opened the meeting.



5. A motion was made by Barbara Kelly and seconded by Luis Crespo to appoint Dr. Giacobbe as the acting board secretary.

Roll Call

Luis Crespo	Affirmative	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

6. Board Member Comments on the Agenda

There were no Board Member comments on the agenda.

7. Public Comment on Agenda Items Only

There were no public comments on the agenda.

8. A motion was made by Barbara Kelly and seconded by Luis Crespo to approve the following action item:
BE IT RESOLVED, that the Board of Education approve the regular meeting minutes for July 14, 2022.

Roll Call

Luis Crespo	Affirmative	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Abstained		

MONTHLY FINANCIALS/CONTRACTS:

8. A motion was made by Luis Crespo and seconded by Barbara Kelly to approve the following action items A through I will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To accept the financial Report of the Secretary for the month ending June 2022: Balance on hand \$3,008,452.42

Board Secretary's Month Certification



Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of June 2022, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

Brian F. Savage _____

School Business Administrator/Board Secretary

Date _____

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of June 2022, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

B. MOTION: To accept the financial Report of the Secretary for the month ending July 2022: Balance on hand \$3,615,303.43

Board Secretary's Month Certification

Budgetary Line Item Status

Certification of No Over-expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Dr. Brian F. Savage, Board Secretary, certifies that as of July 2022, budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

Brian F. Savage _____

School Business Administrator/Board Secretary

Date _____

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beverly City Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of July 2022, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-



2.12 (c)4 i-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

C. MOTION: To accept the financial report of the Treasurer of School Monies ending June 2022.

D. MOTION: To accept the financial report of the Treasurer of School Monies ending July 2022.

E. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of July 2022.

F. MOTION: To approve to authorize the Business Administrator to make transfers within accounts for the month of August 2022.

G. MOTION: To approve the purchase orders in the amount of \$3,126,572.98 for the month of August 2022.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the bills totaling \$761,633.38 for the month of August 2022 to be paid, and the Secretary and the President be hereby authorized and directed to draw orders on the Treasurer for the payment of same.

I. MOTION: To approve the gross payroll wages for the pay period ending July 15, 2022 in the amount of \$39,208.67 and for the pay period ending July 31, 2022 in the amount of \$55,385.27 in the total amount of \$94,593.94 for the month of July 2022.

Roll Call

Luis Crespo	Affirmative	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

FINANCIALS/CONTRACTS:

9. A motion was made by Luis Crespo and seconded by Barbara Kelly to approve the following action items A through E will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: To approve the following 2022-2023 school year tuition for out-of-district placement:

School	# of Students	Cost	Effective	Comments	Total
GCSSSD	1	\$4,590.00	ESY		\$4,590.00



Garfield Park Academy	1	\$7,727.77	ESY		\$7,727.77
Garfield Park Academy	1	\$3,427.00	ESY	1:1 Aide	\$3,427.00
Garfield Park Academy	1	\$68,205.97	9/1/2022-6/30/2023		\$68,205.97
Garfield Park Academy	1	\$26,820.00	9/1/2022-6/30/2023	1:1 Aide	\$26,820.00
Bancroft	1	\$9,163.50	ESY		\$9,163.50
Bancroft	1	\$54,981.00	9/1/2022-6/30/2023		\$54,981.00
Bonnie Brae	1	\$12,470.00	ESY		\$12,470.00
Bonnie Brae	1	\$79,550.00	9/1/2022-6/30/2023		\$79,550.00

B. MOTION: BE IT RESOLVED, that the Board of Education approve the Logmein contract for the 2022-2023 school year in the amount of \$839.99.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Leah McLaughlin Rueda, Smiling Speech, to conduct Bilingual Spanish Speech and Language evaluations in the amount of \$700.00 per evaluation on an as needed basis.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Cooper Children's Regional to conduct Neurological Evaluations in the amount of \$375.00 per evaluation for the 2022-2023 school year.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the following change orders for the Modular Building project:

Change Order #4: Paving under the building \$36,616.92

Change Order #5: Freight upcharges \$9,047.90

Board President reviewed the change orders and there were no questions.

Roll Call

Luis Crespo	Affirmative	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		



PERSONNEL:

10. Consent Agenda:

A motion was made by Luis Crespo and seconded by Donato Marable to approve the following action items A through P will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve Kathleen Burke, Teacher, at the salary of \$51,100.00 Step #1, MA, effective September 1, 2022 through June 30, 2023.

B. MOTION: BE IT RESOLVED, that the Board of Education approve Melissa Shaw, Teacher, at the salary of \$89,167.00 Step #19, MA, effective date to be determined.

C. MOTION: BE IT RESOLVED, that the Board of Education approve Peyton Whittington, Teacher, at the salary of \$70,798.00 Step #15 MA+15, effective September 1, 2022 through June 30, 2023.

D. MOTION: BE IT RESOLVED, that the Board of Education approve Michael Spahr, Teacher, at the salary of \$55,493.00 Step #8 MA, effective September 1, 2022 through June 30, 2023.

E. MOTION: BE IT RESOLVED, that the Board of Education approve Jennifer Barrientos, Teacher, at the salary of \$74,667.00 Step #16 MA+30, effective September 1, 2022 through June 30, 2023.

F. MOTION: BE IT RESOLVED, that the Board of Education approve Angela Buggs, Teacher, at the salary of \$67,198.00 Step #14 BA+15 effective September 1, 2022 through June 30, 2023.

G. MOTION: BE IT RESOLVED, that the Board of Education approve Karlamari Seise, Paraprofessional, at the rate of \$19.21 per hour, effective September 1, 2022 through June 30, 2023.

H. MOTION: BE IT RESOLVED, that the Board of Education approve Brian Belsky, Supervisor of Pupil Services/Disciplinarian, at the salary of \$120,000.00 prorated effective retroactively August 1, 2022 through June 30, 2023.

I. MOTION: BE IT RESOLVED, that the Board of Education approve Dr. Elizabeth Giacobbe as the Superintendent of the Beverly City School District.

J. MOTION: BE IT RESOLVED, that the Board of Education approve Dr. Elizabeth Giacobbe as the Principal of the Beverly City School District.

K. MOTION: BE IT RESOLVED, that the Board of Education approve Ian Schneider, Sub Custodian, at the rate of \$18.50 per hour, retroactive July 12, 2022.

L. MOTION: BE IT RESOLVED, that the Board of Education approve Geoffrey Grossman, Sub Custodian, at the rate of \$19.50 per hour, effective August 18, 2022.



M. MOTION: BE IT RESOLVED, that the Board of Education approve retroactively, school nurse summer hours for Alyssa de la Pena, up to 35 hours.

N. MOTION: BE IT RESOLVED, that the Board of Education approve to adjust salaries for the following teacher by virtue of the accumulations of advanced status credits on the salary guide in accordance with Board-BEA negotiated agreement for the 2022-2023 school year, said adjustments to be paid the first reasonable pay period:

Teacher	From	Old Salary	To	New Salary
Meredith Shockley	Step #12 BA+30	\$63,040.00	Step #12 MA	\$63,540.00

O. MOTION: BE IT RESOLVED, that the Board of Education approve the following ESY position:

- Caitlin Stone – (Part-Time) \$40.00 an hour (REVISED retroactive rate)

P. MOTION: BE IT RESOLVED, that the Board of Education approve Edward Carragher, long-term replacement PE/Health teacher with a \$5,000.00 stipend from September 1, 2022 through December 23, 2022.

Roll Call

Luis Crespo	Affirmative	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

CURRICULUM & INSTRUCTION:

11. Consent Agenda:

A motion was made by Barbara Kelly and seconded by Donato Marable to approve the following action items A through O will be considered under consent agenda. Any item that requires further discussion may be pulled from the consent agenda and acted upon separately.

A. MOTION: BE IT RESOLVED, that the Board of Education approve the Tools of the Mind Curriculum for Pre-Kindergarten for the 2022-2023 school year.

B. MOTION: BE IT RESOLVED, that the Board of Education approve employees' children to attend the school in Beverly in accordance with Board policy 5111:

Lois Harmon – C.H. & J.H.
Ed Carragher – D.C.
Stefanie Maldonado – K.M.



C. MOTION: BE IT RESOLVED, that the Board of Education approve the contract of SGO/SGP/Teacher Evaluation Scoring Sheet Employment Proposal of Michael McConnell for the 2022-2023 school year in the amount of \$3,150.00.

D. MOTION: BE IT RESOLVED, that the Board of Education approve the Danielson model for teacher evaluation for the 2022-2023 school year.

E. MOTION: BE IT RESOLVED, that the Board of Education approve the Beverly City School District Burlington County Mentoring Plan for the 2022-2023 school year.

F. MOTION: BE IT RESOLVED, that the Board of Education approve the Beverly City School District Safety and Security Plan for the 2022-2023 school year.

G. MOTION: BE IT RESOLVED, that the Board of Education approve the Beverly City School District Professional Development Plan for the 2022-2023 school year.

H. MOTION: BE IT RESOLVED, that the Board of Education approve the 2022-2023 Student-Family Handbook.

I. MOTION: BE IT RESOLVED, that the Board of Education approve the 2022-2023 Staff Handbook.

J. MOTION: BE IT RESOLVED, that the Board of Education approve to accept the grant award for the FY23 IDEA in the amount of:

Basic: \$128,124.00
Preschool: \$3,848.00

K. MOTION: BE IT RESOLVED, that the Board of Education approve the Oncourse contract in the amount of \$1,746.86 for the 2022-2023 school year.

L. MOTION: BE IT RESOLVED, that the Board of Education approve the REVISED 2022-2023 school year calendar.

M. MOTION: BE IT RESOLVED, that the Board of Education approve the music curriculum for the 2022-2023 school year.

N. MOTION: BE IT RESOLVED, that the Board of Education approve Frank Vespe, NJTSS mental health consultant, using ARP ESSER funds in the amount of \$88,501.00.

O. MOTION: BE IT RESOLVED, that the Board of Education approve the renewal of Schoolwide Fundamentals Unlimited virtual resources in the amount of \$2,197.00 for schoolwide access.

Roll Call

Luis Crespo	Affirmative	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		



PROFESSIONAL DEVELOPMENT:

12. A motion was made by Barbara Kelly and seconded by Luis Crespo to approve the following: BE IT RESOLVED, that the Board of Education approve the professional development in the amount of \$100 per day for the following staff:

- Stefanie Maldonado
- Ron Vogelei
- Francesca DiMedio
- Kayla Costigan
- Kindergarten LOA Teacher
- Kat Kehlenbeck
- Kelsey Meyer
- Karlamari Seise
- Heather Rienzi
- Peyton Whittington
- Anneliese McCloskey
- Paige Balkovic
- Lynda Fisher
- Danielle Blythe
- Jennifer Barrientos
- Melissa Shaw
- Doreen Torrillo
- Scott Morrissey
- Michael Spahr
- New 5th Grade Teacher
- Donna Groves
- Larissa Druding
- Amy Hornbeck

Roll Call

Luis Crespo	Affirmative	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

13. Old Business –

- BPU Grant - The project was reviewed and is moving along.
- Modular Building – It was noted that Senator Singleton and a team of volunteers helped paint the interior of the school instead of moving furniture because the modular building is not yet ready. The progress of the installation was reviewed.



- 14. New Business - There was no new business this month.
- 15. Correspondence – There was no correspondence for the month.
- 16. Board Comments – There were no board comments for the month.
- 17. Public Comments

The open to the public comment portion of the meeting began at 6:24 p.m. and closed at 6:27 p.m.

Mr. Huff, 124 Riverbank Avenue, Beverly NJ, updated the Board of Education about the summer camp at the housing authority; seven students attended. He also noted that there was going to be another writing contest this Fall. Mr. Huff also congratulated everyone for filling all the staffing vacancies.

18. Adjournment

A motion was made by Luis Crespo and seconded by Barbara Kelly to adjourn the Board of Education Meeting at 6:28 p.m.

Roll Call

Luis Crespo	Affirmative	Robert Thibault	Affirmative
Barbara Kelly	Affirmative	Richard Wolbert	Affirmative
Donato Marable	Affirmative		

Respectfully submitted:

Elizabeth Giacobbe

Elizabeth Giacobbe, Ed.D.
Acting Board Secretary

Beverly City Board of Education Entered Purchase Order Report By PO Number

8A

va_po04.102317
08/18/2022

Approval Status Legend: IR=In Complete Requisition, CR=Completed Requisition, EP=Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba-Entered tch By	Approval Status (2 needed)	PO Amount	
23-00208		1752/SCHOOL SPECIALTY, LLC.	11-000-219-610- -	CST SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	5,273.84	
23-00209		3734/VIS-ABILITY INC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	3,055.25	
23-00210		3563/SHI INTERNATIONAL CORP.	11-000-262-300- -	OPER PURCH PROF/TECH	09/15/22	1 DBRYSONREQ	CR-	247.51	
23-00211		3367/LEARNING A-Z	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	1,875.00	
23-00212		1795/SCHOOL HEALTH CORP	11-000-213-610- -	HEALTH SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	821.28	
Report Totals									
								Current Entered	\$11,272.88
								Prior Entered	\$0.00
								Total Entered	\$11,272.88

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_0004.102317
09/15/2022

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered fch By	Approval Status (2 needed)	PO Amount
23-00213		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	3,361.30
23-00214		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	1,187.80
23-00215		2897/GENESIS STUDENT ATTENDANCE	11-000-230-340- -	GEN ADMIN PURCH	09/15/22	1 DBRYSONREQ	CR-	700.00
23-00216		3735/WOODBURN PRESS	11-190-100-640- -	TEXTBOOKS INSTRUCTION	09/15/22	1 DBRYSONREQ	CR-	353.98
23-00217		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	6.01
23-00218		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	99.07
23-00219		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	99.74
23-00220		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	97.54
23-00221		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	99.82
23-00222		1752/SCHOOL SPECIALTY, LLC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	84.79
23-00223		2984/STAPLES ADVANTAGE	11-000-213-610- -	HEALTH SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	97.32
23-00224		2673/BLICK ART MATERIALS	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	42.13
23-00225		3306/NATIONAL ART & SCHOOL	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	15.96
23-00226		3653/UNITED SUPPLY CORP.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	22.74
23-00227		2842/W.B. MASON CO. INC.	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	11.44
23-00228		3583/JAY'S LANDSCAPING,LLC	11-000-262-420- -	OPER CONTRACT	09/15/22	1 DBRYSONREQ	CR-	6,489.00
23-00229		3109/GIACOBBE, ELIZABETH	11-000-230-610- -	GEN ADMIN-SUPPLIES	09/15/22	1 DBRYSONREQ	CR-	51.40

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04.102317
09/15/2022

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date fch By	Ba- Entered	Approval Status	PO Amount
							(2 needed)	
23-00230		2002WORTHINGTON DIRECT	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1	DBRYSONREQ CR-	2,423.75
23-00231		1641/COLORCRAFT SIGN COMPANY	11-000-230-610- -	GEN ADMIN-SUPPLIES	09/15/22	1	DBRYSONREQ CR-	115.00
23-00232		3656/SAVVASLEARNING COMPANY,LLC	11-190-100-640- -	TEXTBOOKS INSTRUCTION	09/15/22	1	DBRYSONREQ CR-	448.20
23-00233		2473/GRAINGER	11-000-261-420- -	MAINT CLEANING/REPAIRS	09/15/22	1	DBRYSONREQ CR-	1,453.97
23-00234		1054/BEVAN SECURITY SYSTEMS	11-000-262-420- -	OPER CONTRACT	09/15/22	1	DBRYSONREQ CR-	1,259.00
23-00235		3713/BONNIE BRAE	11-000-100-566- -	TUITION-PRIVATE SCHOOL	09/15/22	1	DBRYSONREQ CR-	92,020.00
23-00236		1858/EDUCATIONAL SERVICES UNIT	11-000-270-518- -	TRANS ESC SP ED	09/15/22	1	DBRYSONREQ CR-	160,000.00
23-00237		2738/GST TRANSPORT, CORP.	11-000-270-511- -	TRANS CONT SVS REG	09/15/22	1	DBRYSONREQ CR-	33,607.80
23-00238		1952/B.C.I.T.	11-000-100-563- -	TUITION-CO VOC SCHOOL	09/15/22	1	DBRYSONREQ CR-	201,245.00
23-00239		1266/B.C.S.S.D.	11-000-100-565- -	TUITION-CSSD & DAY	09/15/22	1	DBRYSONREQ CR-	939,655.00
23-00240		2821/NUTRI-SERVE FOOD MGMT	60-910-310-500- -	FOOD SERVICE COSTS	09/15/22	1	DBRYSONREQ CR-	200,000.00
23-00241		3633/CUH EMPLOYEE ASSISTANCE	11-000-230-580-059-	OTHER PURCH SERV	09/15/22	1	DBRYSONREQ CR-	2,047.50
23-00242		3046/KEYBOARD CONSULTANTS INC	11-000-262-300- -	OPER PURCH PROF/TECH	09/15/22	1	DBRYSONREQ CR-	3,664.00
23-00243		1775/PEMBERTON TWP. BOARD OF	11-000-216-320- -	SPEECH/OT/PT PROF SER	09/15/22	1	DBRYSONREQ CR-	123.00
23-00244		3462/MIDDLESEX LAMINATING	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1	DBRYSONREQ CR-	160.00
23-00245		3709/TOBII DYNAVOX	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	1	DBRYSONREQ CR-	99.00
23-00246		1752/SCHOOL SPECIALTY , LLC.	11-000-261-420- -	MAINT CLEANING/REPAIRS	09/15/22	2	DBRYSONREQ CR-	280.76

Beverly City Board of Education Entered Purchase Order Report By PO Number

va_po04.102317
09/15/2022

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP= Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00247		3736/JORDAN, BERT	11-000-261-420- -	MAINT CLEANING/REPAIRS	09/15/22	2 DBRYSONREQ	CR-	67.26
23-00248		3147/SCHOOL OUTFITTERS	11-190-100-610- -	GENERAL SUPPLIES	09/15/22	2 DBRYSONREQ	CR-	124.40
23-00249		1059/GENERAL CHEMICAL CO.	11-000-261-420- -	MAINT CLEANING/REPAIRS	09/15/22	2 DBRYSONREQ	CR-	2,644.18
23-00250		1914/GLOUCESTER COUNTY SPECIAL	11-000-270-515- -	TRANS SP ED JOINT AGREE	09/15/22	2 DBRYSONREQ	CR-	3,171.48
23-00251		2119/BURL CO CURRICULUM	11-000-223-580- -	WORKSHOPS	09/15/22	2 DBRYSONREQ	CR-	75.00
23-00252		3563/SHI INTERNATIONAL CORP.	11-000-262-300- -	OPER PURCH PROF/TECH	09/15/22	2 DBRYSONREQ	CR-	2,628.85
23-00253		1358/B.C.A.S.B.O.	11-000-230-895- -	BOE	09/15/22	2 DBRYSONREQ	CR-	200.00
23-00254		1869/NJ PRINCIPALS & SUPERVISORS AS	11-000-230-895- -	BOE	09/15/22	2 DBRYSONREQ	CR-	845.00
23-00255		3613/NJAPSA MEMBERSHIP	11-000-219-890- -	CST MISC EXPENSES	09/15/22	2 DBRYSONREQ	CR-	195.00
23-00256		1134/B.C.A.S.A.	11-000-230-890- -	GEN ADMIN-MISC	09/15/22	2 DBRYSONREQ	CR-	250.00

Report Totals

Current Entered \$1,661,623.19
 Prior Entered \$0.00
 Total Entered \$1,661,623.19

Beverly City Board of Education

Entered Purchase Order Report By PO Number

va_po04.102317
09/15/2022

Approval Status Legend: IR=InComplete Requisition, CR=Completed Requisition, EP=Entered PO

PO#	Control#	Vendor#/Name	Account #	Description	Date	Ba- Entered tch By	Approval Status (2 needed)	PO Amount
23-00257		3737/INSPIRING YOUNG LEARNERS, LLC	11-213-100-610-	GENERAL SUPPLIES-RR	09/15/22	1 DBRYSONREQ	CR-	219.70
					Total For 1 Transactions On PO# 23-00257			\$219.70
23-00258		2272/CLC LOCKSMITHS LLC	12-000-400-450-	FACILITIES-CONSTRUCTION	09/15/22	1 DBRYSONREQ	CR-	5,014.00
					Total For 1 Transactions On PO# 23-00258			\$5,014.00
23-00259		1054/BEVAN SECURITY SYSTEMS	12-000-400-450-	FACILITIES-CONSTRUCTION	09/15/22	1 DBRYSONREQ	CR-	16,340.00
					Total For 1 Transactions On PO# 23-00259			\$16,340.00
23-00260		1054/BEVAN SECURITY SYSTEMS	12-000-400-450-	FACILITIES-CONSTRUCTION	09/15/22	1 DBRYSONREQ	CR-	30,309.00
					Total For 1 Transactions On PO# 23-00260			\$30,309.00
23-00261		2865/CM3 BUILDING SOLUTIONS INC	12-000-400-450-	FACILITIES-CONSTRUCTION	09/15/22	1 DBRYSONREQ	CR-	2,826.00
					Total For 1 Transactions On PO# 23-00261			\$2,826.00
23-00262		3726/KEYSTONE ENGINEERING GROUP,	12-000-400-450-	FACILITIES-CONSTRUCTION	09/15/22	1 DBRYSONREQ	CR-	9,300.00
					Total For 1 Transactions On PO# 23-00262			\$9,300.00
23-00263		3568/DEBT SERVICE WIRE, JP MORGAN	40-703-510-830-	INTEREST	09/15/22	1 DBRYSONREQ	CR-	8,446.88
					Total For 1 Transactions On PO# 23-00263			\$8,446.88
23-00264		2395/PRUDENTIAL INS. CO. - NJEA	11-000-291-270-	OTHER HEALTH BENEFITS	09/15/22	1 DBRYSONREQ	CR-	2,866.50
					Total For 1 Transactions On PO# 23-00264			\$2,866.50
23-00265		3583/JAY'S LANDSCAPING,LLC	11-000-262-420-	OPER CONTRACT	09/15/22	1 DBRYSONREQ	CR-	350.00
					Total For 1 Transactions On PO# 23-00265			\$350.00
23-00266		2865/CM3 BUILDING SOLUTIONS INC	11-000-261-420-	MAINT CLEANING/REPAIRS	09/15/22	1 DBRYSONREQ	CR-	1,080.00
					Total For 1 Transactions On PO# 23-00266			\$1,080.00

Beverly City Board of Education Entered Purchase Order Report By PO Number

va_po04.102317
09/15/2022

PO#	Control#	Vendor#/Name	Account #	Description	Date	Entered By	Approval Status	PO Amount
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Report Totals

Current Entered	\$76,752.08
Prior Entered	\$0.00
Total Entered	\$76,752.08

Beverly City Board of Education

5 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
08/18/2022

Req#	PO#	Req. by	Vendor	Shlp	Attention	Total Price
23-00208	23-00208	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	FRANK VESPE	5,273.84
23-00209	23-00209	DBRYSONRE Q	VIS-ABILITY INC.	000	JACK DOOLEY	3,055.25
23-00210	23-00210	DBRYSONRE Q	SHI INTERNATIONAL CORP.	000	JACK DOOLEY	247.51
23-00211	23-00211	DBRYSONRE Q	LEARNING A-Z	000	JACK DOOLEY	1,875.00
23-00212	23-00212	DBRYSONRE Q	SCHOOL HEALTH CORP	000	A. DELAPENA	821.28

Beverly City Board of Education

44 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
09/15/2022

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
23-00213	23-00213	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000		3,361.30
23-00214	23-00214	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000		1,187.80
23-00215	23-00215	DBRYSONRE Q	GENESIS STUDENT ATTENDANCE	000	JACK DOOLEY	700.00
23-00216	23-00216	DBRYSONRE Q	WOODBURN PRESS	000	VESPE	353.98
23-00217	23-00217	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	VESPE	6.01
23-00218	23-00218	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	M. SHAW	99.07
23-00219	23-00219	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	K. BURKE	99.74
23-00220	23-00220	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	J. BARRIENTOS	97.64
23-00221	23-00221	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	A, BUGGS	99.82
23-00222	23-00222	DBRYSONRE Q	SCHOOL SPECIALTY , LLC.	000	M. SPAHR	84.79
23-00223	23-00223	DBRYSONRE Q	STAPLES ADVANTAGE	000	DELAPENA	97.32
23-00224	23-00224	DBRYSONRE Q	BLICK ART MATERIALS	000	VESPE	42.13
23-00225	23-00225	DBRYSONRE Q	NATIONAL ART & SCHOOL SUPPLIES	000	VESPE	15.96
23-00226	23-00226	DBRYSONRE Q	UNITED SUPPLY CORP.	000	VESPE	22.74
23-00227	23-00227	DBRYSONRE Q	W.B. MASON CO. INC.	000	VESPE	11.44
23-00228	23-00228	DBRYSONRE Q	JAY'S LANDSCAPING,LLC	000		6,489.00
23-00229	23-00229	DBRYSONRE Q	GIACOBBE, ELIZABETH	000		51.40
23-00230	23-00230	DBRYSONRE Q	WORTHINGTON DIRECT	000	CALIMER	2,423.75
23-00231	23-00231	DBRYSONRE Q	COLORCRAFT SIGN COMPANY	000		115.00
23-00232	23-00232	DBRYSONRE Q	SAVVASLEARNING COMPANY,LLC	000	MCGLOSKEY	448.20
23-00233	23-00233	DBRYSONRE Q	GRAINGER	000		1,453.97
23-00234	23-00234	DBRYSONRE Q	BEVAN SECURITY SYSTEMS	000		1,259.00
23-00235	23-00235	DBRYSONRE Q	BONNIE BRAE	000		92,020.00
23-00236	23-00236	DBRYSONRE Q	EDUCATIONAL SERVICES UNIT	000		160,000.00
23-00237	23-00237	DBRYSONRE Q	GST TRANSPORT, CORP.	000		33,607.80
23-00238	23-00238	DBRYSONRE Q	B.C.I.T.	000		201,245.00
23-00239	23-00239	DBRYSONRE	B.C.S.S.S.D.	000		939,655.00

Beverly City Board of Education

44 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
09/15/2022

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
		Q				
23-00240	23-00240	DBRYSONRE	NUTRI-SERVE FOOD MGMT	000		200,000.00
		Q				
23-00241	23-00241	DBRYSONRE	CUH EMPLOYEE ASSISTANCE	000		2,047.50
		Q				
23-00242	23-00242	DBRYSONRE	KEYBOARD CONSULTANTS INC	000	JACK DOOLEY	3,664.00
		Q				
23-00243	23-00243	DBRYSONRE	PEMBERTON TWP. BOARD OF EDUC.	000		123.00
		Q				
23-00244	23-00244	DBRYSONRE	MIDDLESEX LAMINATING	000		160.00
		Q				
23-00245	23-00245	DBRYSONRE	TOBII DYNAVOX	000	CAITLIN STONE	99.00
		Q				
23-00246	23-00246	DBRYSONRE	SCHOOL SPECIALTY , LLC.	000	JACK DOOLEY	280.76
		Q				
23-00247	23-00247	DBRYSONRE	JORDAN, BERT	000		67.26
		Q				
23-00248	23-00248	DBRYSONRE	SCHOOL OUTFITTERS	000	CALIMER	124.40
		Q				
23-00249	23-00249	DBRYSONRE	GENERAL CHEMICAL CO.	000		2,644.18
		Q				
23-00250	23-00250	DBRYSONRE	GLOUCESTER COUNTY SPECIAL SVC.	000		3,171.48
		Q				
23-00251	23-00251	DBRYSONRE	BURL CO CURRICULUM CONSORTIUM	000		75.00
		Q				
23-00252	23-00252	DBRYSONRE	SHI INTERNATIONAL CORP.	000	JACK DOOLEY	2,628.85
		Q				
23-00253	23-00253	DBRYSONRE	B.C.A.S.B.O.	000		200.00
		Q				
23-00254	23-00254	DBRYSONRE	NJ PRINCIPALS & SUPERVISORS AS	000		845.00
		Q				
23-00255	23-00255	DBRYSONRE	NJAPSA MEMBERSHIP	000		195.00
		Q				
23-00256	23-00256	DBRYSONRE	B.C.A.S.A.	000		250.00
		Q				

Beverly City Board of Education

10 Fully Approved Requisitions converted into Entered Purchase Orders.

va_areq1
020514
09/15/2022

Req#	PO#	Req. by	Vendor	Ship	Attention	Total Price
23-00257	23-00257	DBRYSONRE Q	INSPIRING YOUNG LEARNERS, LLC	000	K. BURKE	219.70
23-00258	23-00258	DBRYSONRE Q	CLC LOCKSMITHS LLC	000		5,014.00
23-00259	23-00259	DBRYSONRE Q	BEVAN SECURITY SYSTEMS	000		16,340.00
23-00260	23-00260	DBRYSONRE Q	BEVAN SECURITY SYSTEMS	000		30,309.00
23-00261	23-00261	DBRYSONRE Q	CM3 BUILDING SOLUTIONS INC	000		2,826.00
23-00262	23-00262	DBRYSONRE Q	KEYSTONE ENGINEERING GROUP, INC.	000		9,300.00
23-00263	23-00263	DBRYSONRE Q	DEBT SERVICE WIRE, JP MORGAN	000		8,446.88
23-00264	23-00264	DBRYSONRE Q	PRUDENTIAL INS. CO. - NJEA	000		2,866.50
23-00265	23-00265	DBRYSONRE Q	JAY'S LANDSCAPING,LLC	000		350.00
23-00266	23-00266	DBRYSONRE Q	CM3 BUILDING SOLUTIONS INC	000		1,080.00

Beverly City Board of Education Bills And Claims Report By Vendor Name

8B

va_bill5.102317
09/15/2022

for Batches 50,51 and Check Date is 09/16/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Description or Type * Multi Remit To Check Name	Check # Check Amount
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Posted Checks

APPLE INC./ 3212	23-00200	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF AJ26309392 Total for APPLE INC./ 3212	26550 898.00 \$898.00
B.C.A.S.A./ 1134	23-00256	11-000-230-890- / GEN ADMIN-MISC EXPENSES		CF GEN ADMIN-MISC EXPENSES Total for B.C.A.S.A./ 1134	26551 250.00 \$250.00
B.C.A.S.B.O./ 1358	23-00253	11-000-230-895- / BOE MEMBERSHIP/DUES/FEES		CF BOE MEMBERSHIP/DUES/FEES Total for B.C.A.S.B.O./ 1358	26552 200.00 \$200.00
B.C.I.T./ 1952	23-00238	11-000-100-563- / TUITION-CO VOC SCHOOL		CP SEPT 2022 Total for B.C.I.T./ 1952	26553 20,124.50 \$20,124.50
BANCROFT NEUROHEALTH/ 3454	23-00171	20-250-100-500- / IDEA TUITION		CP AUG 2022- J.L. Total for BANCROFT NEUROHEALTH/ 3454	26554 3,665.40 \$3,665.40
BONNIE BRAE/ 3713	23-00235	11-000-100-566- / TUITION-PRIVATE SCHOOL		CP 2022-07-JULY/AUG Total for BONNIE BRAE/ 3713	26555 12,470.00 \$12,470.00
BURL CO CURRICULUM CONSORTIUM/ 2119	23-00251	11-000-223-580- / WORKSHOPS		CF 2022-2023 Total for BURL CO CURRICULUM CONSORTIUM/ 2119	26556 75.00 \$75.00
CASCADE SCHOOL SUPPLIES, INC./ 2164	23-00030	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF 76312 Total for CASCADE SCHOOL SUPPLIES, INC./ 2164	26557 19.50 \$19.50
CDW GOVERNMENT INC./ 2884	23-00186	11-000-262-300- / OPER PURCH PROF/TECH SVS		CF CB15236	26558 33.84
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CP CC34554	26558 74.56
		11-000-262-300- / OPER PURCH PROF/TECH SVS		CP CM3396	26558 108.48
				Total for CDW GOVERNMENT INC./ 2884	\$216.88
CM3 BUILDING SOLUTIONS INC/ 2865	23-00266	11-000-261-420- / MAINT CLEANING/REPAIRS		CP 58516	26559 260.00
		11-000-261-420- / MAINT CLEANING/REPAIRS		CF q2215901	26559 820.00
				Total for CM3 BUILDING SOLUTIONS INC/ 2865	\$1,080.00

Beverly City Board of Education Bills And Claims Report By Vendor Name

for Batches 50,51 and Check Date is 09/16/2022

va_bill5.102317
09/15/2022

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
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Posted Checks

COLORCRAFT SIGN COMPANY/ 1641							
	23-00175	11-000-261-610- / MAINT SUPPLIES		CF	35166	26560	1,800.00
	23-00231	11-000-230-610- / GEN ADMIN-SUPPLIES		CF	35179	26560	115.00
					Total for COLORCRAFT SIGN COMPANY/ 1641		\$1,915.00
COMCAST CABLEVISION/ 1792							
	23-00076	11-190-100-340- / PURCHASED TECH SVC		CP	8499051170029668	26561	308.18
		11-190-100-340- / PURCHASED TECH SVC		CP	8499051170032811	26561	113.17
					Total for COMCAST CABLEVISION/ 1792		\$421.35
DAVID B. RUBIN, PC/ 3421							
	23-00122	11-000-230-331- / GEN ADMIN-LEGAL SVC		CP	18346	26562	530.00
					Total for DAVID B. RUBIN, PC/ 3421		\$530.00
DEBT SERVICE WIRE, JP MORGAN CHASE BANK/ 3568							
	23-00263	40-703-510-830- / INTEREST		HF	INTEREST 9/1/2022 debt svc pmt	9012022	8,446.88
					Total for DEBT SERVICE WIRE, JP MORGAN CHASE BANK/ 3568		\$8,446.88
ED DATA SERVICES/ 2886							
	23-00072	11-000-251-340- / BUS OFF PURCH TECH SERV		CP	137021-OCT 2022	26563	527.50
					Total for Educational Data Services/ 2886		\$527.50
EDUCATIONAL SERVICES UNIT/ 1858							
	23-00236	11-000-270-518- / TRANS ESC SP ED CONTRACT		CP	23E-0078 ESY 2022	26564	6,300.00
		11-000-270-518- / TRANS ESC SP ED CONTRACT		CP	23E-0120 SEPT 2022	26564	8,086.50
					Total for EDUCATIONAL SERVICES UNIT/ 1858		\$14,386.50
FILEBANK INC./ 2887							
	23-00079	11-000-251-340- / BUS OFF PURCH TECH SERV		CP	OCTOBER 2022	26565	115.02
					Total for FILEBANK INC./ 2887		\$115.02
FP MAILING SOLUTIONS/ 3072							
	23-00086	11-000-230-530- / TELEPHONE POSTAGE		CP	RI105389697 7/3/22-10/2/22	26566	86.85
					Total for FP MAILING SOLUTIONS/ 3072		\$86.85
GARFIELD PARK ACADEMY INC/ 2361							
	23-00170	20-250-100-500- / IDEA TUITION		CP	OCT 22 1:1	26567	2,831.00
		20-250-100-500- / IDEA TUITION		CP	OCT 22 MOC	26567	6,383.81
		20-250-100-500- / IDEA TUITION		CP	SEPT 22-1:1	26567	2,831.00

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Posted Checks

GENERAL CHEMICAL CO./ 1059								
		20-250-100-500- / IDEA TUITION		CP	SEPT 22-MOC	26567	6,383.81	
		Total for GARFIELD PARK ACADEMY INC/ 2361						\$18,429.62
GENERAL CHEMICAL CO./ 1059								
	23-00106	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	317188	26568	547.87	
	23-00183	11-000-261-610- / MAINT SUPPLIES		CF	318824	26568	1,659.48	
	23-00249	11-000-261-420- / MAINT CLEANING/REPAIRS		CP	319307	26568	490.90	
		11-000-261-420- / MAINT CLEANING/REPAIRS		CF	319470	26568	663.28	
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	319837	26568	1,490.00	
		Total for GENERAL CHEMICAL CO./ 1059						\$4,851.53
GIACOBBE, ELIZABETH/ 3109								
	23-00229	11-000-230-610- / GEN ADMIN-SUPPLIES		CF	GEN ADMIN-SUPPLIES	26569	51.40	
		Total for ELIZABETH GIACOBBE/ 3109						\$51.40
GLOUCESTER COUNTY SPECIAL SVC./ 1914								
	23-00250	11-000-270-515- / TRANS SP ED JOINT AGREE		CF	3V0083	26570	3,171.48	
		Total for GLOUCESTER COUNTY SPECIAL SVC./ 1914						\$3,171.48
GOPHER SPORT/ 1405								
	23-00190	11-402-100-610- / ATHLETICS SUPPLIES		CP	INV209026	26571	1,804.83	
		Total for GOPHER SPORT/ 1405						\$1,804.83
GRAINGER/ 2473								
	23-00233	11-000-261-420- / MAINT CLEANING/REPAIRS		CP	6419333100	26572	79.50	
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	9419333118	26572	112.00	
		11-000-261-420- / MAINT CLEANING/REPAIRS		CP	9421584336	26572	1,107.25	
		11-000-261-420- / MAINT CLEANING/REPAIRS		CF	9424541846	26572	155.22	
		Total for GRAINGER/ 2473						\$1,453.97
GST TRANSPORT, CORP./ 2738								
	23-00237	11-000-270-511- / TRANS CONT SVS REG		CP	SEPT 2022-17534	26573	3,360.78	
		Total for GST Transport, Corp./ 2738						\$3,360.78
HORIZON DENTAL OPTION PLAN/ 2999								
	23-00125	11-000-291-270- / OTHER HEALTH BENEFITS		CP	299987237	26574	3,666.95	
		Total for Horizon Dental Option Plan/ 2999						\$3,666.95
JAY'S LANDSCAPING,LLC/ 3583								
	23-00228	11-000-262-420- / OPER CONTRACT SERVICES		CF	69411	26575	5,665.00	
		11-000-262-420- / OPER CONTRACT SERVICES		CP	69412	26575	824.00	

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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Posted Checks							
JESUS THE GOOD SHEPARD PARISH/ 3259	23-00265	11-000-262-420- / OPER CONTRACT SERVICES		CF	70341	26575	350.00
	Total for JAY'S LANDSCAPING,LLC/ 3583						
JORDAN, BERT/ 3736	23-00129	11-000-262-420- / OPER CONTRACT SERVICES		CP	SEPT 2022	26576	1,531.15
	Total for JESUS THE GOOD SHEPARD PARISH/ 3259						
LEARNING A-Z/ 3367	23-00247	11-000-261-420- / MAINT CLEANING/REPAIRS		CF	MAINT CLEANING/REPAIRS	26577	67.26
	Total for JORDAN, BERT/ 3736						
LEXISNEXIS RISK SOLUTIONS FL INC./ 3573	23-00211	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	5775746	26578	1,875.00
	Total for LEARNING A-Z/ 3367						
LOWE'S/ 3138	23-00078	11-000-262-300- / OPER PURCH PROF/TECH SVS		CP	SEPT 2022	26579	92.89
	Total for LEXISNEXIS RISK SOLUTIONS FL INC./ 3573						
MGL PRINTING SOLUTIONS/ 2945	23-00082	11-000-261-610- / MAINT SUPPLIES		CP	901101	26580	167.22
		11-000-261-610- / MAINT SUPPLIES		CP	901251	26580	66.49
		11-000-261-610- / MAINT SUPPLIES		CP	901360	26580	167.16
		11-000-261-610- / MAINT SUPPLIES		CP	902041	26580	244.90
		11-000-261-610- / MAINT SUPPLIES		CP	902477	26580	787.55
		11-000-261-610- / MAINT SUPPLIES		CP	902619	26580	156.75
		11-000-261-610- / MAINT SUPPLIES		CP	902752	26580	317.63
		11-000-261-610- / MAINT SUPPLIES		CP	902773	26580	135.78
		11-000-261-610- / MAINT SUPPLIES		CP	902966	26580	45.54
	Total for LOWE'S/ 3138						
NATIONAL EDUCATIONAL MUSIC COMPANY/ 3366	23-00201	11-000-230-610- / GEN ADMIN-SUPPLIES		CF	190627	26581	143.00
	Total for MGL Printing Solutions/ 2945						
	23-00141	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	41044	26582	275.77
	23-00142	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	41045	26582	45.84
	23-00143	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	41169	26582	2,569.44
	23-00142	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	41172	26582	351.44

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Posted Checks

23-00141	11-190-100-610-	-/ GENERAL SUPPLIES INSTRUC		CF	41747	26582	24.00
Total for NETWORK SUPPORT LLC/ 2672							<u>\$3,266.49</u>
NETWORK SUPPORT LLC/ 2672							
23-00084	11-190-100-340-	-/ PURCHASED TECH SVC		CP	2059	26583	689.00
	11-190-100-340-	-/ PURCHASED TECH SVC		CP	2060	26583	617.50
	11-190-100-340-	-/ PURCHASED TECH SVC		CP	2061	26583	1,007.00
Total for Network Support LLC/ 2672							<u>\$2,313.50</u>
NJ AMERICAN WATER CO./ 1140							
23-00121	11-000-262-300-	-/ OPER PURCH PROF/TECH SVS		CP	8/22/2022	26584	203.93
Total for NJ AMERICAN WATER CO./ 1140							<u>\$203.93</u>
NJ PRINCIPALS & SUPERVISORS AS/ 1869							
23-00254	11-000-230-895-	-/ BOE MEMBERSHIP/DUES/FEEES		CF		26585	845.00
Total for FEA/NJSPA/ 1869							<u>\$845.00</u>
NJAPSA MEMBERSHIP/ 3613							
23-00255	11-000-219-890-	-/ CST MISC EXPENSES		CF		26586	195.00
Total for NJAPSA MEMBERSHIP/ 3613							<u>\$195.00</u>
NOTEFLIGHT, LLC/ 3522							
23-00157	11-190-100-610-	-/ GENERAL SUPPLIES INSTRUC		CF	595618	26587	839.00
Total for NOTEFLIGHT, LLC/ 3522							<u>\$839.00</u>
NUTRI-SERVE FOOD MGMT/ 2821							
23-00240	60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930082722	26588	940.10
	60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930618	26588	2,278.61
	60-910-310-500-	-/ FOOD SERVICE COSTS		CP	930624	26588	340.46
Total for NUTRI-SERVE FOOD MGMT/ 2821							<u>\$3,559.17</u>
PALMYRA BOARD OF EDUCATION/ 1249							
23-00203	11-000-100-561-	-/ TUITION-LEA REGULAR		CP	SEPT 2022	26589	107,812.00
	11-000-100-562-	-/ TUITION-LEA SPECIAL EDUC		CP	SEPT 2022	26589	33,693.70
Total for PALMYRA BOARD OF EDUCATION/ 1249							<u>\$141,505.70</u>
PARA PLUS TRANSLATIONS, INC./ 3268							
23-00196	11-000-216-320-	-/ SPEECH/OT/PT PROF SER		CF	163928	26590	144.00
Total for PARA PLUS TRANSLATIONS, INC./ 3268							<u>\$144.00</u>
PEMBERTON TWP. BOARD OF EDUC./ 1775							

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Posted Checks							
PSE & G/ 1141	23-00243	11-000-216-320- / SPEECH/OT/PT PROF SER		CF	JUNE 2022-	26591	123.00
					Total for PEMBERTON TWP. BOARD OF EDUC./ 1775		\$123.00
RED ROVER TECHNOLOGIES, LLC/ 3728	23-00085	11-000-262-622- / OPER ENERGY - ELECTRICIT		CP	8/26/2022 - ELECTRICIT	26592	4,047.97
		11-000-262-621- / OPER ENERGY - GAS		CP	8/26/2022 GAS	26592	267.29
					Total for PSE & G/ 1141		\$4,315.26
RED ROVER TECHNOLOGIES, LLC/ 3728	23-00194	11-000-211-320- / ATTENDANCE SVCS- PRCH SV		CF	9534016128	26593	1,400.00
					Total for RED ROVER TECHNOLOGIES, LLC/ 3728		\$1,400.00
RIVELL, LLC/ 3715	23-00083	11-190-100-500- / OTHER PURCHASED SVC		CP	2611	26594	780.89
					Total for RIVELL, LLC/ 3715		\$780.89
SANHITA KAR, LLC/ 3733	23-00195	11-000-216-320- / SPEECH/OT/PT PROF SER		CF	7/16/2022	26595	950.00
					Total for SANHITA KAR, LLC/ 3733		\$950.00
SCHOLASTIC, INC./ 1014	23-00181	11-190-100-640- / TEXTBOOKS INSTRUCTION		CF	40720267	26596	52.10
					Total for SCHOLASTIC, INC./ 1014		\$52.10
SCHOOL SPECIALTY , LLC./ 1752	23-00025	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130425872	26597	92.50
	23-00015	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130425908	26597	96.90
	23-00018	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130426180	26597	96.99
	23-00003	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130426197	26597	92.67
	23-00012	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130427486	26597	98.62
	23-00008	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130427491	26597	78.04
	23-00014	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130427516	26597	88.52
	23-00005	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130427559	26597	42.77
	23-00019	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130428624	26597	29.81
	23-00010	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130429683	26597	4.90
	23-00016	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CP	208130429705	26597	73.20
	23-00026	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130430009	26597	99.99
	23-00009	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130430010	26597	99.91
	23-00006	11-190-100-610- / GENERAL SUPPLIES INSTRUC		CF	208130430012	26597	0.11

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23-00002		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	208130430013	26597	77.52
23-00017		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF	208130430024	26597	96.83
23-00032		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF	208130430026	26597	37.64
23-00013		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF	208130430030	26597	1.90
23-00023		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF	208130430033	26597	99.98
23-00007		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF	208130430046	26597	0.27
23-00187		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF	208130662861	26598	481.46
23-00028		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	208130799191	26597	6.02
23-00008		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	208130799287	26597	4.29
23-00027		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	208130799293	26597	2.55
23-00004		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	208130799295	26597	0.74
23-00011		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF	308104054588	26597	99.49
23-00021		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF	308104057206	26597	99.18
23-00024		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	308104076520	26597	87.66
23-00028		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	308104076523	26597	73.15
23-00029		11-000-230-610- /GEN ADMIN-SUPPLIES		CP	308104076524	26597	70.44
23-00027		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	308104076610	26597	76.42
23-00004		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	308104076611	26597	81.88
Total for SCHOOL SPECIALTY, LLC./ 1752							\$2,392.35

SHI INTERNATIONAL CORP./ 3563

23-00210		11-000-262-300- /OPER PURCH PROF/TECH SVS		CF	B15746213	26599	247.51
Total for SHI INTERNATIONAL CORP./ 3563							\$247.51

SIMONE, CATHERINE/ 3576

23-00178		20-488-200-300- /ESSER III ACCEL LEARN PU		CP	8/24/22	26600	1,000.00
		20-488-200-300- /ESSER III ACCEL LEARN PU		CP	8/29/22	26600	1,000.00
		20-488-200-300- /ESSER III ACCEL LEARN PU		CP	8/30/22	26600	1,000.00
		20-488-200-300- /ESSER III ACCEL LEARN PU		CP	8/31/22	26600	1,000.00
Total for SIMONE, CATHERINE/ 3576							\$4,000.00

STEVE WEISS MUSIC/ 3473

23-00154		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP	inv 1144370.1	26601	817.46
Total for STEVE WEISS MUSIC/ 3473							\$817.46

VERIZON/ 1139

23-00123		11-190-100-500- /OTHER PURCHASED SVC		CP	8/27/2022	26602	142.92
Total for VERIZON/ 1139							\$142.92

* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

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Posted Checks

VESPE, FRANK/ 3731	23-00179	20-491-200-100- /ESSER III MENTAL		CP SEPTEMBER 2022	26603	8,850.10
						\$8,850.10
VIS-ABILITY INC./ 3734	23-00209	11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF 19224	26604	3,055.25
						\$3,055.25
W.B. MASON CO. INC./ 2842	23-00033	11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP 232190901	26605	8.28
		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP 232233543	26605	3.26
						\$11.54
WASTE MANAGEMENT OF NJ/ 1169	23-00124	11-000-262-420- /OPER CONTRACT SERVICES		CP 3078974	26606	812.25
						\$812.25
WESTERN PEST SERVICES/ 2521	23-00080	11-000-262-300- /OPER PURCH PROF/TECH SVS		CP SEPTEMBER 2022	26607	198.50
						\$198.50
WILLIAM H. SADLIER, INC./ 3415	23-00131	11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF 141618	26608	1,330.76
	23-00132	11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF 141625	26608	307.22
	23-00133	11-190-100-610- /GENERAL SUPPLIES INSTRUC		CF 141634	26608	375.21
						\$2,013.19
XEROX CORPORATION/ 3443	23-00110	11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP 016963700	26609	217.58
		11-190-100-610- /GENERAL SUPPLIES INSTRUC		CP AUGUST 2022	26609	138.24
						\$355.82
XTEL COMMUNICATIONS/ 2813	23-00081	11-190-100-500- /OTHER PURCHASED SVC		CP 10000013454	26610	1,899.30
						\$1,899.30
					Total for Posted Checks	\$300,145.49

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Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, Run on 09/15/2022 at 12:05:09 PM be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11	\$253,194.32				\$253,194.32
20	20	\$34,945.12				\$34,945.12
40	40			\$8,446.88		\$8,446.88
60	60	\$3,559.17				\$3,559.17
GRAND	TOTAL	\$291,698.61	\$0.00	\$8,446.88	\$0.00	\$300,145.49

Chairman Finance Committee

Member Finance Committee

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	908152022	08/15/2022	1,667.37	ATTEND SVCS- CLER SAL
11-000-213-105- -	908152022	08/15/2022	539.92	HEALTH SVCS- CLER SAL
11-000-216-100- -	908152022	08/15/2022	210.00	SPEECH TEACHER SALARY
11-000-218-105- -	908152022	08/15/2022	674.70	GUID SECY/CLER SALARIES
11-000-219-104- -	908152022	08/15/2022	940.64	CST SALARIES
11-000-219-105- -	908152022	08/15/2022	1,079.82	CST SECY/CLER SALARIES
11-000-221-102- -	908152022	08/15/2022	8,333.00	CURR/INSTR SALARIES
11-000-221-104- -	908152022	08/15/2022	329.53	CURR/INSTR PROF SALARIES
11-000-221-105- -	908152022	08/15/2022	102.63	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	908152022	08/15/2022	248.60	CI OTHER SALARIES
11-000-230-100- -	908152022	08/15/2022	6,013.25	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	908152022	08/15/2022	206.29	TREASURER SALARIES
11-000-230-105- -	908152022	08/15/2022	981.38	GENERAL ADMIN- CLER SAL
11-000-240-105- -	908152022	08/15/2022	1,090.56	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	908152022	08/15/2022	3,711.41	BUSINESS ADMIN SALARIES
11-000-251-105- -	908152022	08/15/2022	1,043.04	BUS ADMIN/SECY SALARIES
11-000-262-110- -	908152022	08/15/2022	1,585.83	OPER/CUST SALARIES
11-000-262-110-OT -	908152022	08/15/2022	4,205.92	OPER/CUSTODIAL OT
11-000-266-100- -	908152022	08/15/2022	2,329.85	UE S SALS OF SEC G & INV
11-000-270-161- -	908152022	08/15/2022	1,058.83	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	908152022	08/15/2022	1,058.83	SAL. FOR PUPIL TRANS(BET
11-213-100-101- -	908152022	08/15/2022	5,140.00	RR TEACHER SALARIES
11-213-100-106- -	908152022	08/15/2022	3,424.00	OTHER SALARIES FOR INSTR
20-218-200-102- -	908152022	08/15/2022	1,462.67	PSEA SUPERV SAL
20-218-200-103- -	908152022	08/15/2022	1,581.57	PRE-K SALARIES OF SUPERV
20-218-200-104- -	908152022	08/15/2022	565.00	PSEA OTHER PROF SAL
20-218-200-105- -	908152022	08/15/2022	930.15	PRE-K SALARIES OF SECR A
20-218-200-110- -	908152022	08/15/2022	1,709.69	OTHER SALARIES
20-489-100-100- -	908152022	08/15/2022	9,620.00	ESSER III - SUMMER SAL
20-489-200-100- -	908152022	08/15/2022	736.00	ESSER III SUMMER SALARY
Total # of Payments	30.00	Total Check Amount	62,580.48	

Payroll to Budget Transfer Report

Account#	Check#	Check Date	Check Amount	Check Description
11-000-211-105- -	908302022	08/30/2022	1,667.37	ATTEND SVCS- CLER SAL
11-000-213-104- -	908302022	08/30/2022	1,311.94	HEALTH SVC SALARIES
11-000-213-105- -	908302022	08/30/2022	539.92	HEALTH SVCS- CLER SAL
11-000-216-100- -	908302022	08/30/2022	165.20	SPEECH TEACHER SALARY
11-000-218-105- -	908302022	08/30/2022	674.70	GUID SECY/CLER SALARIES
11-000-219-104- -	908302022	08/30/2022	485.00	CST SALARIES
11-000-219-105- -	908302022	08/30/2022	1,079.82	CST SECY/CLER SALARIES
11-000-221-102- -	908302022	08/30/2022	8,333.00	CURR/INSTR SALARIES
11-000-221-104- -	908302022	08/30/2022	329.53	CURR/INSTR PROF SALARIES
11-000-221-105- -	908302022	08/30/2022	102.63	CURR/INSTR SECY/CLER SAL
11-000-221-110- -	908302022	08/30/2022	248.60	CI OTHER SALARIES
11-000-230-100- -	908302022	08/30/2022	6,013.25	GEN ADMIN SPRINTEND SAL
11-000-230-104- -	908302022	08/30/2022	206.29	TREASURER SALARIES
11-000-230-105- -	908302022	08/30/2022	981.38	GENERAL ADMIN- CLER SAL
11-000-240-105- -	908302022	08/30/2022	1,090.56	SCH ADMIN SEC/CLER SAL
11-000-251-104- -	908302022	08/30/2022	3,711.41	BUSINESS ADMIN SALARIES
11-000-251-105- -	908302022	08/30/2022	1,043.04	BUS ADMIN/SECY SALARIES
11-000-262-110- -	908302022	08/30/2022	1,585.83	OPER/CUST SALARIES
11-000-262-110-OT -	908302022	08/30/2022	7,225.00	OPER/CUSTODIAL OT
11-000-266-100- -	908302022	08/30/2022	2,329.85	UE S SALS OF SEC G & INV
11-000-270-161- -	908302022	08/30/2022	1,058.83	SAL. FOR PUPIL TRANS(BET
11-000-270-162- -	908302022	08/30/2022	1,058.83	SAL. FOR PUPIL TRANS(BET
11-204-100-101- -	908302022	08/30/2022	120.00	LLD TEACHER SALARIES
20-218-200-102- -	908302022	08/30/2022	1,462.67	PSEA SUPERV SAL
20-218-200-103- -	908302022	08/30/2022	1,581.57	PRE-K SALARIES OF SUPERV
20-218-200-104- -	908302022	08/30/2022	565.00	PSEA OTHER PROF SAL
20-218-200-105- -	908302022	08/30/2022	930.15	PRE-K SALARIES OF SECR A
20-218-200-110- -	908302022	08/30/2022	1,709.69	OTHER SALARIES
Total # of Payments	28.00	Total Check Amount	47,611.06	



Pre-Season Basketball Fitness Club

Advisor: Kathleen Kehlenbeck

Overview:

The Pre-Season Basketball Fitness program is to prepare our student-athletes for the upcoming basketball season. Having a preseason program to help students develop confidence and skills to create a road to success. This club will be offered to both male and female students and will work on areas of academics, strength, conditioning, and basketball skills. This club can offer our students an extension to work on their developing skills as well as an after-school program to complete homework. Every student will be required to complete their homework before going to the gymnasium to work out for the day.

Goals:

- Improve student-athletes academic skills
- Reinforce skills students have already learned.
- Prepare and push students to continue to work on their skills.
- Provide a positive environment for students to want to participate and get better.
- To give students an opportunity to have something outside of the regular season.

Scheduling:

The Basketball Fitness Club will allow students to stay after school twice a week to work on their strength and conditioning as well as their developing basketball skills. This club will run on Mondays and Wednesdays from 3:00 pm - 5:00 pm here at Beverly City school in the gymnasium.

Dates:

Monday: Sept. 26, 2022	Wednesday: Sept. 28, 2022
Monday: Oct. 3, 2022	Wednesday: Oct. 5, 2022
	Wednesday: Oct. 12, 2022
Monday: Oct. 17, 2022	Wednesday: Oct. 19, 2022
Monday: Oct. 24, 2022	Wednesday: Oct. 26, 2022
	Wednesday: Nov. 2, 2022
Monday: Nov. 14, 2022	Wednesday: Nov. 16, 2022
Monday: Nov. 21, 2022	

*Please show up prepared to work out: (Shorts, t-shirt, sneakers)

*When the weather permits we will be outside.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Emergency Virtual or Remote Instruction Plan for Beverly City School District

County: Burlington
District: Beverly City School District
Chief School Administrator: Elizabeth C. Giacobbe, Ed.D.
Phone Number of Contact: 609-387-2200

According to the guidelines, absent a shift in the public health data, as set forth by the New Jersey Department of Education, school buildings will open in full capacity for in-person instruction and operations in the fall. The reopening of our schools will include necessary limitations to protect the health and safety of our students and staff. The Beverly City School District will be open for five (5) full days as we were in the 2022-2023 school year. As the previous plan proved to be quite successful, we will be following the same plan and procedures. We do recognize that we must be ready to adjust our educational models should the spread of the virus and consistent health data require one or a group of students to quarantine throughout the school year.

The Beverly City School District will strictly adhere to all of the protocol as outlined by the New Jersey Department of Education, CDC, and local health officials. The health and safety of students and staff remain our number one priority and will guide all decisions at the local level.

At the Beverly City School District, we have prioritized technology and adopted a 1:1 Chromebook initiative, where all students are provided a Chromebook. Should a student or students need to quarantine due to COVID-19, a student may engage in their school day through an at-home synchronous e-learning experience, the student will be provided a school district issued Chromebook. The parent/guardian must complete an on-line parental agreement form available on the district's homepage. This will need to be completed each school year. Should the district need to go all remote, the same process will be followed. Parents/guardians requiring the use of a district issued Chromebook will complete the form and arrangements will be made for a safe retrieval of the Chromebook. After the closure, on March 13, 2020, we provided nearly 200 Chromebooks to the families that required them. We have made similar accommodations and are prepared to send home a Chromebook to any family that does not have their own device at home.

- o The Beverly City School District has worked closely with Assemblywoman Carol A. Murphy and Mr. John Mulholland, the Chief of Staff for Assemblywoman Carol A. Murphy to connect with Mr. Tony Bawidamann, Sr. Director, Government Affairs for Comcast, who has several options for families with students enrolled in the Beverly School District to have access to the internet. Comcast offers free internet for two months for low-income families. After the two months are up, the service is \$99 for the year. For less than \$100, a family can have the internet for an entire year. If a family cannot afford this; we would have to look at local funds to see if it is a possibility to assist with covering costs.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

- o During the last closure in March 2020, we had very few families, less than two (2) that did not have access to the internet. If we are required to close, we will work to identify those families in need of participating in the offer from Comcast.
- o In addition, when device issues arose the past school year, we were able to address them. Our technology coordinator was very accessible and accommodating, and this allowed for families to connect remotely and access online learning in meaningful ways, because of his assistance.
- o This fall, class sizes allow for teachers to be very familiar with our families and their access to technology. Should circumstances prevent or preclude a student from gaining access, the teacher will immediately let administration and our technology coordinator know. At that time, our technology coordinator will arrange for a phone call and attempt to remedy the issue remotely. If this does not resolve the issue, our technology coordinator will arrange for a time that the family can bring the device and he can review the issue in person. If warranted, new technology will be issued to this family.

Beverly City School District recognizes that these supports are not an exhaustive list of the activities and/or the supports it will need to establish to help all with the transition. Behavioral supports, social supports, and academic supports are essential for maintaining staff and students' optimal health for learning. The multi-tiered systems of support, screening tools, collaborative problem-solving teams, data-based decision-making, mental health supports, primary health supports using our school nurse and local health department, mentoring, and quality academic instruction will make transitioning back into the school environment smoother.

Below we will outline, in detail, the option of at-home synchronous e-learning only available to students who must quarantine only due to COVID-19. During the duration of the quarantine, the child will follow the daily schedule (8:00 – 3:00) through live streaming. The second option, virtual, is only if the whole school closes per the mandate of Executive Order, NJDOE, and/or NJDOH, guidelines.

Beverly City School

**Traditional
School Day/
At Home
Synchronous
E-Learning**

.....
*With enhanced sanitizing protocols
and possible use of PPE*





Elizabeth C. Giacobbe, Ed.D.
Superintendent

Traditional School Day + Social Distancing/At-Home Synchronous E-Learning:

Traditional School Day + Social Distancing Option:

We would adhere to the mandated, enhanced cleaning schedule as outlined above; as well as, all other critical components. Staff, students, and visitors would use PPE where mandated. Staff would arrive at 7:55 AM and get screened upon entering. Students would arrive at 8:15 AM to get screened. They would social distance while lined up at different entrances, which are listed above.

Upon entering, students would receive a bagged breakfast and report directly to their homerooms. Most classes have low enough numbers that we can ensure social distancing and adhere to the guidelines as set forth by the New Jersey Department of Education. Students would remain in their classes, with the exception of lunch, recess, PE classes, and music instruction to ensure social distancing and no cross contamination between cohorts. Students would be dismissed at 3:00 PM.

The teachers, who will be wearing masks, would do the moving. Students would be permitted to use the restrooms, which will be closely monitored and go outside, for recess and PE, weather permitting.

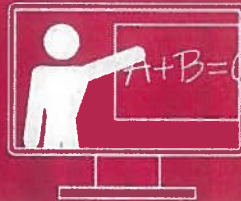
At-Home Synchronous E-Learning Option for COVID-19 Quarantined Student ONLY:

Students who need to quarantine due to COVID-19 ONLY, will participate in at-home synchronous e-learning (online learning). The school will remain open for in-school learning and the quarantined student(s) will participate in daily lessons via webcams directed at the front of the room during classroom instruction. Students will be able to live stream every lesson, and are required to attend daily to meet attendance requirements. In addition, students must complete the assigned work through their google classroom and be responsive during live classroom instruction. Every morning, a google meet appointment will be emailed to a student's email so that they may join. Attendance will be taken and grades will be earned/issued just as if we were 100% in-person. Accordingly, expectations will reflect a quintessential Beverly City School District education.

Students who are determined to need to quarantine for COVID-19 only and need meals may pick them up at the school. This will be made available two times per week and the individual families affected by the quarantine will be notified of dates and times.

Beverly City School

**Virtual
Distance
Learning**





Elizabeth C. Giacobbe, Ed.D.
Superintendent

Virtual Distance Learning for Full School Closure:

The Beverly City School District will adopt this scenario if the New Jersey Department of Education, Department of Health, and/or CDC mandates a **full** school closure. We will resume online/virtual learning as we did in March 2020 at the initial school closure of the COVID-19 pandemic. We would run the school day with all of the periods (1-8) using the 12:30 dismissal schedule. Attendance will be taken and grades will be earned/issued just as if we were 100% in-person. Accordingly, student performance expectations will reflect a quintessential Beverly City School District education. Teachers will take their lunch from 12:30-1:15 as should students. Teachers would then be available at 1:15 for small group and/or 1:1 assistance for students through 3:00 PM. Teachers and individual paraprofessionals will provide live instruction for students through Google Meets on an approximate 30-minute period schedule and the 12:30 dismissal schedule found below.

Each homeroom teacher will create a Google Classroom for their homeroom students where one unique Google Meet code will be generated. Teachers will share the individual meeting code with their colleagues in order to ensure students can remain logged in to one meeting and teachers will be responsible for rotating in and out during their assigned instructional period.

Should the full school need to close, meals for the week will be provided one time per week. The specific date, time, and location for meal pick up will be determined and shared with the school community if the need arises. **The Beverly City School District will ensure all essential employees are identified and a list is provided to the county office at the time of the transition to remote or virtual instruction.**

Academic, Social, and Behavioral Supports:

The Beverly City School District has always made the social, emotional, and behavioral concerns of our students and staff a priority. Listed below are specific assessments and identification tools the district will use to provide multi-tiered systems of support through the Intervention and Referral Services team, the pre-intervention problem solving grade level teams, the administrative team, and the Child Study Team.

- Academic
 - Baseline assessments using edConnect to measure students' strengths, weaknesses, and gaps in their instruction due to remote learning. Data provided will allow teachers to best instruct students and maximize academic time periods while gearing lessons towards students' needs. These specific assessments will focus on the instruction students would have received at the end of a typical school year. Students will be assessed on their last completed grade level.
 - Computer adaptive assessments using Renaissance STAR which will identify students' current reading levels and math levels, without frustrating students. These assessments hone in on student levels without pushing children to the point of frustration.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

- o edConnect assessments that individual teachers can create to identify students' current levels in science, social studies, and related arts.
- o Data will be used to identify students who will meet with Title I support teachers, RTI instructors, and support teachers to receive specific instruction based on students' needs. Classroom teachers will also use this data to create daily lessons with differentiated materials.
- Digital Divide
 - o At the Beverly City School District, we have prioritized technology and adopted a 1:1 Chromebook initiative, where all students are provided a Chromebook. Should a family decide to do at-home synchronous e-learning, that parent/guardian may request the use of a school district issued Chromebook. This process is determined through email communication after the request for at-home synchronous e-learning is requested. The parent/guardian must then complete an on-line parental agreement form available on the district's homepage. This will need to be completed each school year. Should the district go all remote, the same process will be followed. Parents/guardians requiring the use of a district issued Chromebook will complete the form and arrangements will be made for a safe retrieval of the Chromebook. After the last closure, on March 13, 2020, we provided nearly 200 Chromebooks to the families that required them. We have made similar accommodations and are prepared to send home a Chromebook to any family that does not have their own device at home.
 - o The Beverly City School District has worked closely with Assemblywoman Carol A. Murphy and Mr. John Mulholland, the Chief of Staff for Assemblywoman Carol A. Murphy to connect with Mr. Tony Bawidamann, Sr. Director, Government Affairs for Comcast, who has several options for families with students enrolled in the Beverly School District to have access to the internet. Comcast offers free internet for two months for low-income families. After the two months are up, the service is \$99 for the year. For less than \$100 a family can all have internet for \$100 that would cover an entire year. If a family cannot afford; we would have to look at local funds to see if it is a possibility to assist with the covering of the costs.
 - o During the last closure in March 2020, we had very few families, less than five (5) that did not have access to the internet. We provided paper copies last year for those families, but should they either A. choose remote instruction, or B. we are required to close, we will work to identify those families in need of participating in the offer from Comcast. Flyers will be sent home.
 - o In addition, when device issues arose this past spring, we were able to address them. Our technology coordinator was very accessible and accommodating this spring, and this allowed for families to connect remotely and access online learning in meaningful ways, because of his assistance.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

- This fall, class sizes allow for teachers to be very familiar with our families and their access to technology. Should circumstances prevent or preclude a student from gaining access, the teacher will immediately let administration and our technology coordinator know. At that time, our technology coordinator will arrange for a phone call and attempt to remedy the issue remotely. If this does not resolve the issue, our technology coordinator will arrange for a time that the family can bring the device and he can review the issue in person. If warranted, new technology will be issued to this family.
- Behavioral
 - Staff will receive a review of Trauma Informed Teaching Techniques on the days leading up to school opening.
 - Teachers will be encouraged to monitor behavioral concerns using the district referral form located on their desktop.
 - The administrative team along with the pre-intervention problem solving teams will develop strategies for teachers to use to help students become more productive in the classroom.
 - Referrals to the behaviorist and/or the social worker, the school psychologist, and the SEL counselor may be made to help develop plans to address behaviors. The district will maintain and address behavioral trends.
 - The district will assign mentors to students who need positive one-on-one support, and meetings will maintain safety protocols relating to social distance.
 - The district has engaged in a partnership with the Boggs Center at Rutgers University for implementation of Positive Behavioral Supports in Schools. The district will participate in a two-year longitudinal commitment to professional development on redesigning our student code of conduct and development of a multi-tiered intervention system which will address
 - Attendance & Chronic Absenteeism
 - Behavior & Conduct
 - Social & Emotional Wellness
 - School Culture & Climate
 - Classroom Management
- Social
 - Again, staff will receive a review of Trauma Informed Teaching Techniques on the days leading up to school opening.
 - Mindfulness activities will be reinforced during homeroom daily.
 - Students will be encouraged to journal and express their thoughts in peaceful ways, and teachers will be encouraged to do the daily activities with their students.
 - The school social worker and SEL counselor will be in tune with the concerns expressed by the teachers and students during homeroom activities.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Beverly City School District recognizes that these supports are not an exhaustive list of the activities and/or the supports it will need to establish to help all with the transition. Behavioral supports, social supports, and academic supports are essential for maintaining staff and students' optimal health for learning. The multi-tiered systems of support, screening tools, collaborative problem-solving teams, data-based decision-making, mental health supports, primary health supports using our school nurse and local health department, mentoring, and quality academic instruction will make transitioning back into the school environment smoother.

Addressing Special Education Needs:

Members of our Special Education department and Child Study Team will provide academic support and assistance in real-time through virtual meetings to help meet the IEP goals and objectives. Case managers will continue to communicate with parents and teachers and monitor student progress in Genesis while also providing related services and implementing IEP accommodations and modifications. Child Study Team meetings will be held virtually.

Addressing English Language Learners (ELL) Plan Needs:

Beverly City School uses the WIDA standards, as well as the New Jersey Learning Standards, when planning and implementing lessons. Individual lessons are tailored to the needs of each student. Small group instruction allows for targeted lessons focusing on the individual skills needed for each student's success.

Communication with parents/ guardians is an integral part of Beverly City School. Documents such as the ACCESS scores are translated into their native language. Many staff members are bilingual, allowing the parents/students to feel welcome and comfortable. Computers are provided to each student, which helps them communicate more effectively.

Many different instructional techniques are used at Beverly City School. ESL instruction occurs in the general education classroom and as a pull-out program depending on the needs of the students. Each student is provided with a computer. Teachers provide translated copies of assignments and modify tests and quizzes to fit the individual student's learning plan. Many classrooms are labeled in the student's native language.

The staff at Beverly City School is trained to deal with students who have encountered hardships. Trauma-informed training is provided to the staff. Counselors meet with many ESL students, providing them with a safe and secure place to express their emotions. A multicultural curriculum is presented throughout the grades. Books from a variety of cultures are shared with students. Special holidays, such as Thanksgiving, are celebrated with ESL students. Students are encouraged to share their experiences and cultures.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Attendance Plan:

Attendance will be taken and grades will be earned/issued just as if we were 100% in-person. Parents of any students with excessive absences or not participating online will be contacted by teachers, administration, members of the Child Study Team and our register. Accordingly, student performance expectations will reflect a quintessential Beverly City School District education.

Meals:

The Beverly City Board of Education utilizes Nutriserve to provide meals for students. The Beverly City School District will ensure that all food handlers and preparers from Nutriserve will follow the guidelines for safe food prep and delivery, including, but not limited to, wearing gloves and masks, and frequent hand washing in between. Students will be provided meals on a weekly basis. The meal preparation and delivery will be reviewed on a regular basis to make sure it is being provided in the safest and healthiest manner to the students.

Facilities Cleaning Practices:

A procedure manual has been developed prior to staff and students returning to school that will establish cleaning/disinfecting schedules, targeted areas to be cleaned; as well as, methods and materials to be used. All areas will be cleaned on a regular basis and several times throughout the day. As additional CDC protocols recommend, our cleaning practices will be modified. Additional cleaning and disinfecting with particular emphasis on classrooms and therapy rooms. Additional cleaning and disinfecting with particular emphasis on "high touch" areas, such as door knobs, countertops, water bottle filling station, etc. Increased and frequent sanitizing of lavatories, etc.

Accelerated Learning Opportunities/Title I Extended Learning Programs

- In the event of a closure, the district will continue to offer learning acceleration opportunities for students. Small group acceleration sessions will be offered for students who meet criteria for the program. These sessions will be held by Google Meet if the district is entirely remote. These sessions are funded by Title I and/or ESSER. 1:1 tutoring sessions will be offered for students who demonstrate a need for remediation or who are subject to mandatory quarantine.

Social Emotional Health of Staff and Students:

The Beverly City School District will seek to support all students, faculty and staff, during this transitional period and recognizes the importance of strong mental health during a global pandemic.

- Educator Well-being:
 - The Beverly City School District takes the well-being of our educators very seriously. Their mental state will have a huge impact on our students, and we must account for their well-being. In order to support our educators, the district has planned to use the following:

- Reminders of the 5 Strategies for Self-Care.
<http://www.ascd.org/ascd-express/vol15/num13/5-strategies-for-teacher-self-care.aspx>
- Review the mindfulness activities taught during our 2019 summer workshop and provide strategy workbooks.
- Use the educator tool kit for self-care and resiliency.
 - <https://gtlcenter.org/sites/default/files/Educator-Resilience-Trauma-Informed-Self-Care-Self-Assessment.pdf>
- Have educators partner with one another for “check-ins” to help manage stress.
- Remind teachers of the mental support resources our district has availed itself of: Cooper University Health Care Employee Assistance Program (856.342.2280).
- Remind teachers of the NJEA 24-hour telephone hotline for school staff and their families. 1-866-AID-NJEA (1-866-243-6532)
- Trauma-Informed Social and Emotional Learning:
 - The Beverly City School District, as mentioned previously, has made trauma-informed care a priority. The district will use the strategies learned during a Trauma Informed Teaching workshop hosted during the summer of 2019 by three professionals from the Department of Juvenile Justice. As we prepare for the potential trauma and the consequences of the COVID-19 closure, the district will employ these strategies to ensure that social and emotional learning are infused into everyday school life. The following will be in place to prioritize student and educator well-being:
 - Clear routines for all students.
 - Concise and honest communication with educators and families.
 - Utilizing trauma informed practices.
 - SEL counselor, social worker, and school psychologist to support staff and students in feeling safe, connected, and hopeful.
 - Daily mindfulness activities and classroom libraries on connection, caring, and understanding.
 - Mentoring, counseling, and/or buddy groups for students who are struggling with adapting to the school environment or the stress related to a global pandemic.
- Utilizing Strengths of Staff:
 - The Beverly City School District is uniquely positioned to leverage the strengths of its staff, as the educators' generosity is simply unmatched. The district will host opportunities for staff to reflect on their strengths and prioritize their needs in order to empower educators as we return for instruction. The district will do the following:
 - Provide resources on SEL and trauma.
 - Embed mindfulness practices, SEL skills and strategies in daily lessons.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

- Review mindfulness practices and trauma informed instructional strategies, and practice regularly throughout the school year.
- Monitor and trend student behavior, and allow students an opportunity to reflect.
- Use the SEL counselor, social worker, and school psychologist to meet with students who are struggling to adapt to our “new normal” and maintain relationships with these students.
- Provide mentors to students who are struggling with academics, attendance, and behaviors.
- Apply the school’s protocols for recommending a student to I&RS.

21st Century Community Learning Center Programs:

Beverly City School will continue to use benchmark assessments to monitor student achievement and to identify students who may need additional support. Other technological applications will be utilized as well to provide teachers with feedback on student learning.

Other Extended Student Learning Opportunities:

Beverly City School provides extended school opportunities for students after school and during the summer to assist remedial needs.

Transportation:

The Beverly City School District is considered a walking district for students in Pre-Kindergarten through 8th grade. Students typically walk to school or are transported by their families. The Beverly City School District does provide transportation to high school students who attend Palmyra High School. The District will communicate with Palmyra about procedures to best transport the students attending out of district schools in the safest manner possible. Temperature checks will occur as students enter the bus each time. Students will be reminded to respect the suggested 6ft separation as much as possible. The District's school bus will be cleaned and disinfected on a regular basis. The District is also looking at securing another vehicle to allow for better social distancing. This would allow for more space on the bus for each student. Bus(es) will be cleaned and sanitized daily after each use. Windows will be opened when weather permits. Driver(s) will wear face masks. All students riding the bus will be required to wear face masks as well.

Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours:

At this time, the Beverly City School District will suspend all field trips, extra-curricular activities, and the use of the facility outside of the school hours to ensure that the entire building can be cleaned and disinfected thoroughly and appropriately outside of the school hours. YMCA will still be offering aftercare for a limited number of families. We will work collaboratively with the YMCA to ensure students, staff, and faculty safety and well-being. All will wear masks in this program.



Elizabeth C. Giacobbe, Ed.D.
Superintendent

Master Schedule Virtual Distance Learning Option:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:55 Teacher Arrival	Teachers in Building	Teachers in Building	Teachers in Building	Teachers in Building	Teachers in Building
8:00 – 8:15 Breakfast	Log in your attendance	Log in your attendance	Log in your attendance	Log in your attendance	Log in your attendance
8:15– 8:25	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
Period 1 8:25 – 8:50	Follow your regular schedule	Follow your regular schedule	Follow your regular schedule	Follow your regular schedule	Follow your regular schedule
Period 2 8:50 – 9:20	Using this 12:30 Dismissal time frame	Using this 12:30 Dismissal time frame	Using this 12:30 Dismissal time frame	Using this 12:30 Dismissal time frame	Using this 12:30 Dismissal time frame
Period 3 9:20–9:50					
Period 4 9:50 – 10:25					
Period 5 10:25 – 10:55					
Period 6 10:55 – 11:25					
Period 7 11:25 – 12:00					
Period 8 12:00 – 12:30					
12:30 – 1:15	Teachers' Lunch	Teachers' Lunch	Teachers' Lunch	Teachers' Lunch	Teachers' Lunch
1:15 - 3:15	Virtual Office Hours/1:1 Assistance	Virtual Office Hours/1:1 Assistance	Virtual Office Hours/1:1 Assistance	Virtual Office Hours/1:1 Assistance	Virtual Office Hours/1:1 Assistance

3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, "teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teachers which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.



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Evaluation of Teachers

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

Adopted:



3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING
TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted:



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Evaluation of Administrators, Excluding Principals,
Vice Principals, and Assistant Principals

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3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.



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Evaluation of Administrators, Excluding Principals,
Vice Principals, and Assistant Principals

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted:



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Evaluation of Principals, Vice Principals,
and Assistant Principals
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3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.



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TEACHING STAFF MEMBERS

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Evaluation of Principals, Vice Principals,
and Assistant Principals

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Adopted:



6471 SCHOOL DISTRICT TRAVEL

The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;
2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and



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School District Travel

3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.

The Board of Education authorizes an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required. The annual maximum shall not exceed \$1,500.00 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.]



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School District Travel

All travel requests must be submitted and approved in writing by the Superintendent of Schools and the majority of the Board of Education's full voting membership of the Board, except if the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership, except where the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Education excludes from the requirements of prior Board of Education approval any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in accordance with the provisions of N.J.A.C. 6A:23A-7.4(d).

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.



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School District Travel

The Superintendent of Schools and the School Business Administrator are the final approval authorities for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12

N.J.A.C. 6A:23A-5.9; 6A:23A-7

Adopted:



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Procurement Procedures for School

Nutrition Programs

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8561 PROCUREMENT PROCEDURES FOR SCHOOL NUTRITION PROGRAMS

The Board of Education adopts this Policy to identify their procurement plan for the United States Department of Agriculture's (USDA) School Nutrition Programs. School Nutrition Programs include, but are not limited to: the National School Lunch Program (NSLP); School Breakfast Program (SBP); Afterschool Snack Program (ASP); Special Milk Program (SMP); Fresh Fruit and Vegetable Program (FFVP); Seamless Summer Option (SSO) of the NSLP; Summer Food Service Program (SFSP); the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP); and the Schools/Child Nutrition USDA Foods Program.

The Board of Education is ultimately responsible for ensuring all procurement procedures for any purchases by the Board of Education and/or a food service management company (FSMC) comply with all Federal regulations, including but not limited to: 7 CFR Parts 210, 220, 225, 226, 245, 250; 2 CFR 200; State procurement statutes and administrative codes and regulations; local Board of Education procurement policies; and any other applicable State and local laws.

The procurement procedures contained in this Policy will be implemented beginning immediately, until amended. All procurements must maximize full and open competition. Source documentation will be maintained by the School Business Administrator/Board Secretary or designee and will be available to determine open competition, the reasonableness, the allowability, and the allocation of costs.

The Board of Education intentionally seeks to prohibit conflicts of interest in all procurement of goods and services.

A. General Procurement

The procurement procedures will maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities. The school district's plan for procuring items for use in the School Nutrition Programs is as follows:



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Procurement Procedures for School
Nutrition Programs

1. The School Business Administrator/Board Secretary will ensure all purchases will be in accordance with the Federal Funds Procurement Method Selection Chart – State Agency Form #358. Formal procurement procedures will be used as required by 2 CFR 200.318 through .326 and any State and local procurement code and regulations. Informal procurement procedures (small purchase) will be required for purchases under the most restrictive small purchase threshold.
2. The following procedures will be used for all purchases:

Product/ Services	Estimated Dollar Amount	Procurement Method	Evaluati on	Contract Award Type	Contract Duration/ Frequency
As per State of New Jersey Purchasing Laws					

B. Micro-Purchase Procedures

1. Public/Charter Schools

Purchases of supplies or services, as defined by 2 CFR 200.67, will be awarded without soliciting competitive price quotations if the price is reasonable in accordance with N.J.S.A. 18A:18A-37(a) and below thresholds established by the State Treasurer for informal receipt of quotations. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

2. Non-Public Schools

Purchases of supplies or services, within the Federal micro-purchase threshold (the aggregate amount does not exceed the Federal micro-purchase threshold as set by 2 CFR 200.67) will be awarded without soliciting competitive price quotations if the price is reasonable. Purchases will be distributed equitably among qualified suppliers with reasonable prices. Records will be kept for micro-purchases.

3. Formal bid procedures will be applied on the basis of:



centralized system;
individual school;
and/or State contract.

4. Because of the potential for purchasing more than public or non-public informal/small purchase threshold amount, or the Board approved threshold if less, it will be the responsibility of the School Business Administrator/Board Secretary to document the amounts to be purchased so the correct method of procurement will be followed.

C. Formal Procurement

When a formal procurement method is required, the following competitive sealed bid or an Invitation for Bid (IFB) or competitive proposal in the form of a Request for Proposal (RFP) procedures will apply:

1. An announcement of an IFB or a RFP will be placed in the Board designated official newspaper to publicize the intent of the Board of Education to purchase needed items. The advertisement for bids/proposals or legal notice will be published in the official newspaper for at least one day in accordance with the provisions of N.J.S.A. 18A:18A-21.
2. An advertisement in the official newspaper for at least one day is required for all purchases over the school district's small purchase threshold as outlined in Federal Funds Procurement Method Section Chart – State Agency Form #358. The advertisement will contain the following:
 - a. A general description of items to be purchased;
 - b. The deadline for submission of questions and the date written responses will be provided, including addenda to bid specifications, terms, and conditions as needed;
 - c. The date of the pre-bid meeting, if provided, and if attendance is a requirement for bid award;



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Procurement Procedures for School
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- d. The deadline for submission of sealed bids or proposals; and
 - e. The address of the location where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
 4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
 5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:
 - a. Contract period for the base year and renewals as permitted;
 - b. The Board of Education is responsible for all contracts awarded (statement);
 - c. Date, time, and location of IFB/RFP opening;
 - d. How the vendor is to be informed of bid acceptance or rejection;
 - e. Delivery schedule;
 - f. Requirements (terms and conditions) the bidder must fulfill in order for bid to be evaluated;
 - g. Benefits to which the Board of Education will be entitled if the contractor cannot or will not perform as required;
 - h. Statement assuring positive efforts will be made to involve small and minority businesses, women's business enterprises, and labor surplus area firms;
 - i. Statement regarding the return of purchase incentives, discounts, rebates, and credits under a cost reimbursement FSMC contract to the Board of Education's nonprofit school food service account;



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Procurement Procedures for School
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- j. Contract provisions as required in Appendix II to 2 CFR 200:
 - (1) Termination for cause and convenience – contracts in excess of \$10,000;
 - (2) Equal Opportunity Employment – “federally assisted construction contracts”;
 - (3) Davis-Bacon Act – construction contracts in excess of \$2,000;
 - (4) Contract work Hours and Safety Standards – contracts in excess of \$100,000;
 - (5) Right to inventions made under a contract or agreement – if the contract meets the definition of a “funding agreement” under 37 CFR 401.2(a);
 - (6) Clean Air Act – contracts in excess of \$150,000;
 - (7) Debarment and Suspension – all Federal awarded contracts;
 - (8) Byrd Anti Lobbying Amendment – contracts in excess of \$100,000; and
 - (9) Contracts must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts;
- l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for food service management company contracts;
- m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding;



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- n. Price adjustment clause for renewal of multi-year contracts as defined in N.J.S.A. 18A:18A-42. The "index rate" means the annual percentage increase rounded to the nearest half percent in the implicit price deflator for State and local government purchases of goods and services computed and published quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis;
- o. Method of evaluation and type of contract to be awarded (solicitations using an IFB are awarded to the lowest responsive and responsible bidder; solicitations using a RFP are awarded to the most advantageous bidder/offeror with price as the primary factor among factors considered);
- p. Method of award announcement and effective date (if intent to award is required by State or local procurement requirements);
- q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received;
- r. Provision requiring access by duly authorized representatives of the Board of Education, New Jersey Department of Agriculture (NJDA), United States Department of Agriculture (USDA), or Comptroller General to any books, documents, papers, and records of the contractor which are directly pertinent to all negotiated contracts;
- s. Method of shipment or delivery upon contract award;
- t. Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts;
- u. Description of process for enabling vendors to receive or pick up orders upon contract award;
- v. Provision requiring the contractor to recognize mandatory standards/policies related to energy efficiency contained in the Energy Policy and Conservation Act (PL 94-163);
- w. Signed statement of non-collusion;



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- x. Signed Debarment/Suspension Certificate, clause in the contract or a copy of search results from the System for Award Management (SAM);
 - y. Provision requiring “Buy American” as outlined in 7 CFR Part 210.21(d) and USDA Guidance Memo SP 38-2017, including specific instructions for prior approval and documentation of utilization of non-domestic food products only;
 - z. Specifications and estimated quantities of products and services prepared by the school district and provided to potential contractors desiring to submit bids/proposals for the products or services requested; and
 - aa. The Board of Education’s Electronic Signature Policy.
6. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, questions may be sent to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary or designee’s response will be provided in writing to all potential bidders within 10 days.
- a. The School Business Administrator/Board Secretary will be responsible for providing responses to questions and securing all bids or proposals.
 - b. The School Business Administrator/Board Secretary will be responsible to ensure all Board of Education procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.
 - c. The following criteria will be used in awarding contracts as a result of bids/proposals. Price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
7. In awarding a RFP, a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations, a firm fixed price or cost reimbursable contract is awarded.



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- a. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Board of Education, price as the primary, and other factors considered. Any and all bids or proposals may be rejected in accordance with the law.
- b. The School Business Administrator/Board Secretary or designee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
- c. The School Business Administrator/Board Secretary shall review the procurement system to ensure compliance with applicable laws.
- d. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified was received.
- e. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. The contractor must inform the School Business Administrator/Board Secretary within one workday if a product is not available. In the event a nondomestic agricultural product is to be provided to the Board of Education, the contractor must obtain, in advance, written approval for the product. The School Business Administrator/Board Secretary must comply with the Buy American Provision.
- f. Full documentation regarding the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the School Business Administrator/Board Secretary.
- g. The School Business Administrator/Board Secretary is responsible for maintaining all procurement documentation.



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D. Small Purchase Procedures

If the amount of purchases for items is less than the school district's small purchase threshold as outlined in the Federal Funds Procurement Method Selection Chart – State Agency Form #358, the following small purchase procedures including quotes will be used. Quotes from a minimum number of three qualified sources will be required.

1. Written specifications will be prepared and provided to all vendors.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three vendors shall be contacted.
3. The School Business Administrator/Board Secretary or designee will be responsible for contacting potential vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality before award.
5. Quotes/Bids will be awarded by the School Business Administrator/Board Secretary. Quotes/Bids will be awarded on the following criteria. Quote/Bid price must be the highest weighted criteria. Examples of other possible criteria include quality, service, delivery, and availability.
6. The School Business Administrator/Board Secretary will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
7. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the School Business Administrator/Board Secretary will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. The School Business Administrator/Board Secretary or designee is required to sign all quote tabulations, signifying a review and approval of the selections.



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E. Noncompetitive Proposal Procedures

If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, noncompetitive proposal procedures will be used:

1. Written specifications will be prepared and provided to the vendor.
2. The School Business Administrator/Board Secretary will be responsible for the documentation of records to fully explain the decision to use the noncompetitive proposal. The records will be available for audit and review.
3. The School Business Administrator/Board Secretary or designee will be responsible for documentation that the actual product or service specified was received.
4. The School Business Administrator/Board Secretary will be responsible for reviewing the procedures to be certain all requirements for using single source or noncompetitive proposals are met.
5. The noncompetitive micro-purchase method shall be used for one-time purchases of a new food item if the amount is less than the applicable Federal or State micro-purchase threshold to determine food acceptance by students and provide samples for testing purposes. A record of noncompetitive negotiation purchase shall be maintained by the School Business Administrator/Board Secretary or designee. At a minimum, the record of noncompetitive purchases shall include: item name; dollar amount; vendor; and reason for noncompetitive procurement.
6. A member or representative of the Board of Education will approve, in advance, all procurements that result from noncompetitive negotiations.

F. Miscellaneous Provisions

1. New product evaluation procedures will include a review of product labels and ingredients; an evaluation of the nutritional value; taste tests and surveys; and any other evaluations to ensure the new product would enhance the program.
2. The Board of Education agrees the reviewing official of each transaction will be the School Business Administrator/Board Secretary.



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3. Payment will be made to the vendor when the contract has been met and verified and has met the Board of Education's procedures for payment. (If prompt payment is made, discounts, etc., are accepted.)
4. Specifications will be updated as needed.
5. If the product is not as specified, the following procedure, including, but not limited to, will take place: remove product from service; contact vendor for approved alternate product; or remove product from bid.

G. Emergency Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, and the public exigency or emergency will not permit a delay resulting from a competitive solicitation, the purchase must be authorized using a purchase order signed by the School Business Administrator/Board Secretary. The emergency procedures to be followed for such purchases shall be those procedures used by the school district for other emergency purchases consistent with N.J.S.A. 18A:18A-7. All emergency procurements shall be approved by the School Business Administrator/Board Secretary. At a minimum, the following emergency procurement procedures shall be documented to include, but not be limited to: item name; dollar amount; vendor; and reason for emergency.

H. Purchasing Goods and Services – Cooperative Agreements, Agents, and Third-Party Services (Piggybacking)

1. When participating in intergovernmental and inter-agency agreements the Board of Education will ensure that competitive procurements are conducted in accordance with 2 CFR Part 200.318 through .326 and applicable program regulations and guidance.
2. When utilizing the services of a co-op, agent, or third party the Board of Education will ensure that the following conditions have been met and considered as one source of pricing in addition to other prices:
 - a. All procurements were subject to full and open competition and were made in accordance with Federal/State/local procurement requirements;



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- b. The existing contract allows for the inclusion of additional Board of Educations that were not contemplated in the original procurement to purchase the same supplies/equipment through the original award;
- c. The specifications in the existing contract meets their needs and that the items being ordered are in the contract;
- d. The awarded contract requires all the Federally required certifications; e.g. Buy American, debarment, restrictions on lobbying, etc.;
- e. The agency will confirm the addition of their purchasing power (goods or services) to the procurement in scope or services does not create a material change, resulting in the needs to re-bid the contract;
- f. Administrative costs (fees) for participating in the agreement are adequately defined, necessary and reasonable, and the method of allocating the cost to the participating agencies must be specified;
- g. The Buy American provisions are included in the procurement of food and agricultural products; and
- h. The agreement includes the basis for and method of allocating each discount, rebate, or credit and how they will be returned to each participating agency when utilizing a cost-reimbursable contract.

I. Records Retention

- 1. The Board of Education shall agree to retain all books, records, and other documents relative to the award of the contract for three years after final payment. If there are audit findings that have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of the issues raised by the audit. Specifically, the Board of Education shall maintain, at a minimum, the following documents:
 - a. Written rationale for the method of procurement;
 - b. A copy of the original solicitation;
 - c. The selection of contract type;



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- d. The bidding and negotiation history and working papers;
 - e. The basis for contractor selection;
 - f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
 - g. The basis for award cost or price;
 - h. The terms and conditions of the contract;
 - i. Any changes to the contract and negotiation history;
 - j. Billing and payment records;
 - k. A history of any contractor claims;
 - l. A history of any contractor breaches; and
 - m. Any other documents as required by N.J.S.A. 18A:18A – Public School Contracts Law.
- J. Code of Conduct for Procurement
- 1. All procurements must ensure there is open and free competition and adhere to the most restrictive Federal, State, and local requirements. The Board of Education seeks to conduct all procurement procedures in compliance with stated regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts. All procurements will be in accordance with this Policy and all applicable provisions of N.J.S.A. 18A:18A – Public School Contracts Law.
 - 2. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent; any member of his or her immediate family, his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.



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3. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.
5. All questions and concerns regarding procurement solicitations, contract evaluations, and contract award, shall be directed to the School Business Administrator/Board Secretary.

K. Food Service Management Company (FSMC)

1. In the operation of the school district's food service program, the school district shall ensure that a FSMC complies with the requirements of the Program Agreement, the school district's Free and Reduced School Lunch Policy Statement, all applicable USDA program policies and regulations, and applicable State and local laws. In order to operate an a la carte food service program, the FSMC shall agree to offer free, reduced price, and full price reimbursable meals to all eligible children.
2. The school district shall monitor the FSMC billing invoices to ensure compliance with Federal and State procurement regulations.
3. In accordance with N.J.S.A. 18A:18A-5a.(22), RFPs are required in all solicitations for a FSMC.

N.J.S.A. 18A:18A – Public School Contracts Law
New Jersey Department of Agriculture
“Procurement Procedures for School Food
Authorities” Model Policy – September 2018

Adopted:



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Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

M

1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). The ETS and this Policy are only applicable for employees working in the school nurse's office and any adjoining clinical areas in the school building.

For the purpose of this Policy, "employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.

For the purpose of this Policy, "healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.

The school district will retain all versions of Policy 1648.14 – Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.

The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.



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Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.

By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

29 CFR §1910.502(q)

Adopted:



2415.04 TITLE I – DISTRICT-WIDE PARENT AND
FAMILY ENGAGEMENT

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds must develop jointly with, agree on, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Elementary and Secondary Education Act (ESEA). This Policy establishes the school district's expectations for parent and family engagement, describes how the school district will implement a number of specific parent and family engagement activities, and is incorporated into the school district's Annual School Plan (ASP).

A. General Expectations

1. The school district agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs, consistent with Section 1116 of the ESEA. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. Consistent with Section 1116 of the ESEA, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESEA.
 - c. The school district will incorporate this district-wide parent and family engagement policy into its school district's plan developed under Section 1112 of the ESEA.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.



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Title I – District-Wide Parent and
Family Engagement

- e. If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan if requested by the New Jersey Department of Education (NJDOE).
- f. The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserve goes directly to the schools.
- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
 - (1) "Parent and family engagement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (a) That parents play an integral role in assisting their child's learning;
 - (b) That parents are encouraged to be actively involved in their child's education at school;
 - (c) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (d) The carrying out of other activities, such as those described in Section 1116 of the ESEA.
- h. For states where a Parental Information and Resource Center is established, the school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.



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Title I – District-Wide Parent and
Family Engagement

B. Description of How District Will Implement Required District-Wide Parent and Family Engagement Policy Components

1. The school district will take the following actions to involve parents in the joint development of its district-wide parent and family engagement plan under Section 1112 of the ESEA:

(List actions)

a. _____

b. _____

c. _____

2. The school district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:

(List actions)

a. _____

b. _____

c. _____

3. The school district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:

(List activities)

a. _____

b. _____

c. _____



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Title I – District-Wide Parent and
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4. The school district will coordinate and integrate parent and family engagement strategies in Title I, Part A with parent and family engagement strategies under the following other programs (Such as: Head Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:
(List actions)
 - a. _____
 - b. _____
 - c. _____

5. The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policies.
(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play)
 - a. _____
 - b. _____
 - c. _____

6. The school district will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:



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Title I – District-Wide Parent and
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- a. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
- (1) The challenging State academic standards;
 - (2) The State and local academic assessments including alternate assessments;
 - (3) The requirements of Title I, Part A;
 - (4) How to monitor their child's progress; and
 - (5) How to work with educators:
(List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)
 - (a) _____
 - (b) _____
 - (c) _____
- b. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement, by:
(List activities)
- (1) _____
 - (2) _____
 - (3) _____
- c. The school district will, with the assistance of its schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff, in how to reach out to, communicate with, and



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work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

(List activities)

(1) _____

(2) _____

(3) _____

- d. The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

(List activities)

(1) _____

(2) _____

(3) _____

- e. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

(List actions)

(1) _____

(2) _____

(3) _____



C. Discretionary District-Wide Parent and Family Engagement Policy Components

1. The District-Wide Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESEA:
 - a. Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
 - b. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
 - c. Paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 - d. Training parents to enhance the involvement of other parents;
 - e. In order to maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
 - f. Adopting and implementing model approaches to improving parent and family engagement;
 - g. Establishing a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
 - h. Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities; and



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Title I – District-Wide Parent and
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- i. Providing other reasonable support for parent and family engagement activities under Section 1116 as parents may request.

D. Adoption

This Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the Superintendent of Schools or designee. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of one year and will be updated as needed on an annual basis. The school district will distribute this Policy to all parents of participating Title I, Part A children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

Adopted:



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Beverly City Title I – School Parent
and Family Engagement

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2415.50 Beverly City TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT

A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
 - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
 - e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
 - f. The school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.)



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[Insert School Name] Title I – School Parent
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- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
 - (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (a) That parents play an integral role in assisting their child’s learning;
 - (b) That parents are encouraged to be actively involved in their child’s education at school;
 - (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
 - (d) The carrying out of other activities, such as those described in section 1116 of the ESEA.
- h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

B. School Parent and Family Engagement Policy Required Components

- 1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:
(List actions)

- a. _____
- b. _____
- c. _____



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2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:
(Describe when and where the annual meeting will be held.)

3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:
(Describe how flexibility is provided.)

4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
(List activities)

- a. _____
- b. _____
- c. _____

5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:



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- a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
- (1) The challenging, state academic standards;
 - (2) The state and local academic assessments including alternate assessments;
 - (3) The requirements of Title I, Part A;
 - (4) How to monitor their child's progress; and
 - (5) How to work with educators to improve the achievement of their children.
(List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)
 - (a) _____
 - (b) _____
 - (c) _____
6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
(List activities)
- (1) _____
 - (2) _____
 - (3) _____



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[Insert School Name] Title I – School Parent
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- b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:

(List activities)

- (1) _____
- (2) _____
- (3) _____

- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

(List activities)

- (1) _____
- (2) _____
- (3) _____

- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

(List actions)

- (1) _____
- (2) _____
- (3) _____



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7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:
(List activities)
- a. _____
 - b. _____
 - c. _____
8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise if necessary (and with the involvement of parents) its parent and family engagement policies:
(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play.)
- a. _____
 - b. _____
 - c. _____
9. The school will take the following actions to involve parents in the process of school review and improvement:
(List activities)
- a. _____
 - b. _____
 - c. _____



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10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:

(List actions)

- a. _____
- b. _____
- c. _____

C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:

(List actions)

- a. _____
- b. _____
- c. _____

D. Discretionary School Parent and Family Engagement Policy Components

1. The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.



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- b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
- c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
- d. Train parents to enhance the involvement of other parents.
- e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:

(List actions)

(1) _____

(2) _____

(3) _____



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E. Accessibility

1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:

(List actions)

- a. _____
- b. _____
- c. _____

F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

Adopted:



2417 STUDENT INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation in each school building in which general education students are served, a coordinated system for planning and delivering intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board of Education shall choose the appropriate multidisciplinary team approach, such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model for planning and delivering the services required under N.J.A.C. 6A:16-8.

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to support students in the general education program and may be provided for students who have been determined to need special education programs and services pursuant to N.J.A.C. 6A:16-8.1(a). The intervention and referral services provided for students who have been determined to need special education programs and services shall be coordinated with the student's Individualized Education Program Team, as appropriate. Child Study Team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6.

The functions of the system of intervention and referral services in each school building which general education students are served shall be pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.

The I&RS Team in each school building shall review and assess the effectiveness of each intervention and referral services action plan in achieving the identified outcomes, and modify each action plan to achieve the outcomes, as appropriate.

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.



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Student Intervention and Referral Services

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2

Adopted:



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5512 HARASSMENT, INTIMIDATION, AND BULLYING

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Harassment, Intimidation, and Bullying

- Q. Collective Bargaining Agreements and Individual Contracts
- R. Students with Disabilities
- S. Approved Private Schools for Students with Disabilities (APSSD)

- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); foster parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;



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3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.



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Harassment, Intimidation, and Bullying

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.



The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Consequences – Students

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.



Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.



Appropriate Remedial Actions – Students

Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying that takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.



Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of their actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;



2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure they do not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;



18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and-
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victim's physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.



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The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.



A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.-



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The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;



- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

[Option – Principal’s Preliminary Determination

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to



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conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.

The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.

A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation, and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.

The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]

The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.



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The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling as a result of the finding of the investigation, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action including seeking further information, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the



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Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.



For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer leadership programs, "upstander" programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment,



intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds.

Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.4, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.



2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.



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The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.

The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs-

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.



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The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment, and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent, Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.c., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



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N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related-acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.



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The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

S. Approved Private Schools for Students with Disabilities (APSSD)

In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy, occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education

Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted:



7410 MAINTENANCE AND REPAIR

The Board of Education recognizes the fixed assets of the school district represent a significant investment of this community and maintenance is a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5. A "comprehensive maintenance plan" means a school district's multi-year maintenance plan covering required maintenance activities for each school facility in the school district adopted pursuant to N.J.A.C. 6A:26.

Required maintenance activities include those activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

In accordance with N.J.A.C. 6A:26-20.4(a), expenditures for required maintenance activities set forth in N.J.A.C. 6A:26-20.3 shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4. –

The school district's comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Education resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.

The required annual maintenance budget amount as reported in its comprehensive maintenance plan shall be included in the district's annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26-20.8(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26-20.8(b). The Executive County Superintendent shall not approve the school district's budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq.

Commencing September 1, 2002, no person shall be employed by the Board of Education as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.



POLICY

BEVERLY CITY BOARD OF EDUCATION

PROPERTY
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Maintenance and Repair

[Required for School Districts with Two or Less District Buildings

___ Maintenance and repair requests and repairs shall be processed in accordance with the procedures as outlined in Regulation 7410.]

[Required for School Districts with Three or More District Buildings

___ Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.]

N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50; 18A:18A-43; 18A:21-1

N.J.A.C. 6A:23A-6.9; 6A:26-1.1 et seq.; 6A:26-20.3; 6A:26-20.4; 6A:26-20.5; 6A:26-20.6;
6A:26-20.8

Adopted:



8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.



POLICY

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OPERATIONS

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Emergency and Crisis Situations

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.



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Emergency and Crisis Situations

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7;
18A:41-7a.

N.J.A.C. 6A:16-5.1;

Adopted:



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COMMUNITY
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Cooperation with Law Enforcement Agencies
M

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

Adopted:



2415.05 STUDENT SURVEYS, ANALYSIS, EVALUATIONS, EXAMINATIONS,
TESTING, OR TREATMENT

The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.

A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).

“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).



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Student Surveys, Analysis, Evaluations,
Examinations, Testing, or Treatment

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

- B. Parents’ or Emancipated Students’ Right to Inspection of Materials - 34 CFR §98.3 and 20 USC §1232(c)
1. All instructional material, including teachers’ manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).
 - a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).
 2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).
 - a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).
 3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).
 - a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).



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Student Surveys, Analysis, Evaluations,
Examinations, Testing, or Treatment

- C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4
1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
 - a. Political affiliations;
 - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
 - c. Sex behavior and attitudes;
 - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
 - e. Critical appraisals of other individuals with whom the student has close family relationships;
 - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
 - g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.
- D. Protections of Students' Rights for Surveys, Analysis, or Evaluation - 20 USC §1232h
1. In accordance with 20 USC §1232h(b) no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation, without prior consent, that reveals information concerning:
 - a. Political affiliations or beliefs of the student or the student's parent;
 - b. Mental and psychological problems of the student or the student's family;
 - c. Sex behavior or attitudes;



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Student Surveys, Analysis, Evaluations,
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- d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of other individuals with whom the student has close family relationships;
 - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
 - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).
2. Parents' or Emancipated Students' Right to Opt Out - 20 USC §1232h(c)(2)
- a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
 - (2) The administration of any survey containing one or more of the items listed in D.1. above.
 - (3) Any nonemergency, invasive physical examination or screening that is:
 - (a) Required as a condition of attendance;
 - (b) Administered by the school and scheduled by the school in advance; and
 - (c) Not necessary to protect the immediate health and safety of the student, or of other students.



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Student Surveys, Analysis, Evaluations,
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- b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).
3. Exceptions – 20 USC §1232h(c)(4)
 - a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - (1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;
 - (2) Book clubs, magazines, and programs providing access to low-cost literary products;
 - (3) Curriculum and instructional materials used by schools in the district;
 - (4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (5) The sale by students of products or services to raise funds for school-related or education-related activities; and
 - (6) Student recognition programs.
 - b. The provisions of this Policy:
 - (1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and



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Student Surveys, Analysis, Evaluations,
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- (2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.

4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student's privacy is protected regarding any information collected in accordance with this Policy.

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the USDOE.

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of Pupil Rights Amendment (PPRA)

20 USC §1232h

34 CFR Part 98

Elementary and Secondary Education Act of 1965 (20 USC 2701 et seq.) as
amended by the Every Student Succeeds Act

N.J.S.A 18A:36-34

Adopted:



2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED
CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.



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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the "Return to Play Progression" recommendations.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted:



2622 STUDENT ASSESSMENT

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments are utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The Commissioner of Education, in accordance with N.J.S.A. 18A:7C-1 et seq. and 18A:7E-2 and 3, may implement assessments of student achievement in any grade(s) and by such assessments as the Commissioner deems appropriate. The system and related schedule of Statewide assessments shall be approved by the New Jersey State Board of Education. The school district shall, according to a schedule prescribed by the Commissioner, administer the applicable Statewide assessments pursuant to N.J.A.C. 6A:8-4.1(c) and (d).

Pursuant to N.J.A.C. 6A:8-4.1(c), all students at grade levels three through twelve, and at any other grade(s) designated by the Commissioner pursuant to N.J.A.C. 6A:8-4.1(a), shall take all appropriate Statewide assessments as scheduled. The school district will provide accommodations or modifications to the Statewide assessment system in accordance with the provisions of N.J.A.C. 6A:8-4.1(d).

Students with disabilities as defined in N.J.A.C. 6A:14-1.3 shall participate in Statewide assessments in accordance with N.J.A.C. 6A:14-4.10. The school district shall administer the alternative State assessment for students with disabilities in accordance with the provisions of N.J.A.C. 6A:8-4.1(d)3.

The school district shall implement alternative ways for students to demonstrate graduation proficiency in accordance with N.J.A.C. 6A:8-5.1(a)6, (f), (g), (h), or (i), as applicable.

The school district shall maintain an accurate record of each student's performance on Statewide assessments and maintain for every student a ninth grade through graduation transcript in accordance with the provisions of N.J.A.C. 6A:8-4.2(d). The Superintendent shall report assessment results to the public and provide educators, parents, and students with assessment results in accordance with the provisions of N.J.A.C. 6A:8-4.3.

N.J.S.A. 18A:7C-1 et seq.; 18A:7E-2; 18A:7E-3

N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.10

Adopted:



5541 ANTI-HAZING

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to elementary school(s) in the school district.

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;



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Anti-Hazing

5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

Any report of an alleged incident of hazing shall be immediately investigated by the Principal or designee in accordance with procedures used to investigate alleged violations of the Student Discipline/Code of Conduct and Policy and Regulation 5600. A Principal or designee who receives a report of an alleged incident of hazing and fails to initiate or conduct an investigation and fails to minimize or eliminate the hazing may be subject to disciplinary action.

The Principal or designee may identify behavior when investigating an alleged incident of hazing indicating harassment, intimidation, or bullying (HIB) pursuant to N.J.S.A. 18A:37-14 et seq. – the New Jersey Anti-Bullying Bill of Rights Act (ABR). If the Principal or designee identifies behavior indicating HIB, the Principal or designee shall ensure a separate investigation is conducted in accordance with the ABR and Policy 5512.

The Superintendent or designee shall report to local law enforcement any hazing incident that rises to the level of mandatory reporting under the “Uniform Memorandum of Agreement Between Education Officials and Law Enforcement Officials” or any other agreement between local law enforcement and the school district pursuant to N.J.A.C. 6A:16-5.1(b).

Hazing that involves the participation of a coach, teacher, or other adult may constitute child abuse and shall be addressed in accordance with N.J.S.A. 18A:36-25 and Policy and Regulation 8462.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation. In accordance with N.J.S.A. 18A:37-32.3 appropriate penalties for a violation of this Policy may include, but are not limited to:



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Anti-Hazing

1. Withholding of diplomas or transcripts pending compliance with the rules;
2. Rescission of permission for the organization or group whose student member(s) are being penalized under this Policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and
3. The imposition of probation, suspension, dismissal, or expulsion of a student member(s).

Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.

The school district shall ensure that students are informed of this Policy, including the rules, penalties, and program of enforcement under this Policy. This Policy shall be posted on the school district's publicly accessible Internet website.

N.J.S.A. 18A:36-25; 18A:37-13.2; 18A:37-14 et seq.; 18A:37-32.2;

18A:37-32.3

N.J.A.C. 6A:16-5.1

Adopted:



8465 BIAS CRIMES AND BIAS-RELATED ACTS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Bias crimes and bias-related acts involving students can lead to further violence and retaliation. Bias crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. School district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of bias crimes and bias-related acts.

Definitions

A "bias crime" means any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race; color; religion; gender; disability; sexual orientation; gender identity or expression; national origin; or ethnicity.

A "bias-related act" means an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial; gender; disability; religion; sexual orientation; gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.

All bias crimes are also bias-related acts, but not all bias-related acts will constitute a bias crime.

Required Actions

School employees shall immediately notify the Principal and the Superintendent or designee when in the course of their employment they develop reason to believe a bias crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e).

The Superintendent or designee shall promptly notify the local police department and the bias investigation officer for the county prosecutor's office when a bias crime or bias-related act has been committed or is about to be committed in accordance with N.J.A.C. 6A:16-6.3(e)1.

The Superintendent or designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor's office where there is reason to believe that a bias crime or bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened in accordance with N.J.A.C. 6A:16-6.3(e)2.



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Bias Crimes and Bias-Related Acts

It is understood a referral to the local police department or county prosecutor's office pursuant to the Memorandum of Agreement between Education and Law Enforcement Officials is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the local police department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected bias crime or bias-related act occurring on school grounds and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected bias crime or bias-related act pending the arrival of the local police department or the county prosecutor's office. The school officials, where feasible, will cover or conceal such evidence until the arrival of the local police department or county prosecutor's office.

N.J.S.A. 2C:16-1

N.J.A.C. 6A:16-6.1; 6A:16-6.2; 6A:16-6.3

State Memorandum of Agreement approved by the Department
of Law & Public Safety and the Department of Education

Adopted:



9560 ADMINISTRATION OF SCHOOL SURVEYS

The Board of Education believes the administration of school surveys may be necessary and valuable to the educational program in the school district. The Board recognizes certain student information is personal and some students or parents may not want this information shared with the school district. Therefore, the Board shall ensure school surveys are administered in accordance with N.J.S.A. 18A:36-34 and 18A:36-34.1 and this Policy.

- A. School Surveys, Certain, Parental Consent Required Before Administration – N.J.S.A. 18A:36-34
1. Unless the school district receives prior written informed consent from a student's parent and provides for a copy of the document to be available for viewing at convenient locations and time periods, the school district shall not administer to a student any academic or nonacademic survey, assessment, analysis, or evaluation which reveals information concerning:
 - a. Political affiliations;
 - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
 - c. Sexual behavior and attitudes;
 - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
 - e. Critical appraisals of other individuals with whom a respondent has a close family relationship;
 - f. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
 - g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program; or
 - h. Social security number.
 2. The school district shall request prior written informed consent at least two weeks prior to the administration of the survey, assessment, analysis, or evaluation.



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Administration of School Surveys

3. A student shall not participate in any survey, assessment, analysis, or evaluation that concerns the issues listed in A.1. above and N.J.S.A. 18A:36-34.a. unless the school district has obtained prior written informed consent from the student's parent.
- B. Voluntary Survey for Students with Prior Parental Written Notification – N.J.S.A. 18A:36-34.1
1. In accordance with N.J.S.A. 18A:36-34.1 and notwithstanding, N.J.S.A. 18A:36-34 and A. above, or any other law, rule, or regulation to the contrary, if the school district sends prior written notification to the parent of the student, the school district may administer an anonymous, voluntary survey, assessment, analysis, or evaluation to the student which reveals information concerning any of the following issues:
 - a. Use of alcohol, tobacco, drugs, and vaping;
 - b. Sexual behavior and attitudes;
 - c. Behaviors that may contribute to intentional or unintentional injuries or violence; or
 - d. Physical activity and nutrition-related behaviors.
 2. Written notification provided by the school district to the parent of the student shall be delivered to the parent by regular mail, electronic mail, or a written acknowledgement form to be delivered by the student at least two weeks prior to administration of the survey, assessment, analysis, or evaluation. Written notification shall contain, at minimum, the following information:
 - a. A description of the survey, assessment, analysis, or evaluation;
 - b. The purpose for which the survey, assessment, analysis, or evaluation is needed;
 - c. The entities and persons that will have access to the information generated by the survey, assessment, analysis, or evaluation;



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Administration of School Surveys

- d. Specific instruction as to when and where the survey, assessment, analysis, or evaluation will be available for parental review prior to its administration;
 - e. The method by which the parent can deny permission to administer the survey, assessment, analysis, or evaluation to the student; a form specifically providing for such denial shall be included with this notice;
 - f. The names and contact information of persons to whom questions can be directed; and
 - g. A statement advising that failure to respond indicates approval of participation in the survey, assessment, analysis, or evaluation.
3. Information obtained through a survey, assessment, analysis, or evaluation administered to a student in accordance with N.J.S.A. 18A:36-34.1 and B. above, shall be submitted to the New Jersey Department of Education and the New Jersey Department of Health. Information may be used to develop public health initiatives and prevention programs. Information shall not be used for marketing or other commercial purposes that are not related to student health.

C. Violations – N.J.S.A. 18A:36-34.d.

A violation by the school district of N.J.S.A. 18A:36-34; 18A:36-34.1, and this Policy shall be subject to such monetary penalties as determined by the New Jersey Commissioner of Education.

D. Compliance with Federal Law

In addition to compliance with the provisions of N.J.S.A. 18A:36-34, 18A:36-34.1, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of Policy 2415.05 – Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment before students are required to participate in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or part by a program of the United States Department of Education that concerns one or more of the areas outlined in Policy 2415.05.

N.J.S.A. 18A:36-34; 18A:36-34.1

Adopted:



1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

It is the goal of the Board of Education that the information on the school district's internet websites are accessible to individuals with disabilities in compliance with the requirements of Federal law (Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35) and New Jersey law (N.J.S.A. 18A:36-35.1).

A. Federal Law – American with Disabilities Act (ADA)

1. For the purpose of the Federal law - Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35 and this Policy, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.
2. The accessibility of online content and functionality will be measured according to the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).
3. By conforming to the benchmarks for measuring accessibility set forth above, the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website.
4. To ensure the district's website conforms with the above benchmarks for measuring accessibility, the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:
 - a. Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on the Board of Education's website accessibility policy and procedures;



- b. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:
- (1) Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;
 - (2) Ensuring that webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts, and can be navigated with a keyboard;
 - (3) If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the text equivalents convey the meaningful information presented visually by the image;
 - (4) If online forms and tables are used, making those elements accessible;
 - (5) Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;
 - (6) Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF)). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;
 - (7) Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;
 - (8) Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and



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Board of Education Website Accessibility

- (9) Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.
 - c. Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.
- B. New Jersey Law – N.J.S.A. 18A:36-35.1
 1. For the purpose of New Jersey law – N.J.S.A. 18A:36-35.1 and this Policy, "internet website or web service" includes any webpage, website, web service, online curriculum, or online third party or open educational resource product that is made available to enrolled students or the public by the school district.
 2. Pursuant to N.J.S.A. 18A:36-35.1, no school district shall make available to the enrolled students of the district or school or to the public an Internet website or web service unless the Internet website or web service complies with the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) if the Guidelines are approved by the Commissioner of Education, or any other applicable guidelines or requirements as may be designed or approved by the Commissioner of Education.
 3. In accordance with N.J.S.A. 18A:36-35.1.a. and b., the school district is required to submit a statement of assurance attesting to compliance with N.J.S.A. 18A:36-35.1 as required by the Commissioner of Education.

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district's goals and ensure compliance with applicable Federal and State laws.

Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
34 C.F.R. Part 104; 28 C.F.R. Part 35
N.J.S.A. 18A:36-35.1

Adopted:



2415 EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve. The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps. The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA.

The district may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII. Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA.

Covered Programs

Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies. These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.

Title I

The largest Federal program supporting elementary and secondary education is Title I. The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.

The school district must use the best available measure for identifying children from low-income families to: identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.



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Every Student Succeeds Act

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English Language Learner (ELL) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Type of Title I Program

The school district will offer a _____ (School-wide or Target Assistance or Public School Choice) Title I program.

School-wide Program

High-poverty schools (a school with at least 40% poverty or any school below 40% poverty with a waiver issued by the New Jersey Department of Education) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children in the school. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

New Jersey Department of Education Accountability System

The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education.



Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA.

Staff

The district will comply with the staff certification requirements of the ESSA and the NJDOE. In addition, the district will ensure all paraprofessionals meet the requirements as established by the ESSA and as outlined in Policy 4125 – Employment of Support Staff Members.

Parent and Family Engagement

The district will comply with the requirements as outlined in Policy 2415.04 – Title I – District-Wide Parent and Family Engagement and Policy 2415.50 – Title I – School Parent and Family Engagement as applicable in accordance with the NJDOE and the ESSA.

Student Surveys, Analysis, and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA.

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.



Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

Evaluation

The Superintendent or designee will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

Adopted:



5513 CARE OF SCHOOL PROPERTY

The Board of Education believes the school district should help students learn to respect property and instill feelings of pride in their school. The Board requires each student in the district to responsibly care for school property and the school supplies and equipment entrusted to the student by the school district.

Students who cause damage to or lose school property may be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or destruction of a textbook and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears.

A student who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost, damaged, and destroyed textbooks.

N.J.S.A. 18A:34-2; 18A:37-3

N.J.A.C. 6A:23A-20.6

Adopted:



5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee may require students to carry a school district issued Identification Card.

An Identification Card will be issued to all students in the Beverly City School.

The Identification Card shall have printed on the back the telephone number for the New Jersey Suicide Prevention Hopeline (NJ Hopeline) and contact information for a crisis text line pursuant to N.J.S.A. 18A:6-113.1. The district may, in addition to the telephone number for the NJ Hopeline and contact information for a crisis text line, provide the contact information for the National Suicide Prevention Lifeline, a school district crisis center, or any other mental health support services pursuant to N.J.S.A. 18A:3B-73.2.]

The Principal or designee may require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry their Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

N.J.S.A. 18A:3B-73.2; 18A:6-113.1; 18A:36-43

Adopted:



5722 STUDENT JOURNALISM

The Board of Education believes it is important to afford students the opportunity to exercise their creativity, passion, and constitutionally-protected freedom of speech. However, the Board also believes this opportunity must be balanced between ensuring students have the right to speak freely while also preserving the ability of district staff to maintain the safe and orderly operation of the school district. The Board adopts this Policy granting students the right to exercise freedom of speech and of the press in accordance with N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45.

For the purpose of this Policy, the following terms shall mean:

“Prior restraint” means a school official informing a student journalist(s) the news, opinion, feature, and advertising content of school-sponsored media, subject to the restrictions listed in N.J.S.A. 18A:36-45.b., N.J.S.A. 18A:36-45.c., and the provisions of this Policy, cannot be published in school-sponsored media or a school official takes any action to prevent a student from doing so.

“Prior review” means a school official reviewing school sponsored media before it is published, broadcast by a student journalist at school or distributed, or generally made available to members of the student body.

“School official” means the Principal or designee or an administrative staff member designated by the Superintendent.

“School-sponsored media” means any material that is prepared, substantially written, published, or broadcast by a student journalist at school, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. School-sponsored media does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

“Student journalist” means a student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

“Student media advisor” means an individual employed, appointed, or designated by the district to supervise or provide instruction relating to school-sponsored media.



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Student Journalism

Student journalists have the right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the district or by use of school district facilities, or produced in conjunction with a class in which the student is enrolled. Subject to 1. through 5. below, student journalists are responsible for determining the news, opinion, feature, and advertising content of school-sponsored media. N.J.S.A. 18A:36-45.b. and this Policy shall not be construed to prevent student media advisors from teaching professional standards of English and journalism to student journalists.

This Policy does not authorize or protect expression by a student that:

1. Is libelous or slanderous;
2. Constitutes an unwarranted invasion of privacy;
3. Is profane or obscene;
4. Violates Federal or State law; or
5. So incites students as to create a clear and present danger of the commission of an unlawful act, the violation of school district policies, or the material and substantial disruption of the orderly operation of the school.

The district shall not authorize any prior restraint of any school-sponsored media except for the types of expression prohibited under N.J.S.A. 18A:36-45.c. and as listed in 1. through 5. above.

A school official may implement a procedure for prior review of school-sponsored media. Any prior review of school-sponsored media required by the school official shall be communicated to the student journalist by the school official and be conducted within three school days after submission to the school official by the student journalist. If the school official cannot show the school-sponsored media is prohibited under N.J.S.A. 18A:36-45.c. and 1. through 5. above, within the three school days, the student journalist may release the school-sponsored media.

When a school official determines the restraint of student expression is necessary, the school official shall simultaneously identify at least one of the five prohibitions listed in 1. through 5. above under N.J.S.A. 18A:36-45.c. and in this Policy under which the limitation of student expression is appropriate. This determination shall be provided to the student journalist in writing by the school official that made the determination.



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Student Journalism

A student journalist may appeal, to the Superintendent or designee, a determination by a school official that the restraint of student expression is necessary. An appeal must be submitted in writing to the Superintendent or designee within five school days of the written determination being communicated to the student journalist. The appeal must include a copy of the written determination and the reasons why the student journalist believes the limitation is not appropriate. The Superintendent or designee may, but is not required to, provide the student journalist an opportunity to present their written appeal in person. The Superintendent or designee will make a determination on the appeal within five school days of receiving the written appeal from the student journalist. The student journalist may appeal a decision of the Superintendent or designee to the Board of Education in writing. The Board of Education will make a decision on the appeal at the first Regular Board Meeting after receiving the written appeal or within ten school days after receiving the written appeal.

A student journalist that violates a provision of this Policy may be subject to appropriate discipline.

The school district shall not sanction a student operating as an independent journalist.

A staff member shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in the conduct authorized under N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45 and this Policy, or refusing to infringe upon conduct that is protected by this Policy, the First Amendment to the United States Constitution, or paragraph 6 of Article I of the New Jersey Constitution.

The Superintendent or designee shall determine reasonable provisions for the time, place, and manner of student expression for the purposes of school-sponsored media.

N.J.S.A. 18A:36-44; 18A:36-45

Adopted:



1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS

In accordance with Executive Order No. 253 signed by the Governor of New Jersey on August 23, 2021, the Board shall adopt and maintain a policy that requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at a minimum of one to two times each week.

This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof to the school district that they are fully vaccinated must submit to COVID-19 testing at a minimum of one to two times each week on an ongoing basis until fully vaccinated.

For purposes of Executive Order 253 and this Policy, “covered workers” shall include all individuals employed by the Board of Education, both full and part-time, including, but not limited to, administrators; teachers; educational support professionals; individuals providing food, custodial, and administrative support services; substitute teachers, whether employed directly by the Board of Education or otherwise contracted; contractors; providers; and any other individuals performing work in the school district whose job duties require them to make regular visits to the school district, including volunteers. Covered workers do not include individuals who visit the school district only to provide one-time or limited duration repairs, services, or construction.

A covered worker shall be considered “fully vaccinated” for COVID-19 two weeks or more after they have received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated after they have received a COVID-19 vaccine that is currently authorized for Emergency Use Authorization (EUA) by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same.

Workers who are not fully vaccinated, or for whom vaccination status is unknown, or who have not provided sufficient proof of documentation, shall be considered unvaccinated in accordance with the provisions of Executive Order 253.

Covered workers shall demonstrate proof of full vaccination status by presenting any of the following documents if they list COVID-19 vaccines currently authorized for EUA by the FDA or the WHO, or that are approved for use by the same, along with an administration date for each dose:



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School Employee Vaccination Requirements

1. The Centers for Disease Control and Prevention (CDC) COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;
2. Official record from the New Jersey Immunization Information System (NJIS) or other State immunization registry;
3. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse, or pharmacist;
4. A military immunization or health record from the United States Armed Forces; or
5. Docket mobile phone application record or any State specific application that produces a digital health record.

The Board of Education's collection of vaccination information from covered workers shall comport with all Federal and State laws, including, but not limited to, the Americans with Disabilities Act, that regulate the collection and storage of that information.

To satisfy the testing requirement of Executive Order 253 and this Policy, an unvaccinated covered worker must undergo screening testing at a minimum of one to two times each week, to be determined by the Superintendent of Schools.

An unvaccinated covered worker is required to submit proof of a COVID-19 test. The unvaccinated covered worker may choose either antigen or molecular tests that have EUA by the FDA or are operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

Where a Board of Education provides the unvaccinated covered worker with on-site COVID-19 test(s), the school district may similarly elect to administer or provide access to either an antigen or molecular test.

If the covered worker is not working on-site in the school district during a week when testing would otherwise be required, the Superintendent or designee may not require the worker to submit to testing for that week. This requirement shall not supplant any requirement imposed by the Board of Education regarding diagnostic testing of symptomatic workers or screening testing of vaccinated workers.



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School Employee Vaccination Requirements

The Board of Education shall track test results required by Executive Order 253 and must report those results to the local public health department.

Nothing in Executive Order 253 and this Policy shall prevent a Board of Education from revising this Policy to include additional or stricter requirements, as long as such revisions comport with the minimum requirements of Executive Order 253.

Executive Order 253 authorizes the Commissioner of the Department of Health (DOH) to issue a directive supplementing the requirements outlined in Executive Order 253, which may include, but not be limited to, any requirements for reporting vaccination and testing data to the DOH. Actions taken by the Commissioner of the DOH pursuant to Executive Order 253 shall not be subject to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

This Policy shall be supplemented by Policy 1648.11 – Appendix A, which shall include the school district’s protocols implementing the provisions of this Policy.

The Superintendent is authorized to implement revisions to provisions in this Policy based on any subsequent Executive Orders or any additional mandates that affect any provisions of this Policy. Any such revisions in this Policy shall be submitted by the Superintendent to the Board of Education for ratification if the Board cannot approve such revisions before the effective date.

Executive Order 253 – August 23, 2021

Adopted:



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Safety Plan For Healthcare Settings In
School Buildings – COVID-19
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1648.14 SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

A. Purpose and Scope

The Board of Education is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR 1910 - Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.

The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.

1. Definitions

- a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.
 - (1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.
- b. "Healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.
 - (1) Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building in accordance with 29 CFR 1910.502(a)(3)(i).



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Safety Plan For Healthcare Settings In
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- c. For the purpose of this Policy, additional definitions shall be those definitions listed in 29 CFR 1910.502(b).
 2. The school district has multiple healthcare settings that are substantially similar; therefore; has developed and adopted this single Plan for these substantially similar healthcare settings, with site-specific considerations included in this Plan. The healthcare settings in the school district are listed in Appendix 1.
 - a. Any school district health care settings that are not substantially similar, the school district shall develop and adopt separate COVID-19 Plans for each healthcare setting and list them in Appendix 1.
- B. Roles and Responsibilities for School District Employees
 1. The school district's goal in adopting this Policy is to prevent the transmission of COVID-19 in the school district's healthcare settings. All staff members are responsible for supporting, complying with, and providing recommendations to further improve this Plan.
 2. The Superintendent will designate a COVID-19 Safety Coordinator(s) who shall implement and monitor this Plan. The COVID-19 Safety Coordinator(s) shall have the school district's full support in implementing and monitoring this Plan, and has authority to ensure compliance with all aspects of this Plan.
- C. Hazard Assessment and Worker Protections
 1. The Superintendent of Schools or designee will conduct a specific hazard assessment of its healthcare settings to determine potential hazards related to COVID-19.
 - a. A hazard assessment will be conducted initially and whenever changes in a healthcare setting in the school district create a new potential risk of employee exposure to COVID-19 (e.g., new work activities in the healthcare setting).
 2. The Superintendent has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.



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Safety Plan For Healthcare Settings In
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- a. In the event the Superintendent or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.
3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.
4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:
 - a. Patient Screening and Management
 - (1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.
 - b. Standard and Transmission-Based Precautions
 - (1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's "Guidelines for Isolation Precautions" which are included in Appendix 5.
5. Personal Protective Equipment (PPE)
 - a. The school district will provide and ensure that employees wear approved facemasks or a higher level of respiratory protection.
 - b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.
6. Physical Distancing
 - a. The school district will ensure that each employee is separated from all other people in the healthcare setting by at least six feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.



- (1) Where maintaining six feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.
 - b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
 - c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.
7. Physical Barriers
 - a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.
 - b. Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
 - c. The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.
8. Cleaning and Disinfecting in the Healthcare Setting
 - a. The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.
 - b. The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.



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Safety Plan For Healthcare Settings In
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9. Ventilation

- a. The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.
- b. Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
- c. The Superintendent or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.

D. Health Screening and Medical Management

1. Health Screening

- a. "Screening" means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.
- b. The school district will include protocols to address health screening for employees in Appendix 11.

2. Employee Notification to Employer of COVID-19 Illness or Symptoms

- a. The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.

3. Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting

- a. The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.

4. Medical Removal from the Healthcare Setting



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Safety Plan For Healthcare Settings In
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- a. The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.
5. Return to Work Criteria
 - a. The school district will include protocols to address return to work criteria for employees in Appendix 11.
6. Medical Removal Protection Benefits
 - a. The school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and provide benefits in accordance with the Plan addressed in Appendix 12.
- E. Vaccinations
 1. The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.
 2. The school district will include protocols to address vaccination for employees in Appendix 13.
- F. Training
 1. The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.
 2. The school district will include protocols to address training for employees in Appendix 14.



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G. Anti-Retaliation

1. The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the ETS, or for engaging in actions that are required by the ETS.
2. The school district will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by the ETS, or for engaging in actions that are required by the ETS.

H. Requirements Implemented at No Cost to Employees

1. The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.

I. Recordkeeping

1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.
2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.
 - a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.
3. The school district will record the information on the COVID-19 log within twenty-four hours of learning that the employee is COVID-19 positive.



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- a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.
 - b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.
 4. By the end of the next business day after a request, the school district will provide, for examination and copying:
 - a. All versions of this Policy which is the written Plan for all employees;
 - b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and
 - c. A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.
- J. Reporting
 1. The school district will report to PEOSH:
 - a. Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;
 - b. Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.



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Safety Plan For Healthcare Settings In
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K. Monitoring Effectiveness

1. The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.
2. The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.

This Policy and its Appendices will be made available upon request.

29 CFR 1910.502

Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19

Healthcare Emergency Temporary Standard

Occupational Safety and Health Administration Model Plan

Adopted:



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Appendix 1 – Identifying the Healthcare Settings in the School District:

Location of healthcare setting in the school district buildings listed below:

Facility Location	Worksite-Specific COVID-19 Considerations



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Appendix 2 – Vaccination Status Plan:

[Include and describe the procedures that will be used to determine employees' vaccination status.]



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Appendix 3 – Completed Hazard Forms and Results:

Please see the attached Hazard Assessment Forms and Results below:



Appendix 4 – Patient Screening and Management:

[List the procedures for limiting and monitoring points of entry to the setting, screening and triaging for symptoms of COVID-19, and restricting facility access to reduce crowding (e.g., limiting visitors to only those essential for the patient’s physical or emotional well-being and care, restricting visitors to the patient’s room or other designated areas, asking patients to remain outside (if possible) until they are called into the facility for their appointment, etc.).]



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Appendix 5 – Standard and Transmission-Based Precautions:

[List the standard and transmission-based infection control precautions.]



Appendix 6 – Personal Protective Equipment (PPE):

1. Describe how employees will be provided facemasks and instruction about when and how they should be worn or used.
2. Identify job tasks, if any, in which the use of a facemask presents a hazard of serious injury or death.
3. Describe the procedures for providing employees PPE in accordance with Standard and Transmission-Based Precautions in healthcare settings in accordance with CDC's "Guidelines for Isolation Precautions."
4. Describe employer procedures for providing PPE to employees with exposure to people with suspected or confirmed COVID-19.]



Appendix 7 – Physical Distancing:

- [1. Describe how healthcare setting flows, such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel, will be adjusted to ensure physical distancing.
2. Describe physical healthcare setting changes, such as increased distance between workstations, check-in and checkout stations, etc., that will be implemented to ensure physical distancing.
3. Describe how people in the healthcare setting will be prevented from gathering in groups in common areas and “bottlenecks,” including corridors, meeting rooms, stairways, breakrooms, entrances, exits, and elevators.
4. Describe how aisles, tables, counters, check-in and checkout stations, etc. will be arranged and how the flow will be directed to allow for physical distancing between people.
5. Identify protocols such as telehealth, telework, flexible work hours, staggered shifts, or additional shifts that can be used to reduce the number of employees in the healthcare setting at one time.]



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Appendix 8 – Physical Barriers:

[Describe where and how physical barriers will be installed when physical distancing cannot be consistently maintained and spacing cannot be increased.]



Appendix 9 – Cleaning and Disinfecting:

- [1. Describe the schedule for cleaning and disinfecting, the persons responsible for conducting cleaning and disinfecting, the products that are used to clean and disinfect the healthcare setting, how the school district will clean patient care areas, resident rooms, and medical devices and equipment, and how the school district will clean and disinfect the healthcare setting if a COVID-19 positive person has been in the healthcare setting within the last twenty-four hours. A copy of cleaning logs to be used shall be attached.

2. Describe how necessary hand washing and/or sanitizer facilities will be provided, supplied, and maintained; and how employees will be allowed to perform hand hygiene to meet this requirement. Describe how hand washing and/or sanitizer facilities will be provided for use by other persons entering the healthcare setting.]



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Appendix 10 - Ventilation:

The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA's COVID-19 ETS.

(e.g., Maintenance employee, HVAC service contractor(s))

<u>Name/Contact Information:</u>	<u>Location:</u>
<u>Name/Contact Information:</u>	<u>Location:</u>

[Describe additional measures to improve building ventilation in accordance with "CDC's Ventilation Guidance".]



Appendix 11 – Health Screening and Medical Management for Employees:

1. Describe how employees will be screened (e.g., in-person when reporting to work, or by asking employees to self-monitor for COVID-19 symptoms before reporting to work). OSHA’s *Sample Employee COVID-19 Health Screening Questionnaire* may be useful. If the school district chooses to require COVID-19 testing, it must be done at no cost to employees.
2. Describe how employees will communicate with the school district if they are sick or experiencing symptoms while at home or at work.
3. Describe any leave policies (e.g., sick leave, Family Medical Leave Act, or other policies) the school district will implement to promote employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.
4. Describe how you will notify employees of COVID-19 exposure.
5. Describe district procedures for removing employees from the healthcare setting.
6. Describe district procedures for employees returning to work following removal from the healthcare setting.
 - a. The school district will only allow employees who have been removed from the healthcare setting to return to work in accordance with guidance from a licensed healthcare provider or in accordance with the CDC’s “Isolation Guidance” and “Return to Work Healthcare Guidance.”]



Appendix 12 – Medical Removal Protection Benefits:

- [1. Describe district policy for pay and benefits to employees removed from the healthcare setting and not working remotely. Note the following requirements under OSHA's COVID-19 ETS:
 - Employers must continue to provide the benefits to which the employee is normally entitled and pay the employee the same regular pay the employee would have received had the employee not been absent from work, up to \$1,400 per week per employee. For employers with fewer than 500 employees, the employer must pay the employee up to the \$1,400 per week cap but, beginning in the third week of an employee's removal, the amount is reduced to only two-thirds of the same regular pay the employee would have received had the employee not been absent from work, up to \$200 per day (\$1000 per week in most cases).
 - The ETS also provides that the employer's payment obligation is reduced by the amount of compensation the employee receives from any other source, such as a publicly or employer-funded compensation program (e.g., paid sick leave, administrative leave), for earnings lost during the period of removal or any additional source of income the employee receives that is made possible by virtue of the employee's removal.]



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Appendix 13 – Vaccinations:

[Describe district procedures for providing reasonable time and paid leave for vaccinations and side effects.]



Appendix 14 – Training:

[Describe how training will be conducted (c.g., online education, department meetings and tool talks, discussion with supervisors, and/or other specific methods).

Describe any other healthcare setting-specific training topics.

1. The school district will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:
 - a. COVID-19, including:
 - (1) How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);
 - (2) The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;
 - (3) Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;
 - (4) The signs and symptoms of COVID-19;
 - (5) Risk factors for severe illness; and
 - (6) When to seek medical attention.
 - b. The school district's procedures on patient screening and management;
 - c. Tasks and situations in the healthcare setting that could result in COVID-19 infection;
 - d. Healthcare setting-specific procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);
 - e. Employer-specific multi-employer healthcare setting agreements related to infection control policies and procedures, the use of common areas, and the use of shared equipment that affect employees at the healthcare setting;
 - f. The school district's procedures for PPE worn to comply with the ETS, including:



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- (1) ~~When PPE is required for protection against COVID-19;~~
 - (2) Limitations of PPE for protection against COVID-19;
 - (3) How to properly put on, wear, and take off PPE;
 - (4) How to properly care for, store, clean, maintain, and dispose of PPE; and
 - (5) Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address healthcare setting hazards other than COVID-19.
- g. Healthcare setting-specific procedures for cleaning and disinfection;
 - h. The school district's procedures on health screening and medical management;
 - i. Available sick leave policies, any COVID-19-related benefits to which the employee may be entitled under applicable Federal, State, or local laws, and other supportive policies and practices (e.g., telework, flexible hours, etc.);
 - j. The identity of school district's Safety Coordinator(s) specified in this Plan; and
 - k. The ETS.
 - (1) How the employee can obtain copies of the ETS and any employer-specific policies and procedures developed under the ETS, including this Policy, which is the school district's written Plan.
2. The school district will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.
 3. The school district will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.]

PROGRAM



2425 EMERGENCY VIRTUAL OR REMOTE
INSTRUCTION PROGRAM

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event a school or the schools of the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The district's virtual or remote program of instruction shall be in accordance with N.J.S.A. 18A:7F-9.

In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9, one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner Education.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter.

A day of virtual or remote instruction, if instituted under the district's Commissioner of Education's approved program of virtual or remote instruction, shall be considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

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Emergency Virtual or Remote Instruction Program

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9 and this Policy shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

PROGRAM



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Emergency Virtual or Remote Instruction Program

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3), if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4), if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be available on the school district's website.

N.J.S.A. 18A:7F-9

Adopted:

STUDENTS



5751 SEXUAL HARASSMENT OF STUDENTS

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
 - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

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Sexual Harassment of Students

A school district with “actual knowledge” of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not “deliberately indifferent”.

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district’s website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district’s website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator’s dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.

Consistent with the laws of New Jersey a student’s parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

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Sexual Harassment of Students

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

The school district shall maintain for a period of seven years records in accordance with the requirements of 34 CFR §106.45(b)(10). For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106

United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

Adopted:



1648.11 THE ROAD FORWARD COVID-19 – HEALTH AND SAFETY

The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back – Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.

The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
 - 1. Vaccination – See Appendix A.;
 - 2. Communication with the Local Health Department – See Appendix B.;
 - 3. Mask Wearing Protocol – See Appendix C.;
 - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;



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The Road Forward COVID-19 – Health and Safety

5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
 6. Provision of Meals – See Appendix F.; and
 7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.



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The Road Forward COVID-19 –Health and Safety

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.

Adopted:



2422 COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.
3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.
7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.



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Comprehensive Health and Physical Education

8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.
10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.
12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.
14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.
15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.
16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.



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Comprehensive Health and Physical Education

17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.
18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.
19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.
20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.
21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.
22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.
23. Information About “New Jersey Safe Haven Infant Protection Act” Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) information on the provisions of the “New Jersey Safe Haven Infant Protection Act” shall be included in curriculum for public school students in grades nine through twelve.
24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.



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Comprehensive Health and Physical Education

25. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period.

Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

Adopted:



2467 SURROGATE PARENTS AND RESOURCE
FAMILY PARENTS

Federal and State laws require the Board ensure the rights of a student are protected through the provision of an individual to act as surrogate for the parent and assume all parental rights under N.J.A.C. 6A:14 when:

1. The parent cannot be identified;
2. The parent cannot be located after reasonable efforts;
3. An agency of the State of New Jersey has guardianship of the student or the student is determined a ward of the State and, if the student is placed with a resource family parent, the resource family parent declines to serve as the student's parent; or
4. The student is an unaccompanied youth as that term is defined in section 725(6) of the McKinney-Vento Homeless Assistance Act (42 USC §11434.(a)6) and N.J.A.C. 6A:17-1.2.

Qualifications and Selection

The district shall make reasonable efforts to appoint a surrogate parent within thirty days of the determination that a surrogate parent is needed for a student. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such student.

The district shall establish a method for selecting and training surrogate parents.

The person serving as a surrogate parent shall:

1. Have no interest that conflicts with the interest of the student they represent;
2. Possess knowledge and skills that ensure adequate representation of the student;
3. Not be replaced without cause;
4. Be at least eighteen years of age; and
5. Complete a criminal history review pursuant to N.J.S.A. 18A:6-7.1 if the person serving as the surrogate parent is compensated.



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Surrogate Parents and Resource Family Parents

The person(s) serving as a surrogate parent may not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

[Optional - A surrogate parent will be paid solely to act in this capacity.]

The _____ shall serve as Surrogate Parent Coordinator and will: determine whether there is a need for a surrogate parent for a student; contact any State agency that is involved with the student to determine whether the State has a surrogate parent appointed for the student; and make reasonable efforts to appoint a surrogate parent for the student within thirty days of determining that there is a need for a surrogate parent for the student.

When a student who is or may be a student with a disability is in the care of a resource family parent, and the resource family parent is not the parent of the student, the district where the resource family parent resides shall contact the student's case manager at the Division of Child Protection and Permanency (DCP&P) in the Department of Children and Families to determine whether the parent retains the right to make educational decisions and determine the whereabouts of the parent.

If the parent retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Superintendent or designee shall obtain all required consent from, and provide written notices to, the parent.

If the district cannot ascertain the whereabouts of the parent, the resource family parent shall serve as the parent unless that person is unwilling to do so. If there is no resource family parent, or if the resource family parent is unwilling to serve as the student's parent, the Surrogate Parent Coordinator shall consult with the student's case manager at DCP&P to assist in identifying an individual to serve as a surrogate parent, appointing a surrogate parent, and obtaining all required consent from, and providing written notices to, the surrogate parent.

Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the student. The Surrogate Parent Coordinator shall coordinate the training for surrogate parents. The training may include, but not be limited to:

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;



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Surrogate Parents and Resource Family Parents

- b. N.J.A.C. 6A:14;
 - c. The Special Education Process;
 - d. Administrative Code Training Materials from the Department of Education website; and
 - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Surrogate Parent Coordinator to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Surrogate Parent Coordinator shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
 3. Providing the surrogate parent adequate time to become familiar with the student and the nature of the student's disability through a review of the student's record;
 4. Providing the surrogate parent an opportunity to confer with the student's case manager to discuss the student; and
 5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the student.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted:



5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.



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Eligibility of Resident/Nonresident Students

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b. if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.



Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1., immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or



information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.



Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



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Eligibility of Resident/Nonresident Students

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Optional

[Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled _____ (with or without) payment of tuition for a period of time not greater than _____ weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within _____ weeks after admission to school, tuition will be charged for attendance commencing the beginning of the _____ week and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after _____ (date) and twelfth grade students whose parent or guardian have moved away from the school district on or after _____ (date) will be permitted to finish the school year in this school district _____ (with or without) payment of tuition.]



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Eligibility of Resident/Nonresident Students

Optional

[Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district _____ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]

Optional

[Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district _____ (with or without) payment of tuition and Board approval.]

F-1 Visa Students

[Option – Select One Option

___ F-1 Visa students will not be admitted to this school district.

___ The school district is not required to, but may permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. A F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a F-1 Visa must be approved by the Board for attendance in the school district. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]



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Eligibility of Resident/Nonresident Students

J-1 Visa Students

[Option – Select One Option

___ J-1 Visa students will not be admitted to this school district.

___ The school district is not required to, but may permit the attendance of J-1 Visa students into the school district. The host family must be domiciled in the school district and shall submit a request to the Superintendent of Schools with supporting documentation as determined by the Superintendent or designee. A student with a J-1 Visa must be approved by the Board for attendance in the school district and shall not pay tuition. The student's continued attendance in the school district shall be conditioned on a satisfactory attendance and disciplinary record.]

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3;
18A:38-3.1; 18A:7B-12

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22
8 CFR 214.3

Adopted:



6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –
ALLOWABILITY OF COSTS

The Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.302(b)(7) requires written procedures for determining the allowability of costs in accordance with 2 CFR §200 – Cost Principals. Determining the allowability of costs shall be in accordance with the requirements outlined in 2 CFR §200.403 – Factors Affecting Allowability of Costs. The School Business Administrator/Board Secretary or designee shall be responsible for determining the allowability of costs are in accordance with the provisions of 2 CFR §200.403.

The following procedures shall be used to determine the allowability of costs in accordance with 2 CFR §200.403:

Except where otherwise authorized by statute, the School Business Administrator/Board Secretary or designee will ensure costs meet the following general criteria in order to be allowable under Federal awards:

1. Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except for State and local governments, which includes school districts, as otherwise provided for in 2 CFR §200.403.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program in either the current or a prior period. (See also 2 CFR §200.306 – Cost Sharing or matching 2. above).



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Federal Awards/Funds Internal Controls --
Allowability of Costs

7. Be adequately documented. (See also 2 CFR §200.300 – Statutory and National Policy Requirements through 2 CFR §200.309 – Period of Performance).

In the event the School Business Administrator/Board Secretary or designee is not sure if a cost is allowable under 2 CFR Subpart E - §200.403, the School Business Administrator/Board Secretary or designee will contact the New Jersey Department of Education or the United States Department of Education for assistance.

2 CFR §200.302(b)(7)
2 CFR §200.403

Adopted:



6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –
MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 - Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).
3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.



- B. Proceedings About Which the Board of Education Must Report
1. The Superintendent or designee must disclose to the Federal awarding agency or to the New Jersey Department of Education information required about each proceeding that:
 - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - b. Reached its final disposition during the most recent five-year period; and
 - c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
 - (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
 - (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.



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Federal Awards/Funds Internal Controls –
Mandatory Disclosures

C. Reporting Procedures

1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.
2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For purposes of this Policy:
 - a. “Administrative proceeding” for the purposes of 2 CFR §200 - Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.



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- b. “Conviction” for the purposes of 2 CFR §200 - Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
 - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
 - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113

Adopted:



6115.03 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS –
CONFLICT OF INTEREST

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.318 – General Procurement Standards addresses standards of conduct covering conflict of interest and governs the actions of school district employees, officers, and agents in the selection, award, and administration of contracts supported by a Federal award.

The Board of Education must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in 2 CFR §200.

The Board of Education must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Board of Education must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts supported by a Federal award.

1. No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
 - a. Such a conflict of interest would arise when a Board of Education employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
2. The Board of Education officers, employees, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
3. However, a Board of Education may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.



4. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The Board of Education's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the Board of Education is encouraged to enter into State and local intergovernmental agreements or inter-entity agreements where appropriate for procurement of use of common or shared goods and services.

The Board of Education is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The Board of Education is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The Board of Education must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also 2 CFR §200.213 – Suspension and Debarment).

The Board of Education must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Board of Education may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a Board of Education is the sum of:

1. The actual cost of materials; and



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Federal Awards/Funds Internal Controls –
Conflict of Interest

2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since the time and material formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Board of Education awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

The Board of Education alone must be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Board of Education of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of the Board of Education unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The Board of Education and its employees shall be required to comply with all New Jersey statutes and administrative codes regarding school ethics and internal controls.

2 CFR §200.318

Adopted:



6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY
FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

2 CFR §200

Adopted:



7432 EYE PROTECTION

The Board of Education requires each student, staff member, and school visitor, including individuals present for evening adult-school programs, to wear appropriate eye protective devices while participating in educational activities and programs as defined in N.J.A.C. 6A:7-1.3. Appropriate eye protective devices must be worn by anyone engaged in a process or activity where exposure to which might have a tendency to cause damage to the eyes pursuant to N.J.A.C. 6A:26-12.5(a) and N.J.S.A. 18A:40-12.1.

The term "appropriate eye protective device" shall include plain or prescription lenses provided the lenses and other portions of the device meet or exceed the prescribed specifications for the device. Specifications for appropriate eye protection for various activities shall meet or exceed standards described in the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989; American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986; and eye protective procedures recommended by the manufacturer of the laser device.

The Superintendent or designee shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

The appropriate eye protective device shall be supplied by the Board, except that the student, staff member, or visitor, including individuals present for evening adult-school programs, may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District-owned appropriate eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared appropriate eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the New Jersey Department of Education.



8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.



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Emergency and Crisis Situations

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:



8540 SCHOOL NUTRITION PROGRAMS

The Board of Education recognizes the importance of a child receiving a nutritious, well-balanced meal to promote sound eating habits, to foster good health and academic achievement, and to reinforce the nutrition education taught in the classroom. Therefore, the Board of Education may participate in the school nutrition programs of the New Jersey Department of Agriculture in accordance with the eligibility criteria of the program. These programs may include the National School Lunch Program, the School Breakfast Program, the After-School Snack Program, and the Special Milk Program.

If seventy percent or more of the students enrolled in a school in the district on or before the last school day before October 16 of the preceding school year are eligible for free or reduced price meals under the National School Lunch Program or the Federal School Breakfast Program, the district shall establish a "Breakfast After the Bell" program for that school in accordance with N.J.S.A. 18A:33-11.1 et seq. The district may request a waiver of the requirements of the "Breakfast After the Bell" program pursuant to N.J.S.A. 18A:33-12.

The Board of Education shall sign an Agreement with the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture for every school nutrition program operated within the school district. Any child nutrition program operated within the school district shall be operated in accordance with the provisions of the Agreement and all the requirements of the program.

Students may be eligible for free or reduced pricing in accordance with the requirements of the program operating in the school district. Prices charged to paying children shall be established by the Board of Education, but must be within the maximum prices established by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Prices charged to adults shall be in accordance with the requirements of the program.

The Superintendent or designee shall annually notify parents of all children in the school district of the availability, eligibility requirements, and application procedures for free or reduced price meals or free milk in accordance with the notification requirements and procedures of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Superintendent will designate in the annual notification to parents, the person who will determine, in accordance with standards issued by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture, a student's eligibility for free or reduced price meals or free milk depending on the programs operated in the school district.



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School Nutrition Programs

A parent may request a household application and instructions from the Principal of their child's school. A household application must be completed before eligibility is determined. Where necessary, the Principal or designee shall assist the applicant in the preparation of the household application.

Applications shall be reviewed in a timely manner. An eligibility determination will be made, the family will be notified of its status, and the status will be implemented as soon as possible within ten operating days of the receipt of the completed application. Any student found eligible shall be offered free or reduced price meals or free milk immediately upon the establishment of his/her eligibility and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture. Carry-over of previous year's eligibility for students shall be in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

A denial of eligibility for free or reduced price meals or free milk shall be in writing and shall include the reasons for which eligibility was denied, notice of the parent's right to appeal the denial, the procedures for an appeal, and a statement reminding parents that they may reapply at any time during the school year. Appeal procedures shall include: a hearing, if requested by the parent, held with reasonable promptness and convenience of the parent before a hearing officer other than the school official who denied the application; the parent's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the School Business Administrator/Board Secretary. The appeal hearing will be conducted in accordance with the provisions as outlined by the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

There shall be no overt identification of any child(ren) who may be eligible to receive free or reduced price school meals or free milk. The identity of students who receive free or reduced price meals will be protected. Eligible students shall not be required to work in consideration for receiving such meals or milk. Eligible children shall not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals or milk at a different time. A student's eligibility status will not be disclosed at any point in the process of providing free or reduced price meals or free milk in accordance with the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.



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School Nutrition Programs

The School Business Administrator/Board Secretary or designee will verify applications of those eligible for free or reduced price meals in accordance with the requirements of the, Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture.

The Board of Education will comply with all the requirements of the Division of Food and Nutrition, School Nutrition Programs, New Jersey Department of Agriculture Local Education Agency (LEA) Agreement and all requirements outlined in the School Nutrition Electronic Application Reimbursement System (SNEARS).

7 C.F.R. 210.1 et seq.

N.J.S.A. 18A:33-5; 18A:33-11.1 et seq.; 18A:58-7.2

N.J.A.C. 2:36

Adopted:



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Meal Charges/Outstanding Food Service Bill

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8550 MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL

The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.



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Meal Charges/Outstanding Food Service Bill

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b.; to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and
3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.



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BEVERLY CITY BOARD OF EDUCATION

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Meal Charges/Outstanding Food Service Bill

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:

1. Information on the National School Lunch Program and the Federal School Breakfast Program;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted:



8600 STUDENT TRANSPORTATION

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1, and this Policy to a nonpublic school located outside the State not more than twenty miles from the student's home.]

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the



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BEVERLY CITY BOARD OF EDUCATION

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Student Transportation

cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:





<u>GRADE/TEACHER</u>	<u>STUDENT COUNT</u>
<u>PRE-K</u>	
Ms. Scarperia	14
Ms. Foglio	13
Ms. Spratt	14
Mrs. Longstreet	15
<u>KINDERGARTEN</u>	
Mrs. Shockley	13
Ms. Costigan	14
Ms. Kehlenbeck	1
<u>FIRST GRADE</u>	
Mrs. Farrelly	15
Ms. DiMedio	14
Ms. Kehlenbeck	2
<u>SECOND GRADE</u>	
Mrs. Maldonado	18
Mr. Vogelei	17
Ms. Kehlenbeck	3
<u>THIRD GRADE</u>	
Mrs. McCloskey	9
Mrs. Fisher	10
Mrs. Blythe	4
<u>FOURTH GRADE</u>	
Mrs. Saric	15
Ms. Balkovic	13
Mrs. Blythe	3
<u>FIFTH GRADE HOMEROOM</u>	
Mr. Spahr	18
Mrs. Harmon	16
Mrs. Blythe	3
<u>SIXTH GRADE HOMEROOM</u>	
Ms. Buggs	17
Mr. Dempster	16
Mr. Morrissey	1
<u>SEVENTH GRADE HOMEROOM</u>	
Mrs. Torillo	22
Mr. Morrissey	2
<u>EIGHTH GRADE HOMEROOM</u>	
Mrs. Druding 8 th Gold	17
Mrs. Whittington 8 th Blue	13
Mr. Morrissey	6
TOTAL COUNT	338

Attendance Totals for Beverly Elementary School from 09/12/2022 - 09/15/2022
Report 1005 run on 09/15/2022

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All	All	31	121	117	4	1	30.25	29.25	96.694	96.694
02	All	All	38	152	150	2	1	38	37.5	98.684	98.684
03	All	All	23	92	92	0	1	23	23	100	100
04	All	All	31	124	117	7	3	31	29.25	94.355	94.355
05	All	All	37	145	143	2	1	36.25	35.75	98.621	98.621
06	All	All	34	133	128	5	0	33.25	32	96.241	96.241
07	All	All	25	97	93	4	2	24.25	23.25	95.876	95.876
08	All	All	36	144	140	4	4	36	35	97.222	97.222
3F	All	All	28	109	101	8	1	27.25	25.25	92.661	92.661
4F	All	All	26	104	98	6	1	26	24.5	94.231	94.231
KF	All	All	29	116	113	3	2	29	28.25	97.414	97.414
TOTAL			338	1,337	1,292	45	17	334.25	323	96.634	96.634

Column header "Total" represents total number of all Students throughout the reporting period who factor into the attendance totals.

Grade	PTC	HR	Total	Days Possible	Days Present	Days Absent	Days Tardy	A-D-E	A-D-A	% ATT	ADA/ADE
01	All		31	121	117	4	1	30.25	29.25	96.694	96.694
02	All		38	152	150	2	1	38	37.5	98.684	98.684
03	All		23	92	92	0	1	23	23	100	100
04	All		31	124	117	7	3	31	29.25	94.355	94.355
05	All		37	145	143	2	1	36.25	35.75	98.621	98.621
06	All		34	133	128	5	0	33.25	32	96.241	96.241
07	All		25	97	93	4	2	24.25	23.25	95.876	95.876
08	All		36	144	140	4	4	36	35	97.222	97.222
3F	All		28	109	101	8	1	27.25	25.25	92.661	92.661
4F	All		26	104	98	6	1	26	24.5	94.231	94.231
KF	All		29	116	113	3	2	29	28.25	97.414	97.414
TOTAL			338	1,337	1,292	45	17	334.25	323	96.634	96.634

Total Sum of All Schools ADE: 334.25

Total Sum of All Schools ADA: 323



Nurse's Monthly Report

Date Range: 9/8/2022-9/15/2022

Student Visits: 28

Physicals Processed: 59

Health Screenings Performed: 0

Students Requiring Emergency Services (911): 0

Employee Visits: 2

Documented Contagious Illnesses: 1

Child Study Team Referrals Completed: Screenings completed per request: 0

Other:

- Reviewed immunization and physical exams for new/transfer students for school compliance
- Significant medical planning for new school year/reopening
- Ordering and obtaining health office supplies
- Prepared health office for 22-23 school year
- Communication with parents regarding immunization deficiencies
- Sent home emergency care plans for completion
- Streamlined medical needs into Genesis record system for teacher accessibility and student confidentiality
- Facilitated school health clinic visits and medication administration
- Medical planning for new/transfer students
- Reviewed health forms and secured medications for 22-23 school year
- Intake and organization of donated clothing for students
- Monitored the weekly activity level of COVID in Burl. County
- Followed NJDOH/CDC guidelines for tracking/assessing students and staff with COVID symptoms and making appropriate referrals as well as follow-up on COVID testing results and clearing for reentry to school
- Obtained 300 at-home rapid COVID tests from BCHD to send home with symptomatic students
- Set up Virtua Mobile Clinic services for free physical exams for students on 9/27 free flu vaccine clinic for students on 9/26
- Set up Rite Aid Flu Clinic for staff on 10/7
- Set up SafeSchools training for staff

Prepared by Alyssa de la Pena, BSN, RN, CSN-NJ
Beverly City School Nurse