

**BERKELEY HEIGHTS BOARD OF EDUCATION
REGULAR MEETING
AGENDA
JANUARY 19, 2023**

CALL TO ORDER

ROLL CALL

MEETING NOTICE STATEMENT

Adequate notice of this meeting of the Berkeley Heights Board of Education was given as required by the Open Public Meetings Act as follows:

On January 6, 2023 notice of the Board of Education Meeting schedule was sent to the *Star Ledger* and the *Courier News* and was also provided to all schools, PTO Presidents, the BHEA President, and posted at the Administration Building. A copy was also provided to the Public Library and filed with the Municipal Clerk.

ADJOURN TO EXECUTIVE SESSION

WHEREAS, the Berkeley Heights Board of Education seeks to adjourn to Executive Session in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act provides that a public body may exclude the public from that portion of the meeting at which it discusses matters related to those identified below:

- a. Matters rendered confidential by Federal Law, State Law, or Court Rule
- b. Individual privacy
- c. Collective bargaining agreements
- d. Purchase or lease of real property if public interest could be adversely affected
- e. Investment of public funds if public interest could be adversely affected
- f. Tactics or techniques utilized in protecting public safety and property
- g. Pending or anticipated litigation
- h. Attorney-client privilege
- i. Personnel – employment matters affecting specific prospective or current employees.

BE IT RESOLVED, that the Berkeley Heights Board of Education adjourns to Executive Session to discuss matters related to personnel, BHAA negotiations, and student matters; and

BE IT FURTHER RESOLVED, that the minutes of the discussion of any of these items will be disclosed to the public when matters have been determined and confidentiality is no longer applicable.

RETURN TO PUBLIC SESSION

FLAG SALUTE

REPORT OF THE STUDENT REPRESENTATIVES

REPORT OF THE SUPERINTENDENT

- Recognition of the Governor Livingston High School Varsity Girls Volleyball Team
- Friday Night Lights - Jake Bowen
- Board Member Recognition Month

WHEREAS, The New Jersey School Boards Association has declared January 2022 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Berkeley Heights Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Berkeley Heights Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Berkeley Heights Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2023 as School Board Recognition Month; and be it further

RESOLVED, That the Berkeley Heights Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

COMMITTEE AND LIAISON REPORTS

BOARD COMMUNICATIONS

REPORT OF THE BUSINESS ADMINISTRATOR

COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

During this portion of the meeting, District residents and staff are invited to address the Board of Education on agenda action items only.

The Board requests that individuals state their name and town of residence (or school of attendance) for the record. All comments should be directed to the Board President and depending upon the nature and complexity of the question, it may or may not be answered during the meeting by the Administration. If so, the response would occur after this public portion of the meeting has concluded. Although the Board may not respond to all items raised during the public forum, all public comments will be considered.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding personnel matters are discouraged and cannot be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public.

Please note that if any member of the public becomes disruptive during the meeting the Board President may terminate the participant's statement. Continued disruptions may result in removal from, or adjournment of, the meeting.

Each speaker's statement will be limited to three (3) minutes in duration.

MINUTES

Resolution A: All Board Members.

A. APPROVAL OF MEETING MINUTES

RESOLVED that the Board of Education approve the following minutes:

- a. Executive Session Minutes from December 8, 2022^
- b. Special Meeting Minutes from December 8, 2022^
- c. Executive Session Minutes from December 15, 2022
- d. Regular Meeting Minutes from December 15, 2022
- e. Reorganization Meeting Minutes from January 5, 2023

^Mountainside Rep did not participate in the December 8, 2022 meeting.

APPROVE APPOINTMENT

Resolution A: All Board members.

A. APPROVE ANNUAL APPOINTMENT

RESOLVED, that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the School Business Administrator, approve the following annual appointment:

Appointment	Staff Member
Custodian of School Records	Stephen Hopkins

ADMINISTRATION

Resolutions A-G: All Board Members.

A. DISTRICT BYLAWS/POLICIES/REGULATIONS - STUDY AND FIRST READING

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the following district bylaws/policies/regulations for study and first reading:
(M- Mandated by law)

Policy	Title	Action
P 0161	Call, Adjournment, and Cancellation	Revise
P 0162	Notice of Board Meetings	Revise
P 2340	Field Trips	Revise
P 2423	Bilingual and ESL Education (M)	Revise
P 5200	Attendance (M)	Revise
P 5517	School District Issued Student Identification Cards (M)	New
P 8140	Student Enrollments (M)	Revise
P 8310	Public Records	Revise
P 8330	Student Records (M)	Revise
R 5200	Attendance (M)	Revise
R 7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting (M)	New
R 8140	Enrollment Accounting (M)	New
R 8420.10	Active Shooter (M)	Revise
R 8420.2	Bomb Threats (M)	Revise
R 8420.7	Lockdown Procedures (M)	Revise

B. DISTRICT BYLAWS/POLICIES/REGULATIONS - ABOLISH

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, abolish the following district bylaws/policies/regulations:

Policy	Title	Action
P 1648.11	The Road Forward COVID-19 – Health and Safety (M)	Abolish
P 1648.13	School Employee Vaccination Requirements (M)	Abolish
P 3244	In-Service Training (M)	Abolish
P 4211	Attendance	Abolish
P 5133	Substance Abuse (M)	Abolish
P 6153	Field Trips	Abolish
P 8464	Missing Children (M)	Abolish

C. APPROVE PROFESSIONAL DEVELOPMENT DAYS/TRAVEL REIMBURSEMENT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve Professional Development Days/Travel Reimbursement. (*Attachment A*)

D. APPROVE REPORT OF SUPERINTENDENT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the Report of the Superintendent regarding all acts of harassment, intimidation and bullying in the Berkeley Heights Public Schools from December 13, 2022, through January 17, 2023.

E. APPROVE RESOLUTION HONORING GOVERNOR LIVINGSTON HIGH SCHOOL VARSITY GIRLS VOLLEYBALL TEAM

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the Resolution honoring Governor Livingston High School Varsity Girls Volleyball Team, 2022 State Central Section Group 2 Champions. (*Attachment B*)

F. APPROVE CONTRACTED SERVICES

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve contracted services, as follows:

Provider	Time Period	Explanation	Amount
Fortune Consulting	2022-2023 school year	Conduct a comprehensive telecom/IT audit and assessment of the technological systems/processes currently in place in the Berkeley Heights School District	\$18,500.00 funded through ESSER ARP Non-Title I funds
Pegnet Computers	2/1/23 - 6/16/23	Fill a staff member's leave of absence. Pegnet Computers is a bid award winner with Morris County Ed Services Commission (EDS Bid #11041 titled MSRP-Tech/AV/Computer/Interactive Whitebds) for hourly labor, technology implementation and management.	\$28,000.00

G. APPROVE 2023-2024 SCHOOL CALENDAR

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the 2023-2024 School Calendar. (*Attachment C*)

EDUCATION

Resolutions A-F: All Board Members.

A. APPROVE STUDENT EDUCATIONAL FIELD TRIPS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve student educational field trips. (*Attachment D*)

B. APPROVE COLLEGE STUDENT PLACEMENT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve college student placement in Berkeley Heights Public Schools pending submission of required documents, as follows:

<u>Student</u>	<u>Placement Type</u>	<u>Affiliated School</u>	<u>Dates</u>
Fredy Renato Arellano-Becerra	Clinical II	Kean University	1/20/23 - 5/17/23
Ashley D. Kessler	Clinical II	Kean University	1/20/23 - 5/17/23
Roberto C. Rios	Clinical II	Kean University	1/20/23 - 5/17/23

C. ACCEPTANCE INTO DEAF AND HARD OF HEARING PROGRAM

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve enrollment of student #4495835059 into the Deaf and Hard of Hearing Program at Governor Livingston High School for the remainder of the 2022-2023 school year.

D. TERMINATE SPECIAL EDUCATION OUT-OF-DISTRICT 2022-2023 SCHOOL YEAR PLACEMENT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, terminate Special Education Out-Of-District 2022-2023 school year placement at the recommendation of Michele Gardner, Director of Special Services, as listed below. The student will be placed on home instruction pending the acquisition of an alternative out of district placement.

<u>Student Number</u>	<u>Out of District Placement</u>	<u>Effective Date</u>
1538045477	Montgomery Academy	12/31/22

E. APPROVE TUITION CONTRACT AGREEMENT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the School Business Administrator, approve the tuition contract agreement between the Roselle Board of Education and Berkeley Heights Board of Education for student #3773817464. Due to a homeless situation, this student attended Roselle Public Schools from September 26, 2022 to January 4, 2023 and the tuition amount is \$5,464.70.

F. APPROVE PRESENTATIONS BY CONSULTANTS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve a presentation by the following consultant:

Presentation	Consultant	Date(s)	Amount
Provide professional development to district counselors and GL teaching staff on the topic of students from diverse backgrounds.	Annabell Louis Director of Student Services and Rutgers Univeristy Professor	2/17/23	\$500.00 Funded through ESSER-III Mental Health funds

PERSONNEL

Resolutions A-O: All Board Members. Resolutions P-S: Berkeley Heights

A. APPROVE SALARY ADJUSTMENT FOR PROFESSIONAL GROWTH

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve salary adjustments for professional growth. (*Attachment E*)

B. APPROVE 2022-2023 RATES OF COMPENSATION FOR PARAPROFESSIONALS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve guide steps, rates of compensation, hours of employment, and annualized salaries for the 2022-2023 school year for the following district Paraprofessionals:

<u>Name</u>	<u>2022-2023 Step</u>	<u>2022-2023 Hourly Pay Rate</u>	<u>2022-2023 Hours Per Day</u>	<u>2022-2023 Annualized Salary</u>
Melissa Jensen	1	\$18.01	6 (M-Th)	\$15,819.98
Janet Magliacno	4	\$19.13	6.5 (M-Th) 4 (F)	\$21,004.74

C. APPROVE SUBSTITUTE/SUPPLEMENTAL PERSONNEL

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve substitute/supplemental personnel for the 2022-2023 school year, as follows, pending employment authorization (TBD):

<u>Name</u>		<u>Certification</u>	<u>Position</u>	<u>Effective Date</u>
Briana	Barillari	Substitute	Substitute Teacher/Paraprofessional	12/14/22
Shayna	Doyle	Substitute	Substitute Teacher/Paraprofessional	1/2/23
Alyssa	Miterko	Substitute	Extended Assignment Substitute	1/2/23
Amelia	Sherman	Substitute	Substitute Paraprofessional	1/4/23
Alida	Solfaro	Substitute	Substitute Teacher/Paraprofessional	1/5/23

D. APPROVE LONG-TERM SUBSTITUTE

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the following long-term substitute positions:

<u>Name</u>	<u>Action</u>	<u>Assignment</u>	<u>Location</u>	<u>Effective Dates</u>	<u>Pay Rate</u>	<u>Certification</u>
Toby Marcus	Approve	Case Manager	CST	As needed on or about 2/17/23	\$400.00/day (max. 3 days per week)	Standard

E. APPROVE LEAVE REPLACEMENT TEACHER

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the following leave replacement teacher pending employment authorization:

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>	<u>Degree</u>	<u>Step</u>	<u>Annual Salary</u>	<u>Certification</u>
Valeria Espinel	Leave Replacement School Psychologist	GL	1.0	2/21/23-6/30/23 (2/17/23 & 2/20/23 shadow days)	MA	1	\$64,242.00 prorated	Standard

F. APPROVE ADMINISTRATIVE LEAVE

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the administrative leave of staff member #3403 effective December 20, 2022 until further notice.

G. APPROVE LEAVE OF ABSENCE REQUEST

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve leave of absence requests for the 2022-2023 school year, as follows:

<u>Employee ID</u>	<u>Leave Action</u>	<u>Type of Leave</u>	<u>Paid Leave Dates</u>	<u>Unpaid Leave with Benefits</u>	<u>Unpaid Leave without Benefits</u>	<u>Return Date</u>
0792	Amend	Medical	12/15/22 - 1/26/23 2/3/23			1/27/23 2/6/23
2642	Approve	Medical	1/5/23-2/2/23			2/3/23
2538	Approve	Medical	11/22/22-12/12/22			12/13/22
3890	Approve	Medical / FMLA / NJFLA	1/30/23-3/24/23	3/27/23-6/19/23		6/20/23
2844	Approve	Medical	3/27/23-4/9/23			4/10/23

H. APPROVE UNPAID DAY REQUEST

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve unpaid day requests for the 2022-2023 school year, as follows:

<u>Employee ID</u>	<u>Unpaid Days with Benefits</u>
3670	12/7/22, 12/8/22
4013	12/22/22
4486	12/23/22
4560	1/20/23
3947	1/4/23, 1/5/23, 1/6/23
2942	1/5/23, 1/6/23
3678	1/9/23

I. AMEND EXTRA-CURRICULAR ACTIVITIES

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, amend extra-curricular activities for the 2022-2023 school year, as follows:

Governor Livingston High School

<u>Activity/Program</u>	<u>Instructor/Supervisor</u>	<u>2022-2023 Stipend</u>
National Honor Society Advisor	Kelsey Cicchino	\$1,779.00 -\$3,699.00

J. APPROVE EXTRA-CURRICULAR ACTIVITIES

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve extra-curricular activities for the 2022-2023 school year, as follows, pending employment authorization (#):

Governor Livingston High School

<u>Activity/Program</u>	<u>Instructor/Supervisor</u>	<u>2022-2023 Stipend</u>
Baseball Head Coach	Christopher Roof	\$8,660.00
Baseball Varsity Assistant Coach	Matthew Rago	\$6,063.00
Baseball JV Assistant Coach	Lou Clemente	\$6,063.00
Baseball Freshman Assistant Coach	Ralph Yezza	\$6,063.00
Baseball Volunteer Coach	Bryan Young	Volunteer
Baseball Volunteer Coach	Sam Politan	Volunteer
Baseball Volunteer Coach	Chris Flynn	Volunteer
Baseball Volunteer Coach	John Mahon	Volunteer
Baseball Volunteer Coach	James Cariello	Volunteer
Baseball Volunteer Coach	Ernie Schmidt	Volunteer
Baseball Volunteer Coach	Justin Silva #	Volunteer
Softball Head Coach	Erin Lanigan	\$8,660.00
Softball Varsity Assistant Coach	Alexandra Dabroski	\$5,398.00
Softball JV Assistant Coach	Kacie Worswick	\$6,063.00

<u>Activity/Program</u>	<u>Instructor/Supervisor</u>	<u>2022-2023 Stipend</u>
Softball Volunteer Coach	Chris Eckert	Volunteer
Softball Volunteer Coach	Amanda Merten #	Volunteer
Lacrosse Boys Head Coach	Mike Provenzano	\$8,660.00
Lacrosse Boys JV Assistant Coach	John DiPasquale	\$6,063.00
Lacrosse Boys Freshman Assistant Coach	Jared Van Oostendorp	\$5,035.00
Lacrosse Boys Volunteer Assistant Coach	Matthew Richel	Volunteer
Lacrosse Girls Head Coach	Jacqueline Wells	\$8,660.00
Lacrosse Girls JV Assistant Coach	Stephanie Soares	\$5,398.00
Lacrosse Girls Freshman Assistant Coach	Kristy Detore	\$6,063.00
Outdoor Track Head Coach	Daniel Guyton	\$9,207.00
Outdoor Track Assistant Coach	Carmin Scuderi	\$6,445.00
Outdoor Track Assistant Coach	Christopher Coughlin	\$6,445.00
Outdoor Track Assistant Coach	Joseph Hubert	\$6,445.00
Outdoor Track Assistant Coach	Gregory Dunkerton	\$6,445.00
Outdoor Track Assistant Coach	Lisa Dhaibar	\$6,445.00
Outdoor Track Assistant Coach	Zakaria Rochdi	\$6,445.00
Tennis Boys Head Coach	Joey Panchenko	\$6,866.00
Tennis Boys Assistant Coach	Bailey Krasovec	\$3,991.00
Golf Head Coach	Sharon Leahy	\$4,806.00
Cheerleading Volunteer Coach	James Lenahan	Volunteer
Musical Director, Musical (40%)	Joseph Laurino	\$2,059.50
Musical Director, Musical (60%)	Luke Wroblewski	\$2,059.50

Columbia Middle School

<u>Activity/Program</u>	<u>Instructor/Supervisor</u>	<u>2022-2023 Stipend</u>
Baseball Coach	RJ Devish	\$4,820.00
Softball Coach	Richard Ortega	\$5,013.00
Drama Club (50%)	Joseph Laurino	\$1,256.50
Drama Club (50%)	Luke Wroblewski	\$1,256.50

K. APPROVE EXTRA TEACHING PERIOD ASSIGNMENTS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve extra teaching period assignments beyond their normal teaching schedule during the 2022-2023 school year, as follows:

Governor Livingston High School

<u>Name</u>	<u>Subject</u>	<u>Assignment</u>	<u>Payment in Addition to Regular Salary</u>
Catherine Birstler	Mathematics	2/6/23 - 6/7/23	\$10,500.00 (prorated)
Nicole Manganelli	Mathematics	2/6/23 - 6/7/23	\$10,500.00 (prorated)
Joe Miceli	Mathematics	2/6/23 - 6/7/23	\$10,500.00 (prorated)
Justin Polce	Mathematics	2/6/23 - 6/7/23	\$10,500.00 (prorated)
Laurie Rossiter	Mathematics	2/6/23 - 6/7/23	\$10,500.00 (prorated)
Kayla Barry	Science	9/1/22 - 6/30/23	\$10,500.00

L. APPROVE BEYOND THE SCHOOL DAY EMPLOYMENT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the following employment for the Beyond the School Day Program funded through the ESSER grant. The program will run within the date range of January 17, 2023 and June 8, 2023. Staff will be compensated at the following pay rate per session:

Lead Role: \$60 Teacher: \$45 One on One Paraprofessional: \$22

<u>Name</u>	<u>School</u>	<u>Name</u>	<u>School</u>
Nicole Belisario	WW	Robin Haltermann	MP
Stephanie Parrott	WW	Amy Shusta	CMS
Karen Twill	MKM	Natalie Palmiere	CMS
Sadie Anderson	MKM	Gillian Mahy	CMS
Alexis Bellardino	TPH	Belinda Healey	CMS
Carolyn Bowden	TPH	Lydia Kang	CMS
Melany Castellanos	TPH	Emily Sena	CMS
Jennifer Fischer	TPH	Elizabeth Kane	CMS
Shannon O’Shea	TPH	Tereza DePaola	CMS
Pamela Wilczynski	TPH	Bailey Krasovec	CMS
Carla Gamba	MP	Kelsey Cicchino	GL
Lisa Genua	MP	Angela Lengner	GL
Andrea Masri	MP	Julianna Marabello	GL
Joseph Reel	MP	Gabrielle Titone	GL

M. APPROVE PAYMENT OF STIPEND TO PARAPROFESSIONAL

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the payment of a \$1,750.00 prorated stipend to the following paraprofessional for holding a Registered Behavior Technician (RBT) certificate and for working in an ABA classroom for more than 50% of the school day during the 2022-2023 school year, as per the provisions in the negotiated Agreement between the Board of Education and Berkeley Heights Education Association: Maureen Hartnett

N. APPROVE ASSIGNMENT OF ARP ESSER FUNDS EXTRA PAY

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the assignment of ARP ESSER III, Evidence-Based Summer Learning and Enrichment Activities Grant FY 2023 for the purpose of paying the following extended school year stipends during the 2022-2023 school year:

Courtney Capizzi	\$252.00	Lydia Kang	\$1,932.00
Erica Elmi	\$2,058.00	Corrie Kennedy	\$1,806.00
Leslie Goncalves	\$990.00	Cindy Mac Kinnon	\$1,890.00
Belinda Healey	\$2,058.00	Gillian Mahy	\$2,058.00
Scott Jonach	\$504.00	Gabriella Pirrone	\$990.00
Elizabeth Kane	\$1,428.00	Jessica Priolo	\$1,680.00
		Sydney Quinn	\$126.00

O. APPOINT POSITION OF CUSTODIAN OF RECORDS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the School Business Administrator, appoint Stephen Hopkins to the position of Custodian of School Records from January 20, 2023 for the remainder of the 2022-2023 school year at an annual stipend of \$12,000.00 prorated.

P. AMEND EMPLOYMENT OF PARAPROFESSIONALS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, amend the employment of paraprofessionals for the 2022-2023 school year, as follows, pending employment authorization (TBD):

<u>Name</u>	<u>Location</u>	<u>Effective Date</u>	<u>Step</u>	<u>Hours Per Day</u>	<u>Annual Salary</u>
Courtney Bunin	MKM	TBD 12/19/2022-6/30/23	1	6.75	\$22,246.85 (prorated)
Carrie Bree	CMS	TBD 12/20/22-6/30/23	1	6.75	\$22,246.85 (prorated)
Cathy Hodges	MKM	TBD 1/2/23-6/30/23	1	6.75	\$22,246.85 (prorated)

Q. AMEND EMPLOYMENT OF LUNCHROOM/PLAYGROUND TEACHER AIDE

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, amend the employment of a lunchroom/playground teacher aide for the 2022-2023 school year, as follows:

<u>Name</u>	<u>Location</u>	<u>Effective Date</u>	<u>Hourly Rate</u>	<u>Hours Per Day</u>	<u>Annual Salary</u>
Kelly Cuocci	Woodruff	TD 1/17/23 - 6/16/23	\$16.00	2	\$5,760.00 (prorated)

R. APPROVE REASSIGNMENT OF PERSONNEL

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, approve the reassignment of personnel, as follows:

<u>Name</u>	<u>Current Assignment/ Location</u>	<u>New Assignment/ Location</u>	<u>Effective Date</u>	<u>Degree</u>	<u>Step</u>	<u>Annual Salary</u>	<u>Certification</u>
Carolyn Bowen	HELP Teacher TPH	Leave Replacement TPH	1/30/23 - 6/30/23	MA	5	\$66,104.00 prorated	Standard

S. AMEND EXTENDED ASSIGNMENT SUBSTITUTE PLACEMENT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent, amend the following extended assignment substitute placement position:

<u>Name</u>	<u>Action</u>	<u>Location</u>	<u>Effective Dates</u>	<u>Pay Rate</u>	<u>Certification</u>
Danielle Capone	Amend	MKM	12/15/22- 1/26/23 2/3/23	\$200/day	Substitute

BUSINESS

Resolution A: All Board Members. Resolution B: Berkeley Heights

A. APPROVE LICENSING AND MAINTENANCE FEE FOR EDUCATIONAL DATA SERVICE, INC.

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve continued participation in the Educational Data Services, Inc. Cooperative Bid Maintenance Program (licensing and maintenance fees) for the 2023-2024 school year at an annual fee of \$13,540.00.

NB: The District realized savings of \$116,380 in the 2022-2023 school year with purchases made through Ed Data.

B. ACCEPT DONATION FROM ATHENA HILL

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the donation of two (2) bags filled with mixed fabric (minky, cotton, flannel) to be donated to the Columbia Middle School, having an approximate value of \$100.00.

FINANCE

Resolution A-D: All Board members.

A. APPROVE PAYMENT OF PAYROLL AND BILLS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the Payroll and Bills List as follows:

Payroll		
	12/15/2022	\$2,694,732.47
	12/23/2022	\$2,082,682.46
	1/15/2023	\$2,443,576.60
Accounts Payable		
	1/19/2023	\$1,395,099.52
Total		\$8,616,091.05
Lease Purchase		
	12/8/2022	\$1,540.00
	12/8/2022	\$27,240.30
	12/8/2022	\$31,500.00
	12/8/2022	\$3,076.70
	12/8/2022	\$21,875.00

B. APPROVAL OF NOVEMBER 2022 BOARD SECRETARY’S REPORT

RESOLVED that the Berkeley Heights Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c)4, certifies that as of November 30, 2022, after review of the Board Secretary’s monthly financial report (appropriations section), and upon consultation with appropriate district officials, 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(b), and sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

C. APPROVAL OF DECEMBER 2022 BOARD SECRETARY’S REPORT

RESOLVED that the Berkeley Heights Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c)4, certifies that as of December 31, 2022, after review of the Board Secretary’s monthly financial report (appropriations section), and upon consultation with appropriate district officials, 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(b), and sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

D. APPROVAL OF NOVEMBER 2022 TRANSFERS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approves the Line Item Budget Transfers for the month of November 2022.

E. APPROVAL OF DECEMBER 2022 TRANSFERS

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approves the Line Item Budget Transfers for the month of December 2022.

F. APPROVAL OF NOVEMBER 2022 TREASURER'S REPORT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accepts the financial report of the Treasurer of School Funds for the month ending November 30, 2022.

G. APPROVAL OF DECEMBER 2022 TREASURER'S REPORT

RESOLVED that the Berkeley Heights Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accepts the financial report of the Treasurer of School Funds for the month ending December 31, 2022.

COMMENTS FROM THE PUBLIC ON ANY TOPIC

During this portion of the meeting, District residents and staff are invited to address the Board of Education on any item.

The Board requests that individuals state their name and town of residence (or school of attendance) for the record. All comments should be directed to the Board President and depending upon the nature and complexity of the question, it may or may not be answered during the meeting by the Administration. If so, the response would occur after this public portion of the meeting has concluded. Although the Board may not respond to all items raised during the public forum, all public comments will be considered.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding personnel matters are discouraged and cannot be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public.

Please note that if any member of the public becomes disruptive during the meeting the Board President may terminate the participant's statement. Continued disruptions may result in removal from, or adjournment of, the meeting.

Each speaker's statement will be limited to three (3) minutes in duration.

NEW BUSINESS

ADJOURNMENT

Berkeley Heights Public Schools
Office of the Superintendent
January 19, 2023

Professional Development Days

<u>Name</u>	<u>Event</u>	<u>Date(s)</u>	<u>Cost</u>
Alexis Bellardino	Council for Exceptional Children - Embracing the Whole Child / NJCEC Spring Conference	3/13/23	\$145.00
Benjamin Bolger	Rutgers University Dept. of History - Freedom Summer	2/3/23	\$35.00
Benjamin Bolger	Rutgers School of Arts & Sciences - America & The Holocaust: How Nazi Policy was influenced by American Racial Laws	3/14/23	\$0.00
Samantha Carney	TCNJ - Poetry Mentor Texts in the Secondary ELA Classroom	2/10/23	\$225.00
Thomas Clayton	NSTA Conference	3/21/23-3/25/23	\$0.00
Christopher Coughlin	PESI - Oppositional, Defiant, & Disruptive Children and Adolescents: Non Medicine Approaches	3/23/23	\$250.00
Dennis Dagounis	TCNJ - Connecting Climate Change to Curriculum	1/18/23	\$0.00
Dennis Dagounis	MUJC - Hot Issues in School Law	1/26/23	\$150.00
Dennis Dagounis	MUJC - Using the Arts and Sciences to Address Climate Change and Other Universal Themes	3/7/23	\$145.00
Michele Gardner	UCASE Annual Conference	2/9/23	\$75.00
Lindsey Gismonde	College Board - Required Training for AP Research POD	1/4/23	\$0.00
David Grego	NJMEA State Conference	2/23/23-2/25/23	\$180.00

<u>Name</u>	<u>Event</u>	<u>Date(s)</u>	<u>Cost</u>
Marisa Gold	Commission for the Blind - Mobility Lessons at CMS	1/25/23	\$0.00
Marisa Gold	Rider University - Counselor Breakfast and Information Session/Tour	3/21/23	\$0.00
Paul Grant	Cornerstone - Running the Best IEP Team Meeting in History	2/2/23	\$0.00
Ashley Janosko	NJDOE Mental Health Webinar Series Session 5	1/11/23	\$0.00
Cathryn Lake	Union County School Nurses Association / Camp Nejeda - Diabetes Management	1/24/23	\$0.00
Angela Lengner	TCNJ - Poetry Mentor Texts in the Secondary ELA Classroom	2/10/23	\$225.00
Brenda Marley	Conference Technologies, Atlas IED - "Staff this is a Lockdown": Reality Planning for an Active Lethal Threat Event	1/19/23	\$0.00
Brenda Marley	John Stamler Police Academy - Gang Awareness for Educators	1/4/23	\$0.00
Olivia Mazzaferro	Rutgers School of Arts & Sciences - America & The Holocaust: How Nazi Policy was Influenced by American Racial Laws	3/14/23	\$0.00
Daniel McGovern	TCNJ - Excellence in Teaching and Learning Summit	2/16/23	\$0.00
Daniel McHugh	American Red Cross - CPR Instructor Certification	1/12/23	\$350.00
Michelle Morin	Greenville University Campus Visit	5/12/23	\$0.00
Tara Pirozzoli	UCASE - Comegno's Education Best Practices in 2023: What's on Your Mind	2/9/23	\$75.00

<u>Name</u>	<u>Event</u>	<u>Date(s)</u>	<u>Cost</u>
Vanessa Piwtoratsky	Montclair State University - Queering the Past: Teaching NJ LGBTQ+ History in K-12 Schools	1/31/23	\$0.00
Suzana Porzio	Cornerstone Day School - Running the Best IEP Team Meeting in History: Applying Comegno's Rules	2/2/23	\$0.00
Carolyn Quigley	Marymount Manhattan College Information Session	2/16/23	\$0.00
Carolyn Quigley	Virginia Private Colleges Counselor Tour	3/29/23-4/1/23	\$415.00
Madison Rowohlt	NJ Association of Student Assistance Professionals - Annual Conference	3/9/23-3/10/23	\$250.00
Peter Sempepos	Cornerstone Day School - Running the Best IEP Team Meeting in History: Applying Comegno's Rules	2/2/23	\$0.00
Peter Sempepos	UCASE Annual Conference	2/9/23	\$75.00
Susan Tennant	Cornerstone Day School - Running the Best IEP Team Meeting in History: Applying Comegno's Rules	2/2/23	\$0.00
Deborah Velelis	NJ State Bar Foundation - Restorative Justice	2/16/23	\$0.00
Deborah Velelis	PESI - Oppositional, Defiant, & Disruptive Children and Adolescents: Non Medicine Approaches	3/23/23	\$250.00
Megan Wranitz	Rutgers School of Arts & Sciences - America & The Holocaust: How Nazi Policy was Influenced by American Racial Laws	3/14/23	\$0.00
Melinda Wilson	Rutgers Community Livings Education Project - Don't Get Lost in Transition	1/26/23	\$0.00
Emily Zengel	UCCT: Sending Districts Information Session	1/12/23	\$0.00

BERKELEY HEIGHTS BOARD OF EDUCATION



RESOLUTION

WHEREAS, the Varsity Girls Volleyball Team of Governor Livingston High School, located in Berkeley Heights, New Jersey, consists of players captain Katie Brokes, captain Isabella Garay, Victoria Carrico, Olivia Escott, Mackenzie Falso, Samantha Huynh, Abby Kim, Annabelle Kuzmin, Ava Lombardi, Haley Motz, Polina Provotorova, Avery Saturnia, Eva Sottosanti, and manager Laine Rittman; and

WHEREAS, the team is coached by Head Coach Steven Hess and Assistant Coach Maddie Lopez, and Volunteer Coaches Michael Brokes and Emily Montgomery; and

WHEREAS, the Varsity Girls Volleyball team of Governor Livingston High School earned the title of State Central Section Group 2 Champion by defeating Wall Township by the score of 2-0 on November 8, 2022 at Governor Livingston High School; and

WHEREAS, the Highlanders completed the season with a record of 18 wins, 8 losses; and

WHEREAS, the team saw each of its members contribute individually to the team during its championship run; and

WHEREAS, the Berkeley Heights and Mountainside communities are very proud of the accomplishments of this team and its coaches; and

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Heights Board of Education members applaud the 2022 Girls Volleyball team and congratulate the student-athletes and coaching staff on their outstanding championship season; and

BE IT RESOLVED that a signed and sealed copy of this resolution be framed and kept on display at Governor Livingston High School.

Signed and sealed, this, the Nineteenth day of January, of the year Two Thousand Twenty-Three.

Angela Penna, President
Board of Education

Dr. Melissa Varley
Superintendent of Schools

Berkeley Heights Public Schools
Office of the Superintendent
January 19, 2023

Field Trips

<u>School/Group</u>	<u>Destination</u>	<u>Date(s)</u>
Governor Livingston High School Science Olympiad Club	Princeton Plasma Physics Laboratory 100 Stellarator Road, Princeton, NJ 08540	2/25/23
Governor Livingston High School Science Olympiad Team	Camden Community College 200 College Drive, Blackwood, NJ 08012	1/10/23
Governor Livingston High School Student Movement Against Cancer Club	In-School Field Trip at Governor Livingston High School	12/23/22
Governor Livingston High School Junior Statesman of America	Doubletree by Hilton 300 Army Navy Dr, Arlington, VA 22202	2/24/23
Governor Livingston High School Future Business Leaders of America	Harrah's Resort 777 Harrah's Blvd, Atlantic City, NJ 08401	3/6/23
Governor Livingston High School Jazz Band	Scotch Plains-Fanwood High School 667 Westfield Rd, Scotch Plains, NJ 07076	4/28/23
Governor Livingston High School Highlander Marching Band	Mountainside Town Hall 1385 US Route 22, Mountainside, NJ 07092	3/14/23
Columbia Middle School Jazz Band	Governor Livingston High School 175 Watchung Blvd, Berkeley Heights, NJ	5/4/23
Columbia Middle School Jazz Ensemble	Scotch Plains-Fanwood High School 667 Westfield Rd, Scotch Plains, NJ 07076	4/28/23
Thomas P. Hughes School Grade 3	Turtle Back Zoo 560 Northfield Ave, West Orange, NJ 07052	5/17/23
Mary Kay McMillin ECC Grade 1	Turtle Back Zoo 560 Northfield Ave, West Orange, NJ 07052	5/16/23 & 5/17/23

Berkeley Heights Public Schools
Office of the Superintendent
January 19, 2023

It is recommended by the Superintendent of Schools that the Board approve the salary adjustments listed below for the 2022-2023 school year, based on the professional growth of the employees, effective February 1, 2023

<u>Name</u>	<u>Guide Movement</u>	<u>From</u>	<u>To</u>
Lindsey Guyton	Completion of Bachelor's Degree Plus 30 Credits	Step 16 BA \$71,000.00	Step 16 BA+30 \$74,081.00
Josef Ellis	Completion of Master's Degree	Step 9 BA \$60,392.00	Step 9 MA \$67,792.00
Kathleen Agnostak	Completion of Master's Degree Plus 30 Credits	Step 8 MA \$66,521.00	Step 8 MA+30 \$74,339.00



District
Bylaws/Policies/
Regulations for
Study and
First Reading

POLICY GUIDE

**BERKELEY HEIGHTS BOARD OF EDUCATION
BYLAWS
0161 CALL, ADJOURNMENT, AND CANCELLATION**

0161 CALL, ADJOURNMENT, AND CANCELLATION

~~All~~The Board of Education meetings shall be met in public and each Board shall hold a meeting session at least once every two months during the period in which the schools in the district are in session.

The Secretary ~~All meetings shall be called to commence not later than 8:00 p.m. of the Board shall call a special meeting of the Board whenever: requested day designated.~~
A meeting not regularly scheduled may be called by the Board Secretary at the request of the President ~~or upon the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when presented with presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full membership of the Board requesting the special meeting~~Board.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced ~~at before the time of the recess or the adjournment. adjournment takes place.~~ The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be cancelled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, to those receiving notice of Board meetings, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the cancelled meeting was scheduled to occur.

Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

(8420)

N.J.S.A. 18A:10-6; N.J.A.C. 6A:32-6:3.-1-9

Adopted: 16 July 1964

Revised: 14 May 1984, 11 February 1991

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Public Notice

The Board Secretary shall **provide written advance notice of at least** ~~notify, in writing and no later than~~ forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting, ~~which. Forty-eight hour notice shall accurately state whether formal action may or may not be taken and which shall be prominently also be posted in at least one public place reserved for such or similar announcements; mailed, telephoned, telegrammed, or hand~~ the Administration Building, Town Hall, railroad station and Public Library, delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; ~~Board,~~ and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth ~~the Township, except that forty-eight hour notice is not required where the time, date, and location of any meeting, no further notice shall be required for such the meeting.~~

~~In has been published in the annual list of meetings approved by the Board in accordance with N.J.S.A. 10:4-9, upon law.~~

~~Upon the affirmative vote of three-quarters of the members present, the Board may hold a meeting notwithstanding the failure to provide meet in the absence of adequate notice if:~~

- ~~1. Such meeting is required in order to deal with, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that a delay for the purpose of providing adequate provision of notice would be likely to result in substantial harm to the public interest; and~~
- ~~2. The meeting that notice is limited to discussion of and acting with respect to such matters of urgency and importance; and~~
3. Notice of such meeting is provided ~~given~~ as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in

POLICY GUIDE

BERKELEY HEIGHTS BOARD OF EDUCATION

BYLAWS

0162 NOTICE OF BOARD MEETINGS

N.J.S.A. 10:4.8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4.8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; ~~after the call of the meeting in accordance with the provisions of law and this bylaw.~~

4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Personal Notice of Meeting

~~In accordance with~~The Board shall provide personal notice in writing to an adult student, the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that ~~portion~~parent(s) or legal guardian(s) of a meeting at which the Board discusses any matter involving the ~~minor student, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely~~may be affected request in writing that ~~by the matter or matters be discussed at a public meeting.~~

The Board will provide ~~Board's deliberations in private session. Such personal notice to the affected person that will include the date and time of the closed session~~private meeting, the subject or subjects scheduled for discussion at the ~~closed session~~private meeting, and the right of the ~~affected person~~individual given notice to request that the discussions be conducted at a public meeting. ~~Such Personal notice will be given no less than forty-eight~~48 hours in advance of the ~~closed session~~private meeting. A written request for public discussion must be ~~signed by the person making the request and must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly. A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.~~

~~Nothing in this Bylaw~~will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a ~~disabled student.~~

N.J.S.A. 10:4-6 *et seq.*; 10:4-8; 10:4-9;

N.J.S.A. 18A:6-11; 18A:10-6

N.J.A.C. 6A:32-3.1

POLICY GUIDE

**BERKELEY HEIGHTS BOARD OF EDUCATION
BYLAWS
0162 NOTICE OF BOARD MEETINGS**

Adopted: 16 July 1964
Revised: 14 May 1984
11 February 1991
15 February 2001
25 May 2022

2340 6153-FIELD TRIPS

The Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

For purposes of this policy, a field trip means any journey by a group of ~~students~~^{pupils} away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study. ~~A field trip may also mean a culminating class activity in grades 8 and 12, or an activity which is an outgrowth of a school-sponsored club.~~

~~The Prior approval of the Board of Education shall~~

~~approve is required for all field trips including~~ those field trips which are planned to keep ~~students~~^{pupils} out of the district overnight or longer. Such requests for approval must be submitted at least sixty (60) days in advance of the actual trip. ~~The approval of the Superintendent is required for~~

~~The Board The Superintendent may authorize field trips for which all or part of the costs are borne by the students' parent(s)~~^{pupils' parents} or legal guardian(s), **except that no student in a special education class or student unable**~~guardians. No pupil is to be denied the right to pay the cost assessed shall be prohibited from attending a field trip. (N.J.S.A. 18A:36-21)~~

~~The determination of a student's~~^{participate because of inability to pay.} ~~In determining inability to pay will be based upon the student's,~~ the criteria shall be the same as the statewide eligibility standards for free and reduced-price meals **in accordance with Board Policy No. 8540** ~~under the state school lunch program. Those trips, directly related to special education curricula and which involve special education students, shall be paid by the Board of Education.~~

~~Students~~^{Pupils} on field trips remain under the supervision of this Board and are subject to its rules and regulations.

A ~~student~~^{pupil} who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other ~~students~~^{pupils} and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed ~~student's~~^{pupil's} transportation to home or school as appropriate. The cost of any such transportation will be borne by the **parent(s) or legal guardian(s)**~~parents~~ of the ~~student.~~ ^{pupil.}

POLICY GUIDE

BERKELEY HEIGHTS BOARD OF EDUCATION PROGRAM 2340 FIELD TRIPS

The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

The Superintendent shall prepare regulations for the operation of field trips that ~~ensure~~ensure that the safety and well-being of ~~students~~pupils shall be protected at all times; that parental permission is sought and obtained before any student may be removed from the district, for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities ~~are~~is monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip will be approved unless it contributes to the achievement of specified instructional objectives; and that teachers are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of ~~students~~pupils is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.

~~The Board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board. No staff member may solicit pupils of this district for such trips within the facilities or on the grounds of this district without Board approval.~~

(6153)

N.J.S.A. 18A: 36-21 et seq.; 18A:53-2.

Adopted: 13 March 1967

Revised: 11 February 1991

Revised: 25 August 1997

Revised: 12 January 1998

Revised: 9 March 1998

2423 BILINGUAL AND ESL EDUCATION (M)**M**

The Board of Education will provide programs of bilingual education, and English as a second language (ESL), and **English language services program** for pupils of limited-English **language learners (ELLs)** proficiency (LEP) as required by law and rules of the New Jersey State Board of Education. **ELLs**

Identification of LEP pupils

~~The Board directs a screening process be conducted to determine the native language of each pupil who enters the school district and the administration of an English language proficiency test to identify those pupils who have so much difficulty speaking, reading, writing, and understanding English that they cannot learn in regular classes. A census shall be maintained of all pupils whose native language is other than English.~~

~~Students of LEP are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of sufficient difficulty speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 through 26.1 understanding the English language as measured by an English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English.~~

Identification of Eligible ELLs

The district shall use a multi-step process at the time of enrollment to determine the ~~native English~~ language proficiency of each ELL. The district shall:

1. **Maintain a census indicating all identified students whose native language is other than English; and**
2. **Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelvestudent whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.**

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English by administering an English language proficiency test, assessing an assessment of the student's level of reading in English, reviewing a review of the student's previous academic performance of students, including their performance on ; results of standardized tests in English, and reviewing a review of the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs of the limited English proficient students.

Bilingual Programs for ELLs

Program implementation

The district shall provide

~~1. Whenever there are one or more but fewer than ten LEP pupils enrolled in district, services in addition to the following programs: regular school program that are designed to improve English language proficiency;~~

1. An English language services program in accordance with N.J.A.C. 6A:15-1.2;
2. An ESL program in accordance with N.J.A.C. 6A:15-1.2; and
3. A bilingual education program in accordance with N.J.A.C. 6A:15-1.2.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

~~2. Whenever there are ten or more LEP pupils enrolled in the district, an ESL program that meets the requirements of law for a thorough and efficient system of education; and~~

~~3. Whenever there are twenty or more LEP pupils in any one language classification, a program of bilingual education. Where the age, grade, or geographical distribution of LEP pupils makes a full time bilingual program impractical, the Board may offer an alternate~~

PROGRAM
2423 BILINGUAL AND ESL EDUCATION (M)

bilingual education program, provided that program has been approved by the Department of Education.

The bilingual program shall include instruction, by appropriately certified teaching staff members, in all the subjects required by law and offered to English speaking pupils. Where verbalization is not essential to understanding, pupils of limited English proficiency shall participate in classes with English speaking pupils. The bilingual curriculum must be approved by the Board, and pupils enrolled in the bilingual or ESL programs shall be offered all the support services and activities available to other pupils in this district.

Bilingual, English as a Second Language, ESL and English Language Services Service Program Enrollment, Assessment, Exit, and Reentry Re-entry

Students enrolled in thea bilingual, ESL, or English language servicesservice program shall be assessed annually using English Language Placement (ELP) assessmentswith a New Jersey Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment.

ELLsLEP students enrolled in thea bilingual, ESL, or English language services program shall be placed in a monolingual English programProgram when they have demonstrated readiness to exit a bilingual, ESL, orfunction successfully in the English language services-only program through a. This process shall be initiated by the student's level of English proficiency as measured by a New Jersey Department of Education established criteriastandard on an ELP assessmentEnglish language proficiency test, and a Department-established English language observation form. Athe readiness of the student shall first achieve the Department-established English proficiency standard as measured by an ELP assessment. The student's readiness shall be further assessed by the use of a Department-established English language observation form that considerson the basis of multiple indicators which shall, at a minimum: include classroom performance; the student's reading level in English; the judgmentjudgement of the teaching staff member or members responsible for the educationaleducation program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent(s) or legal guardian(s) may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, the parent may only remove the student at the end of each school year.parent(s) or legal guardian(s) may only remove the student at the end of each school year. If during the first three years of a student's participation in a bilingual education program, a parent(s) or legal guardian(s) wishes to remove the student prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The parent(s) or legal guardian(s) may appeal the Executive County Superintendent's decision to the Commissioner of Education

**PROGRAM
2423 BILINGUAL AND ESL EDUCATION (M)**

If a parent wishes to remove the student prior to the end of each school year, the removal shall be approved by the Executive County Superintendent. If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year, the parent may appeal the Executive County Superintendent's decision to the Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1. through (e)5.

When the exit-review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent(s) or legal-guardian(s) shall be informed by mail of the placement determination. A parent(s) or legal-guardian(s), or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee Building Principal, who will provide a written explanation for the decision within seven to ten working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the complainant not satisfied with the Board's explanation may appeal to the Commissioner of Education.

Parental Involvement

The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13. The parent/legal guardian of a pupil of limited English proficiency will be notified, in accordance with law, of the pupil's enrollment in a bilingual or ESL program and of a pupil's placement in a monolingual English program. Notice will include the parent's/legal guardian's right of review and appeal. Parents/legal guardians shall receive progress reports in the same manner and frequency as those sent to parents of other pupils, written in English and in the parent's/legal guardian's primary language, except that reports sent to parents/legal guardians of pupils in the ESL program may be in English only, if translation of the parent's/legal guardian's particular native language would place an unreasonable burden on the Board.

The district will notify the parent(s) or legal-guardian(s) of the LEP student by mail no later than thirty days after the beginning of the school year that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program. Notice shall be in writing and in the language in which student has not been identified as LEP prior

**PROGRAM
2423 BILINGUAL AND ESL EDUCATION (M)**

~~to the beginning of the school year, then the parent(s) possesses a primary speaking ability, and in English. The notice or legal guardian(s) must also include a statement that the parents have the option of declining their child's enrollment~~ **to the notified within two weeks of the student's placement in a bilingual, ESL, or English language services program, and shall be given an opportunity to do so if they choose.**

~~The district will notify the parents~~ **Parents/legal guardians of ELLs by mail within thirty days** ~~pupils of the child's identification.~~

~~Parents shall receive progress reports of students enrolled in bilingual, ESL, or~~ **limited English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.**

~~The Superintendent or designee~~ **proficiency will provide** ~~be offered opportunities for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs. A district that implements a bilingual education program shall establish a~~ **A parent advisory committee on bilingual education of which the majority membership shall be parents of ELLs** ~~formed and shall be convened at least four times annually.~~

Graduation

~~ELLs~~ **Pupils of limited English proficiency will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy No. 5460. Such pupils will be provided with all courses and opportunities necessary to enable them to qualify for graduation in accordance with (a).**

Program Plan

~~The Superintendent shall prepare and submit a plan for a bilingual, and ESL, or English language services program every three years to instruction for approval by the Board and the New Jersey Department of Education for approval~~ **County Superintendent in accordance with the provisions of N.J.A.C. 6A:15-1.6.**

N.J.S.A. 18A:35-15 through 18A:35-26.1

N.J.A.C. 6A:14-4.10; 6A:15-1.1 et seq.

POLICY GUIDE

BERKELEY HEIGHTS BOARD OF EDUCATION

**PROGRAM
2423 BILINGUAL AND ESL EDUCATION (M)**

Adopted: 15 February 2001

Revised: 19 January 2017

5200 ATTENDANCE (M)

M

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

~~Students that are absent from school for any reason except temporary disenrollment are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.~~

POLICY GUIDE

BERKELEY HEIGHTS BOARD OF EDUCATION

STUDENTS

5200 ATTENDANCE (M)

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; **18A:38-25.1;**

18A:38-25.2; 18A:38-26

N.J.S.A. 34:2-21.1 *et seq.*

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; ~~6A:32-13.3~~

Adopted: November 14, 1983

Revised: February 11, 1991

July 12, 2001

December 5, 2019

16 June 2022

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BERKELEY HEIGHTS BOARD OF EDUCATION

STUDENTS

5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS (M)

5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS (M)

M

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

Choose one or more of the following:

all school buildings,

elementary schools,

middle schools,

high schools.

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.

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BERKELEY HEIGHTS BOARD OF EDUCATION

STUDENTS

5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS (M)

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:

8140 STUDENT ENROLLMENTS (M)

M

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day the school is in session pursuant to N.J.A.C. 6A:32-8.3. ~~A staff member designated. Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, summer schools operated by the Superintendent shall keep in the school register, attendance district, and any other programs as required by the New Jersey Department of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8~~ Education and N.J.A.C. 6A:32-8.1(cd).

In accordance with N.J.A.C. 6A:32-8.1(e), a student who has been placed on home instruction shall have ~~their~~ his or her attendance status recorded on the regular register attendance pages for the program in which the student is enrolled. **The student shall be marked absent for** the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. ~~Absences, the student shall not be marked absent. No absences will be recorded for the student while on home instruction, provided~~ providing the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in ~~membership~~ enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee, shall annually, and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1; 6A:16-10.2;

6A:32-8.1; 6A:32-8.2; 6A:32-8.3

POLICY GUIDE

**BERKELEY HEIGHTS BOARD OF EDUCATION
OPERATIONS
8140 STUDENT ENROLLMENTS (M)**

Adopted: 8 November 1993

Revised: 12 July 2001

14 October 2004

10 March 2022

8310 PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction. The Board designates the School Business Administrator or **designee** as the custodian of government records for the district.

Government Record or Record (N.J.S.A. 47:1A-1.1)

"Government records" or "records" pursuant to N.J.S.A. 47:1A-1.1 include any record that has been required by law to be made, maintained, or kept on file by the Board, its officials, or its employees. Except as such records that may be exempted by law or this policy, a "government record" or "record" means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of the official business of the Board of Education or that has been received in the course of the official business of the Board of Education.

Board meeting minutes may be inspected and copied as soon as they are prepared; unapproved minutes will be so labeled. Minutes of executive/closed session Board meetings conducted in accordance with the Open Public Meetings Act will be preserved separately and will not be available for immediate public inspection. These minutes will be integrated with minutes of public meetings only after the matter discussed at the executive/closed session meeting has been made public.

A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.

A "government record" or "record" does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq. Victims' records; trade secrets and proprietary commercial or financial information; any record within the attorney-client privilege; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security; security measures and surveillance techniques and information which, if disclosed, would give an advantage to competitors or bidders are examples of excluded government records.

Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position; information which is a communication between the district and its insurance carrier, administrative service

organization or risk management office; information which is to be kept confidential pursuant to court order and that portion of any most documents which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; and personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions are examples of excluded government records.

Test questions, scoring keys, and other examinations data pertaining to the administration of an examination for employment or academic examination; information concerning individual pupil records; grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil; and all other information as defined as not being a government record in N.J.S.A. 47:1A-1 et seq. are not government records.

Records of Investigation In Progress (N.J.S.A. 47:1A-3 et seq.)

Records which are sought to be inspected, copied, or examined pertain to an investigation in progress by the Board and/or administration will be inspected, copied and/or examined pursuant to N.J.S.A. 47:1A-3.

Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

The custodian will permit the government record to be inspected, examined, and copied pursuant to N.J.S.A. 47:1A-5 et seq. by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-1 et seq.

Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c.

Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.

If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.

Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this policy is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district may charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

A custodian will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district may charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.

The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the district. The request form will include information in accordance with the requirements of N.J.S.A. 47:1A-5.f. ~~Requests for access to a government record shall be in writing and hand-delivered or mailed to the custodian.~~ The custodian will also accept a request for access to a government record that is transmitted electronically. The custodian will promptly comply with a request in accordance with N.J.S.A. 47:1A-5.g.

Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.

The custodian will grant access to a government record or deny a request for access to a government record in accordance with N.J.S.A. 47:1A-5.i and as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.

A custodian will post prominently in public view in the part of the office of the custodian that is open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

A person who is denied access to a government record by the custodian, at the option of the requestor, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to Section 8 of P.L.2001, c. 404 (C.47:1A-7). If it is determined that access was improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee. A public official, officer, employee, or custodian who knowingly and willfully violates N.J.S.A. 47:1A-1 et seq. and is found to have unreasonably denied access under the totality of the circumstances, shall be subject to the penalties and disciplinary proceedings in accordance with N.J.S.A. 47:1A-11.

Government Records Council (N.J.S.A. 47:1A-7 et seq.)

The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.

Common Right Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. will be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

Construction with Other Laws (N.J.S.A. 47:1A-9 et seq.)

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or

Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.

The provisions of this policy and N.J.S.A. 47:1A-1 *et seq.* shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State; statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public or government record.

N.J.S.A.10:4-14

N.J.S.A. 47:1A-1.1 *et seq*

Adopted: 11 February 1991

Revised: 12 July 2001

Revised: 20 November 2003

Revised: 3 March 2011

Berkeley Heights Public School District

8330 STUDENT RECORDS (M)

M

The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board shall compile and maintain student records and regulate access **in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99**, disclosure, or communication of information contained in ~~student educational~~ records in a manner that assures the security of ~~thesuch~~ records in accordance with the provisions of N.J.A.C. 6A:32-7.1 *et seq.* Student records shall contain only ~~such~~ information ~~that~~ is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. ~~The school~~ district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and ~~Board local~~ policies shall be made available upon request. ~~The school~~ district shall make every effort to notify parents and adult students in their dominant language.

~~Nonadult students~~ A ~~non-adult student~~ may assert rights of access only through ~~their~~ ~~his or her~~ parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to ~~nonadult~~ ~~non-adult~~ students or to appropriate persons in connection with an emergency, if **the information contained in the records** ~~such knowledge~~ is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 *et seq.*

Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school-district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the school district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten -day period to submit to the Superintendent a written statement prohibiting the **inclusion of school district from including** any or all types of information about the student in any student information directory before allowing access to ~~the such~~ directory **and school facilities** to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1, **P.L. 114-95 §8528**, and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the **Every Student Succeeds** ~~Elementary and Secondary Education Act (ESEA) of 2015~~ 1965. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the school district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use **in accordance with N.J.A.C. 6A:32-7.2**, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

Mandated and Permitted Student Records

Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting **this** Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

POLICY GUIDE

BERKELEY HEIGHTS BOARD OF EDUCATION OPERATIONS 8330 STUDENT RECORDS (M)

The Superintendent or designee shall be responsible for the security of student records maintained in the school-district in accordance with the provisions of N.J.A.C. 6A:32-7.4. ~~This-~~ Policy and Regulation 8330 assure that access to ~~studentsaeh~~ records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(I). ~~separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~ Records shall be accessible during the hours in which the school program is in operation.

Any district internet-website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent,~~ in accordance with the provisions of N.J.S.A. 18A:36-35 and N.J.A.C. 6A:32-2.1.

~~Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.~~

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 *et seq.* within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

~~The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.~~

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth ~~at~~ in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).

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Access to and disclosure of a student's health record shall meet the requirements of ~~the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).~~

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.4 *et seq.* or in this Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, ~~the district~~ individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, ~~the Family Educational Rights and Privacy Act (FERPA).~~

Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.4 *et seq.* shall have access to ~~the records of a student record~~, subject to conditions outlined in N.J.A.C. 6A:32-7.6.~~(a).~~

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, ~~impermissible~~ impermissive disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7~~(c)~~.

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for ~~contesting a portion of the student record, including disagreement with~~ the decision made in the appeal. ~~The parent's or adult student's statement~~ Such statements shall be maintained as part of the student record, as long as the contested portion of the **student** record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

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A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 *et seq.*, while the student is enrolled in the ~~school~~-district. The ~~Board~~~~school~~-district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than ~~the records~~ that described in N.J.A.C. 6A:32-7.8(fe), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(cb).

Upon graduation or permanent departure of a student from the ~~school~~ district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(fe), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 *et seq.* Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(fe), the ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~-district shall keep for 100 years, a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19

N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5; 6A:32-7.6; 6A:32-7.7; 6A:32-7.8

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OPERATIONS
8330 STUDENT RECORDS (M)**

20 November 2003

28 April 2005

10 March 2022

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M

A. M

A. Definitions

1. ~~For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.~~
2. ~~A "school day" shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.~~
3. ~~"A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~
 - a. ~~Whenever over crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.~~
4. ~~A "half day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

B. Attendance Recording

1. ~~1.~~ Attendance Recording in the School Register N.J.A.C. 6A:32-8.1
 - a. ~~a.~~ The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic ~~format~~ **format** of the **school district's** ~~school's~~ choosing.
 - b. ~~b.~~ The Commissioner ~~will~~ **shall** issue and publish on the Department's website ~~school register~~ guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.

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~~e.c.~~ Student attendance shall be recorded in the school register during school hours on each day school is in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent.

~~d.c.~~ School registers shall keep in the school register, attendance of all be kept for students, and shall maintain the attendance records in accordance attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with N.J.A.C. 6A:32-8 disabilities, full-time bilingual education programs and vocational day programs, and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above. summer schools operated by the Board of Education.

~~e.d.d.~~ A student who has been placed on home instruction shall have ~~their~~his or her attendance status recorded on the regular register for the program in which the student is enrolled. **The student shall be marked absent** For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. **Absences**, the student shall ~~not be marked absent.~~ No absences shall be recorded for the student while on home instruction, **provided** providing the hours of instruction are ~~not~~ less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number of possible days in membership of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

~~Attendance Recording for Board Policy (N.J.A.C. 6A:32-8.3)~~

~~2. (1) "Days in membership" means the number~~

~~a. A record of the attendance of all students on roll in a school days register shall be kept each day that school is in session in which a by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~

~~No student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was shall be recorded as present for the first time.~~

~~2. Day in Session (N.J.A.C. 6A:32-8.3)~~

~~b.e.a. A day in session shall be a day on which unless the school is scheduled to provide instruction in session and students are the student so recorded is under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or~~

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inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.

- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance (N.J.A.C. 6A:32-8.4)

~~e.—a. For all State attendance submissions, a~~ A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, ~~except students excused due to religious holidays who shall be recorded as excused.~~

~~d.f.~~ A student shall be recorded as either present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on religious observance, every day the school is in session after the student enrolls until the date the student is transferred to another school, ~~transferred to an individual home instruction record, or officially leaves the school districts system.~~

- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.

- e. State-excused absences shall be as follows:

- (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.

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e.g. (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;-

- (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
- (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
- (4) Take Our Children to Work Day;
- (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and
- (6) ClosureThe mere presence of a busing school district that prevents a student from having transportation to the receiving school.

f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 ~~roll-call~~ shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily ~~not be regarded as sufficient attendance for compliance with rate in a district school or program of instruction for a school year. In a school which is in session during both the forenoon and the afternoon, a student shall be~~ the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is at least one hour during both the forenoon and the afternoon in order to be recorded as present ~~in for the full day. In a school divided by the total possible number of days which is in session.~~

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5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)

a. ~~A student's absentee rate during either the forenoon or the afternoon, a student shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.~~

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall ~~at least two hours in the session in order to be identified as~~ **chronically absent.**

~~f.h.c.~~ **Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and recorded as present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent for the full day.**

~~g.B. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

~~C.~~ **Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy**

1. **1.** Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.

2. **N.J.A.C. 6A:16-7.6(a)3** requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that ~~countseunt~~ **countseunt** toward truancy, **student conduct, promotion, retention, and the award of course credit.**

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2. a. —“An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in **B.2.b.** below.

3. b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

— X The student’s illness

— X supported by notification to the school by the student’s parent;

— X The student’s required attendance in court;

— X Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;

— X The student’s suspension from school;

— X Family illness or death

— X supported by notification to the school by the student’s parent;

— X College visit(s), up to 3 days per school year for students in grades eleven and twelve;

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Visits to post-secondary educational institutions;

Interviews with a prospective employer or with an admissions officer of an institution of higher education;

Examination for a driver's license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

Take Our Children to Work Day;

Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

~~For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and~~

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Regulation pursuant to ~~N.J.A.C. 6A:16-7.6(a)4.iii.~~ and the definition of school day pursuant to ~~N.J.A.C. 6A:32-8.3~~

- ~~4. C. Any absence not listed in C.3. above shall be an unexcused absence counted toward truancy.~~

~~D. Notice to School of a Student's Absence~~

1. 1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. 2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. 3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. 4. Parents of a student who will be out of school more than 10 consecutive school days for any reason other than illness must notify the school principal in advance of taking those days. The student shall be removed from the school's attendance register during this time and, therefore, will be temporarily disenrolled as a Berkeley Heights student. In this case, the school will have no responsibility to provide make-up work. Parents are encouraged to make arrangements with other families to determine what work was missed and to work independently with their children to master these topics. Teachers will not provide make-up work or instruction upon the child's return. Failure to return to school after the period of disenrollment ends may result in the student's withdrawal from the school district.
5. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

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D. ~~E.~~ Readmission to School After an Absence

1. **1.** A student returning from an absence of any length of time must provide a written statement **to the Principal or designee** that is dated and signed by the parent or adult student listing the reason for the absence.
- ~~2.~~ **2.** A note explaining a student's absence for a noncommunicable illness for a period of more than ten school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
- ~~3.2.~~ A student who has been absent by reason of having or being suspected of having a communicable disease **may be required to** present to the school nurse written evidence of being free of a communicable disease, ~~in accordance with Policy 8451.~~
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
- 4.3.a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. ~~F.~~ Instruction

1. **1.** Teachers ~~will~~ **shall** cooperate in the preparation of home assignments for students who anticipate an ~~excused~~ absence of 5 school days duration. ~~The parent or student must request such home assignments.~~
- ~~2.~~ **2.** A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. ~~The parent must request home instruction.~~
- ~~3.2.~~ Students absent for any reason except Temporary Disenrollment are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

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4.3.3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up ~~the work missed work~~.

5.4.4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

5. **A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.**

F. ~~G.~~ Denial of Course Credit

1. 1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

2. 2. A secondary student may be dropped from a course or denied course credit when **the secondary student**~~he/she~~ has been absent from for

5 days or more in a 1.25 credit course (marking period course)

9 days or more in a 2.5 credit course (semester course)

18 days or more in a 5.0 credit course (full-year course)

whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.

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3. 3. An elementary student may be retained at grade level, in accordance with Policy 5410, when ~~the student~~^{the/she} has been absent 18 or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

G. ~~H~~-School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

1. 1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and ~~N.J.A.C. 6A:16-10~~N.J.A.C. 6A:16-11, if a ~~potential~~^{potentially} missing or abused child situation is detected; and
 - e. e. Cooperate with law enforcement and other authorities and agencies, as appropriate;-

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2. 2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
 - b. b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and GH.1.c. above;
 - d. d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and GH.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.

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- e. e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. 3. For ~~ten or more~~ cumulative unexcused absences of **ten or more** that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and GH.4. below;
 - b. b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; ~~and-~~
4. 4. A court referral may be made as follows:
- a. a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;-

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

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- b. **b.** When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;:-

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. **5.** For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's **Individual Education Program (IEP)**, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§ 794 and 705(20); and individualized ~~healthcare~~ health-care plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 35.xii.

6. **6.** All receiving schools pursuant to N.J.A.C. 6A:14-7.1(~~(a)~~), shall act in accordance with N.J.A.C. 6A:16-7.6(~~(a)~~)4.i. and GH.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

- a. **a.** For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(~~(a)~~) and ~~H.5. above~~ and the provisions of N.J.A.C. 6A:16-7.6(~~(a)~~)4.ii. through iv. and GH.2. through G.4. above and N.J.A.C. 6A:16-7.6(**b**) and GH.5. above, as appropriate.

H. ~~I-~~Discipline

- ~~1.-~~**1.** Students may be denied participation in co-curricular activities **and/or** if the Board establishes attendance standards for participation.

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~~2.1. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.~~

~~3.2.2.~~ No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. ~~J.~~ Recording Attendance

1. ~~1.~~ Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. ~~2.~~ A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy **5200** and **this Regulation** ~~5200~~.

~~3. 3.~~ A report card will record the number of times the student was absent and tardy in each marking period.

~~4.3.~~ A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. ~~K.~~ Appeal

~~1. 1.~~ Students may be subject to appropriate discipline for their school attendance record.

2. ~~2.~~ A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.

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3. 3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
- a. a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. c. If the student is not satisfied, ~~the student~~she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. f. ~~The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A.-~~ An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

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K. ~~L.~~ Attendance Records

1. **1.** Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 16 June 2022

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BERKELEY HEIGHTS BOARD OF EDUCATION

PROPERTY

R 7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING (M)

R 7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING (M)

M

A. School Vehicle Assignment and Use

The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board's full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

1. The vehicles may be assigned either to individuals or to units within the school district for pool use according to the following classifications:
 - a. Vehicles may be assigned permanently and individually to the Superintendent, School Business Administrator/Board Secretary, the staff member serving as head of facilities services, the staff member serving as head of security services or other supervisory employees who, based on their job duties, may be called upon on a twenty-four hour, seven day-a-week basis. No individual assignment shall be made for the primary purpose of commuting.
 - b. A unit may be permanently assigned one or more school district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official school district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a school district facility when not in official use.
2. Board members or employees may be temporarily assigned a school district vehicle for travel events.
3. In the event the operator of a school district vehicle believes their personal health (temporary or long-term) may impair their ability to safely operate a school vehicle, the operator shall inform their immediate supervisor and the school vehicle coordinator of the health problem and the expected duration of impairment. The operator's immediate supervisor or the school vehicle coordinator may coordinate a physical examination for the staff member in accordance with Policy 3160 or 4160.
4. Smoking, as defined in Policy 7434, is prohibited on "school grounds" and therefore, in accordance with the definition of school grounds in Policy 7434, smoking is prohibited in a school district vehicle at any time.

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5. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.
6. All complaints of a potential misuse shall be investigated by the school vehicle coordinator and/or appropriate administrator and appropriate disciplinary action shall be taken. Any disciplinary action shall be progressive and uniform depending on the specific misuse.
7. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.
8. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased, or leased by the school district. If a vehicle is assigned to the Superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented school district needs.
9. All damage to school district vehicles, regardless of cause, shall be reported within twenty-four hours to the school vehicle coordinator and the employee assigned to file insurance claims.
10. No physical alterations shall be made to a vehicle without prior Board approval.
11. Operators of a school district vehicle shall possess a valid driver's license to operate a vehicle in New Jersey. The school vehicle coordinator(s) shall be responsible to maintain a copy of each driver's license on file. In the event a driver's license is revoked, suspended or otherwise makes the driver unable to operate a school district vehicle in accordance with law, the driver shall immediately notify the school vehicle coordinator, who will immediately revoke the driver's authorization to operate a school district vehicle.
- ~~12. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the school vehicle coordinator shall be responsible for ensuring the vehicle receives the scheduled service.~~
13. A driver assigned a school district vehicle shall be responsible for the security of the vehicle and its contents.

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14. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of school district vehicles.
15. The driver, or the driver's supervisor, if the driver is incapacitated, of a school district vehicle involved in an accident resulting in damage to the school district vehicle or other vehicle shall file, within twenty-four hours of the accident, a detailed written report with the school vehicle coordinator and the school district staff member responsible for making insurance claims.
16. Police shall be immediately notified of an accident by the driver or school vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the school vehicle coordinator and the school district staff member responsible for making insurance claims as soon as possible.
17. If a school district vehicle is misused in any of the following ways, the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
 - a. Frequent violation of traffic laws;
 - b. Flagrant violation of traffic laws;
 - c. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
 - d. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
 - e. Violation of these rules or school district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
 - f. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
 - ~~g. Use of a school district vehicle by an unauthorized individual while assigned to an employee;~~
 - h. Use of a school district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; and/or
 - i. Use of radar detectors in school district vehicles.

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The Board shall implement a progressive and uniform mandatory disciplinary program to be applied as necessary in the event it is determined a staff member misused a school vehicle.

B. School Vehicle Inventory Control Record

The school vehicle coordinator(s) shall be responsible to maintain the following inventory control records for every school district vehicle:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Person assigned or pool if not individually assigned;
7. Driver's license number of person assigned and the expiration date;
8. Insurer and policy number of person assigned; and
9. Usage category such as regular business, maintenance, security, or student transportation.

C. Driving Record of Operators of School District Vehicles

The school vehicle coordinator(s) shall be responsible to obtain and maintain the following driving records of operators of school district vehicles:

1. Name of driver;
2. Drivers license number and expiration date;
3. Insurer and policy number of person assigned;
4. Motor vehicle code violations;
5. Incidents of improper or non-business usage;
6. Accidents; and

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7. Other relevant information.

D: Record of Maintenance, Repair and Body Work for School District Vehicles

The school vehicle coordinator(s) shall be responsible to maintain the following records of maintenance, repair and body work for each school vehicle:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Usage category such as regular business, maintenance, security or student transportation;
7. Manufacturer's routine maintenance schedule;
8. Category of work performed (routine maintenance, repair or body work);
9. Purchase order number;
10. Date work was performed;
11. Detailed description of work performed;
12. Mileage on date work was performed; and
13. Cost of work performed.

All records maintained by the school vehicle coordinator(s) shall be maintained in the school district office of the school vehicle coordinator(s).

Adopted:

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OPERATIONS
R 8140 ENROLLMENT ACCOUNTING (M)

R 8140 ENROLLMENT ACCOUNTING (M)

M

A. School Enrollment

1. The school enrollment in a program of instruction, a school, or the district shall be the total number of original student entries in the school register plus the number of re-entries, less the number of transfers, withdrawals, or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals, or dropouts, in all programs of instruction and schools of the district shall constitute the school enrollment for the district during any school year.
2. A student attending a school operated by the Board of Education shall not be concurrently enrolled in more than one school register in any district during a school year with the exception of shared-time students.
3. A student shall not be enrolled in a school register until the student has reached over the age of five years in accordance with N.J.S.A. 18A:38-1 - Attendance at School Free of Charge. The district may enroll students under the following legal school ages:
 - a. Kindergarten – older than four years and younger than six years;
 - b. State-funded preschool program – at least three years of age and younger than five years; and
 - c. Preschool students with disabilities – at least three years of age and younger than five years.
4. Within ten school days of the start of the school year, the district shall determine whether a student who attended the previous year but not the current school year has an excused absence or has transferred, withdrawn, or dropped out of the school district.
5. Any student enrolled in the district who moves to another school district in the same school year shall be included in the school register in the new school district upon enrollment.
6. The average daily enrollment in the district for a school year shall be the sum of the total days in membership of all enrolled students when schools were in session during the year, divided by the number of days in session. The average daily enrollment for the programs of instruction or schools of the district having

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varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual programs of instruction or schools.

- a. "Days in membership" means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure

- a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the students entered in the register on the last school day prior to October 16.
- b. The count shall include all students as required to be reported in accordance with the provisions of N.J.S.A. 18A:7F-33.
- c. The count shall be recorded on a form, and the form shall be submitted to the School Business Administrator/Board Secretary or designee no later than October 16.

2. Data Collection

- a. The Superintendent or designee shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the School Business Administrator/Board Secretary or designee who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.

- c. The School Business Administrator/Board Secretary or designee shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the Superintendent of Schools.

3. Application Submission

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The School Business Administrator/Board Secretary or designee, with approval of the Superintendent, shall file with the Commissioner the report required by N.J.S.A. 18A:7F-33.

Issued:

**REGULATION GUIDE BERKELEY HEIGHTS BOARD OF EDUCATION
OPERATIONS
R 8420.10 ACTIVE SHOOTER (M)**

R Regulation-8420.10-~~R~~ACTIVE SHOOTER (M)

M

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. **The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420**~~In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.~~

A. Procedures in the Event of an Active Shooter in the School or on School Grounds

~~A. If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~

- ~~a. Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~
- ~~b. Contact local law enforcement;~~
- ~~c. Inform the Superintendent of Schools;~~
- ~~d. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~
- ~~e. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~
- ~~f. Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.~~

~~B. The Principal and/or designee will also:~~

- ~~a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
- ~~b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
- ~~c. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
- ~~d. Will allow local law enforcement officials to control the scene upon their arrival.~~

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R 8420.10 ACTIVE SHOOTER (M)

- ~~C. School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:
 - ~~a. If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~
 - ~~b. Turn off all lights, close blinds/shades, and turn off electronic equipment;~~
 - ~~c. Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~
 - ~~d. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - ~~e. Close and lock doors and windows from inside the room, if possible;~~
 - ~~f. Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;~~
 - ~~g. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - ~~h. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~~~
- ~~D. Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any person in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
- ~~E. Teachers shall take student attendance for the students within their secured area and report any additional students in the room and any missing students.~~
- ~~F. Office personnel should remain in the general office areas or any other area that can be secured. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
- ~~G. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
- ~~H. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe students outside the school building may be at risk re-entering the building, the students may be directed to another secure location off school grounds and/or away from the building.~~
- ~~I. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.~~
- ~~J. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~

**REGULATION GUIDE BERKELEY HEIGHTS BOARD OF EDUCATION
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R 8420.10 ACTIVE SHOOTER (M)**

- ~~B. Procedures After Active Shooter Situation is Brought Under Control~~
- ~~A. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~
 - ~~B. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
 - ~~C. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.~~
 - ~~D. The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.~~
 - ~~E. The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~
 - ~~F. The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

~~These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Adopted: 17 November 2022

**REGULATION GUIDE BERKELEY HEIGHTS BOARD OF EDUCATION
OPERATIONS
R 8420.2 BOMB THREATS (M)**

R Regulation-8420.2-R-BOMB THREATS (M)

M

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. **The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420**~~The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.~~

~~A. Procedures When a Bomb Threat is Received~~

- ~~A. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.~~
- ~~B. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~
- ~~C. If possible, a telephoned bomb threat should be transferred to the Principal or designee.~~
 - ~~a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~
 - ~~b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:
 - (1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);
 - (2) The caller (e.g., name, address, location, gender, age, background, motive);
 - (3) The identity of the person who placed the bomb, if the caller denies responsibility;
 - (4) The means by which the bomb was delivered to the site;
 - (5) The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and
 - (6) Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).~~

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- ~~B. Procedures to be Used After a Bomb Threat is Received~~
- ~~A. The Principal or designee will immediately call:~~
- ~~a. The Police Department/local law enforcement;~~
 - ~~b. The Fire Department; and~~
 - ~~c. The Superintendent's office.~~
- ~~2. If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:~~
- ~~a. The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~
 - ~~b. If the Principal or designee determines that time permits, students will empty their lockers and leave them unlocked; and~~
 - ~~c. School staff members and students will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~
- ~~3. If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~
- ~~4. The Principal or designee will also:~~
- ~~a. Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;~~
 - ~~b. Ensure any school buses en route to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;~~
 - ~~c. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and~~
 - ~~d. Allow law enforcement officials to control the scene upon their arrival.~~
- ~~5. School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
- ~~a. Direct students to gather personal belongings in the classroom or within their immediate area;~~
 - ~~b. Instruct students to not use any electronic communication device until instructed otherwise;~~
 - ~~c. Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
 - ~~d. Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~
 - ~~e. Take the student roster and the day's attendance;~~
 - ~~f. Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;~~
 - ~~g. Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;~~

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- ~~h. Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~
- ~~i. Not speak to the media or permit media to interview any student.~~
- ~~6. If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and students dismissed.~~
- ~~7. In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and students, the Principal or designee will:~~
 - ~~a. Work with law enforcement officials to ensure the continued safety of students and staff;~~
 - ~~b. Notify school officials at the evacuation assembly locations of the situation that students will be released for the day; and~~
 - ~~c. In consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
- ~~8. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
- ~~9. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~
- ~~10. In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
- ~~11. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~

~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Adopted: 04 November 2003

Revised: 17 November 2022

REGULATION GUIDE BERKELEY HEIGHTS BOARD OF EDUCATION
OPERATIONS
R 8420.2 BOMB THREATS (M)

Berkeley Heights Public School District

REGULATION GUIDE BERKELEY HEIGHTS BOARD OF EDUCATION
OPERATIONS
R 8420.7 LOCKDOWN PROCEDURES (M)

R Regulation 8420.7-R-LOCKDOWN PROCEDURES (M)

M

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. ~~The following procedures to shall be enacted during a lockdown which shall be included in begin with notification to the school district's plans, building's occupants that all occupants should commence lockdown procedures, and mechanisms for school safety and security in accordance with .~~ **The notification may be a public address announcement or may be a discreet notification depending on the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420** ~~circumstance or situation.~~

- ~~A. Procedures in the Event it is Determined a Lockdown is Warranted~~
- ~~A. The Principal and/or designee will immediately:~~
 - ~~a. Inform the Superintendent of Schools;~~
 - ~~b. Contact local law enforcement;~~
 - ~~c. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and~~
 - ~~d. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.~~
 - ~~B. The Principal and/or designee will also:~~
 - ~~a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
 - ~~b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
 - ~~c. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
 - ~~d. Will allow local law enforcement officials to control the scene upon their arrival.~~
 - ~~C. School staff members, upon receiving notice the school needs to be in a lockdown situation, will:~~
 - ~~a. Turn off all lights, close blinds/shades and turn off electronic equipment;~~
 - ~~b. Instruct pupils to be absolutely quiet and discourage the individual use of cellular telephones;~~
 - ~~c. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct pupils away from doors and windows wherever possible;~~
 - ~~d. Close and lock doors and windows from inside the room, if possible;~~
 - ~~e. Secure all staff, pupils and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secure;~~
 - ~~f. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~

REGULATION GUIDE BERKELEY HEIGHTS BOARD OF EDUCATION
OPERATIONS
R 8420.7 LOCKDOWN PROCEDURES (M)

- ~~g. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
- ~~D. Any school staff member not supervising pupils at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with pupils. These staff members should ensure any pupils in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~
- ~~E. Teachers shall take pupil attendance for the pupils within their secured area and report any additional pupils in the room and any missing pupils.~~
- ~~F. Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.~~
- ~~G. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.~~
- ~~H. Lockdown Procedures for Those in Exposed Areas—Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these pupils may be at risk re-entering the building, the pupils may be directed to another secure location off school grounds and/or away from the building.~~
- ~~B. Procedures After Lockdown Situation is Brought Under Control~~
 - ~~A. After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.~~
 - ~~B. Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
 - ~~C. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.~~
 - ~~D. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
 - ~~E. The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.~~

~~These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

~~Critical Incident Response Procedures for School Administrators, Faculty and Staff—The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education—2010~~

Adopted: 17 November 2022

REGULATION GUIDE BERKELEY HEIGHTS BOARD OF EDUCATION
OPERATIONS
R 8420.7 LOCKDOWN PROCEDURES (M)

District
Bylaws/Policies/
Regulations
to be
Abolished

1648.11 APPENDICES – THE ROAD FORWARD COVID-19 HEALTH AND SAFETY (M)

The Road Forward

Berkeley Heights Public Schools

Board of Education

Fall 2021

Appendix A

Vaccination

The school district may include in Appendix A the locally developed protocols to:

- a. Determine the vaccination status of students and staff.

Staff: Per Executive Order No. 253, all preschool through Grade 12 staff members must be fully vaccinated against COVID-19 by October 18, 2021 or be subject to COVID-19 testing at minimum one to two times per week. School administration and nurses will work together to document vaccination status and ensure compliance with testing for staff members as needed.

Students: Nurses and administration promote vaccination among qualified students. Nurses will continue to collect and document proof of students' vaccination as part of their school health record.

- b. Actively promote vaccination for all eligible students and staff.

Appendix B

Communication with the Local Health Department

The school district may include in Appendix B the locally developed protocols to:

- a. Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.
- b. Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.

Appendix C

Mask Wearing Protocol

Berkeley Heights Public Schools acknowledges that face coverings, coupled with physical distancing, hand hygiene and respiratory etiquette are an effective and essential strategy for protecting the health of the community during the COVID-19 pandemic.

Staff, students and visitors are required to wear masks and/or appropriate face covering when in school and the surrounding area, unless doing so would inhibit the individual's health or an accommodation is required.

School areas include fields, adjacent playgrounds and the immediate surrounding area (including but not limited to sidewalks and parking lots).

All students must wear a face mask or face covering before boarding and while riding a school bus.

Masks and face coverings are required to be worn properly, per CDC recommendations. This includes covering both the nose and mouth.

For comfort, familiarity and ease of use, students and staff should provide their own face coverings. All students should arrive at school with 3 face coverings daily. One to be worn; 2 as back ups.

Masks/face coverings are required to be worn during arrival and dismissal, including while exiting a vehicle.

Appropriate face coverings for student and staff used include reusable cloth face masks and disposable procedure masks.

Type of face coverings that are not allowed.

1. Masks with one-way valves

According to the CDC, these protect the wearer, but they actually release more aerosol particles into the surrounding area, making them more of a hazard for the community.

2. Neck Gaiters

3. Bandanas

The CDC has stated that the effectiveness of gaiters and bandanas cannot be established

Use of face shields

Face shields can be effectively used to protect the eyes and add extra protection from transmission of the virus that causes COVID-19. They are not considered an effective substitute for face coverings that surround the nose and mouth.

Clear face masks

The District acknowledges that some individuals may benefit from the use of face coverings with clear front. Teachers and staff who interact with those who are deaf or hard of hearing; teachers of very young students; teachers of English Language Learners and others may benefit from using clear front face coverings. The District supports the use of these masks.

Exemptions to Face Covering Requirement

Enforcing the use of face coverings may be impractical for young children or individuals with disabilities. In such circumstances additional efforts will be made to maintain distance among students and to engage in other risk mitigation measures, such as more frequent handwashing/use of hand sanitizer.

Students and staff will be exempt from wearing face coverings under these conditions:

- a. When doing so would inhibit the individual's health.
- b. When a student is in extreme heat outdoors.
- c. When a student is in water.
- d. If a student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
- e. If a student is under the age of two (2), due to the risk of suffocation.
- f. When a student is eating or drinking.
- g. If or when anyone has trouble breathing or is unconscious, is incapacitated, or is otherwise unable to remove the face covering without assistance (e.g., face coverings should not be worn by Pre-K students during nap time).
- h. The student is engaged in high intensity aerobic or anaerobic activities.
- i. During gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
- j. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task (for example, students operating machinery in which face coverings may get caught).

Mask breaks

Mask breaks will be given to students. Teaching Staff will determine the timing, frequency and appropriateness of the breaks based on the needs of their students while ensuring the safety of the cohort.

Visitors

Visitors to all District buildings must bring their own mask or face covering.

Visitors may be denied access to the school building or environs (if students or staff are present) if they do not utilize a face covering or if they have an insufficient or prohibited face covering (e.g. one valve mask, gaiter, bandana).

Visitors who have an underlying health condition should contact the building principal at least 24 hours prior to visiting the school in a non-emergency situation to discuss if an accommodation may be made.

Parents/guardians/caretakers are expected to wear a mask during pick-up and drop-off if they do not remain in their vehicle.

Appendix D

Physical Distancing and Cohorting Protocols

The school district may include in Appendix D the locally developed protocols to:

a. Implement physical distancing measures as an effective COVID-19 prevention strategy.

(1) Maintaining three feet of distance between students in classroom settings.

(2) Consider structural interventions within classrooms to aid with social distancing.

(3) Outside of the classroom, a school district should consider approaches to implement physical distancing.

b. Address the use of cohorts or groups of students with dedicated staff who remain together throughout the day.

Appendix E

Hand Hygiene and Respiratory Etiquette Protocols

The school district may include in Appendix E the locally developed protocols to:

a. Teach and reinforce hand washing.

b. Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.

c. Maintain adequate hand hygiene and respiratory etiquette supplies.

Appendix F

Provision of Meals

The school district may include in Appendix F the locally developed protocols to:

- a. Implement layered prevention strategies to help mitigate the spread of COVID-19 in cafeterias or other group dining areas.

Appendix G

Transportation Protocols

To establish best practices for transporting students to and from school, the following protocols will be put into place:

- All students and drivers will wear masks at all times while on the school bus unless they are physically not able to do so, at which point accommodations will be made.
- The bus windows will be open when appropriate to allow maximum ventilation on the bus.
- All buses will be deep cleaned daily.
- All buses will be loaded from back to front and unloaded from front to back to aid in keeping a social distance.
- Social distancing practices will be maintained to the extent that is practicable on each school bus.

Appendix H

Cleaning, Disinfection, and Airflow

The school district may include in Appendix H the locally developed protocols to:

- a. Clean and disinfect surfaces and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys at least daily.
- b. Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants.

Appendix I

Screening, Exclusion, and Response to Symptomatic Students and Staff Members

The school district may include in Appendix I the locally developed protocols to:

- a. Establish procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.

Appendix J

Contact Tracing

The school district may include in Appendix J the locally developed protocols to:

- a. ~~Identify school-based close contacts of positive COVID-19 cases in the school.~~
- b. ~~Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.~~

Appendix K

Testing

The school district may include in Appendix K the locally developed protocols to:

- a. ~~Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.~~
- b. ~~Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.~~

Appendix L

Student and Staff Member Travel

The school district will:

- a. ~~Follow the recommended CDC guidelines for student and staff member travel out of State.~~

~~Adopted: 9 September 2021~~

~~Revised: 11 November 2021~~

Berkeley Heights Public School District

~~1648.11 THE ROAD FORWARD COVID-19 — HEALTH AND SAFETY (M)~~

~~M~~

~~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~~
 - ~~A. Vaccination — See Appendix A.;~~
 - ~~B. Communication with the Local Health Department — See Appendix B.;~~
 - ~~C. Mask Wearing Protocol — See Appendix C.;~~
 - ~~D. Physical Distancing and Cohorting Protocols — See Appendix D.;~~
 - ~~E. Hand Hygiene and Respiratory Etiquette Protocols — See Appendix E.;~~
 - ~~F. Provision of Meals — See Appendix F.; and~~
 - ~~G. 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.~~

~~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: 23 September 2024

Berkeley Heights Public School District

~~1648.13 SCHOOL EMPLOYEE VACCINATION REQUIREMENTS (M)~~

~~M~~

~~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.~~

~~For purposes of Executive Order 253 and this Policy, "covered workers" shall~~

~~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 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:~~

- ~~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.~~

~~The Board of Education shall track test results required by Executive Order 253 and must report these 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: 23 September 2021~~

~~Berkeley Heights Public School District~~

ABOLISHED

3244 IN-SERVICE TRAINING

~~The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. Staff training shall include district wide and school wide programs as well as individual personal improvement programs. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district.~~

~~The Superintendent shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.~~

~~The Superintendent shall report periodically to the Board on the conduct of the in-service training program and the results of its evaluation.~~

~~N.J.A.C. 6A:9-3.3~~

~~N.J.A.C. 6A:13-2.1~~

~~N.J.A.C. 6A:9C-3.1 et seq.~~

~~Adopted: 11 February 1991~~

~~Revised: 17 May 2001; 23 March 2017~~

Berkeley Heights Public School District

4211 ATTENDANCE

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.

The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.

The Superintendent shall develop regulations to implement this policy.

(R-4241)

Adopted: 10 June 1974

Revised: 13 November 1978, 11 February 1991

Berkeley Heights Public School District

5133 SUBSTANCE ABUSES

The Berkeley Heights Board of Education recognizes that the misuse of drugs by any student seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug, substance, and alcohol abuse and the rehabilitation of drug, substance, and alcohol users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

Board drug policies and implementation procedures shall be reviewed and evaluated annually in consultation with members of the:

1. Berkeley Heights CORE Teams
2. Administrative Council
3. The County Prosecutor's Office; and
4. Municipal Alliance (Representative Community/Board members)
5. Drug Free Schools Committee

Input from the above groups will be utilized to determine the effectiveness of policies and procedures and in the determination to continue and/or modify programs, policies and procedures.

The drug, substance, and alcohol policies and procedures will be distributed annually to staff, students, and parent/guardians in the form of printed or online materials such as staff/student/parent handbooks.

Each principal/or their designee will report each Substance abuse incident to the Superintendent as delineated in the policy and procedures as set forth below. With the assistance of the referring staff member, the Superintendent will review and compile all data necessary to complete the Violence, Vandalism and Substance Abuse Incident Report for transmittal to the County and State Department of Education.

For the purposes of this policy the following terms are defined as follows:

Substances means alcoholic beverages, controlled dangerous substances, anabolic steroids, over the counter or prescription medications, or any chemical compound that releases vapors or fumes causing a condition of intoxication; inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4.

Drug Paraphernalia means all equipment, products and material of any kind which are used or intended for use in processing, preparing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance, controlled substance analog or toxic chemical in violation of N.J.S.A. 2C:35-1 et seq.

Substance Abuse means the consumption or use of any drug for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. N.J.S.A. 18A:40A-9

The Board prohibits the use, possession, and/or distribution of any Substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by the Board. Students suspected of being under the influence of Substance will be identified, evaluated, and reported in accordance with law. A student who uses, possesses, distributes or is under the influence of any Substances, on school premises, at any event away from the school premises that is sponsored by the Board, or on any transportation vehicle provided by the Board, will be subject to discipline, which will be graded to the severity of the offense and shall include suspension, expulsion and/or exclusion from school activities. The student may be reported to appropriate law enforcement personnel and the CORE Team. Incidents of drug involvement will also be reported to the Commissioner on the state approved form.

The Board will enforce the laws of New Jersey requiring a program of Substance education. The Superintendent shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades kindergarten through 12. Substance education shall be integrated with the health curriculum.

All professional staff members and any other employees of the school district including, but not limited to, teaching staff members and coaches shall be alert to signs of Substance use by students and shall respond to those signs in accordance with procedures established by the Superintendent. The Board will provide in-service training to assist teaching staff members in identifying the symptoms and behavioral patterns which might indicate that a student may be involved with Substances, in applying appropriate intervention strategies, in teaching students about the consequences of Substance use, and in helping students with Substance-related problems in a program of rehabilitation, and/or through the CORE Team.

The Board directs the establishment of a Student Assistance Program which provides counseling for students affected by their own and/or family Substance abuse, referral to outside agencies, and aftercare support for students returning from treatment. The Board also directs the establishment of a CORE Team at both the high school and middle school. This interdisciplinary team meets on a regular basis to make decisions about students who have been referred to them due to possible Substance use and

abuse. The goal is to facilitate early identification of students with Substance abuse problems and to provide assistance to them and their parents. The team provides the school with viable intervention strategies and possible treatment referrals.

In accordance with Board policy, the following procedures are established for:

- I. Substance Education
- II. The Identification of Pupils Involved with Substances
- III. Possession of Substances or Drug Paraphernalia
- IV. Reporting and Evaluation and Treatment of Pupils Under the Influence of Substances Other Than Anabolic Steroids
- V. Procedures to be Followed if Screening Results are Positive
- VI. Procedures to be Followed if Screening Results are Negative
- VII. Identification of Students Who Possess and/or Distribute Substances
- VIII. Procedure for Students who are Recommended for a Substance/Alcohol Assessment and/or Treatment Program
- IX. Reporting and Examination of Students under the Influence of Anabolic Steroids
- X. Students Returning from Treatment
- XI. Voluntary Student Request for Assistance
- XII. Family Services
- XIII. Expense of Counseling and Treatment Programs
- XIV. Legal Liability of School and Medical Personnel
- XV. Outreach to Parents

- XVI. Law Enforcement
- XVII. Athletics
- XVIII. Confidentiality
- XIX. Failure to Comply

Note: For the purpose of this document extra-curricular activities include all school sponsored activities.

I. SUBSTANCE EDUCATION

A. Teachers shall be guided by the Substance education program approved by the Board of Education as part of the health education curriculum in accordance with State Board rules and Department of Education guidelines. Substance education in the elementary grades will be appropriate to the age and maturity of students. Substance education in grades 6-12 will be conducted for no fewer than ten hours per school year.

B. Teachers, administrators, parents/guardians and/or community members will be requested to evaluate the Substance education program consistent with the district curriculum review schedule (every 5 years).

C. Efforts to determine and address the underlying causes of Substance abuse within the school environment will be encouraged.

II. IDENTIFICATION OF STUDENTS INVOLVED WITH SUBSTANCES

A. A student is "involved with Substances" when he or she uses or is in possession of Substances or Drug Paraphernalia. A suspicion or determination that a student is involved with Substances does not depend on a finding that he/she is under the influence of a Substance or possesses or distributes a Substance on school premises.

B. Any educational or other professional staff members will be alert to the signs of a student's involvement with Substances; impaired health or fatigue; excessive truancy or tardiness; decline in academic performance; depressed appetite or loss of weight; appetite extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks, a change in attitude, personality, temperament, appearance or peer groups; mental confusion; resorting to excuses and rationalization.

III. POSSESSION OF SUBSTANCES OR DRUG PARAPHERNALIA

A. A student is in possession of Drug Paraphernalia if they are found to have devices, cartridges, oils or containers intended for storage purposes or for consumption, or other items deemed to be possessed for the facilitation of Substance use.

B. Any Substance use or Drug Paraphernalia possession will result in an automatic Substance and alcohol assessment at the district's expense.

a. If any student refuses or does not go for an assessment within two (2) hours of the district's request, it will be considered a positive test result and a referral will be made to the CORE team. This referral may result in a full Substance and alcohol screening requirement. Failure to comply may result in a Division of Child Protection and Permanency notification.

b. If such student is over 18 years of age, assessment results must be given to the high school administration within two (2) school days of the results being provided. If results are not given to the district, a formal complaint may be filed with the police.

IV. EVALUATION AND REMEDIATION/TREATMENT OF STUDENTS UNDER THE INFLUENCE OF SUBSTANCES OTHER THAN ANABOLIC STEROIDS

A. A student is under the influence of Substances other than anabolic steroids when he or she is observed in the use of Substances other than anabolic steroids or exhibits physical and/or behavioral characteristics that indicate Substance use (other than anabolic steroids) including alcohol intoxication. If the student is using and/or in possession of a Substance other than anabolic steroids, the student will receive consequences for both the Substance (other than anabolic steroids) use and possession.

Physical and behavioral signs that may indicate Substance use other than anabolic steroids include, but are not limited to the following:

- Altered, rapid, slurred or incoherent speech
 - Glassy, bloodshot eyes
 - Dilated or constricted pupils
 - Unusual, erratic behavior
 - Drowsiness or inability to stay awake
 - Lack of coordination
 - Loss of fine motor skills
-
- Delayed reaction, disorientation
 - Muscle twitches or tremors
 - Odor of alcohol, marijuana, etc., emitting from the student's breath or body
 - Sudden weight fluctuation

- Significant mood and/or behavior changes
- Decline in academic performance

B. Any educational staff member or other professional of the school district to whom it appears that a student may be currently under the influence of Substances other than anabolic steroids, shall report the matter as soon as possible to the principal or, in her/his absence to her/his designee and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator. N.J.A.C. 6A:16-4.3

C. In instances where the principal and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator are not in attendance, the principal's designee shall be the staff member responsible for the school function. N.J.A.C. 6A:16-4.3(a)(1)(ii).

D. The principal or her/his designee shall immediately notify the parent or guardian and the Superintendent of Schools, and arrange for an immediate examination of the student by a physician selected by the parent or guardian, or if that physician is not immediately available, by the school physician, if he/she is available. If a physician or school physician is not immediately available, the student shall be taken by a parent or guardian to the emergency room of the nearest hospital for examination. The student shall be examined as soon as possible for the purpose of diagnosing whether or not the student is under such influence. "Immediate" shall be defined as two (2) hours following the initial report that a student may be under the influence of a Substance. If a parent is not available, authorities may be contacted to transport the student to the hospital for a test.

E. When the medical examination is conducted by a physician selected by the parent the examination shall be at the expense of the parent and shall **not** be at the expense of the Board of Education.

F. The examination may be performed by the contracting physician in which a physical examination and an immunoassay Substance screen will be given. A monitored urine screening and chain of custody will be followed to ensure test validity.

G. The medical examination shall include at the minimum the following:

- examination by a physician
- monitored urine screening and chain of custody
- any additional medical test deemed necessary by the physician

- ~~• a note indicating the student is/is not physically and mentally able to return to school. (See addendum)~~

~~H. The district may require testing for Substances indicated by the district physician.~~

~~Since Substance preferences change over time, the administrators, the Student Assistance Counselor and the CORE Team will make recommendations for adding or deleting Substances from the above list.~~

~~Based on the recommendation, the Superintendent will determine what Substances are appropriate for testing.~~

~~I. the student, and the principal by the examining physician within 24 hours. N.J.S.A. 18A:40A-12; N.J.A.C. 6A:16-4.3(a)(8)~~

~~J. The principal or the principal's designee may inspect the student's locker or other storage facility provided to the student to protect this student and all other students from possible ingestion of any harmful substance per United States Supreme Court in *New Jersey vs. F.L.O.* 469 U.S. 325 (1985). Students shall be informed in writing at the beginning of each school year that such inspections may occur.~~

V. PROCEDURES TO BE FOLLOWED IF SCREENING RESULTS ARE POSITIVE

~~A. Results are considered positive when:~~

- ~~• a positive diagnosis is obtained;~~
- ~~• a negative diagnosis, indicating an atypical specimen resulting from water dilution or other tampering is received from the laboratory;~~
- ~~• student refuses to give a urine sample; or~~
- ~~• student does not give a urine sample within the two-hour time allotment following the report of possible substance use.~~

~~B. If there is a positive determination from the medical examination indicating that the student's Substance use interferes with his or her physical or mental ability to perform in school:~~

- ~~• The student shall be returned to the care of his or her parents as soon as possible;~~
- ~~• Attendance at school shall not resume until a written report has been submitted to the parent, the principal, and the chief school administrator from~~

~~an appropriately licensed physician verifying that the student's Substance use no longer interferes with his or her physical and mental ability to perform in school;~~

~~•The Student Assistance Counselor will contact the student and parents/guardians, conduct an investigation for the purpose of assessing the student's need for educational programs, supportive services or treatment which extends beyond the general school program and refer the student to an outside state approved facility for a Substance assessment; and~~

~~•Local law enforcement officers may be notified.~~

~~C. The consequences for positive test results of Substance use are outlined below:~~

~~Any student for whom there is a positive diagnosis from the medical examination indicating that the student was under the influence of Substances in school or at a school function will be subject to the following:~~

~~1st offense -parent/guardian meeting with administration~~

~~-a four (4) day out of school suspension~~

~~-followed by seven (7) calendar days exclusion from extra-curricular activities~~

~~2nd offense -parent/guardian meeting with administration~~

~~-a ten (10) day out of school suspension followed by 28 calendar days exclusion from school~~

~~3rd offense -parent/guardian meeting with administration~~

~~-a ten (10) day out of school suspension~~

~~-followed by 45 school calendar days exclusion from participation in/attendance from school or alternate educational setting~~

~~**NOTE:** Exclusion from extra-curricular activities will carry over, if necessary, to the following school year. Notifications to the extra-curricular programs will be made by the School Administrators.~~

~~VI. PROCEDURES TO BE FOLLOWED IF SCREENING RESULTS ARE NEGATIVE~~

~~A. The student whose screening results are negative may return to school and continue in his/her regular program. However, the Board understands that the written report of a physician is merely to document whether the student must be kept out of school for medical reasons. It does not prohibit the Board from taking disciplinary action against a student who has violated a school policy by using or~~

consuming Substances on school property. Thus after completion of the screening, the principal and the CORE team shall review these findings and recommend appropriate action.

VII. IDENTIFICATION AND REMEDIATION OF PUPILS WHO POSSESS AND/OR DISTRIBUTE SUBSTANCES

A. In the event that there is a suspicion of Substance or Drug Paraphernalia possession, a student's person, belongings, and school storage places will be searched. The principal or designee conducting the search shall confiscate as evidence any drug Substance or Drug Paraphernalia found in the student's possession. Such evidence shall be sealed in an appropriate container, labeled with the date, name of the student, and the name of the school official who conducted the search. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer from whom the school official shall obtain a receipt.

B. A student found to have possessed or distributed Substance in violation of law and Board policy will be reported to the principal or his/her designee, the CORE Team, Child Study Team when appropriate, Student Assistance Counselor, and appropriate law enforcement officers, and is subject to discipline in accordance with this policy.

C. Since the Board believes that a student who possesses and/or distributes such Substances is likely using the drugs, the school will require an assessment for the purpose of determining the extent of the pupil's Substance use and its effect on his/her school performance.

Penalties will be imposed depending on whether the student is considered to be in possession (for personal use), is found to have distributed, or has intentions of distributing Substances.

A formal complaint may be filed with law enforcement.

D. School related consequences for the possession of Substances

1st offense – parent/guardian meeting with administration – a four (4) day out-of school

– followed by seven (7) calendar days exclusion from extra-curricular activities

2nd offense – parent/guardian meeting with administration

– a ten (10) day out-of school suspension

– followed by 28 calendar days exclusion from extra-curricular activities

3rd offense – parent/guardian meeting with administration

- ~~~a ten (10) day out of school suspension~~
- ~~~followed by 45 calendar days exclusion from extra-curricular activities~~
- ~~~and possible expulsion from school~~

E. Penalties for distribution of Substances

- 1st offense**
 - ~~~parent/guardian meeting with administration~~
 - ~~~a ten (10) day out of school suspension~~
 - ~~~followed by 45 calendar days exclusion from participation in extra-curricular~~
- 2nd offense**
 - ~~~parent/guardian meeting with administration~~
 - ~~~a ten (10) day out of school suspension~~
 - ~~~possible expulsion from school~~

NOTE: ~~Exclusion from extra-curricular activities will carry over, if necessary, to the following school year. Notifications to the extra-curricular programs will be made by the School Administrators.~~

VIII. PROCEDURE FOR STUDENTS WHO ARE RECOMMENDED FOR A SUBSTANCE ASSESSMENT AND/OR TREATMENT PROGRAM

- ~~A. The student will be referred to an outside resource recommended by the State Department of Health for a Substance assessment and urinalysis.~~
- ~~B. The student/parent/guardian may be required to give written permission for the CORE Team records to be released to the treatment facility.~~
- ~~C. Following the diagnostic assessment, the facility will send a written report outlining findings and therapeutic recommendations to the student assistance counselor. This report is CONFIDENTIAL and shall not be part of a student's permanent school record. The results and recommendations shall be shared with the building principal and the CORE Team.~~
- ~~D. Failure of the parent/guardian/student to comply with the CORE Team's recommendation regarding the Substance assessment and/or treatment, will result in a report being sent to the Department of Child Protection and Permanency.~~

~~The student assistance counselor will monitor progress and behavior of students enrolled in an approved treatment program. Students may continue to attend school as long as participation in a treatment program can be documented.~~

Parents/guardians will sign a confidential release so that the school and treatment program may communicate about a student's progress without breaching confidentiality.

E. If the student/parent/guardian disagrees with the facility recommendations, the student may receive another assessment. However, information gathered from the original assessment will be communicated through the release of information process.

F. When a professional evaluation suggests that a student is experimenting but not chemically abusing or dependent, it will be recommended that the student participate in follow up counseling sessions.

G. If a student leaves a treatment program before completion, he/she will be suspended from school until such time as he/she receives a new Substance assessment and is enrolled in a program. Previous treatment and school records must be released to the agency completing the assessment. If the student complies with these requirements, he/she will be allowed to re-enter school. If the student is a classified student, he/she shall be placed in an alternative educational setting for no more than 45 days that shall be determined by the IEP Team.

IX. REPORTING AND EXAMINATION OF STUDENTS UNDER THE INFLUENCE OF ANABOLIC STEROIDS

A. Any teaching staff member who has reason to believe that a student has used or may be using anabolic steroids shall report the matter as soon as possible to the principal or the principal's designee and either the certified or non-certified school nurse, the school physician, or the Substance Awareness Coordinator.

B. The principal or his or her designee shall immediately notify the student's parent and the Superintendent.

The principal shall arrange for the immediate examination, defined as within two (2) hours, of the student by a physician selected by the parent.

If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or another physician identified by the principal. N.J.A.C. 6A:16-4.3(b)(2)

C. The student shall be examined within two hours for the purpose of diagnosing whether or not he or she has been using anabolic steroids. A written report of the examination of the student shall be furnished by the examining physician to the student's parent/guardian, and to the school nurse.

D. If it is determined that the pupil has been using anabolic steroids, the school physician shall refer the pupil to the student assistance counselor. The student will

then be referred to an appropriate treatment program approved by the Commissioner of Health. The appropriate law enforcement officials will be contacted.

X. STUDENTS RETURNING FROM TREATMENT

A. Students enrolled in inpatient treatment facilities who are absent from school for an extended period of time will be readmitted to school only upon the school's receipt of a written recommendation from the treatment program. The absences will be considered in the same manner as an extended illness. A re-entry conference will be held with the principal (or her/his designee) and the student assistance counselor.

B. All students who have been in an inpatient Substance treatment program must follow the recommendations of the discharging facility upon re-entry to school. The school will develop and conduct a program for students returning from treatment.

The student assistance counselor will work closely with students on an individual and/or group basis.

However, the school-based student assistance program is not a substitute for an aftercare program at a state-approved facility.

C. Concerns about the student's relapse to Substance use shall be dealt with in the same manner as any other student suspected of being under the influence, outlined elsewhere in these procedures.

XI. VOLUNTARY STUDENT REQUEST FOR ASSISTANCE

Whenever a student voluntarily seeks help for a Substance use pattern through a staff member, the staff member shall:

1. Reinforce the student's actions by expressing approval of a decision to seek help and indicate concern for the student.

2. Indicate at the beginning of the conference that what is told to the student assistance counselor which relates to the request for assistance shall be kept confidential consistent with State and Federal Law.

3. Offer immediate help to the student through the office of the Student Assistance Counselor.

4. If the student is reluctant to go to the student assistance counselor alone, the staff member shall offer to go with the student to the student assistance counselor's office and attend the initial conference with the individual and the

~~student assistance counselor, if possible and appropriate. All students are eligible for services through the student assistance program.~~

~~XII. FAMILY SERVICES~~

~~In the case of a family seeking help for a Substance dependent/abuser student, the student assistance counselor shall be active in the intervention process. The following options may be considered:~~

- ~~1. The CORE Team may obtain behavior referral sheets from the student's teachers and guidance counselor.~~
- ~~2. The established procedure for processing referrals to the CORE Team may be followed.~~

~~XIII. EXPENSE OF COUNSELING AND TREATMENT PROGRAMS~~

~~All Substance assessments, counseling and treatment programs not provided by staff members of the district recommended under the district policy shall be at the sole cost and expense of the parent/guardian and not be paid in whole or in part by the Board of Education.~~

~~XIV. LEGAL LIABILITY OF SCHOOL AND MEDICAL PERSONNEL~~

~~Any staff member (including a Substance Awareness Coordinator, any school nurse or other educational personnel, medical inspector, examiner, who complies with the procedures delineated herein and, in good faith, reports a student to the principal or the principal's designee, shall not be liable in civil damages as a result of their compliance. N.J.S.A. 18A:40A-1, 13-14 et. seq.~~

~~XV. OUTREACH TO PARENTS~~

~~A. All parents of students whose assessment results are positive will be referred to assistance programs, which are to be included on the district website.~~

~~B. The parents/guardians' outreach program will include:~~

- ~~1. Recommendations as to the ways in which parents/guardians may enhance, reinforce, and supplement Substance abuse instruction;~~
- ~~2. Information on the pharmacology, physiology, psychosocial, and legal aspects of Substance abuse;~~
- ~~3. Instruction in the identification of the symptoms and behavioral patterns that might indicate a Substance abuser;~~

4. Information on the state and local organizations available to assist in the prevention of Substance abuse and the early intervention, treatment and rehabilitation of Substance abusers;

XVI. LAW ENFORCEMENT

Pursuant to N.J.A.C. 6A:16-6.1 et seq., the Board will develop procedures for cooperating with law enforcement drug operations and activities on or near school property. The Superintendent shall annually designate a liaison person or persons to the law enforcement agencies concerned with the enforcement of drug laws and prescribe the role and responsibilities of such liaison person or persons.

XVII. ATHLETICS

The Berkeley Heights School District is a member of the New Jersey State Interscholastic Athletic Association ("NJSIAA"). As a member of this agency, we are obliged to comply with all regulations concerning Substance abuse. It is the responsibility of the school district to inform the student athlete and his/her parents of NJSIAA regulations.

XVIII. CONFIDENTIALITY

Reporting procedures for the Student Assistance Counselor and the Core Team will be in compliance with State and Federal Regulations governing confidentiality. Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in possession of a Substance abuse counseling or treatment program including, but not limited to, the district's own Substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. N.J.S.A. 18A:40A-7.1 and N.J.S.A. 18A:40A-7.2; N.J.A.C. 6A:16-6.5; 42 CFR 2

XIX. FAILURE TO COMPLY

If the parent/guardian refuses to allow a medical examination of his/her child, in accordance with the procedures described herein, such refusal will be interpreted as a violation of this policy. Additionally, a report will be made to the Division of Child Protection and Permanency (DCPP).

Date Adopted: June 9, 1975

Date Revised: June 9, 1987

September 15, 1987 (implemented September 16, 1987)

February 21, 1990

~~December 17, 1991~~

~~August 21, 1993~~

~~May 17, 2001~~

~~September 10, 2009~~

~~September 13, 2018~~

~~Berkeley Heights Public School District~~

ABOLISHED

6153 FIELD TRIPS

The Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

For purposes of this policy, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study. A field trip may also mean a culminating class activity in grades 8 and 12, or an activity which is an outgrowth of a school-sponsored club.

Prior approval of the Board of Education is required for those field trips which are planned to keep pupils out of the district overnight or longer. Such requests for approval must be submitted at least sixty (60) days in advance of the actual trip. The approval of the Superintendent is required for all other field trips.

The Superintendent may authorize field trips for which all or part of the costs are borne by the pupils' parents or legal guardians. No pupil is to be denied the right to participate because of inability to pay. In determining inability to pay, the criteria shall be the same as the statewide eligibility standards for free and reduced price meals under the state school lunch program. Those trips, directly related to special education curricula and which involve special education students, shall be paid by the Board of Education.

Pupils on field trips remain under the supervision of this Board and are subject to its rules and regulations. A pupil who violates rules or disregards the authority of supervisors on a field trip significantly endangers the safety of other pupils and may be summarily dismissed from the trip. The teaching staff member in charge will make arrangements for the dismissed pupil's transportation to home or school as appropriate. The cost of any such transportation will be borne by the parents of the pupil. The Board reserves the right to take further disciplinary measures in accordance with Policy No. 5600.

The Superintendent shall prepare regulations for the operation of field trips that insure that the safety and well-being of pupils shall be protected at all times; that parental permission is sought and obtained before any student may be removed from the district for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities is monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip will be approved unless it contributes to the achievement of specified instructional objectives; and that teachers are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of pupils is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.

The Board does not endorse, support or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board. No staff member may solicit pupils of this district for such trips within the facilities or on the grounds of this district without Board approval.

(6153)

N.J.S.A. 18A: 36-21 et seq.

Adopted: 13 March 1967

Revised: 11 February 1991

Revised: 25 August 1997

Revised: 12 January 1998

Revised: 9 March 1998

D-9-2340

Berkeley Heights Public School District

ABOLISHED

8464 MISSING CHILDREN

The Board of Education directs the establishment and implementation of a program for the identification and reporting of children missing from the educational system and a program providing early warning of missing pupils.

Used in this policy, "parent" means the parent or parents or guardian having legal custody and control of a minor child.

The Superintendent shall develop and implement procedures to identify children who have been withdrawn from this district without enrollment in another school or school district or pupils who have been willfully or neglectfully removed from school by protracted absences without good cause. Children so identified shall be reported promptly to the appropriate law enforcement or regulatory agency. The Board authorizes the release of the child's name, age, gender, last known home address, and physical description and the parent's or legal guardian's name and work place, if known, to the appropriate law enforcement or regulatory agency. Reasonable attempts shall be made to determine the cause of a child's unauthorized absence and to remediate the cause to the extent possible within the school setting.

If the Superintendent is notified of a missing child by the appropriate law enforcement or regulatory agency, the Superintendent shall mark the child's school record. The mark will be a clearly, identifiable and removable marking so in the event a copy or information regarding the record is requested, the school district will be aware the record is that of a missing child. Once the appropriate law enforcement or regulatory agency notifies the Superintendent that the child has been located, the Superintendent, or designee, will remove the mark from the child's school record. If a copy of a school record is requested that has been "marked" in accordance with this Policy, the Superintendent, or designee, will remove the marking from only the copy of the school record to be provided to the requestor in accordance with Board Policy No. 8330, and without alerting the requestor to the fact that the record has been "marked". After supplying a copy of or information regarding the "marked" record, the Superintendent will immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the appropriate law enforcement or regulatory agency.

The Superintendent shall develop and implement an early warning program to alert parents or legal guardians promptly to the absence of children who may be missing from school. The program shall require the notification of parents or legal guardians when children are unaccountably absent from school on any given school day. Parents or legal guardians shall be informed of the early warning program and shall be requested to participate by submitting an emergency notification card, notifying the school of a pupil's absence, and approving the release to the appropriate law enforcement agency of a pupil's name, address, telephone number, and physical description.

N.J.S.A. 18A:36-24; 18A:36-25

N.J.S.A. 52A:17B-9.8b

Cross-reference: Policy Guide 5200

Revised: 12 July 2001

~~Berkeley Heights Public School District~~

ABOLISHED