

# BERNARDS TOWNSHIP PUBLIC SCHOOLS

101 Peachtree Road  
Basking Ridge, New Jersey 07920  
www.bernardsboe.com

Nick Markarian  
Superintendent of Schools

Phone: 908-204-2600  
Fax: 908-766-7641  
e-mail: [nmarkarian@bernardsboe.com](mailto:nmarkarian@bernardsboe.com)

August 23, 2019

Dear Parent/Guardian:

I hope you and your children have enjoyed a terrific summer! We are so excited to be opening schools and having all of our staff and students back! As the first day of school on Thursday, September 5<sup>th</sup> approaches, I would ask you to please take careful note of the points below.

- The district has moved to a new student information system called Genesis. Parents have been sent multiple emails with information and instructions related to the Genesis Parent Portal. If you did not receive these emails please refer to the instructions posted front and center on the district webpage at [bernardsboe.com](http://bernardsboe.com) (you might also want to check your spam folder). Once logged in to the Genesis Parent Portal, three items need to be completed as described below.
  - 1) Click on the "Student Data" tab at the top of the screen and scroll down to verify that all of your children are displayed.
  - 2) Review and update your contact information in Genesis as needed. Click on "Contacts" and make sure that all your contact information is current, including Emergency Contacts.
  - 3) Complete required forms. Select "Forms" and complete each. To finalize a form, click on "Update Answers", check the "Finalize" box and then click on "Update Answers" again. You will know that a form has been submitted when you see a green check and a submitted date noted. Once a form is finalized, you can no longer edit the information in it. You will need to contact the main office of your child's school to make any changes to a finalized form.

Students in grades 6-12 must also complete Genesis forms, these students will receive an email notification to their @bernardsboe.com email address over the weekend which includes directions for how to complete their forms. Similar to parents, when students login to the Student Portal they will see forms to complete. Students will see forms that begin with the word STUDENT or PARENT; they should ignore the PARENT forms and just complete the STUDENT forms. PARENT forms should be completed by parents in the Parent Portal. Since the STUDENT forms do not appear in the Parent Portal, you may wish to sit with your child as they complete their STUDENT forms in the Student Portal.

In order to access student schedules and teacher assignments on Monday, August 26th after 3PM **all** forms must be completed. Therefore, for grades 6-12 children both parent forms **and** student forms must be completed in order to access student schedules. For grades K-5 children, teacher assignments will be available as long as parent forms are completed (there are no student forms for grades K-5 at this time). On August 26th after 3PM, to access a student schedule or teacher assignment you will login to Genesis and click on the "Student Data" tab.

Should you have any difficulty with your Genesis access or note that one or more of your children are not displayed please contact the appropriate building Genesis person noted below.

Ridge High School - Michele Vitiello ([mvitiello@bernardsboe.com](mailto:mvitiello@bernardsboe.com))  
William Annin Middle School - Diane Ragsdale ([dragsdale@bernardsboe.com](mailto:dragsdale@bernardsboe.com))  
Cedar Hill School - Lynne Rope ([lrope@bernardsboe.com](mailto:lrope@bernardsboe.com))  
Liberty Corner School - Teal Barth ([tbarth@bernardsboe.com](mailto:tbarth@bernardsboe.com))  
Mount Prospect School - Kim Kenworthy ([kkenworthy@bernardsboe.com](mailto:kkenworthy@bernardsboe.com))  
Oak Street School - Linda Ingling ([lingling@bernardsboe.com](mailto:lingling@bernardsboe.com))

- Bus passes will be mailed to homes and should arrive by Saturday, August 31<sup>st</sup>. Should you have any questions regarding a bus pass please contact Jonathan Santiago of the Somerset County Educational Services Commission at  [\(908\) 707-0070 extension 430](tel:(908)707-0070) or email [asttranscoord@sc.esc.k12.nj.us](mailto:asttranscoord@sc.esc.k12.nj.us).
- The district is continuing the practice of having four abbreviated days K-12 to afford time for in-service activities with staff. The four abbreviated schedule dates are October 2<sup>nd</sup>, November 6<sup>th</sup>, January 29<sup>th</sup> and March 4<sup>th</sup>. The district calendar has been updated to reflect the in-service dates and can be viewed [here](#).
- Before/After Care Program: If you have not registered your child(ren) for Before and/or After Care yet, you have until Friday, August 30<sup>th</sup>. Late registrations will not be able to begin the program until Monday, September 16<sup>th</sup>. Registration links by grade level are: [Elementary](#) or [Middle School](#) (note that participants must fill out a packet each year). Please email Cherie Ackerman with any questions at [Cackerman@bernardsboe.com](mailto:Cackerman@bernardsboe.com).

The summer here in district has been very busy with our typical hiring, curriculum writing, professional development, facility maintenance and capital improvement activities. In particular, we are pleased to have completed the last of our HVAC projects that have been underway the last several summers. In this final phase, Annin received new HVAC equipment in the old sections of the 300 and 400 wing (which previously did not have central air conditioning units). We are also very excited to continue to work on our many strategic plan initiatives that were developed last school year. Regular strategic plan progress updates will be given at our Board of Education meetings, including information on plans to expand Ridge High School and implement a new master schedule there for the 2021-2022 school year. Our next Board of Education meeting is Monday, August 26<sup>th</sup> at 7PM in the Board of Education building. On behalf of the entire staff of the Bernards Township School District, we look forward to welcoming everyone back to school on Thursday, September 5, 2019!

Sincerely,



Nick Markarian

*Immediately following this letter, please find two important documents. The first is a quick reference guide to some of the most useful and important links on the district website and the second important document provides the links for all of our required annual notifications. Thank you.*

BERNARDS TOWNSHIP SCHOOL DISTRICT WEBSITE - QUICK REFERENCE GUIDE

<u>WEBSITE LINK</u> (hover over to see address)	<u>NOTES</u>
<a href="#"><u>Friday Folder</u></a>	To receive camp opportunities and information about events taking place in the community, you can sign up for our District Friday Folder.
<a href="#"><u>Genesis</u></a>	Parents were sent emails with information about how to access the Genesis Parent Portal. If you did not receive the emails, please refer to the district homepage.
<a href="#"><u>Transportation</u></a>	You should have your bus passes by 8-31-19. For instructions on how to deal with a concern please see this link.
<a href="#"><u>Student Registration or Withdrawal</u></a>	If you are receiving this document you have probably already registered your child but did you know the state requires us to file paperwork when a child leaves the district? This link explains the process.
<a href="#"><u>Emergency School Closing &amp; Honeywell Instant Alert System</u></a>	Sign up here for the Honeywell Instant Alert system to receive automated phone calls, emails, and texts about school closings. Check out this link for complete information on school closing and for the Emergency Weather Guide.
<a href="#"><u>District Calendar</u></a>	Our <i>district</i> calendar is posted here. Variations occur in individual school calendars for activities such as elementary school parent-teacher conferences or state standardized testing.
<a href="#"><u>Lunch Program</u></a>	Here you can access information on how to sign up for the online lunch payment portal and you can find out about how to apply for free or reduced lunch pricing.
<a href="#"><u>District Curriculum Documents</u></a>	Our searchable archive of each content area's curricula.
<a href="#"><u>Guidance</u></a>	Here are rich resources for students in grades 6 – 12 to assist parents with scheduling and college and career planning.
<a href="#"><u>Special Services</u></a>	Content here is specific to services for our special education students.
<a href="#"><u>Athletics</u></a>	At this location parents will find a wealth of information associated with our high school athletic programs.
<a href="#"><u>DynaCal</u></a>	Major school and district functions are posted on this electronic calendar.
<a href="#"><u>Before &amp; After Care</u></a>	Before school and after school care program enrollment and documentation is provided here.
<a href="#"><u>Voluntary Student Accident Insurance</u></a>	Student accident insurance is available by working directly with this third party provider.
<a href="#"><u>Voluntary Random Drug Testing Program</u></a>	All parents of children in grades 6 to 12 must actively choose whether or not to participate in this program, a selection form will be provided to parents through Genesis.

# 2019 – 2020 PARENT NOTIFICATIONS

With our electronic communication initiative, we are saving time, money, and the environment by not mailing you the mandatory annual notifications. Instead, we are sending them to you with this memo; simply click the links to our website where all of the documents are posted for your review.

## **Federal Laws**

The 50 year-old Elementary and Secondary Education Act (ESEA) was reauthorized in 2015 as the Every Student Succeeds Act (ESSA); it replaces the No Child Left Behind (NCLB) Act. The ESSA requires that parents are advised of certain rights. We are also required to provide additional statements mandated by state and/or federal law such as the Family Education Rights Privacy Act (FERPA). Each of these required notifications are posted in full under the “Parents” section of our website ([www.bernardsboe.com](http://www.bernardsboe.com)) under “Federal Law Notifications”.

## **Nutrition Statement**

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students’ health and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods.
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains.
- Supporting healthy eating through nutrition education.
- Encouraging students to select and consume all components of the school meal.
- Providing students with the opportunity to engage in daily physical activity.

## **Experiments Involving Animals**

Legislation now permits public school students to choose not to participate in certain experiments involving animals. Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to “opt out” of these activities. Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction.

If you wish to have your son or daughter “opt out” of these experiences you must notify the principal of your child/children’s school, in writing, within two weeks from the date of this notification. Please be aware that no exceptions can be made to this date, due to issues with the coordination and purchasing of materials for alternate lessons on a district wide level.

## **Statement of Harassment, Intimidation & Bullying**

The Board of Education believes that harassing, intimidating and bullying activities of any type are inconsistent with the educational process and the board prohibits all such harassing, intimidating and/or bullying behavior at any time on school premises, at any school-sponsored function, or on any school bus.

Any person who believes that he or she has been the victim of harassment, intimidation and/or bullying or any person with knowledge or belief of conduct which may constitute harassment, intimidation or bullying shall report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving reports of harassment, bullying or hazing at the building level. Any person may report harassment, intimidation or bullying directly to the Affirmative Action Officer or the Superintendent.

The District Anti-Bullying Coordinator is Sean Siet. Mr. Siet's contact information is:

Board of Education Office  
101 Peachtree Road  
Basking Ridge, NJ 07920  
(908) 204 – 2600 ext. 104  
[ssiet@bernardsboe.com](mailto:ssiet@bernardsboe.com)

To review the complete policy and procedures of the Board of Education, please visit the district website at [www.bernardsboe.com](http://www.bernardsboe.com).

### **Pupil Code of Conduct**

A safe and secure school environment is critical for the orderly operation of schools so that the educational mission can be accomplished with the highest degree of success possible. To view the complete pupil code of conduct please refer to Policy and Procedure M5600 posted on the district website [here](#).

### **Student/Parent Handbook**

Each school publishes a student/parent handbook containing critical information such as bell schedules, school rules, academic integrity policies, regulations regarding locker searches etc. The student/parent handbook is provided through a Genesis form and is also posted by the schools in their frequently used documents.

### **Electronic Communication Between Students and Staff Members**

Recent legislation has made this a mandatory policy for all school districts. Please review this policy (number 3283) in the policy section under "Board of Education" on the district website [www.bernardsboe.com](http://www.bernardsboe.com).

### **Health Services**

The district's substance abuse prevention program and a guide for parents regarding allergies are posted among other documents [here](#).

### **Emergency Medical and Contact Information**

Please review your Genesis account contact information. Complete the medical information form issued to you through the Genesis parent portal. Complete additional medical forms sent to you by your child's school and return them to the school nurse. If your child's medical needs change throughout the course of the year, contact your school so that your child's medical records are updated by the school nurse appropriately.

### **Asbestos Information**

In accordance with 40CFR Part 763, the Asbestos-Containing Materials in Schools Rule (commonly referred to as “AHERA” regulations), the Bernards Township Board of Education periodically inspects all buildings throughout the district to re-evaluate the condition and change of asbestos-containing materials. Any required work is conducted when the buildings are unoccupied. Additionally, a written Respiratory Protection Program has been established for all employees, as required by the New Jersey Public Employee Occupational Safety and Health regulations.

The Asbestos Management Plans for each school building are available for inspection by employees, parents, and the public at no charge during the regular school hours. A copy of the Plan is maintained at each school site as well as at the Board Office. If you wish to review the plan or have any other questions, please call the Board Office at 908-204-2600 x 106.

### **Bias Incidents**

Students and staff members in Bernards Township Public Schools are expected to treat one another with respect regardless of gender, color, race, religion, national origin or sexual orientation. Inappropriate behaviors such as: touching of a sexual nature, gender based or sexual comments, jokes or name calling of any kind by students or staff are not permitted. For students, this also includes traveling on the way to or from school or on school property.

### **Liaisons**

**Jean O’Connell** is Liaison for the Education of Homeless Children and Americans with Disabilities Act Coordinator and the Public Law 504 Coordinator, **Sean Siet** is the Affirmative Action Officer and Title IX Coordinator; **Rod McLaughlin** is New Jersey State Integrated Pest Management Coordinator, Attendance Officer, Public Agency Compliance Officer, Open Public Records Act Officer, Public Employees Occupational Safety, Health Act Coordinator, Purchasing Agent, and Indoor Air Quality Coordinator; and **Anthony Bispo** is Asbestos Management Officer, and Right-To-Know Coordinator.

### **Child Find Ages 3-21**

The Bernards Township Public Schools annually seek to identify children, residing in Bernards Township, from the ages of 3 through 21 who may be at risk for learning disabilities.

Children in this age group who exhibit developmental delays in language, cognition, physical and/or emotional development, may be eligible for services from the public schools as a preschool disabled youngster. If your child is determined to be potentially eligible for services, the local public school district will evaluate your child. Should the evaluation show that he/she has a potentially disabling condition; services will be provided to your child by the public schools of Bernards Township. For those children who are determined to be eligible, services begin on their third birthday. Parents should contact the district, if they have concerns, when their child is 2 years six months of age.

If you suspect that your child has a disabling condition or you would like further information, please call the Office of Special Services at (908) 204-2565 extension 131. All public school districts in the state of New Jersey are required to provide these services.

### **Homework During Religious Holidays**

The Bernards Township Board of Education is aware that during the school year, religious holidays may fall on school days. The Board wishes to work with our students and their families in accordance with applicable law to allow students

to participate in observance of these holidays. It is therefore the policy of the Board to permit students an excused absence for observance of a religious holiday. In order for an absence to be considered excused, parents or guardians must provide the student's school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question.

The Board is also aware that tests, academic competitions and deadlines may be scheduled on religious holidays. In these situations, the Board has a policy of providing the student a reasonable accommodation, so that the academic activity will not interfere with their religious observance. This means that the teacher or the school will reschedule the test date for any student who is out on the actual exam day, due to a religious holiday. For academic competitions, where students are eligible for awards, alternative arrangements will be made to allow the student to take part in the competition. Similarly, when assignment due dates correspond with a religious holiday, teachers will provide an accommodation regarding such deadlines.

Please take special note that when an accommodation is needed, it is the student's and their parent's responsibility to inform the school that they will be observing a religious holiday. A written note, signed by a parent or guardian, requesting an accommodation, must be provided to the school or teacher prior to the religious holiday, in order for the school to make the requested accommodation. Under such circumstances, new test dates, dates of competitions and other deadlines will be set by the staff member having responsibility for the activity in question.

### **School Contact Directory for Official Use**

School personnel are required to provide information from the school contact directory for official use to judicial, law enforcement, and medical service providers who are currently providing services to the student in question. In order for the parent or adult student to exclude any information from the school contact directory for official use the parent or adult student shall notify the district board of education in writing that wish to complete the requisite form prescribed by the Commissioner of Education.

### **Responsible Use Policies(RUP)**

The use of school district owned technology and the school district computer network is a privilege. Students and parents must be aware of their responsibilities in this area as improper use of the technology may result in the loss of these privileges. Parents and students receive the RUP through a Genesis form. Please refer to board of education policies 2361 and 5516 [here](#).

### **Integrated Pest Management**

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Bernards Township Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the schools IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Bernards Township Board of Education is:

Name of IPM Coordinator: Roderic McLaughlin  
Business Phone number: (908) 204-2600

Business Address: 101 Peachtree Road, Basking Ridge, New Jersey 07920

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Bernards Township Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- o A copy of the school or school district's IPM policy.
- o The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.
- o Lists of pesticides that are in use or that have been used in the past 12 months on school property.

#### Bernards Township Board of Education Integrated Pest Management Policy M7422:

*The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Bernards Township School District.*

#### *IPM Coordinator (IPMC)*

*The Principal and School Business Administrator/Board Secretary shall be designated as the district's Integrated Pest Management Coordinators (IPMC) and is responsible for the implementation of the school integrated pest management policy.*

#### *Integrated Pest Management Procedures in Schools*

*Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.*

*The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.*

#### *Development of IPM plans*

*The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.*

#### *Education/Training*

*The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.*

*The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.*

*Pupils and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.*

#### *Recordkeeping*

*Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.*

*Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.*

#### *Notification/Posting*

*The Building Principal of each school, working with the IPMC, is responsible for timely notification to pupils, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.*

#### *Re-entry*

*Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.*

#### *Pesticide Applicators*

*The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.*

#### *Evaluation*

*The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.*

*The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.*

*N.J.S.A. 13:1F-19 through 13:1F-33*

*Adopted: 26 August 2013*

*To: Bernard's Twp. BOE*

Fr: Western Pest Services

Re: Chemical Usage

Chemicals to be applied in 2019-2020

- Advance Dual Choice360A Ant Bait 0.011% Abamectin 81
- Advion Ant Bait Gel 0.05% Indoxacarb
- Tempo 1% 1% Cyfluthrin (Exterior Applications only- Bees and Wasps)}
- Maxforce Ant Bait Station - Fipronil
- Vendetta Plus Roach Bait - Abamectin B, Pyriproxyfen
- Wasp Freeze (Exterior Applications only- Bees and Wasps) d-trans Allethrin, 3-Phenoxybenzy

Non chemical materials used for monitoring

- Glue Boards
- Glue Monitors