



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

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

**Property & Facilities**

**Series 7000**

**Goals & Objectives in Alterations & New Construction**

**Policy 7010**

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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Date Reviewed & Approved: August 20, 2018

The Board of Education recognizes the importance of planning, developing, and maintaining a physical plant appropriate to the personal and educational needs of the pupils and the educational program needs of the district and the school.

It is the Board's intention to ensure that:

- A. Any new school facilities shall be planned, pursuant to law and regulations, and shall be prepared by a registered architect or professional engineer to reflect current research and recommendations on the relationship of school design and size of educational program to a positive learning environment;
- B. The school buildings and site shall provide, pursuant to law and regulation, suitable accommodations to carry out the educational program of the school including provision for the handicapped;
- C. The school buildings shall be safe, clean, attractive and in good repair.

Educational specifications shall be prepared in writing under the direction of the Superintendent of Schools and approved by the Board of Education.

The submission of schematic through final plans for school facilities shall be to the Department of Education Bureau of Facility Planning Services in accordance with law.

## Legal References

- NJSA 18A: 18A-15 Specifications generally  
18A: 18A-16 Preparation and approval of plans and specifications for public schoolhouses  
18A: 18A-20 American goods and products to be used where possible

## Possible Cross References

3510

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

**Property & Facilities**

**Series 7000**

**Security Cameras / Monitoring Devices**

**Policy 7015**

Date Adopted: January 24, 2011

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The Board of Education has directed the use of video surveillance equipment within the school buildings and on school property to promote the safety and security of pupils, staff and visitors while protecting district property. The Board believes that the presence of such equipment offers a deterrence and prevention of criminal activities and the enforcement of district policies and regulations. Additionally, the Board believes that this surveillance equipment can be operated in such a way as to provide for the security of pupils, staff and visitors while maintaining personal privacy and individual confidentiality.

## Guidelines for Video Monitoring on School Property

The Board has directed that the following guidelines for the use of surveillance equipment be followed:

- School facilities and vehicles, including buildings and grounds may be equipped with security cameras and/or monitoring devices;
- Monitoring devices may be placed in areas where surveillance has proved to be necessary as a result of threats, prior property damage, security incidents or in areas deemed necessary by the administration;
- Surveillance cameras shall not be used to monitor inside change rooms, locker rooms or washrooms;
- The Board Secretary/Business Administrator shall be responsible for the use and security of the monitoring equipment and any video records accumulated as a result of the use of such equipment;
- Only individuals authorized by the Superintendent of Schools shall have access to video monitors or be granted permission to operate the controls of surveillance equipment.

## Notification

All pupils and staff shall be notified of the presence and use of video monitoring equipment in district buildings and on school grounds. Additionally, the district shall post signage in appropriate locations advising visitors, vendors and occupants of the use of such equipment.

## Use of Video Recordings

- Video recordings of actions of pupils may be used by the administration as evidence in any disciplinary action brought against pupils as a result of discipline infractions or reported actions in school buildings or while on school property.
- Video recordings may be used in the investigation of crimes committed on school property by pupils or other individuals.

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- Video recordings may be released to third parties or law enforcement agencies in accordance with the provisions contained in applicable state and federal statutes and laws.
- The Board of Education or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence and pupil discipline.
- Specific use of video surveillance equipment may be directed by law enforcement agencies involved in undercover operations, provided that all legal requirements have been satisfied.
- The Board of Education directs that no video surveillance equipment shall be used to perform instructional observations of staff members.

## Protection of Information of Security Recordings

- All video recordings not currently in use shall be securely stored.
- All video recordings that have been used for the purposes specified in this policy shall be labeled and dated and retained securely.
- Access to video recordings may only be authorized by the Board Secretary/Business Administrator and/or the Superintendent of Schools.
- Documentation shall be maintained of all incidents of access to, or use of recorded materials when deemed necessary by the Superintendent of Schools.
- Video recordings shall be erased or destroyed in accordance with the schedule approved by the Board Secretary/Business Administrator and the Superintendent of Schools.

## Video Monitors & Viewing

- Video monitors should be located in controlled access areas wherever possible.
- Video records should be viewed in such a manner as to avoid public viewing.

## Access to Personal Information

Videotapes produced by district equipment shall be the exclusive property of the district. An individual who is the subject of video monitoring has the right to request access to the recording in accordance with the provisions contained under the Freedom of Information Act. Access in full or in part may be refused on one of the grounds set out within this legislation.

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Legal References

- NJSA 2C:12-1 Definition of assault
- 2C:39-5 Unlawful possession of weapons
- 18A:6-1 Corporal punishment of pupils
- 18A:11-1 General mandatory powers and duties
- 18A:25-2 Authority over pupils
- 18A:37-1 et seq. Discipline of pupils
- 18A:40A-1 et seq. Substance abuse
- 18A:54-20 Powers of board (county vocational schools)
  
- 20 USCA 1231g Family Education & Privacy Rights Act of 1974
- 30 CFR 300.571 Part 99, 300.572, 300.5773 Confidentiality of Personally Identifiable Information
- A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Service Animals**

**Policy 7100**

Date Adopted: May 4, 2015

Date Revised:

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Date Reviewed & Approved: August 20, 2018

It is the policy of the Board of Education to provide equal access and reasonable modifications to policies, practices, and procedures for individuals with disabilities to participate in any program, service, activity, or opportunity provided by the Board; and to comply with applicable state and federal law related to service dogs for persons with disabilities, including any such person who is a student at, employed at, and/or visiting the Board's schools or its school grounds. As used in this policy, disability means a physical and/or mental impairment that substantially limits one or more major life activities of an individual.

Visitors, students, faculty, staff, or other persons with a service animal shall be provided with this policy and referred to the district for more information and/or advice on using a service animal in district facilities or on school grounds. Board employees should contact the Superintendent of Schools/designee for more information if necessary.

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Revised 2009), and its implementing regulation, New Jersey law and the policy of the Board, a "service animal" is defined as "any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition."

For the purposes of this policy and regulation, a "service animal" shall not be defined as an "emotional support animal" "companion animal," or a "therapy animal." A "companion animal" is prescribed for some disabilities for their calming influence, affection, stability or feeling of security.

For the purposes of this policy and regulation, service dogs are defined as animals trained to do specific "works or tasks" for the benefit of a person with a disability. The work or task that the service animal performs must be directly related to the individual's disability. A service animal is sometimes called an assistance animal. Examples of work or tasks performed by service animals include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the present of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

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Examples that do not constitute “work or tasks,” as those words are defined, include, but are not limited to: crime-deterrent effect of animal’s presence and the provision of emotional support, well-being, comfort, or companionship.

If there are any questions as to whether a dog qualifies as a service animal for purposes of this policy, such determination will be made by the Superintendent of Schools/designee, who shall be permitted to make this determination based on the individual’s response to the following questions:

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

Notification of the Board’s decision whether to permit a service animal onto school property shall be made within five (5) business days of receipt of the written request by the student, his/her parents/guardians, the staff member or visitor. Although the Board recommends that all visitors planning a short-term visit to school property provide advance notice in accordance with the foregoing, the Board also recognizes practical limitations with regard to advance notice requirements for short-term visitors.

Accordingly, the Board shall modify this policy for a short-term visitor (e.g., on school grounds to watch a school play or for a basketball game) to exempt him/her from the advance notice requirements of this policy.

The Superintendent of Schools/designee will develop a comprehensive implementation plan addressing service animals in the school. The plan will include training to staff on service animals, the functions that service animals typically perform, and may address any the health and safety issues that might arise when a service animal is in school property. This plan shall be developed and implemented within three (3) months of the date of this policy.

Regulation

The law and this policy distinguish between a “service animal” and a “therapy” or “emotional support” animal. A service animal is individually trained to do work or perform a task for people with disabilities.

Unless the animal is individually trained to do something that qualifies as work or a task, the animal is a pet or support animal and does not qualify for coverage under this policy as a service animal. A pet or support animal may be able to discern that the individual is in distress, but it is what the animal is trained to do in response to this awareness that distinguishes a service animal from an observant pet or support animal.

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## Service Animals Generally Permitted In Facilities and on School Grounds

In accordance with federal and state law, use of a service animal in school facilities and on school grounds, including attendance at a Board-sponsored concert or special events, may not be challenged except if the use of the animal poses a direct threat to the health or safety of other persons, the user/handler is incapable of exercising effective control over the service animal, or if the presence of the service animal will result in a fundamental alteration of the service, program, or activity involved. (Title II of the ADA Regulations, 28 C.F.R. –35.130(b)(7)).

As a result, a service animal must be permitted to accompany any associated person with a disability anywhere in the Board’s facilities and on school grounds that members of the public are allowed, except in areas and situations where it is unsafe to do so or where the presence of the service animal fundamentally alters the nature of the service, program, or activity.

## Documents for Service Animals and Their Owners on School Grounds and in Facilities

The Board recognizes that service animals can play an important and necessary role in fostering the independence of some individuals with disabilities. Consequently, a trained animal, under the effective control of the service animal’s user/handler, may be allowed in Board facilities where animals would typically not be permitted. The safety and health of the Board’s Property & Facilities, faculty, staff, and the service animal are important concerns; therefore, only service animals and users/handlers that meet the specific criteria below will be exempt from regulations that otherwise restrict or prohibit animals. The care and supervision of a service animal is the responsibility of the person benefitting from the animal’s services (user/handler).

To maintain the safety and health of the Board’s students, faculty, and staff, requested documents for service animals and their users include the following:

- Dogs must be licensed in accordance with local city or county regulations, which require proof of current rabies vaccination and/or rabies tags.
- Service dogs must be on a leash at all times (except where the dog must perform a task requiring it to travel beyond the length of the restraint, or the owner is unable to maintain the dog on a leash due to a disability).
- The user/handler must be in full control of the animal at all times.
- The user/handler shall answer all questions contained in the Board’s Service Animal Request Form concerning what task or work the service animal has been trained to do for the benefit of the individual with a disability.



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- When entering district facilities or district vehicles with a service animal, the owner is strongly encouraged to use an identifying vest, tag, leash, or other visible method to indicate to the general public that the animal is a service animal.
- The user/handler of a service animal must be responsible for the immediate removal and proper disposal of all fecal matter, urine, and vomit for the health and safety of all members of the campus community.

### Students, Faculty, and Staff with Service Animals

Students, faculty, staff, or other persons desiring the use of a service animal in school facilities or on school grounds shall complete the district's Service Animal Request Form and submit it to the Superintendent of Schools/designee, who will evaluate the request and notify the student, faculty, staff, or other person with a service animal within five (5) business days of receipt of the Service Animal Request Form, whether the service animal will be permitted on school property.

Although the Board recommends that all visitors planning a short-term visit to school property provide advance notice in accordance with the foregoing, the Board also recognizes practical limitations with regard to advance notice requirements for short-term visitors. Accordingly, the Board shall modify this policy for a short-term visitor (*e.g.*, on school grounds to watch a school play or for a basketball game) to exempt him/her from the advance notice requirements of this policy.

### Expectations of Service Animals and Their Users/Handlers

A person with a disability may be asked to remove his service animal from the premises if: (1) the animal is out of control and the user/handler does not take effective action to control it; or (2) the animal is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

Cleanliness of the service animal is preferred. Daily grooming and occasional baths (at a veterinarian, pet store or owner's home) should keep animal odor to a minimum. Flea control is essential and adequate preventative measures should be taken. If a flea problem develops, it should be dealt with immediately and in an effective manner. Considerations of others must be taken into account when providing maintenance and hygiene of service animals.

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The Board has the authority to require removal of a service animal from its grounds or facilities if the service animal becomes unruly or disruptive, unclean, and/or unhealthy to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others, or otherwise causes a fundamental alteration in the Board's services, programs, or activities. If such behavior persists, the owner ( user/handler) may be directed not to bring the animal into Board-controlled areas until the direct threat or fundamental alteration is no longer present.

Areas Restricted to Service Animals

The Board may prohibit the use of service animals in certain locations due to health or safety restrictions or where service animals may be in danger. Such restricted locations include, but are not limited to, food preparation areas, certain research laboratories, mechanical rooms/custodial closets, classrooms with demonstration/research animals, areas where protective clothing is necessary and other areas where the animal's presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area. Access to restricted areas may be granted on a case-by-case basis by contacting the Superintendent of Schools/designee.

Conflicting Disabilities

If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals, and that person has contact with a service animal approved for presence on campus, a request for assistance should be made to the Superintendent of Schools/designee who will consider all facts surrounding the contact and make an effort to resolve the issue.

Board Evaluation Procedures

Should there be questions or concerns about permitting the presence of a service animal in facilities or on school grounds, the matter should be referred to the Superintendent of Schools/designee. Any questions regarding this policy should be directed to the Superintendent of Schools/designee.

Grievances

In the event of a dispute about a modification relating to a service animal, the concerned party who is a member of the Board's community (faculty, employee, or student) should follow the applicable Board's ADA Accommodation Requests and Appeal/Grievance Procedures, which are available at the Superintendent of Schools/designee. All others should contact the U.S. Office for Equal Opportunity or the New Jersey Division on Civil Rights to file a complaint.

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## Removal of Service Animal

As per ADA regulations, there are two reasons for asking a user/handler to remove a service animal or not to bring the service animal on school property. One is where the presence of a service animal poses a “direct threat” to the health and safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of an auxiliary aids and services. In determining whether an individual assessment, based on reasonable judgment

that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk: the probability that the potential injury will actually occur: and whether reasonable modification of policies, practices, or procedures or the provision of auxiliary aides or services will mitigate the risk. The second is where the presence of a service animal would “fundamentally alter” the nature of its service, program or activity. If either of these circumstances is present, the service animal may be subject to removal.

## Legal References

NJSA 2C:16-1 Bias Intimidation  
10:5-1 et seq. Law Against Discrimination  
18A:36-20 Discrimination; prohibition  
18A:46-13.2-13.5 Permitted access for service animals in school buildings

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)  
State v. Mortimer, 135 N.J. 517 (1994)  
20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972  
20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973  
20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act)--Part B  
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)  
Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)  
Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184.  
Manual for the Evaluation of Local School Districts  
Comprehensive Equity Plan, New Jersey State Department of Education  
New Jersey Quality Single Accountability Continuum (NJQSAC)  
Title II of the ADA Regulations, 28 C.F.R. –35.130(b)(7)

**PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT  
SERVICE ANIMAL REQUEST FORM**

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Building

Staff

Student

Other Parent(s)/Guardian(s)

Person assisted by animal  
\_\_\_\_\_

Animal Owner Handler (if not person with disability): \_\_\_\_\_

Type of Animal:       Dog     Miniature Horse      Name of Animal: \_\_\_\_\_

If it is not readily apparent that the animal qualifies as a “service animal,” please answer the following questions:

Is use of the animal required because of a disability?       Yes     No

What work or task has the service animal been trained to perform?  
\_\_\_\_\_

\_\_\_\_\_

I have attached the following documentation:

- Proof of current licensure (New Jersey Statutes Annotated, Title 18A, Education, Subtitle 6, Conduct of Schools, Part 4, Special Schools, Classes and Facilities, Chapter 46, Classes and Facilities for Handicapped Children, Article 4, Classification of Handicapped Children, Facilities and Programs.)
- Proof of current vaccinations and immunizations from a licensed veterinarian

I have read and understand the school district’s Service Animals Policy (7100). I will abide by the terms of that Policy. I understand that if the service animal is out of control, not housebroken, presents a direct and immediate threat to others in the school, or fundamentally alters the nature of the service, program, or activity that cannot be eliminated by reasonable modifications, the school district may exclude or remove my service animal from its property.

\_\_\_\_\_  
Owner Signature Date Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

APPROVAL     Yes     No

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

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**Educational Adequacy of Capital Projects**

**Policy 7101**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

Capital projects that affect any of the criteria for educational adequacy must be reviewed and approved by the Division of Facilities and Transportation. The criteria are the number, configuration, size, location or use of educational spaces within a school facility. The review for educational adequacy will take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; change-of-use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; installation of temporary facilities; and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.

New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.

Educational specifications for educational adequacy reviews will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate. The educational specifications will include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space will be included, together with their estimated areas in square feet, as well as an estimate of the total room area required for each space. The educational specifications will also include specific technical and environmental criteria, adjacencies and other requirements for the educational program will be noted and a building space program that indicates the number and area in square feet of each instructional, specialized instructional, administrative and support space in each existing or proposed building included in the capital project.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.

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**Educational Adequacy of Capital Projects**

**Policy 7101**

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A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter indicating project document submission to the County Superintendent and a copy of the transmittal letter indicating the date of plan submission to the local planning Board (whenever the building footprint, volume, pedestrian or vehicular access are altered by the project) must be submitted to the Division of Facilities and Transportation.

The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.

In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(a). In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b).

The Division of Facilities and Transportation will collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

**Legal References**

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:26-5.1 et seq. Review of capital projects for educational adequacy

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Site Selection**

**Policy 7102**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

In selecting new sites for district facilities, the Board will consider:

- A. Location in relationship to hazards and nuisances.
- B. Size and appropriateness for proposed purpose.
- C. Fairness of price.
- D. A pupil distribution map showing the distribution of residences.
- E. Any existing buildings on the property.
- F. Statements from architects and engineers that the land to be acquired is suitable for the proposed use including environmental suitability.
- G. Recommendations of the County Superintendent of Schools and/or the New Jersey Department of Education - Bureau of Facilities Planning.
- H. Recommendations of the local planning Board and appropriate state agencies e.g. CAFRA, Pinelands, etc.
- I. The local Master Plan, including the voluntary transfer of development rights program.

The Superintendent of Schools, professional architects and engineers shall ensure that sites are developed in such a way as to enhance the educational program most effectively at the least cost.

The Board shall seek and acquire the review by the New Jersey Department of Education prior to acquiring any site for Board of Education purposes.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:26-5.1 et seq. Review of capital projects for educational adequacy

Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Long-Range Facilities Planning**

**Policy 7110**

Date Adopted: October 19, 1990

Dates Revised: February 11, 2008

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Date Reviewed & Approved: August 20, 2018

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with rules of the State Board of Education, will maintain a five-year long range facilities plan and revise it any time construction plans are sent to the Bureau of Facility Planning Services of the New Jersey Department of Education.

The plan will include a thorough description and analysis of local and regional demographic factors that influence general population growth and public school enrollments. The plan will detail substandard spaces in district facilities and the Board's intent to eliminate their use or to bring such spaces into compliance with rules of the State Board of Education.

In order to apprise the Board of facilities needs, the Superintendent of Schools shall cause the development of the long-range facilities plan, which shall include but not be limited to:

- A. Demographic information and enrollment projections
- B. Changes to the education program including but not limited to:
  - 1. Grade organization;
  - 2. Program revision.
- C. A determination of facilities needs based on:
  - 1. Projected enrollment;
  - 2. Educational program needs;
  - 3. Current school capacity;
  - 4. Physical conditions;
  - 5. Accessibility of facilities to the disabled;
  - 6. Compliance with local, state and federal statutes and codes.
- D. A facilities program plan including but not limited to:
  - 1. Description of any new facilities proposed;
  - 2. Description of any additions to facilities which are proposed;
  - 3. Description of any renovations or modifications to facilities which are proposed;
  - 4. Any additional sites or additions to sites to be acquired;
  - 5. Any improvements to a site;
  - 6. The construction of structures or special facilities on site including:
    - a. Athletic fields,
    - b. Stadium,
    - c. Playgrounds,
    - d. Parking lots,
    - e. Any other special facilities.



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7. Additions of infrastructure for technology to sites or buildings;
8. Additions to built-in equipment or other furniture and equipment acquired through capital outlay funds;
9. Cost estimates for any item included in the plan;
10. A schedule for any item included in the plan.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site will provide suitable, barrier-free accommodations to carry out the educational program of the school, including provision for the disabled, pursuant to federal and state law and rules of the State Board of Education.

Substandard Facilities

All existing school facilities will be evaluated annually for their suitability to current district needs. Any facilities found to be substandard according to the administrative code shall be corrected as quickly as possible in compliance with law.

All substandard facilities must be initially approved by the County Superintendent of Schools.

Legal References

- |      |   |
|------|---|
| NJSA | 18A:7F-7 Appropriation by school district of undesignated fund balance; amounts allowable<br>18A:7F-26 Distribution of state aid for facilities<br>18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act<br>18A:11-2 Power to sue and be sued; report; census of school children<br>18A:33-1 District to furnish suitable facilities; adoption of courses of study<br>18A:33-1.1 Substandard facility; approval; inspection; abandonment  |
| NJAC | 5:23-1.1 et seq. Uniform Construction Code<br>5:23-7.1 et seq. Barrier Free Subcode<br>6A:10A-1.1 et seq. Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts<br>6A:23-8.1 et seq. Annual Budget Development, Review and Approval<br>6A:25-1.1 et seq. Qualified Zone Academy Bond Program<br>6A:26-1.1 et seq. Educational Facilities<br>6A:30-1.4 Evaluation process for the annual review<br>6A:32-8.1 et seq. Attendance and Pupil Accounting<br>6A: 32-12.1 Reporting requirements<br>6A: 32-12.2 School level-planning<br>6A: 32-14.1 Review of mandated programs and services<br>Manual for the Evaluation of Local School Districts<br>New Jersey Quality Single Accountability Continuum (NJQSAC) |

Possible Cross References

2240, 2255, 3100, 3260/3270

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**School Safety & Hygienic Management**

**Policy 7112**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The Board of Education recognizes that the safety, health and physical well-being of the pupils and staff of the district depend, in large measure, upon the cleanliness and sanitary management of the school facilities.

## Safety

The Board will provide, publish, and post rules for safety and the prevention of accidents; instruct pupils in safety and accident prevention; provide protective devices and where they are required by law for the safety of pupils and employees; and provide suitable and safe equipment where such equipment is necessary for the operation of the school.

The Superintendent of Schools shall prepare regulations governing school safety and the prevention of accidents and fire that include, as a minimum, the requirements of law and the applicable rules of various departments of state government. Such regulations shall provide procedures and precautions for the safety of pupils in school, employees in the performance of their duties, users of school vehicles, pupils in transit to and from school, injured pupils and employees, and visitors to the school. Safety regulations shall be promulgated to all school employees and shall be reviewed and evaluated annually. The Superintendent of Schools is directed to instruct teaching staff members in property safety precautions.

## Hygienic Management

The Board directs that a program of hygienic management be instituted in the school facilities and explained annually to all staff members. All facilities shall be inspected for cleanliness and sanitation by the County Board of Health not less than once each year.

In consultation with the school medical inspector, the Superintendent of Schools shall prepare procedures to be followed in the handling and disposal of blood and body fluids, whether or not pupils or staff members with HIV infection are present. School staff members and volunteers shall be provided the supplies for implementing the procedures. In particular, school nurses, custodians, and teachers shall be trained in proper handling procedures.

The Board recognizes that school employees may, in the performance of their duties, reasonably anticipate contact with human blood or other potentially infectious body fluids that may expose them to bloodborne pathogens such as hepatitis B virus (HBV) and human immunodeficiency virus (HIV). In accordance with federal OSHA regulations, the Board will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure to such infection. The plan shall list all job classifications to tasks in which exposure occurs; describe and require the implementation of workplace controls to eliminate or minimize exposure; require the provision of hepatitis B vaccination to employees who have occupational exposure; and require the provision of a training program for employees who have occupational exposure. The plan shall be

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updated annually and as required to include new or revised employees' positions with occupational exposure. A copy of the plan shall be made accessible to employees.

The Superintendent of Schools shall develop and supervise a program for the cleanliness and sanitary management of the school, school grounds and equipment pursuant statute, rules of the New Jersey State Board of Education and the regulations of the Board of Health.

The day-to-day cleanliness of the school facilities shall be the responsibility of the Superintendent of Schools/designee.

Indoor Air Quality Standards

The Board of Education will provide for air quality in the school building that meet the standards established by the New Jersey Department of Labor pursuant to NJAC 12:100-13.

The Board designates that Board Secretary/Business Administrator as the individual who is responsible to ensure compliance with New Jersey Department of Labor standards. The Board Secretary/Business Administrator will ensure that preventative maintenance programs for heating, ventilation, and air-conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or hazardous chemicals or particulate exposure. He/she shall ensure that HVAC systems are working properly when the building temperatures are outside of the range of 68° to 79° Fahrenheit and make sure that buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. He/she will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

Air quality will be maintained at acceptable standards during renovation and remodeling that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health. The Board Secretary/Business Administrator will notify employees at least 24 hours in advance or promptly in emergency situations of work to be performed in the building that may induce air contaminants into their work areas.

The Board Secretary/Business Administrator will respond to a complaint received by the Department of Labor within 15 working days of the receipt of the complaint.

Hazardous Substances

The Board of Education will comply with laws governing hazardous substances in the school district. Employees shall be informed of the hazards associated with the handling of certain substances and trained to work safely with hazardous substances.

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For the purposes of this policy, “hazardous substances” means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services. Hazardous substances shall not include:

- A. Any article containing a hazardous substance if the hazardous substance is present in a solid form that does not pose any acute or chronic health hazard to any person exposed to it;
- B. Any hazardous substance constituting less than 1% of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container;
- C. Any hazardous substance that is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services for that special health hazardous substance when present in a mixture;
- D. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended for commercial use;
- E. Any fuel in a motor vehicle;
- F. Tobacco or tobacco products;
- G. Wood or wood products;
- H. Foods, drugs or cosmetics;
- I. Hazardous substances that are an integral part of a building’s structure or furnishings;
- J. Products that are personal property and are intended for personal use; and,
- K. Any substance used in the routine maintenance, including the heating or cooling of the facilities.

No person shall use or allow the use of any hazardous substance in or on the facilities when children are expected to be present.

The Superintendent of Schools may delegate authority for the maintenance of hazardous substances and for the development of safety and training standards for the handling of such substances to a safety officer.

The Board Secretary/Business Administrator shall conduct periodic audits of hazardous substances in use in the district, ensure that substances are being handled in accordance with appropriate safety requirements, and determine that the employees who are required to handle hazardous substances are properly equipped to do so.

The Board Secretary/Business Administrator shall inform the Superintendent of Schools of all hazardous substances in use in the district, the purpose of each, and the precautions required for each. The Superintendent of Schools shall take such action as may be necessary and feasible to minimize the use of hazardous substances in the district.

The Superintendent of Schools shall report periodically to the Board of Education on hazardous substances in district use and the purpose of each.

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Legal References

NJSA 18A:6-2 Instruction in accident and fire protection  
18A:11-1 General mandatory powers and duties  
18A:33-1 et seq District to furnish suitable facilities  
18A:40-12.1 Protective eye protection  
34:5A-1 et seq Right to Know

29CFR 1910.1030

NJAC 6A:26-12 et seq Operation and maintenance of facilities

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Annual Building Review**

**Policy 7113**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: August 20, 2018

Existing facilities of the school district shall be evaluated annually for safety and structural soundness as required by law, and for suitability to the goals and objectives of the goals and objectives of the educational program.

The Superintendent of Schools and Board of Education Facilities Committee shall include in the report to the Board an itemization of all necessary repairs and alterations with their estimated cost, and suggestions for improved utilization of available space.

After the Board has acted on the annual building review report, the Superintendent of Schools shall be responsible for making the necessary additions to the school district's Master Plan.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:33-1 et seq District to furnish suitable facilities

NJAC 6A:26-12 et seq Operation and maintenance of facilities

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Retirement of Buildings**

**Policy 7113.1**

Date Adopted: February 11, 2008

Date Revised:

Page 1 of 1

Date Reviewed & Approved: August 20, 2018

The Board recognizes that efficient administration of the district requires the disposition of property no longer necessary for the maintenance of the educational program or the operation of the district. The Board also recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, or other good cause may require that the use of one or more district facilities for educational purposes be retired.

The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding pupil enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.

Real estate property shall be disposed of by sale or otherwise, in accordance with law. To dispose of an operational school building and all or part of the total acreage the Board will submit a written report for approval to the Department of Education, Bureau of Facility Planning Services with a copy to the County Superintendent of Schools who shall make a recommendation to the Bureau.

Ultimately the Board alone is responsible for the organization of the school district and the establishment and retirement of school facilities. Formal action to accomplish those ends shall be taken only by the Board duly convened.

Upon written approval by the Bureau, the Board shall dispose of the school building and/or acreage according to law.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:20-5 Exchanging lands owned by the board  
18A:20-6 Sale at public sale  
18A:20-7. Sale at fixed minimum prices; rejection of bids  
18A:20-36 Commissioner may order alteration or abandonment of buildings  
18A: 33-1. District to furnish suitable facilities; adaptation of courses of study

NJAC 6A:26-7.4 Approval for the disposal of land, including rights or interest therein  
6A:26-7.5 Approval for the closing of a school facility

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Alterations, Additions, Repairs & Change of Use**

**Policy 7114.1**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

In considering proposals for alterations, additions or major repairs to the district's existing facilities, the Board may employ the services of a licensed architect as a consultant to help determine:

1. Necessity for the project;
2. Probable cost;
3. Alternatives.

The Superintendent of Schools shall be consulted on all plans and specifications for any remodeling or additions to the schools and make recommendations concerning repairs and alterations to buildings, grounds and equipment. All changes of use will be applied for via the New Jersey Department of Education.

All requests for change of use will be applied for to the Department of Education, Bureau of Facility Planning Services via the County Superintendent of Schools who shall make a recommendation to the Bureau.

## Legal References

NJSA 18A: 11-1 General mandatory powers and duties

18A: 33-1. District to furnish suitable facilities; adaptation of courses of study



# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Educational Specifications**

**Policy 7115**

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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Date Reviewed & Approved: August 20, 2018

The Superintendent of Schools shall develop comprehensive educational specifications for new or renovated facilities to be considered by the Board and a licensed architect before plans are drawn. Educational specifications shall include but not be limited to:

- A. Identification of facilities needed
  - 1. Statement of need;
  - 2. Enrollment projection by cohort or percent of population method when construction is to accommodate increasing enrollments. Projections must be at least a five-year projection.
- B. Identification of solution
  - 1. Statement of proposed new construction;
  - 2. Statement of proposed additions;
  - 3. Statement of proposed renovations.
- C. Description of activities, physical and environmental features and spatial relationships
  - 1. Physical aspects – general
    - a. General recommendations,
    - b. Special features,
      - (1) Educational environment
      - (2) Athletic environment
      - (3) Structural environment
      - (4) Electronic and mechanical environment
      - (5) Thermal environment
      - (6) Visual environment
      - (7) Sonic environment
      - (8) Safety and health environment
  - 2. Physical aspects - specific
    - For each administrative, educational and auxiliary space there shall be a specification which includes but is not limited to the:
      - a. Number of students housed,
      - b. Number of teachers, aides or other staff housed,
      - c. Approximate square feet,
      - d. Number of similar spaces,
      - e. Spatial relationship to other spaces,
      - f. Description of instructional activities,
      - g. Special features,

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- (1) Architectural
- (2) Electronic/electrical
- (3) Mechanical
- (4) Specialized equipment

There shall also be a summary chart listing all spaces showing net square feet and a total showing gross square feet.

Legal References

- NJSA 18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act  
18A:18A-16 Preparation and approval of plans and specifications for public schoolhouses  
18A:18A-16.1 Regulations; construction standards for school buildings  
18A:18A-17 Facilities for handicapped persons  
18A:33-1 District to furnish suitable facilities; adoption of courses of study  
18A:46-13 Types of facilities and programs  
18A:46-14 Enumeration of facilities and programs  
18A:46-15 Facilities and programs; approval by commissioner; special classes for handicapped children; review; improvement
- NJAC 5:23-7.1 et seq. Barrier Free Subcode  
6A:26-1.1 et seq. Educational Facilities
- 29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973  
42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)

Possible Cross References

2240, 7100

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

**Property & Facilities**

**Series 7000**

**Indoor Air Quality**

**Policy 7116**

Date Adopted: May 7, 2019

Date Revised:

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Date Reviewed & Approved

The Board of Education will provide air quality for school employees in school buildings that meet the standards established by the New Jersey Department of Labor in accordance with the provisions of NJAC 12:100-13.

## Definitions

In accordance with the provisions of NJAC 12:100-13, the following definitions may apply to this policy:

- “Air contaminants” refers to substances contained in the vapors from paint, cleaning chemicals, pesticides, solvents, particulates, outdoor air pollutants and other airborne substances which together may cause material impairment to employees working within the enclosed workplace.
- "Building-related illness" describes specific medical conditions of known etiology which can be documented by physical signs and laboratory findings. Such illnesses include sensory irritation when caused by known agents, respiratory allergies, asthma, nosocomial infections, humidifier fever, Legionnaires' disease, and the signs and symptoms characteristic of exposure to chemical or biologic substances such as carbon monoxide, formaldehyde, pesticides, endotoxins, or mycotoxins.
- "Building systems" includes the heating, ventilation and air-conditioning (HVAC) system, the energy management system and all other systems in a facility which may impact indoor air quality.
- "Department" means the Department of Health and Senior Services.
- "Designated person" means a person who has been given the responsibility by the employer to take necessary measures to assure compliance with this subchapter.
- "Employee" and/or employer” means the term as defined in NJAC 12:100-2.1.
- "HVAC system" means the collective components of the heating, ventilation and air-conditioning system including, but not limited to, filters and frames, cooling coil condensate drip pans and drainage piping, outside air dampers and actuators, humidifiers, air distribution ductwork, automatic temperature controls, and cooling towers.
- "HVAC System Commissioning Report" means a document normally prepared by an architect or engineer that provides verification that the HVAC system is operating in conformity with the design intent.
- "Office building" means a building in which administrative, clerical or educational activities are conducted. Examples of facilities and/or operations, which are not office buildings, include repair shops, garages, print shops and warehouses.

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- "Renovation and remodeling" means building modification involving activities that include but are not limited to: removal or replacement of walls, roofing, ceilings, floors, carpet, and components such as moldings, cabinets, doors, and windows; painting; decorating; demolition; surface refinishing; and removal or cleaning of ventilation ducts.
- "Sick Building Syndrome" describes a situation in which a workplace is characterized by a substantial number of building occupants experiencing health and comfort problems that can be related to working indoors. Additionally, the reported symptoms do not fit the pattern of any particular illness, are difficult to trace to any specific source and relief from these symptoms occurs upon leaving the building. It is important to distinguish Sick Building Syndrome from problems of building-related illness. The latter term is reserved for situations in which signs and symptoms of diagnosable illness are identified and can be attributed directly to specific airborne contaminants.

The Board of Education, through the Superintendent of Schools will designate the Maintenance Supervisor as the individual, who is responsible to assure compliance with New Jersey Department of Labor standards. The designated person under the auspicious of the Board of Education, shall ensure that preventative maintenance programs for heating, ventilating and air conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or products that could reasonably be expected to result in hazardous chemicals or particulate exposure. The designated person shall check to make sure HVAC systems are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit and make sure buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. The designated person will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

The Board of Education and/or the Superintendent of Schools shall assure that the designated person is familiar with the requirements of this policy. The designated person shall assure that at least the following actions are implemented and documented:

- A. Establishing and following a preventive maintenance schedule in accordance with the manufacturer's recommendations or with accepted practice for the HVAC system. Scheduled maintenance of the HVAC system shall include checking and/or changing air filters, checking and/or changing belts, lubrication of equipment parts, checking the functioning of motors and confirming that all equipment is in operating order. Damaged or inoperable components shall be replaced or repaired as appropriate. Additionally, any parts of this system with standing water shall be checked visually for microbial growth;

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- B. Implementing the use of general or local exhaust ventilation where housekeeping and maintenance activities involve use of equipment or products that could reasonably be expected to result in hazardous chemical or particulate exposures, above the applicable Permissible Exposure Limit (PEL), in accordance with the provisions of NJAC 12:100-4.2, to employees working in other areas of the building or facility;
- C. When the carbon dioxide level exceeds 1,000 parts per million (ppm), the employer shall check to make sure the HVAC system is operating as it should. If it is not, the employer shall take necessary steps as outlined above;
- D. When temperatures in the buildings of this district are outside of the range of 68 to 79 degrees Fahrenheit, the designated employee shall check to make sure the HVAC system is in proper operating order. If it is not, he/she shall take necessary steps as outlined above;
- E. If contamination of the make-up air supply is identified and documented, then the make-up inlets and/or exhaust air outlets shall be relocated or the source of the contamination eliminated. Sources of make-up air contamination may include contaminants from sources such as, but not limited to, cooling towers, vents, and vehicle exhaust;
- F. Assuring that building without mechanical ventilation are maintained so that windows, doors, vents, stacks and other portals designed or used for natural ventilation are in operable condition;
- G. Promptly investigating all employee complaints of signs or symptoms that may be associated with building-related illness or sick building syndrome;
- H. The district shall have a written plan describing how it will achieve compliance with this subchapter, which plan shall list the identity and responsibilities of the designated person and which shall include procedures which, at a minimum, address the following issues:
- Employees' Occupational Safety and Health Act, (NJSA 34:6A-25 et seq.);
  - Notifying employees of work that may introduce air contaminants; vii. Controlling microbial contamination;
  - Controlling air contaminants;
  - Responding to temperature and/or carbon dioxide exceedances;
  - Maintaining air quality during renovations and remodeling;
  - Obtaining permits and performing work as required by the New Jersey Uniform Construction Code, NJAC 5:23; and,
  - Maintaining natural ventilation in buildings without mechanical ventilation.

The Board of Education and/or the Superintendent of Schools shall review and update the written compliance plan referred at least annually, and whenever necessary to reflect new or modified tasks and procedures and to reflect new or revised employee positions.

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- Regarding other indoor air contaminants, when general ventilation is inadequate to control air contaminants emitted from point sources within work spaces to below the applicable PEL, and in accordance with the provisions of NJAC 12:100-4.2, the employer shall implement other control measures such as local source capture exhaust ventilation or substitution.
- The Board of Education, through the Superintendent of Schools shall control microbial contamination in the building by promptly repairing water intrusion that can promote growth of biologic agents.
- The Board of Education through the Superintendent of Schools shall remediate damp or wet materials by drying, replacing, removing or cleaning same within 48 (forty-eight) hours of discovery and shall continue such remediation until the water intrusion is eliminated.
- The Board of Education or the Superintendent of Schools shall take measures to remove visible microbial contamination in areas such as ductwork, humidifiers, dehumidifiers, condensate drip pans, heat exchange components, other HVAC and building system components, or on building surfaces, such as carpeting and ceiling tiles, when found during regular or emergency maintenance activities or during visual inspection.

## Air Quality During Renovation & Remodeling

- Renovation work and/or new construction that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health shall be safeguarded by means of local ventilation or other protective devices to ensure the safety of employees. Renovation and/or new construction work in occupied buildings shall be isolated and air contaminants, dust and debris shall be confined to the renovation or construction area by use of measures such as, but not limited to, physical barriers, pressure differentials, and/or performing the work during periods of minimal occupancy.
- Before re-occupancy, work areas shall be cleaned and aired out as necessary.
- Hazard information shall be used to select products and to determine necessary measures to be taken to comply with this policy.
- Before selection and use of paints, adhesives, sealants, solvents, or installation of insulation, particle board, plywood, floor coverings, carpet, textiles, or other materials in the course of renovation or construction, the employer shall check product labels and Material Safety Data Sheets or seek and obtain information from the manufacturers of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use.

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- The Board of Education, through the Superintendent of Schools shall notify employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area.

Recordkeeping

The maintenance schedule shall be updated to show all maintenance performed on the building systems. The schedule shall include the date that such maintenance was performed and the name of the person or company performing the work.

These records required to be maintained by this section shall be retained for at least 3 (three) years. The records required to be maintained shall be available on request to Department representatives for examination and copying.

The records required to be maintained shall be made available to employees and employee representatives for examination and copying upon written request as soon as possible after receipt by the employer of the written request, but no later than 10 (ten) working days from the date upon which the employer has received the request.

District Response to a Signed PEOSH Complaint

Within 15 (fifteen) working days of receipt by the employer of notification from the Department that a complaint has been filed against the employer under the Public Employees' Occupational Safety and Health Act, NJSA 34:6A-25 et seq., the Board of Education and/or Superintendent of Schools shall respond in writing to the Department. The response may include any combination of the following:

- A statement that the complaint is unfounded;
- A description of any remedial action already taken;
- An outline of any remedial measures planned but not yet taken with a timetable for completion; and/or
- A statement that a study of the problem, with a timetable for completion of the study, has been initiated.

Where remedial measures are planned or a study initiated, they shall be completed as soon as feasible. The Board of Education and/or the Superintendent of Schools shall submit, to the Department, a written report describing the remedial measures implemented and/or a copy of a study's report within 15 (fifteen) working days of completion.

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Permits for remedial work shall be obtained as required and in accordance with the provisions of NJAC 5:23 (the New Jersey Uniform Construction Code). All work requiring a permit shall be performed in compliance and in accordance with the provisions of NJAC 5:23 23 (the New Jersey Uniform Construction Code).

Indoor Air Quality (IAQ) Compliance Documents

In response to an employee complaint to the Department, the employer shall provide any of the following documents, if available, and requested by the Department:

- As-built construction documents;
- HVAC system commissioning reports;
- HVAC systems testing, adjusting and balancing reports;
- Operations and maintenance manuals;
- Water treatment logs; and
- Operator training materials.

Legal References

NJSA 18A:6-2 Instruction in accident and fire prevention  
18A:11-1 General mandatory powers and duties  
18A:17-42 et seq. Public School Safety Law  
18A:40-12.1, -12.2 Protective eye devices required for teachers, pupils and visitors in certain cases  
18A:41-1 et seq. Fire Drills and Fire Protection  
34:5A-1 et seq. Worker and Community Right to Know Act  
34:6A-25 et seq. Public Employee's Occupational Safety and Health Act

NJAC 5:23 The uniform construction code  
6A:16-1.4 District policies and procedures  
6A:19-10.1 et seq. Safety and Health Standards  
6A:26-1.1 et seq. Educational Facilities  
12:100-13.0 et seq. Indoor Air Quality  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)



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

**Property & Facilities**

**Series 7000**

**Lactation Room**

**Policy 7117**

Date Adopted: April 20, 2020

Date Revised:

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Date Reviewed & Approved:

In accordance with the provisions of P.L.2019, C.26:4C-3, the Board of Education requires the Superintendent of Schools to provide a “lactation room” when one is requested for any and all staff members, students and/or visitors or contractors who may be nursing a child while on the campus.

### Definition

For the purposes of this policy, “Lactation room” means a sanitary room, other than a restroom, that can be used by a mother to breast feed her baby or express milk in private, and which includes an electrical outlet, a chair, and nearby access to running water. The presence of such a “lactation room in no way requires the district to establish a permanent facility, but one that may be used as conditions warrant.

The presence of any such lactation room shall not abrogate or otherwise limit the mother’s right to breast feed her baby in public, as provided by section 2 of P.L.1997, c.101 (C.26:4B-4).

Should the Department of Health create signage that contains information about breast feeding; affirms a mother’s right to nurse in public, as provided by section 2 of P.L.1997, c.101 (C.26:4B-4); and (3) indicates that lactation rooms are being made available for the privacy and comfort of nursing mothers, and such signage is distributed directly to the district, the Superintendent of Schools shall post said signage in a conspicuous location.

### Notice

The Superintendent of Schools shall ensure that the public is made aware of this policy in his/her sole discretion and the location of said lactation room(s).

### Legal References

NJSA 18A:7F-7 Appropriation by school district of undesignated fund balance; amounts allowable  
18A:7F-26 Distribution of state aid for facilities  
18A:7G-1 through -44 et al. Educational Facilities Construction and Financing Act  
18A:11-2 Power to sue and be sued; report; census of school children  
18A:33-1 District to furnish suitable facilities; adoption of courses of study  
18A:33-1.1 Substandard facility; approval; inspection; abandonment

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Public Participation**

**Policy 7120**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The Board of Education wishes to have input from all parties interested in planning and construction of new facilities and major alterations. Therefore, the Superintendent of Schools shall develop procedures for encouraging parents, staff and community members to participate in all four stages of school construction:

1. Identifying school building needs;
2. Planning the school plant;
3. Constructing the buildings;
4. Accepting and using the plant.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties

NJAC 6A:26 Educational facilities

## Possible Cross References

7115

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Use of Drones (UAVs) on School Property**

**Policy 7150**

Date Adopted: August 15, 2016

Date Revised:

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Date Reviewed & Approved: August 20, 2018

## General

The use of drones and the demonstration of such use may enhance the educational experiences of the students of this district. However, the use of privately owned drones on school property may subject the district to unnecessary liability. Therefore, the Board of Education hereby establishes this policy to control the use of drones on and over the property of the school district.

## Definitions

For the purposes of this policy, a drone shall be defined as an Unmanned Aerial Vehicle (UAV) or an unmanned aircraft or ship that can navigate autonomously, without human control or beyond line of sight or any unmanned aircraft or ship that is guided remotely.

For the purposes of this policy, an operator shall be defined as an individual who has been licensed to control and direct a drone and has been approved by the administration to do so on school property.

## Drones Owned by the District

The district may purchase and use drones for the purposes of providing an educational experience to the students of this district. In doing so, the district shall follow all applicable local, state and federal laws pertaining to the ownership and operation of drones, including, but not limited to obtaining any and all licenses, registrations and/or training required. In addition, the following district regulations shall apply to the use of district-owned drones by school staff members:

- Teacher/operators must comply with any and all local, state and federal laws pertaining to the operation of drones;
- Teacher/operators must maintain line of sight at all times during operation and are prohibited from flying drones over playing surfaces, seating and spectator areas where and when people are present, as well as event parking areas where and when people and vehicles are present;
- Teacher/operators are responsible for ensuring that operators are trained in the use of the drone that they operate;
- Teacher/operators must be aware of the risks that include, but not limited to, personal injury and property damage caused by the drone as a result of weather, operator error or judgment, and failure of device systems and equipment;

# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

## Property & Facilities

### Use of Drones (UAVs) on School Property

Series 7000

Policy 7150

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- Teacher/operators must complete any and all required training courses as stipulated by the appropriate state and/or federal government agency/agencies, including, but not limited to the FAA(Federal Aviation Administration) UAS (Unmanned Aircraft Systems) online training course provided by the Unmanned Safety Institute and have evidence of completion certificate as well as at least five (5) hours of formal ground training demonstrating necessary flight skills and operations of the applicable make & model of aircraft in use;
- When recording and/or transmitting visual images, drone controllers must avoid areas reasonably considered private in accordance with social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residences and health treatment rooms.

#### Privately Owned Drones

The use of privately owned drones for any purpose may be permitted during outdoor events only, provided the following conditions and requirements are satisfied:

- Privately owned drone operation at school events requires Certificate of Authorization (COA), or the necessary 333 Exemption, as issued by the FAA when required by law, advanced written consent (at least 24 hours) from the Chief School Administrator;
- A signed agreement holding the school district and the Board of Education harmless from any claims of harm to individuals or damage to property. In addition, drone operators must provide proof of insurance with liability limits of not less than \$1 million that indemnifies the district and the Board of Education from any and all liability for damages to property or personnel;
- Drone controllers must maintain line of sight at all times during operation and are prohibited from flying drones over playing surfaces, seating and spectator areas where and when people are present, as well as event parking areas where and when people and vehicles are present;
- Drone controllers are responsible for ensuring that operators are trained in the use of the drone that they operate;
- Drone operators must be aware of the risks that include, but not limited to, personal injury and property damage caused by the drone as a result of weather, operator error or judgment, and failure of device systems and equipment;
- Use of drones on or over school grounds may not be used for purposes of advertising goods or services or political positions;
- When recording or transmitting visual images, drone controllers must avoid areas reasonably considered private in accordance with social norms. These areas include, but are not limited to, restrooms, locker rooms, individual residences and health treatment rooms;

# Penns Grove - Carneys Point Regional School District Board of Education Policy Manual

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**Use of Drones (UAVs) on School Property**

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- Administrators shall refuse access to any individual or group attempting or intending to use a drone without authorization. Administrators are authorized to, remove and confiscate any authorized or unauthorized use of a drone in prohibited areas during events.
- Failure to comply with administrative requests may result in the New Jersey State Police being contacted and charges filed for disorderly conduct willfully defying school authority.

Any other use of drones on or over school district property by individuals not employed by the Board of Education is strictly prohibited.

The Board of Education, may, at its sole discretion, ban the use of drones on and/or over the property of the district without establishing any perceived or actual precedent.

Failure to follow this policy may result in disciplinary action, as well as local, state and federal penalties if applicable.

## Legal References

- NJSA 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty  
18A:11-1 General mandatory powers and duties  
18A:20-34 Use of schoolhouse and grounds for various purposes  
19:44A-19.1 solicitation on state property; prohibited – political activity
- NJAC 6A:26-12.2(a)4 Policies and procedures for school facility operation
- 20 U.S.C.A. 4071 – 4074 – Equal Access Act  
GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227  
No Child Left Behind Act of 2001, Pub. L. 107-110,  
USCA 6301 et seq  
Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)  
The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)  
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

## Possible Cross References

1330, 1420, 3220/3230, 3320, 5125, 5131.5, 5131.6, 5141.1, 5141.4, 5141.6, 5145.11, 5145.12, 6114, 6122, 6145.1/6145.2, 6172, 7110

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Designing / Architectural / Engineering Services**

**Policy 7200**

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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Date Reviewed & Approved: August 20, 2018

The Board of Education's criteria for the selection of architects and engineers shall be such as to ensure a high degree of competency. Selection of architects for each project will be made from a Board of Education approved, limited listing developed by applying the criteria referred to below.

The Superintendent of Schools shall, through appropriate delegation, be responsible for:

1. Developing criteria applicable to the selection of architects and similar professionals for the Board of Education approval;
2. Recommending a limited list of architects and similar professionals to be approved by the Board of Education;
3. Providing the information necessary to facilitate review and reappraisal of the limited list of architects and similar professionals;
4. Recommending specific firms from the approved list for each project.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:18A-5. Exceptions to requirement for advertising

NJAC 6A:26 Educational facilities

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Gifts, Grants & Donations**

**Policy 7230**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent of Schools may accept on behalf of the Board any such gift less than \$1,000.00 in value. Grants of land are subject to the appropriate legal limitations and approvals.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district. The Board shall not provide public moneys for the purchase of any school property on a matching fund basis.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will make every effort to honor the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the pupils and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent of Schools shall:

1. Counsel potential donors on the appropriateness of contemplated gifts and encourage such donors to choose as gifts supplies or equipment not likely to be purchased with public funds;
2. Encourage individuals and organizations considering a contribution to the schools to consult with him/her or before appropriating funds to that end;
3. Report to the Board all gifts that have been accepted on behalf of the Board;
4. Acknowledge the receipt of any gift accepted by the Board; and
5. Prepare fitting means for recognizing or memorializing gifts to the school district.

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Board of Education Policy Manual**

**Property & Facilities  
Gifts, Grants & Donations**

**Series 7000  
Policy 7230**

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Legal References

NJSA 18A:6-33.1 through -33.12 Incentive Grants  
18A:18A-15.1 Payment for goods or services; funds received from a bequest, legacy or gift  
18A:20-4 Acceptance and use of gifts  
18A:20-11 through -16 Property devised in trust  
18A:29A-1 through -7 Governor's Annual Teacher Recognition Act  
18A:71A-1 et seq. Authority Structure and General Provisions  
18A:71B-1 et seq. Student Financial Aid  
18A:71C-1 et seq. Student Loans

NJAC 6A:26-7.4 Approval of land acquisition

Possible Cross References

1230, 3200, 3220/3230, 3453, 5126, 6163.1



# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Disposition of Property**

**Policy 7300**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The Board of Education believes that the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district.

Real estate property shall be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5. The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

Personal property may be sold to the United States, the State of New Jersey or to any body politic in the State of New Jersey, or to any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this policy, property acquired with federal funds for use in a federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent of Schools shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:18A-45 Manner and method of sale  
18A:20-6 et seq Sale at public sale

NJAC 6A:26-7.4 Approval for the disposal of land, including rights or interest therein

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Bids**

**Policy 7400**

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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Date Reviewed & Approved: August 20, 2018

The Business Administrator/Board Secretary shall be responsible for performing or supervising all the steps of the bid solicitation process in accordance with the law. The steps include:

1. Advertisement and solicitation;
2. Provision of plans and specifications;
3. Notification of time for preparation of bids;
4. Receiving deposits from bidders when required;
5. Determining qualifications of bidders;
6. Receiving and opening bids;
7. Notifying bidders of awarding of contract.

The Board reserves the right to refuse all bids.

## Legal References

NJSA 10:5-1 et seq. Law Against Discrimination  
18A:18A-1 et seq. Public Schools Contracts Law  
18A:18A-21 et seq Bids

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Maintenance & Repair**

**Policy 7410**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

The Board will develop, approve, and implement a comprehensive five-year maintenance plan.

The Superintendent of Schools shall develop and implement a maintenance program that includes the annual inspection of buildings to ensure adherence to health and safety laws, a regular summer program of facilities repair and conditioning, the maintenance of a critical spare parts inventory, an equipment replacement program, and a long-range program of building modernization. Any substandard classrooms will be upgraded in accordance with law and rules of the State Board of Education, or eliminated.

The maintenance program shall provide for the continuing upkeep of the physical plant and for the expeditious repair of those conditions that threaten the safety of the occupants or the integrity of the plant. Wherever possible and feasible, maintenance will be preventive. The Superintendent of Schools will establish priorities among the requests for repairs received from personnel.

The Board shall review all plans for special summer maintenance programs and approve and make available funds for their execution.

## Legal References

NJSA 18A: 11-1 General mandatory powers and duties

18A:18A-43 Supervision of school building repairs

18A: 33-1. District to furnish suitable facilities; adaptation of courses of study

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Contracts**

**Policy 7420**

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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Date Reviewed & Approved: August 20, 2018

The Solicitor shall be responsible for reviewing all construction contracts to be entered into by the Board. In general, all contracts or agreements, which require public advertisement for bids, shall be awarded to the lowest responsible bidder. However, the Board of Education reserves the right to reject all bids.

Only the Board can approve such contracts.

## Legal References

NJSA 18A:18A-1 et seq. Public Schools Contracts Law  
18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims

NJAC 6A:23-7.1 et seq. Management of Public School Contracts  
6A:23A-6.10 Financial system and payment approval process

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Change Orders**

**Policy 7430**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

After the contract has been signed, only the Board of Education can issue a change order. This holds true whether or not the change would add to the cost of the project.

Contract change orders may be approved by the Board of Education in an amount up to and including 20 percent of the award amount, which includes the amount encumbered pursuant to NJAC 6A:26-4.8(c), but for no more than the approved referendum amount for a capital project funded in whole or in part by bond proceeds, when necessitated by one of the following:

- A. Emergencies consistent with NJSA 18A:18A-7;
- B. Unforeseeable physical conditions; or
- C. Minor modifications to the scope of the project that achieve cost savings, improve service or resolve construction conditions.

All other change orders shall be approved by the NJ Department of Community Affairs, Division of Codes and Standards in accordance with NJAC 6A:26-4.9.

In cases of emergency or when deemed necessary for the timely and orderly completion of a project, in which delays caused by obtaining Board approval, Board Members may be polled for their approval. At a minimum, the Board President, Vice President and members of the Buildings and Grounds Committee will be polled for their approval of emergency change orders. In all cases, the full Board will approve change orders at the next regular Board meeting, including those approved by polling the Board.

The Board directs the Superintendent of Schools to report any significant changes in the scope of the project to the public. The Superintendent of Schools may elect to make such reports at a regularly scheduled meeting of the Board of Education or by other appropriate means.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:18A-7 Emergency contracts

NJAC 6A:23-7.1et seq. Management of Public School Contracts  
6A:26-4.9 Submission of change orders

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Protection & Guarantees**

**Policy 7440**

Date Adopted: October 19, 1990

Date Revised: February 11, 2008

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Date Reviewed & Approved: August 20, 2018

When instructed by the Board to do so, the Business Administrator shall perform or supervise all the steps of the bid-solicitation process in accordance with law.

The steps include:

- A. Advertisement and solicitation;
- B. Provision of plans and specifications;
- C. Notification of time for preparation of bids;
- D. Receiving deposits from bidders when required;
- E. Determining qualifications of bidders;
- F. Receiving bids;
- G. Notifying bidders of awarding of contract;
- H. Ensuring compliance with New Jersey Title IX affirmative action policies.

The Business Administrator shall open all bids and check them for accuracy.

The Board may refuse to accept any and all bids or may award the contract to the lowest responsible bidder.

Included in the contract and/or bid shall be provisions to protect the district from monetary loss or from loss due to the project not being completed according to the terms of the contract. Such provisions should include:

- A. Surety bonds;
- B. Guarantee of safe working conditions during construction;
- C. Contractor's insurance during construction;
- D. Guarantees for adjustments and corrections after completion;
- E. Guaranteed completion date.

## Legal References

- |      |  |
|------|--|
| NJSA | 18A:11-1 General mandatory powers and duties<br>18A:18A-40 et seq Form and execution of contracts and bonds                              |
| NJAC | 6A:23-7.2 Acceptance of bonds under the Public School Contracts Law<br>6A:27-9.5 Bidder's guarantee<br>6A:27-9.6 Performance surety bond |

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Insurance During Construction**

**Policy 7443**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

Contractors who submit a quote or bid to the Board of Education must also submit a copy of their Certificate of Insurance with the bid or quote.

The successful bidder's Certificate of Insurance will be filed in the Board Secretary/Business Administrator's Office for a period of one year following the completion of the work.

The Board will approve minimum amounts of bodily injury and property damage to be listed in the successful bidder's Certificate of Insurance.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:18A-40 et seq Form and execution of contracts and bonds

NJAC A:23-7.2 Acceptance of bonds under the Public School Contracts Law  
6A:27-9.5 Bidder's guarantee  
6A:27-9.6 Performance surety bond

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Security of School Property & Facilities**

**Policy 7445**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The Board of Education believes that the buildings and facilities of this district represent a substantial community investment. The Board directs the development and implementation of a plan for district security to protect that investment.

The district security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The Board directs close cooperation of district officials with local law enforcement officers, fire fighters, the sheriff's office, and insurance company inspectors.

Personal access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

Building records and funds shall be kept in a safe place and under lock and key as appropriate and necessary.

Protective devices, including those designated for electronic devices, designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved.

## Legal References

NJSA 2A:53A Negligence and other torts  
18A:11-1 General mandatory powers and duties  
18A:17-42 through -45 Public School Safety Law  
18A:37-3 Parental liability



# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Construction Supervision / Clerk of the Works**

**Policy 7450**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The Board of Education may, at its discretion name a Project Manager, Construction Management Firm or Clerk of the Works to oversee construction or renovation projects within the district.

When the need for a Clerk of the Works is indicated and advisable, the Board will seek and hire a qualified individual who will:

- A. Oversee all aspects of construction or renovation;
- B. Ensure that the goals and interests of the Board are satisfied;
- C. Enforce the policies and regulations pertaining to construction and renovation projects are complied with;
- D. Verify that all aspects of the construction contract and bid specifications are fully met by the contractor(s) involved, including, but not limited to time lines, materials specified, and quality of construction;
- E. Report to the Business Superintendent of Schools and/or the Administrator/Board Secretary regarding any suggested change orders;
- F. Be responsible for timely and accurate reports to the Board of Education regarding the completion of the project; and
- G. Ensure that all laws pertaining to construction and renovation projects are followed by the contractor(s) involved.

The Board of Education directs the Superintendent of Schools and/or the Business Administrator/Board Secretary to establish guidelines for the responsibilities and the review of the performance of the Clerk of the Works.

No employee of the Board or Board Member shall be considered to fill the role of Clerk of the Works. No Board Member shall be empowered to take unilateral control of any such project.

While the Clerk of the Works may oversee the construction or renovation project, under normal circumstances, he/she shall not be empowered to approve change orders without approval of the Board of Education. However, in cases of emergency or when deemed necessary for the timely and orderly completion of a project, in which delays caused by obtaining Board approval, Board Members may be polled for their approval. At a minimum, the Board President, Vice President and members of the Buildings and Grounds Committee will be polled for their approval of emergency change orders. In all cases, the full Board will approve change orders at the next regular Board meeting, including those approved by polling the Board.

The Board of Education shall not delegate any of its legal authority to the Clerk of the Works or any other individual without the provision of appropriate reporting to the Board when the delegated authority is exercised.

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**Construction Supervision / Clerk of the Works**

**Policy 7450**

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Legal References

NJSA 18A:11-1 General mandatory powers and duties  
18A:18A-7 Emergency contracts  
18A:18A-15 Specifications

NJAC 6A:23-7.1et seq. Management of Public School Contracts  
6A:26-4.9 Submission of change orders  
6A:26.12 Operation and maintenance of facilities

Possible Cross References

7120, 7200, 7400, 7420, 7430, 7443

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

**Property & Facilities**

**Series 7000**

**Naming of School Facilities**

**Policy 7550**

Date Adopted: February 11, 2008

Date Revised:

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Date Reviewed & Approved: August 20, 2018

The right to name schools, rooms, facilities, offices, athletic fields, special purpose areas and/or other district property rests with the Board of Education. Buildings, rooms, facilities and/or other district property may or may not be named at the Board's sole discretion.

Names proposed shall be free from biases, prejudices and political and religious connotations. In selecting a name, the Board shall not discriminate because of gender, race, sexual orientation, creed or national origin.

If named for a person, that person should have been a former school district educator or administrator, local resident, Board Member, county resident, or an employee of the school district who has had significant beneficial effect on the school system and its students. However, names of inspiring national or international persons are also allowable.

Names may be submitted by individuals, organizations, committees or the Board itself. For the purposes of this policy, these individuals or groups shall be referred to as the "sponsor." In order to be considered, the sponsor must identify the importance and relevancy of the name submitted for consideration.

Sponsors shall present their proposal to the Superintendent of Schools, who in turn will present it to the Board of Education for consideration. The Board will consider all names submitted. By majority vote of the full Board of Education at a regularly scheduled meeting, the Board may accept or reject the proposed name.

Once the Board has approved a name submitted for a school, room, facility, office, athletic field, special purpose areas and/or other district property, the Board will determine the advisability of conducting an appropriate public ceremony and/or if a plaque, monument, painting, sign, or engraving of the name selected should be placed on the facility.

The expenses incurred for any plaque, monument, painting, sign, or engraving of the name selected and/or its installation may be borne by the Board of Education or the sponsor, at the sole discretion of the Board.

## Legal References

NJSA 18A:11-1 General mandatory powers and duties