

## **OPEN LETTER TO STUDENTS AND PARENTS**

---

We would like to take this opportunity to welcome you to Manasquan High School. We are truly proud of our school and its rich history and tradition. Its comprehensive academic and extra-curricular opportunities are available for the social growth and intellectual development of each student.

In addition to its extensive curricular offerings, Manasquan provides its students with the benefits of a wide variety of athletic teams and clubs, student government, and service organizations.

This handbook is designed to provide you with important information concerning Manasquan High School such as attendance, discipline, guidance, etc. We want you to read it and be familiar with it.

Learning is an active process wherein you must participate in order to benefit. Therefore, we are asking that students do everything that they can to learn. Through your involvement, your high school career will be greatly enhanced and will prove to be both rewarding and meaningful. With all of us working toward a common goal we cannot help but succeed.

We hope you enjoy success during this school year, and we look forward to working with you throughout the year.

Rick Coppola  
Principal  
Manasquan High School

# TELEPHONE DIRECTORY

Manasquan School District

## CENTRAL OFFICE

**Superintendent:** .....528-8800

Dr. Frank Kasyan

**Business Administrator/Board Secretary:**

Lynn Coates .....528-8803

**Supervisor of Special Education:**

Margaret Polak.....528-8820 Ext. 2043

**Director of Technology**

Jesse Place.....528-8820 Ext. 1912

**Custodial Supervisor**

Matthew Hudson.....528-8820 Ext. 1058

**Affirmative Action Officer:**

Justin Roach.....528-8810 Ext. 1055

## HIGH SCHOOL

**Assistant Principal:**

Donald Bramley.....528-8820 Ext. 1006

Richard Read .....528-8820 Ext. 1006

Attendance Office.....528-8820 Ext. 1007

**Athletic Director:**

Peter Cahill.....528-8820 Ext. 1022

**Department Supervisors:**

Donald Bramley.....528-8820 Ext. 1006

Peter Cahill.....528-8820 Ext. 1022

Barbara Kerensky .....528-8820 Ext. 1054

Craig Murin.....528-8820 Ext. 1053

Margaret Polak.....528-8820 Ext. 2043

Justin Roach.....528-8820 Ext. 1055

Child Study Team.....528-8820 Ext. 1040

**Guidance Counselors:**

Lauren Saliski.....528-8820 Ext. 1016

Lauren Duggan.....528-8820 Ext. 1015

Erich Hoffman.....528-8820 Ext. 1014

Alicia Narucki .....528-8820 Ext. 1013

**Nurse's Office:**

Cheryl Bontales.....528-8820 Ext. 1400

**Principal:**

Rick Coppola.....528-8820 Ext. 1000

**School Psychologist/Special Education**

Robert Kehoe.....528-8820 Ext. 1045

**Student Assistance Counselor:**

Leigh Busco .....528-8820 Ext.1048

**Clinical Social Worker:**

Elizabeth Rudder.....528-8820 Ext. 1047

**MANASQUAN BOARD OF EDUCATION**

---

Mr. Thomas Pellegrino, President  
Mr. Alfred Sorino, Vice President  
Bruce Bolderman                      Terence Hoverter  
Donna Bossone                         Joseph Loffredo  
Eugene Cattani                         Anne McGarry  
Linda DiPalma                         Tedd Vitale  
Mark Furey                                Colin Warren

Mrs. Lynn Coates  
Board Secretary and Business Administrator.

Board of Education meetings are the 3rd Tuesday of every month at 6:00 p.m. in the High School Media Center. The public is invited.

**ADMINISTRATION**

---

Superintendent of Schools.....Dr. Frank Kasyan  
Principal.....Rick Coppola  
Assistant Principal.....Donald Bramley  
Assistant Principal.....Richard Read  
Department Supervisors  
Home Ec., Art, Music..... Donald Bramley  
Business.....Richard Read  
Math & Science..... Craig Murin  
Physical Education.....Peter Cahill  
English & Social Studies..... Justin Roach  
World Language, Curriculum &  
Instruction.....Barbara Kerensky  
Guidance.....Lesley Kenney  
Special Education.....Margaret Polak  
Athletic Director.....Peter Cahill

**GUIDANCE COUNSELORS**

---

Lauren Duggan                      Alicia Narucki  
Erich Hoffman                        Lauren Saliski

**DISTRICT AFFIRMATIVE ACTION OFFICER**                      Justin Roach

---

**STUDENT ASSISTANCE COUNSELOR**                                      Leigh Busco

---

**ACADEMY OF FINANCE DIRECTOR**                                      John Driscoll

---

**ACADEMY OF HEALTH CAREERS**    Clair Kozic

---

**ACADEMY OF ENGINEERING**    Amy Edwards

---

**ACADEMY OF PUBLIC SERVICE**    Tim Clayton

---

**CHILD STUDY TEAM MEMBERS**

Margaret Polak, Supervisor  
Robert Kehoe, School Psychologist  
Susan Lord VanNote, Learning Disabilities Teacher Consultant  
Pamela Cosse, Social Worker

**OFFICE PERSONNEL**

**SUPERINTENDENT'S OFFICE**

Maria Attilio  
Joann Dietrick  
Tara Hudson

**PRINCIPAL'S OFFICE**

Stephanie Winter

**ASSISTANT PRINCIPAL'S OFFICE**

RJ Read

**GUIDANCE OFFICE**

Bailey Juska

**CHILD STUDY TEAM OFFICE**

**ATHLETIC DIRECTOR'S OFFICE**

Kathleen Mahon

**SUPERVISOR'S OFFICE**

Durell Eckart

**SCHOOL CALENDAR**

**2018 - 2019**

Teacher Orientation/Faculty Meeting .....September 4  
 Classes Begin (Full Day).....September 5  
 Staff In-Service (Dismissal)..... 12:05 p.m. September 7  
 District In-Service Day.....October 8  
 NJEA Convention.....November 8 & 9  
 Staff In-Service (Dismissal)..... 12:05 p.m. November 14  
 Thanksgiving Recess Begins (Dismissal) ..12:05 p.m. November 21  
 Thanksgiving Recess.....November 22 & 23  
 Staff In-Service (Dismissal).....12:05 p.m. December 6  
 Holiday Recess Begins.....12:05 p.m. December 21  
 Holiday Recess.....December 24 thru January 1  
 Classes Resume .....January 2  
 Martin Luther King Day.....January 21  
 High School In-Service Day.....January 28  
 Winter Recess.....February 11 thru 15  
 Classes Resume .....February 18  
 Staff In-Service (Dismissal)..... 12:05 p.m. March 5  
 Staff In-Service (Dismissal).....12:05 p.m. March 28  
 Spring Recess.....April 19 thru April 26  
 Classes Resume .....April 29  
 Staff In-Service (Dismissal)..... 12:05 p.m. May 1  
 Memorial Day Break.....May 24-27  
 Students' Last Day .....June 20  
 Teachers' Last Day.....June 21

September..... 18 days  
 October..... 22 days  
 November.....18 days  
 December.....15 days  
 January.....20 days  
 February.....15 days  
 March.....21 days  
 April..... 16 days  
 May.....21 days  
 June.....14 days

TOTAL PUPIL DAYS        180  
 TOTAL TEACHER DAYS    184

## **MISSION STATEMENT OF MANASQUAN HIGH SCHOOL**

---

Manasquan is a traditional yet innovative high school committed to empowering students from many communities to reach their potential through a diverse curricular and extra – curricular program, to respect themselves as well as the rights and dignity of others, and to become life-long learners and productive citizens.

## **MANASQUAN SCHOOL DISTRICT MISSION STATEMENT**

Manasquan School District, empowers all students by providing a safe, healthy and inclusive environment where continual growth, perseverance, and rigorous academic standards are balanced with extensive extra-curricular opportunities and rich tradition through partnership with the community.

## **BELIEF STATEMENTS**

We believe in providing quality resources and facilities.

We believe students have the right to learn in a safe and secure environment that respects diversity.

We believe a cohesive school community is imperative for all stakeholders to foster a supportive learning environment.

We believe in the investment in meaningful and individualized professional development.

We believe evolving technology is an integral element of every student's learning.

We believe in meeting the diverse needs of all students to ensure emotional, social and physical development.

We believe in rigorous academic standards.

We believe in empowering students to take ownership.

**The rules you are about to read in this code of conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.**

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

---

Students, parents, school administrators, and the Board of Education of Manasquan High School all agree that positive student commitment and behavior are essential to effective learning. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences. Commensurate with their maturation levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning.

Therefore, we, the students, parents, teachers, administrators, and the Board of Education of this school district expect **all students to fulfill the behavioral expectations of the school community** and to:

- Prepare themselves mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for their own behavior and learning.
- Use time and other resources responsibly.
- Share responsibilities when working as members of a group.
- Meet the unique requirements of each class.
- Monitor their own progress toward objectives.
- Communicate with parents and school personnel about school-related matters.

## **GUIDANCE SERVICES**

---

The purpose of the Guidance service is to help each student in his/her social, educational, vocational, personal development and adjustment to the school environment. A counselor is in the Guidance Office daily from 7:30 a.m. to 3:00 p.m. Conferences with students receive first consideration of the counselor's time and are scheduled when necessary.

Guidance services are available to all students in Manasquan High School. Each student is assigned a counselor and will receive both group and individual counseling throughout the year. In addition, each student is scheduled for a conference during their senior year with his/her parents in order to review, in depth, the individual's progress and plans for post secondary training or employment. All students are free to schedule a conference with their counselor at any time and arrangements may be made through the guidance secretary.

The Guidance Department has introduced Family Connections from Naviance to all students in grades 9, 10, 11 and 12. Family Connection is a comprehensive web-based resource that is used to assist students in making decisions about courses, colleges and careers. Each grade level is assigned certain tasks to accomplish in the *My Checklist* section of the website. These tasks include items such as The College Search, My

Resume, My Careers, My Learning Style, My Personality Type and My Game Plan. Guidance Counselors can monitor the progress of each student and, subsequently provide the best assistance and guidance to every student who has completed their grade level tasks. In addition, Family Connections from Naviance also provides students and parents with a wealth of information in the resources section on topics such as: financial aid, scholarships, the NCAA and test preparation for both the SAT and SCT exams.

The Guidance Department maintains an extensive web page which can be found at [www.manasquanschools.org](http://www.manasquanschools.org). This site contains valuable links to numerous resources including but not limited to a complete and up to date listing of all local scholarship sources for our seniors.

The counselor may assist the student in:

Recommending materials the student may use improve his/her study habits

Planning his/her schedule and school program

Making realistic curriculum selections and suitable plans for the future

Offering aid in problems of adjustment - to listen to the student discuss his/her problems

Evaluation and interpretation of interest, aptitude and ability through utilization of tests, grades and other relevant information

The Program of Studies and a Course Offering book is available in the Guidance Office or on the Manasquan School District website. This book is designed to provide you with a concise summary of all opportunities available for your educational career at Manasquan High School. Copies of the Course Offering book are distributed to all students prior to the start of the scheduling process each year.

Each student has the unique opportunity to design a personal secondary program based on his or her needs, aptitudes and future career intentions. Joint planning by students, parents and counselors can result in personal academic success in the years ahead.

## **HOW TO SEE YOUR GUIDANCE COUNSELOR**

Students may stop in the Guidance Office to fill out a form to arrange a meeting with the counselor. Students will be notified of this meeting by the counselor during the homeroom period. If the student has a scheduled appointment with his/her counselor, report first to your regularly assigned class to show your teacher your pass before reporting to the guidance office

## **PARENT CONFERENCES**

---

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the guidance office.

## **“BACK TO SCHOOL” NIGHTS**

---

Wednesday, September 12, 2018



## **STUDENT RECORDS**

---

The Manasquan Board of Education has primary responsibility for the compilation, maintenance, access to and security of pupil records. Only records mandated by the state or federal government or specifically permitted by this Board of Education may be compiled by the staff. The pupil records are available to the parent, adult pupil, and certain other persons in accordance with the procedures of this district. The administration is authorized to forward educational and disciplinary records, on request, to a school in which a pupil in this district seeks or intends to enroll, upon authorization by the parent. Upon proper request, student records may be reviewed and will be interpreted by the building Principal and/or his/her designee.

## **RELEASE OF DIRECTORY INFORMATION**

---

Please be advised that N.J.A.C. 6:3-2.2(g)6 requires local boards of education to develop policies and procedures which accord educational, occupational, and military recruiters access to directory information. Current code language makes provision for parents to request in writing to the chief school administrator that their child's name be omitted from the student information directory; adult students may make that request on their own behalf.

## **REQUIREMENTS FOR GRADUATION**

---

All students must earn a minimum of **150 credits** over the four (4) years that they attend high school. Five (5) credits are earned with the successful completion of all full semester courses. Physical Education and Health are adjusted based on the time spent in either Physical Education or Health.

The following courses must be included in the **150 credits** required:

English I, II, III, IV	20 credits
Physical Ed/Health I, II, III, IV	20 credits
World History	5 credits
United States History I and II	10 credits
Biology <b>PLUS TWO</b> additional sciences	15 credits
Mathematics	15 credits
Computer Course	5 credits
Visual and/or Performing Art*	5 credits
World Language	5 credits
Career Education, Consumer, Family Life Skills or Vocational Tech.* Education	5 credits
Financial Lit.	2.5 credits

\*For a complete list of courses that satisfies these requirements, please consult your Guidance Counselor.

**PROMOTION**  
(MINIMUM PROGRESS TO THE HIGH SCHOOL DIPLOMA)

---

A student will move from:

Grade 9 to 10 if he/she has earned	35 credits
Grade 10 to 11 if he/she has earned	70 credits
Grade 11 to 12 if he/she has earned	110 credits

**COLLEGE BOUND STUDENTS**

In addition to the prescribed minimum number of units for graduation, students desiring to attend college should also earn a minimum of 16 Carnegie units.

The typical college bound student should complete:

4 units of English	3-4 units of Science
3-4 units of Social Studies	2-3 units of World Language
3-4 units of Mathematics	

**SUMMER SCHOOL**

---

Course credit may be given in any summer school approved by the State Department of Education. The State of New Jersey mandates a minimum of **60** summer school class hours for the remediation of a course already taken but failed and **120** summer school class hours for a course taken for the first time.

**GRADING SYSTEM**

---

Grades will be recorded on report cards using a numerical system. The lowest grade recorded for grading purposes for marking periods will be 60. Grades recorded for final exams will be the grade actually earned. Teachers may record lower grades during the marking period and for the mid-term, but 60 will be the minimum grade used for report card grades, with the exception of the final exam. For final exams only, teachers can record the grade earned on the final exam.

The equivalent letter grades are as follows:

A	Excellent	93 -100	D	Passing	70 - 76
B	Good	85 - 92	F	Failure	0 - 69
C	Average	77 - 84			

**INCOMPLETES**

---

An "I" on a report card in lieu of a grade indicates that the marking period grade or the final grade cannot be computed because the

student's academic work is incomplete. Incomplete grades must be satisfactorily completed within two weeks after report cards are issued or they will automatically be changed to 60 unless the subject teacher requests, in writing, that the grade be held "I" because of extenuating circumstances.

## **CHEATING/PLAGIARISM**

---

Manasquan High School does not tolerate cheating in any form. It is the responsibility of the teacher to establish a classroom policy at the beginning of each course. The teacher will provide the students with written information regarding this policy. In addition, the following school-wide guidelines on plagiarism are in effect:

It is the intent of Manasquan High School to prepare students for academic success beyond high school. In order to meet this goal, it is imperative that students are aware and have knowledge of the definition of plagiarism. The definition and guidelines below are intended to help the students and staff meet the aforementioned objective.

### **DEFINITION**

1. To steal and pass off (the ideas, words and/or images of another) as one's own.
2. To use (a created product) without crediting the source.  
Webster's Collegiate Dictionary, 10<sup>th</sup> ed., 1993

### **AVOID PLAGIARISM**

To avoid plagiarism, you must give credit whenever you use

- Another person's idea, opinion or theory
- Any facts, statistics, graphs, drawings-any pieces of
- Information-that are not common knowledge
- Quotations of another person's actual spoken or written words, or
- Paraphrase of another person's spoken or written words."

### **STRATEGIES FOR AVOIDING PLAGIARISM**

1. Put in quotations everything that comes directly from the text especially when taking notes.
2. Paraphrase, but be sure you are not just rearranging or replacing a few words.  
Instead, read over what you want to paraphrase carefully, cover

- up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without peeking.
3. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.
  4. Be sure to include a work cited page.

### **BLATANT VS. UNKNOWING PLAGIARISM**

"Plagiarism may be considered a form of cheating and therefore subject to sanctions. However as there may be a technical plagiarism which is the result of poor learning or poor attention to format, and may occur without intent to deceive, some teacher discretion is appropriate. A teacher may choose to counsel the student and offer a remedy (within his/her authority) which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, a teacher may not penalize the student for plagiarism in any way without advising the student that a penalty has been imposed. The teacher should be confident that plagiarism has occurred. If there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism."

[www.cla.calpoly.edu/~fflores/plagiarism.htm](http://www.cla.calpoly.edu/~fflores/plagiarism.htm)

### **CONSEQUENCES FOR BLATANT PLAGIARISM**

- 1<sup>st</sup> time-0 on the assignment
  - 2<sup>nd</sup> time-failure for the marking period
  - 3<sup>rd</sup> time-failure for the course
- Parental notification must occur in conjunction with any of the above penalties.

### **MAKE UP WORK**

Students who are absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. All make up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. An absence does not excuse a student from responsibility for all recitations on the day of his/her return. Grades will be withheld if make up work is not turned in and will lead to failure if the situation is not remedied immediately.

It is the student's responsibility to obtain all make up work from his/her teachers immediately upon return to school. Failure to obtain make up work is no excuse for not doing work missed.

## **PERMISSION TO DROP A COURSE**

---

To drop a course, a special form must be secured from the guidance office, filled in and signed by the student, parent, subject, teacher and guidance counselor. If permission is granted, the time limit for dropping a course is one week. The decision to drop a course is made based on several factors including the number of credits a student has, alternative courses available, and the reason given for dropping the course.

## **SCHEDULE CHANGES**

---

Beyond the deadline of Sept. 21st, requests for changes will be processed **ONLY** for the reasons listed below:

Meeting a graduation requirement\

## **PROGRESS REPORTS**

---

Students' progress reports will be available online between marking periods to parents of students. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction, or to alert the parent of the student's academic achievement.

## **EXTRA HELP**

---

You may always seek extra help from your teacher if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. Please contact your Guidance Counselor for specific extra help schedules. Tutorial services are also provided by National Honor Society members.

## **TRANSCRIPTS**

---

Any student who requires a transcript sent to a college should have a transcript request form filled out and signed by his/her parent or guardian and returned to his/her guidance counselor. Requests should be **made** at least two weeks prior to the college's deadline. Transcripts are free of charge.

## **MARKING PERIOD SCHEDULE**

---

<b>Marking Period</b>	<b>End of Marking Period</b>
---------------------------	------------------------------

- |   |                  |
|---|------------------|
| 1 | November 2, 2018 |
| 2 | January 22, 2019 |
| 3 | April 2, 2019    |
| 4 | June 20, 2019    |

**EXAM DAYS**

---

**January 10 - 22** Final Exams for Semester 1 Classes; two 58 minute classes per exam will be scheduled; students follow the regular rotation schedule

**January 16 – 22** Benchmark Assessments for year-long classes scheduled during the regular rotation & administered in one 58 minute block

<b>June 14</b>	Seniors start final exams; exams classes 4, 8
<b>June 17</b>	9-12 grade 2 hour exams classes 1, 5
<b>June 18</b>	9-12 grade 2 hour exams classes, 2, 6
<b>June 19</b>	9-12 grade 2 hour exams classes 3, 7
<b>June 20</b>	2 hour exams for underclassmen; classes 4, 8

**HONOR ROLL AND HONOR SOCIETIES**

---

**Honor Roll Requirements:**

**First Honor Roll:** 93 or higher marking period average in all courses, with no grade below 93.

**Second Honor Roll:** 85 or higher marking period average with no grade below 85.

**National Honor Society:**

In order to be eligible for membership in the Manasquan High School chapter of the National Honor Society, a student must meet the following criteria:

1. a member of the sophomore or junior class
2. 93 cumulative average
3. 8 character references from teachers
4. 80 documented hours of service
5. 40 documented hours of leadership pre-approved by the advisor
6. Completed membership packet submitted by due date

The induction ceremony for new members will be held in early Fall.

## **Varsity Scholars**

Varsity Scholar Letters are awarded to graduating seniors to acknowledge their academic excellence. Any senior who has maintained a cumulative average of **97 or higher** at the end of the first semester of their senior year (January) is honored as a Varsity Scholar during the Senior Academic Awards Ceremony in June.

## **Board of Education Awards:**

A minimum cumulative average of 93 with no grade lower than 77.

## **French and Spanish Honor Societies**

### **Requirements for Membership:**

1. Candidates must have completed Level III or higher of French or Spanish.
2. Candidates must be in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade of high school.
3. Candidates must demonstrate service and leadership in French or Spanish activities, must be active members of the French or Spanish Club, and contribute to the promotion and advancement of language study.
4. Grade Requirements: A candidate must have
  - a. a grade average of 93 or 86 in an honors course in the language of study during the selection process
  - b. a cumulative grade average in all language courses of 93 or 87 in the honors program
  - c. an 87 or higher in all other course work
  - d. a cumulative grade point average of 87
5. Using the information supplied on each candidate, a Faculty committee will determine the final selection for membership.
6. Applications will be accepted in September, and the **Induction Ceremony** for new members takes place in the Fall of each year. Attendance is mandatory for membership.

The Societies are honorary organizations in which students must demonstrate impeccable character and leadership. Failure to adhere to the standards of selection can result in dismissal for all Honor Societies.

## **STUDENT ATTENDANCE**

---

Absence from school jeopardizes the ability of a pupil to complete satisfactorily the prescribed course of study and violates the statutes requiring children to regularly attend school. (N.J.S.A. 18A:38-25-28) The administration accepts its responsibility of properly operating

school within the context of prevailing laws and regulations. It can not succeed in its paramount task of providing an education through accepted curricula unless the pupils for whom it is intended are present for all regularly scheduled classroom activities. Consequently, there is an inherent responsibility upon the parents and pupils for the pupil to regularly attend school. The administration, therefore, can not condone nor permit absences from school and will not issue credit for courses unless the student maintains a regular attendance record.

### **PUPIL VACATIONS DURING THE SCHOOL YEAR**

---

**The practice of student absences from school for family vacations is strongly discouraged.** Since school time is vital to learning, it is detrimental for pupils to be absent from school for extended periods of time as it would severely affect student grades. Parents who choose to remove their children from school must assume the full responsibility for any effect this may have on their child's education, grades, and eligibility for course credit.

**ABSENCES OF THIS NATURE WILL NOT BE EXCUSED.**

### **ABSENCE FROM SCHOOL/CLASS**

---

Unexcused absences in excess of eight (8) in one semester, will result in loss of credit for that course(s).

Unexcused absences in excess of sixteen (16) in a full year course(s) will result in loss of credit for that course(s).

Students absent from school or class are responsible for completing all missed work within a time frame equal to his/her absence.

#### **Procedure:**

Students returning to school from an extended illness will be required to submit a doctor's note to the Assistant Principal's office. Court appearances and college visits must be documented as well. Attendance will be adjusted accordingly.

### **CLASSROOM ABSENCE**

A student will lose credit for any course during the semester/ year in which his/her **unexcused** absences are excessive. "**Excessive**" is defined as more than 8/16 days in any given semester/year.

The following absences will constitute accepted excused absence



- Death in immediate family
- School related activities (2 per semester)
- Court appearance with official documentation
- Religious holidays
- Drivers test with official documentation
- College visitation with official documentation  
2 days per year unless further visits are **required by the college** with documentation supplied.
- Illness of 1 or more consecutive days with a doctor's note.
- Suspensions from school
- If the nurse sends a student home from school, the remainder of the school day is excused.

### **AVENUE OF APPEAL**

---

A student may seek review of a loss of credit due to absences by filing an appeal with The Attendance Review Committee. The hearing must be attended by the student and may be attended by the parent/guardian. If the appeal is sustained, and all work has been satisfactorily completed, and a passing grade is indicated by the teacher, credit may be granted. **Neither documentation of absences nor attendance appeals will be accepted for the previous school year after August 1.**

If an appeal is denied at the review hearing, the decision may be appealed to the Principal. The student may appeal a negative decision at the following levels of district authority:

1) Review Hearing, 2) Principal, 3) Superintendent of Schools, and 4) Board of Education.

### **CUTTING/TRUANCY**

---

Any student cutting a class one (1) time within a marking period will be assigned Saturday detention. An additional cut within the same marking period will mean an automatic grade of 69 for the marking period, a 2<sup>nd</sup> Saturday Detention, and a warning about open defiance. A 3<sup>rd</sup> cut within a marking period will result in suspension for open defiance/willful disobedience. Students who cut lunch or study may be suspended from school, and extra curricular activities pending a parent conference.

### **UNEXCUSED LATENESS TO CLASS**

---

Students more than ten (10) minutes late to class will be counted as absent and a discipline referral will be sent to the Assistant Principal's office.

A total of three (3) lates to class of less than ten (10) minutes will count as an unexcused absence.

### **PASSES FOR LEAVING SCHOOL/ EARLY DISMISSALS**

Students are not permitted to leave the school grounds at any time during the school day without a pass from the office. If you must leave the building due to illness or any other emergency, **YOU MUST BE SIGNED OUT BY A PARENT OR LEGAL GUARDIAN.** Leaving school without permission is classified as cutting and will be subject to disciplinary action.

Students are encouraged to schedule necessary appointments before or after school hours. When appointments cannot be scheduled outside of school hours, acceptable reasons for early dismissal would be appointments with a doctor, dentist, driving test, required attendance in court, or extreme emergencies. **Students must bring a note to the Assistant Principals' Office prior to homeroom when requesting an early dismissal.**

### **TARDIES**

#### Admittance

**All students reporting to school after 7:38 a.m. are required to sign in at the Assistant Principal's Office.** A late pass must be picked up in order to be admitted to class. Failure to sign in will result in a student's name appearing on the absentee list which will then be treated as an unexcused absence.

#### Excused Tardiness

Tardiness will be excused as per the reasons listed under the attendance policy.

### **TARDY POLICY**

Unexcused tardies to school (after two) the following consequences will accrue for repeated tardiness.

3 Tardies                      Warning

6 Tardies	5 Demerits
9 Tardies	Office Detention & Demerits
12 Tardies	Saturday Detention
15 Tardies	Saturday Detention & Demerits
18 Tardies	In- School Suspension

Students arriving after 8:55 a.m. must provide a reason for the tardiness by having a parent call, write a note, or accompany the student to the attendance office when he/she is signing in to school.

### **PASSES**

---

**Hall** - Students are not permitted in the halls during class periods without a hall pass or accompanied by a staff member.

**Elevator** - Students must report to the Assistant Principal's office or the school nurse to obtain a pass for the use of the elevator.

**Bathrooms** - Students are not to use the bathrooms between periods without a pass signed by a staff member.

### **EMERGENCY EVACUATIONS, FIRE DRILLS, ETC.**

---

Each classroom has posted above the entrance door a card informing students where their class is to exit the building in cases of emergency evacuations and/or fire drills.

The evacuation alarm will consist of intermittent ringing of the bell. **STUDENTS MUST IMMEDIATELY LEAVE THE BUILDING WITH THEIR CLASS BY THE DESIGNATED EXIT.** Students should move quickly and quietly so that necessary instructions may be heard.

Fire drills are conducted throughout the school year.

### **HEALTH SERVICES**

---

**If a student becomes ill in school he/she is to report to the nurse who will decide what should be done.** Students must not leave the building because of illness without proper authorization. If the nurse is not available, students are to report to the Main Office.

Student emergency cards are distributed each year. These cards must be completed and returned to the Nurses' Office. **No student will be released from school to an adult unless that adult is listed on the emergency card.**

Health Services include the following:

1. Manasquan requires all immunizations required by Chapter 14 of the New Jersey State Sanitary Code. They are: DPT - 3 doses and DT Booster within last ten years; Polio vaccine - 3 doses, Measles, German Measles and Mumps vaccine after age one, Hepatitis B, three doses.
2. Scoliosis screening is done January/February for all students ages 10-18 every other year in even numbered years. Students may be excused from this screening with written parental permission.
3. It is recommended that all students receive a physical examination by their family physician. All new students must have a physical examination within 60 days of registration. If they do not have a family physician, the exam will be done in school.
4. Vision testing is done on all 10th graders and all new students. Other students in grades 9, 11 and 12 are checked if time permits.
5. Audio screening is done for all 10th graders and all new students.
6. Medications are given in school only with a doctor's note and written parental permission (See Medication Policy).
7. Tuberculosis screening follows New Jersey State Guidelines.
8. Free and reduced lunch tickets are available weekly, as per Federal/State Lunch Program. Regular priced weekly tickets may also be purchased.
9. Students must bring a note from a physician to be medically excused from physical education.

#### **IMMUNIZATION REQUIREMENTS/EXCLUSIONS**

All students must have their immunizations complete before enrollment and updated as required by New Jersey Law. They are: DPT-3 doses and DT Booster within last ten years; Polio vaccine – 3 doses, Measles, German Measles, and Mumps vaccine after one, if born on or after 1/1/90, 2 doses of Measles containing vaccine, Hepatitis B, three doses. Anyone whose health records are not complete and updated will be excluded from school. (Be certain that the school has an emergency number so parents/guardians may be contacted if needed.)

#### **MEDICATION IN SCHOOL**

In accordance with the Manasquan Board of Education Policy, administration of medication, all medication, whether prescribed or over-the-counter, shall be administered by the school nurse as directed on the medication consent form that can be obtained in the Nurse's Office. The MHS medication form must be filled out and

signed by the private physician. Medication shall be kept in the labeled prescription bottle or original package in the health office.

The Board shall permit self-administration of medication for asthma or other life- threatening illnesses. The consent form for self administration of medication must be signed by the parent/guardian and doctor and a duplicate of the medication must be kept in the Health Office.

### **STUDENT ACCIDENT INSURANCE**

Student accident insurance is purchased by the Board of Education for all students enrolled in the Manasquan School District. This policy is strictly an excess policy and claims can only be made **after the claim has first been considered by the individual's primary insurance carrier**. All rules of the individual's primary insurance must be followed in order to qualify for an excess coverage. Claims will be paid on a schedule; this schedule does not guarantee full coverage of the balance of any bills. An accident report should be filled out in the school with the nurse or the athletic trainer at the time of the incident. All claims should be processed by the Athletic Department secretary. Any further questions should be directed to the Board of Education Business Office.

### **RIGHT TO KNOW**

The Manasquan Board of Education affirms its responsibility to keep on file in the main office of every building the Employee/Community Right to Know required list of hazardous materials as well as Material Safety Data Sheets.

### **BLOOD BORNE PATHOGENS**

The Manasquan Board of Education affirms its responsibility to provide a safe and healthy environment for all students and staff. An Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance to OSHA Blood borne Pathogens Standards, Title 29 Code of Federal Regulations 1910, 1030 and N.J. A.C. 10:100-4.2. Copies of the ECP are on file in the nurses' offices, the main office of the schools and the business office.

### **ASBESTOS MANAGEMENT PLAN**

As per Section 203 of Title II of the Toxic Substance Control Act, 15 USC Section 2653; the Asbestos Hazard Emergency Response Act (AHERA) regulation 40CFR 763.93 a copy of the Asbestos Management Plan is available for your review at the Board Office,

169 Broad Street, Manasquan, NJ. The Plan will be maintained and updated as required by law.

#### **SECTION 504**

---

Any student who has an impairment which affects a major life activity (walking, seeing, hearing, learning) is eligible for educational program modifications. The parent/guardian is required to document this impairment with a physician's diagnosis. Once the district has this documentation an educational program will be developed by a committee. The 504 Coordinator is Lesley Kenney.

#### **INTEGRATED PEST MANAGEMENT**

---

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The Manasquan Board of Education will implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. The Manasquan Board of Education has developed and maintains an IPM plan as part of the school policy. For additional information contact Matt Hudson, IPM Coordinator at 732-528-8820 Ext. 1058.

#### **INTERVENTION & REFERRAL SERVICES**

---

The Intervention & Referral Committee was designed to identify, refer, and provide support services for students who exhibit specific inappropriate behaviors in school due to underlying health and/or psychosocial difficulties.

The problems that pupils bring with them to school are a reflection of the more complex problems of the community. These problems may manifest themselves in a variety of ways and affect the student's functioning in and out of school. The I&RS was created to attempt to link the family with the school and other community agencies so as to address these complex social dilemmas.

The Committee consists of the following members:

Andrew Bilodeau	732-528-8820 ext. 1870
Cheryl Bontales	732-528-8820 ext. 1400
Donald Bramley	732-528-8820 ext. 1006
Leigh Busco	732-528-8820 ext. 1048
Rick Coppola	732-528-8820 ext. 1000
Lauren Saliski	732-528-8820 ext. 1016
James Fagen	732-528-8820 ext. 1833
Lauren Duggan	732-528-8820 ext. 1015
Erich Hoffman	732-528-8820 ext. 1014
Alicia Narucki	732-528-8820 ext. 1013
Richard Read	732-528-8820 ext. 1006

## Additional Agencies That May Be Contacted

Crisis Line: Jersey Shore Medical Center	732-776-4555
Child Abuse (DCPP)	1-877-652-2873
Poison Control	1-800-222-1222
RUNAWAYS: National Switchboard	1-800-786-2929
NEW JERSEY DRUG HOTLINE	1-844-276-2777
AA, Alanon and Alateen (AlaCall)	1-800-322-5525
Monmouth Medical Center Child/Family Crisis Clinic	732-923-6999
Women's Center – Rape Care	1-817-927-2737
Parents Anonymous of New Jersey	1-800-843-5437
2 <sup>nd</sup> Floor Youth Helpline	1-888-222-2228
Child Study Team	732-528-8820 ext.1040
High School Guidance Office	732-528-8820 ext.1010
Student Assistance Office	732-528-8820 ext.1048

### **VISITORS**

Visitors to the building must report immediately to the Assistant Principal's Office and sign in to receive a pass. Under no circumstances should a student bring a visitor to school without proper and prior approval.

### **CODE OF CONDUCT**

Two of the most important lessons education should teach are discipline and tolerance. While they do not appear as subjects, they underlie the whole educational structure. Training in these areas develops self-control, character, orderliness, and efficiency. They are the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline and tolerance in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habits of self-restraint which will make you a better person.

**Disciplinary infractions may result in suspension and/or exclusion from participation in extra-curricular activities including athletics, clubs, proms, and graduation exercises.**

### **GENERAL INFORMATION**

#### **ARRIVAL AND DISMISSAL**

1. Plan to arrive at school between 7:15 and 7:25 a.m. Students may not enter the building prior to 7:00 a.m.

2. **First Block begins promptly at 7:38 a.m.** Students not seated at this time are considered late.
3. Students arriving after 7:38 a.m. are to report to the Assistant Principal's Office to sign in and receive a pass to class (see Tardiness Policy).
4. Students are expected to leave the building and grounds at dismissal unless they are involved in a supervised after-school activity.
5. Loitering in unsupervised areas before or after school is not permitted.

### **BUS CONDUCT AND LAWS**

NJ Statutes: Title 18A:25-2 "A pupil may be excluded from the bus for disciplinary reasons by the Principal and his/her parents shall provide transportation to and from school during the period of such exclusion."

The following rules are for the protection of the students. Any infractions could result in loss of the privilege of riding the bus and are also subject to the general discipline code:

1. Remain in your assigned seat while the bus is in motion; keep all extremities inside the bus at all times.
2. Wait on the sidewalk for your bus.
3. Do not distract the driver or ask him/her to make unscheduled stops.
4. Keep the bus clean; do not litter the road.
5. No smoking, eating, or drinking is allowed on the bus.
6. Avoid improper language.
7. Report immediately to the bus driver any damage to the bus.
8. Never pick up papers or books dropped near a bus until the bus has moved. There is a blind zone in front of the bus.

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

When a student changes his/her address or telephone number he/she must immediately report the change to the Guidance Office. Students will be told if a new tuition card needs to be obtained.

### **CHILD STUDY TEAM**

The Child Study Team evaluates students evidencing learning difficulties in school. If classified, the IEP team decides on the best educational program for the student. This could include regular class placement, special education, or placement in a school outside the



Manasquan School District, depending upon the program recommended. For more information on Special Education, contact Mrs. Margaret Polak, Supervisor of Special Services at 732-528-8820 Ext. 2043.

## **CLASSES**

Students are expected to report to each class prepared and on time. Disciplinary action, including detention and possible loss of credit, will be assigned to students who are late. Your teachers will explain the impact that lateness and being unprepared has on class participation which is part of your grade.

- Students are expected to follow guidelines and procedures established by the classroom teacher.
- Be seated and ready to work before the bell rings.
- Participate regularly. Your contributions affect your grades.
- Take care of classroom furniture. Students who vandalize school property are to be referred to the office. Writing on desks may result in demerits and/or detention.
- Be sure your work is done neatly and to the best of your ability.
- Pay attention to your teacher.
- Come prepared with pencils, pens and books.
- It is the teacher, not the bell that dismisses classes. Remain seated until your teacher dismisses you.
- A hall pass is required in order to leave a class in session. Detention may be assigned to students who violate this procedure.
- Texts and other materials on loan to you are to be properly covered and cared for.

## **THE USE OF TECHNOLOGY IN EDUCATION**

### *Purpose*

To support the district's commitment to providing avenues of access to available information, the available technology shall include, but not be limited to, access to e-mail, the Internet and the computer network.

The district's technology has a specific educational purpose, which is to provide students and staff with access to a range of information and the ability to communicate. Also, the system will be used to increase district communication and enhance productivity. The district system will also assist the staff and students in sharing information with the local community, including parents.

Users may not use technology for activities including, but not limited to, banking, political lobbying, commercial ventures, union activities, gambling or personal purchases.

#### *Limitation of Liability*

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

#### *District Rights and Responsibilities*

The network system is the property of the district, and all hardware and software belong to it. Therefore, the district retains the right to monitor all access to, and use of, the Internet.

#### *Account Passwords and Security*

The person to whom an account is allocated is the only person allowed to use that account. No password sharing is permitted. Users are responsible for all activity made using their password. No person may attempt to modify another individual's password or account information. Users may not alter or copy files belonging to another user without first obtaining permission from the file owner.

#### *Expectation of Privacy*

The work done on district computers, and the information contained in personal electronic files and communications (specifically e-mail), is not private to the user. Users should have no expectation of privacy regarding anything they create, store, send, or receive. The confidentiality of such materials cannot be guaranteed. Network supervision and maintenance may require review and inspections of directories and messages. Also, administrative staff may examine communications or records in order to ascertain compliance with guidelines for acceptable use.

#### *Encountering Controversial Material*

In compliance with the Children's Internet Protection Act (2000), the district has implemented content filtering to minimize encounters with, and restrict access to, material that could be considered

inappropriate or offensive. While the district utilizes such software, it is impossible to effectively control all data transmitted or sites accessed. If a user unintentionally connects to an inappropriate site he must immediately disconnect from the site and notify a teacher or administrator. If a user views another user accessing inappropriate content, he should immediately notify a teacher or administrator.

### **STUDENT MOBILE TECHNOLOGY (One-to-One) PROGRAM**

The Manasquan School District is excited to offer students in Grades 6-12 participation in our 1:1 Student Mobile Technology program. In this program, students are issued a school-owned device for their use in school and at home, consistent with Manasquan Board of Education Policy # 7523 (SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS).

- When using the district-provided Mobile Technology Device, pupils must comply with the District's Acceptable Use of Computer Network/Computers and Resources policy and regulation: Board of Education Policy/Regulation #2361.
- The district-provided Mobile Technology Device is, at all times, property of the District. The device and peripherals, loaned to a pupil, must be returned to the District in the condition they were initially provided to the pupil considering reasonable use and care by the pupil while they are a student in a District school. The District reserves the right to demand return of the device/peripherals at any time. Failure to return the device/peripherals may result in disciplinary action and/or criminal charges sought against the pupil and/or the person in possession of the device/peripherals.
- The parent or pupil shall be responsible to reimburse the District the cost repair or replacement of any technology device/peripherals that are lost, damaged beyond reasonable use or beyond their value, abandoned, missing, stolen, or cannot be returned to the District. (Also see Technology Use Fee Option below.) "Damaged" is defined as hardware or software breakage that hinders the operation of the device while being used within the parameters of the Acceptable Use policy.

#### *New Jersey's Anti-Big Brother Act Notice*

The electronic device provided by the Manasquan School District may record or collect information on a pupil's activity or a pupil's use of the device. The Manasquan School District will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The district may remotely activate a location tracking feature and/or the device's on board camera should the device be reported stolen or missing.

### *Technology Use Fee Option*

As with any district-owned property, the district-provided technology device should be handled with care regardless of where it is being used. In accordance with Manasquan Board of Education Policy #7523 (School District Provided Technology Devices to Pupils), the District offers pupils/parents the option to pay a technology use fee to protect pupil/parent from bearing the full cost of repair of accidental damage of the device and/or its peripherals. Details of the option to pay this fee are explained on the School District Provided Technology Device Form and in Board of Education Policy #7523.

### **ACCEPTABLE USE REGULATIONS FOR STUDENTS**

*Manasquan Board of Education Policy #2361 (ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES) outlines the standards for acceptable use of the district's technology.*

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
  - 1. Intentionally disrupts network traffic or crashes the network;
  - 2. Degrades or disrupts equipment or system performance;
  - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
  - 4. Steals data or other intellectual property;

5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

#### Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Director of Technology a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

#### Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or

#### **SCHOOL CLOSINGS/DELAYED OPENINGS**

All students will report to the high school by 9:08 a.m. Homeroom will begin at 9:08 a.m. Dismissal will occur at the usual time of 2:30 p.m. See Bell Schedule.

If a delayed opening occurs, buses will pick up students at their regular stops between 8:20 a.m. and 8:35 a.m.

When it becomes necessary to close/delay school in the event of severe weather, or an emergency, a special announcement will be made using our Honeywell Instant Alarm System. In addition, emergency

announcements can be found on our district website at [www.manasquanschools.org](http://www.manasquanschools.org), News 12 New Jersey, and Fios 1.

## **DETENTION**

Detention period is a time when the student is assigned to stay after school or on Saturday for any infraction of school rules. Students should fully understand that any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign detention to a student who is not in any of his/her classes.

In cases where individual students have detention in two areas at the same time, teacher detention shall take precedence and the teacher shall notify the office to this effect. Students who fail to report to detention are subject to further disciplinary action including suspension.

Students will be given 24 hours notice for office detention with the option of reporting the same day if they choose.

Students assigned detention are to report to the designated area at 2:35 p.m. with work to do. Students must come prepared with an assignment. If you are not prepared you will not be given credit for that day's detention. Detention is to be treated like any other class period.

### **Detention Procedures**

Students should seat themselves quickly and remain silent.  
Students should not lounge at desks; keep feet off other furniture.  
Students are not permitted to wear coats or jackets.  
No detention students are permitted to leave the room.

## **DRESS AND GROOMING**

The Board believes there is a strong relationship between a student's appearance and his/her general attitude and behavior. Inappropriate attire could disrupt the atmosphere and educational goals of the district. The Board requires all students to maintain a neat and clean appearance at all times. The following regulations and guidelines must be followed:

- A. Hats (or any form of head covering) are not to be worn in school or carried to class.
- B. No coats are to be worn in the school building during school hours.
- C. Shorts are acceptable attire. **However, cut-offs, short shorts, swim suits, mini skirts less than 3/4 length to knee and clothing that does not cover the stomach is not appropriate for school. Also unacceptable are "tank**

- tops", "tube tops", strapless sundresses and strapless shirts.**
- E. Attire that interferes with school work, creates disorder or interrupts the educational program is unacceptable as is any attire presenting a hazard to the safety and/or health of the wearer or others. Gym attire is restricted to physical education classes and is not to be worn during school in the classrooms or hallways.
  - F. **Tight sweaters, tight slacks or skirts, spandex attire, low necklines and bare midriff styles are not appropriate for school.**
  - G. **Clothing with holes or in general disrepair, and shirts with inappropriate writing or slogans (including those alluding to alcohol and/or drugs) are not appropriate for school.**
  - H. Shoes must be worn at all times. Footwear considered unsafe (untied sneakers/shoes, etc.) is not permitted. Footwear that could damage or mar certain floor types (cleats, black soles that leave marks) is not permitted.
  - I. **Immodest dress is forbidden.**
  - J. **Pants/skirts are to be worn at waist height.**
  - K. **Leggings (tight fitting) are not to be worn as pants.**
  - L. No sunglasses may be worn inside the building.
  - M. Leotards or body suits may not be worn as outer garments.
  - N. **Bare backs, shoulders or midriffs are unacceptable in school.**
  - O. **Back packs, book bags, gym bags, etc. are not to be carried through the building during normal school hours.**

Any student in violation of any part of the dress and grooming policy or regulation may be removed from class and be asked to make arrangements to correct the violation immediately; or the student may be excluded from attending school until his/her attire and/or grooming conform to policy. Office detention and/or demerits may also be assigned.

The acceptability of attire will be determined by the building principal or his/her designee. Any judgement made by the principal (or designee) will be subject to appeal to the superintendent and, ultimately, to the Board.

## **STUDENT IDENTIFICATION CARDS**

The Board of Education recognizes school building security measures are important for the safety and welfare of all pupils, staff, parents and community members in school buildings.

In recognizing this important responsibility, the Board requires all pupils to carry school district issued identification cards at all times while in school.

A pupil must present the card to any school staff member upon request. Pupils who fail to have the card in their possession or to produce it when asked to do so may be disciplined.

Pupils will be issued one card every year. A replacement fee of \$5.00 will be charged for all lost identification cards.

### **USE OF ELEVATOR**

The elevator is restricted to only non-ambulatory students with administrative approval, school staff and personnel. Any student who uses the elevator without administrative approval is subject to consequences outlined in the school discipline code.

**Under no circumstances during a fire drill or other emergency is the elevator to be used.** During a fire drill or emergency any student in a wheel chair or on crutches, on the second floor should immediately go to center hall between rooms 204 and 206. An administrator and/or designated staff member will then help the student exit the building.

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions, which are also posted in each classroom.

Students are to:

- Exit the room in an orderly fashion, behind the teacher; quietly and quickly, do not stop at lockers or wait for a friend.
- Exit the building via the designated door-do not stop for any reason
- Move on to the field – beyond the fence
- Report for attendance
- Re-enter the building only when the okay is given

During the fire drill, evacuation of the building, or any other type of security drill there should be no horseplay, sitting on automobiles or other behavior that is not appropriate.

### **SECURITY DRILLS**



Security drills are required by law, one per month. It is essential that when the signal is given everyone obeys orders promptly. The teacher in the classroom will give students appropriate instructions.

### **HOMEROOM**

1. You are expected to be prompt, seated and quiet while attendance is taken.
2. State law (18A:36-3) requires students to salute the flag and recite the Pledge of Allegiance daily. Students who object to free participation in this activity shall show respect for the flag. Parents of these students are to notify the Principal of their consent.
3. Attentiveness is expected during announcements.

### **INCOMING CALLS OR MESSAGES**

Unless the administration determines that it is a dire emergency, incoming calls or messages to students will **NOT** be conveyed by the office. Please inform your parents, friends, and employers of this policy.

### **LOCKERS (HALL)**

Upon entering the school, each student will be assigned a locker. This locker is equipped with a combination lock, which guarantees security for your property if used properly and you **do not** give the combination to other students. **IT IS THE STUDENT'S RESPONSIBILITY TO KEEP THIS LOCKER LOCKED AT ALL TIMES.** Students will be held responsible for any combination lock that is lost, stolen or damaged. **ONLY LOCKS ISSUED BY THE SCHOOL MAY BE USED UNLESS ADMINISTRATIVE APPROVAL IS GIVEN FOR A DIFFERENT LOCK.**

**STUDENTS ARE RESPONSIBLE FOR ALL CONTENTS OF THE LOCKER ASSIGNED TO THEM. A REMINDER TO PARENTS AND STUDENTS ASSIGNED LOCKERS ARE THE PROPERTY OF THE SCHOOL, AND PERIODIC UNANNOUNCED LOCKER SEARCHES WILL BE CONDUCTED DURING THE SCHOOL YEAR.**

**Under no circumstances should lockers be shared. If you have a locker problem, please report it to the Assistant Principal's office.**

### **LOCKERS (PHYSICAL EDUCATION)**

The same general guidelines for hall lockers apply to lockers in physical education classes. In addition, this information is provided:

1. Locks are not provided for gym lockers therefore students are responsible for bringing their own locks. (No sharing of lockers.)
2. No valuables are to be left in lockers.

3. Long lockers are provided to store dress clothing during P.E. class only. Nothing is to be left in long lockers after class.
4. Before leaving the locker room, double check your locker to make sure all materials are stored and the lock is properly locked.

### **LOST AND FOUND**

The Lost and Found department is in the Assistant Principal's Office.

### **PARKING**

Students are prohibited during regular school hours (7:00 a.m. - 2:30 p.m.) from parking on school property.

### **REGISTRATION REQUIREMENTS**

New enrollees must provide an appropriate transfer card, health records, and three proofs of residence. If the student is not residing with the parent, an affidavit must be presented.

### **RELIGIOUS HOLIDAYS**

According to N.J.S.A. 18A:36-16 and N.J.A.C. 6A:16-7.6 regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law. The law provides that:

- Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
- Pupils who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination.
- To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent/guardian.
- Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence but must not be recorded on any transcript or employment form.

### **SCHOOL ACTIVITIES OFF PREMISES**

Students who travel with teachers/coaches/other supervisors to activities off school premises such as field trips, athletic events, concerts, or any other school sponsored activity must return with the teacher or supervisor, unless other travel arrangements are pre-

approved by the administration. All school rules regarding student behavior are in effect during all school sponsored activities.

### **STUDENT RECOGNITION**

In addition to Honor Roll recognition, students have opportunities throughout the year to receive recognition in various ways, i.e. perfect attendance, school/community service, athletics, academics, departmental awards and fine/performing arts.

### **TEXTBOOKS/MATERIALS**

Textbooks and general supplies are provided for classroom and student use by the Board of Education. Students are responsible for the care of the books and materials issued to them. Fines will be imposed for damaged and/or lost texts and other lost or damaged materials on loan to the student.

### **WORKING PAPERS**

Applications may be picked up in the Principal's office. After completion, the secretary will complete the processing. If you submit the completed form by 10:00 a.m. it will be processed and can be picked up at the end of the day. The completed application is then to be given to your employer.

### **STUDENT DISCIPLINARY RULES & REGULATIONS**

The purpose of this policy is to present a fair, firm and orderly process for handling individual and repeated infractions of school rules and regulations. Though this policy attempts to couple the seriousness of an offense with appropriate punishment by assignment to certain levels, the administrator in charge must be afforded some latitude in handling individual cases and assigning a level.

### **PROCEDURES**

#### **A. Level 1:**

Classroom infractions: The teacher will handle such infractions as lateness, incomplete assignments, forgotten materials, talking and other regular classroom situations. For these, the teacher will be responsible for handling the problem in an appropriate fashion. This

may include detention, one-on-one counseling sessions with the student, or a telephone conference with the parent/guardian. Problems that are habitual or of such a nature that they totally disrupt the educational process should be referred to the Assistant Principal. Where possible, a teacher should consult with the Assistant Principal prior to sending the student to the office. Once a student is referred to the Assistant Principal the resolution of the problem rests with the Assistant Principal.

**B. Level 2:**

A merit/demerit system has been developed for level 2 infractions. The purpose of the system is to:

- Develop a sense of responsibility in students for their own behavior.
- Allow time and opportunities for students to correct themselves.
- Allow time for parents and counselors to work with the student to prevent further disciplinary measures.

The system works as follows:

Inappropriate behavior is assigned a demerit value. Students are given consequences for accumulation of demerits as outlined below. Once a student is suspended after an accumulation of 25 demerits, a fresh start is given, but in the next cycle. The system then repeats. **THE DEMERIT SYSTEM IS APPLIED ON A YEARLY BASIS.**

Students have the opportunity to eliminate demerits to avoid suspension by earning merits as follows:

- Perfect attendance for marking period 5 merits
- No referrals for one month 5 merits
- Serving a detention beyond those assigned. 5 merits
- Honor/Merit rolls list 5 merits
- Verified community service of at least two hours duration. 5 merits
- Other as determined by administration 5 merits

<b>Description of Inappropriate Behavior</b>	<b><u>Demerits</u></b>
1. Unexcused absence from class (cutting) .....	5***
2. Leaving class without permission .....	5
3. Lateness to class.....	5
4. Loitering (halls after bell or after school) .....	5
5. Violation Detention Rules .....	5
6. Disrespectful (Lack of respect for person in authority) .....	5
7. Misconduct in Class .....	5

8. Pass violation .....	5
9. Misbehavior (cafeteria, halls, assemblies) .....	5
10. Truancy .....	10*
11. Possession of cigarettes/chewing tobacco.....	5****
12. Lost pass .....	5
14. Possession of another's property .....	5
15. Use of profanity in school .....	5
16. Failure to sign in .....	5
19. Inappropriate dress (See Student Dress Code) .....	3
20. Violation of Office Detention.....	5
23. Leaving school grounds .....	5
44. Late to school (tardy).....	5
45. Failure to report to teacher detention.....	5
46. Involved in food fight .....	5
47. Inappropriate display of affection .....	3
48. Gambling in school or on grounds.....	5
49. Possesses any remote activated paging device, fails to follow rules on cell phones, etc. ....	5

- \* Parent notification and Saturday Detention
- \*\* Automatic suspension
- \*\*\* Plus Saturday detention and/or suspension
- \*\*\*\* Complaint filed with Manasquan Police Department
- \*\*\*\*\* Incident reported to Manasquan Court. Possible fine

**Unauthorized use of the elevator and bathroom pass violations will receive automatic office detention and/or suspension.**

**NOTE:**

Students who accumulate 50 or more demerits are subject to exclusion from participation in extra-curricular activities including, but not limited to, athletic events, clubs, social activities, proms, graduation, etc. for the balance of the school year.

**CONSEQUENCES FOR ACCUMULATION OF DEMERITS**

**NOTE: STUDENTS ARE SUBJECT TO LOSS OF PRIVILEGES AFTER CYCLE 2.**

Demerits	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5
----------	---------	---------	---------	---------	---------

1 ISS	2 ISS	3 OSS	4 OSS	5OSS
RPCw/ Asst.Prin.	RPCw/ Asst.Prin.	RPCw/ Asst.Prin.	RPCw/ Principal	RPCw/ Superintendent

Upon accumulation of 20 demerits Saturday detention will be assigned.

Accumulation of 25 demerits will result in suspension.

The definitions for code letters used with above mentioned consequences are:

RPC - "Required Parent Conference"

Parent/guardian is required to make an appointment to meet with the Assistant Principal within two days of notification. Failure to do so may result in suspension.

OSS - "Out of School Suspension"

Parent conference required.

ISS - "In School Suspension"

### **Other infractions/consequences**

Failure to attend an Office detention (2 hours) may result in a Saturday Detention (4 hours).

### **Level 3**

### **SUSPENSION (LEVEL THREE INFRACTION)**

The following regulations governing school suspension were signed into law in 1979 and are referenced in New Jersey Statutes 18A:37-2. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

### **Rules Governing In-School Suspension**

- Students will report to the In-School Suspension room by 7:38 am.
- The suspension will be served from 7:38 am to 2:30 pm. Failure to report on time will result in a penalty (i.e.: detention or additional day of ISS).

- Students are responsible to bring all books and school related materials/supplies with them before entering the ISS room. There will be **NO** locker visits.
- The ISS Supervisor will forward all school work/assignments to the students.
- Students will stay on task at all times and follow the In-School Suspension guidelines. The student is expected to remain seated, quiet, awake and working on assignments throughout the day. Sleeping is prohibited. The student is expected to complete each day's assignment for every class according to directions.
- The student will only be allowed to use the restroom with the Supervisor's permission.
- **NO** electronics of any kind including cell phones will be permitted in the ISS room.
- **NO** food or drinks will be allowed (except bottled water) unless it is during a scheduled lunch break.
- Students are encouraged to bring a lunch with them. Students will have the opportunity to purchase lunch from the cafeteria. Lunch will be eaten in the ISS room.
- Students will not be allowed to participate in any after school extra-curricular activities.
- All regular school rules apply as set forth by the Code of Conduct outlined in the Student Handbook.
- Any violations of ISS rules will result in additional days of ISS or may result in an Out of School Suspension.

Students referred to the Assistant Principal for infractions listed below are subject to suspension as indicated:

<b>Infraction</b>	<b># Days of Suspension</b>
1. Fighting on school grounds.....	up to 4 days
2. Continuous willful disobedience and/or open defiance toward staff member in authority.....	up to 4 days
3. Physical assault upon another person.....	up to 4 days
4. Willfully causing or attempting to cause	

- 5. Taking personal/school property from another person by means of force or fear.....up to 4 days\*
- 6. Smoking/chewing tobacco in school or on grounds..up to 3 days\*
- 7. Use of profanity/obscenity toward any staff member..up to 3 days
- 8. Verbal assault/threat toward any staff member and/or fellow student.....up to 3 days
- 9. Unauthorized assembly/occupancy and failure to disperse when directed to do so by the principal or others in authority.....up to 3 days
- 10. Incitement which disrupts the normal school functioning, causes violent behavior and/or truancy by student.....up to 3 days
- 11. Continuous/deliberate class disruption.....up to 2 days
- 12. Conduct of such a character as to constitute a continuing danger to the physical well being of other students.....up to 4 days\*
- 13. Possession and/or use of drugs, alcohol, and/or any other controlled dangerous substance (Refer to Drug/Alcohol Policy) .....up to 9 days\*
- 14. Possession of weapons and/or other items which may present a danger to others..... 1 yr.\*
- 15. False alarms .....up to 9 days\*
- 16. Stealing.....up to 3 days\*
- 17. Physical assault upon a staff member.....\*\*\*
- 18. Lewd/obscene exposure.....up to 3 days\*

- \* Incident reported to Manasquan Police Department
- \*\* Incident reported to Manasquan Court. Possible \$100.00 fine
- \*\*\* Suspended pending expulsion proceeding before Board of Education. Proceeding to be scheduled no later than 21 days following day of suspension (NJ Statute I8A:37-2.1)

Students suspended more than twice a year are subject to exclusion from participation in extra-curricular activities including, but not limited to, athletic events, clubs, social activities, proms, graduation, etc.

**OSS - Out of School Suspension**

- 3rd OSS - loss of privileges for 30 days
- 4th OSS - loss of privileges for 45 days
- 5th OSS - loss of privileges for balance of school year

Note: Students who are habitually suspended for the serious infractions mentioned above will be referred to the Superintendent of Schools for expulsion.

- 1. Students, as well as the entire school community, must recognize that unacceptable conduct will neither be condoned nor accepted in schools. New Jersey State Statutes



- support suspensions.
2. Parents are placed directly into the problem and its solution because now the child is at home and parents must care for him or her during the suspension period.
  3. Parents whose children do not need disciplinary actions need know that a conscientious effort is made to foster acceptable behavior, and that serious infractions are handled with swift and just action.
  4. Schools have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For this reason, administrators must uphold their legal responsibilities to ensure that students under their jurisdiction have every opportunity for success.

#### **Rules Governing Out of School Suspension**

1. A suspension begins at the end of the school day (2:30 p.m.) in which the student is informed by the administrator and extends to the beginning of the school day the student is scheduled to return.
2. Making up missed assignments is the responsibility of the student. Work must be made up to receive credit.
3. A parent/guardian is required to schedule an appointment and accompany the student to the conference in order for the student to be readmitted to school.
4. Suspended students may not be on school grounds during the period of suspension.
5. Students may not take part in or attend any school sponsored activity on or off school grounds when suspended.
6. Assistant Principal will inform the parent/guardian of the suspension by letter and phone call.
7. Failure to abide by the rules governing suspension may result in (1) additional suspension time, (2) police action or (3) expulsion.

Additional offenses or actions that are extremely severe or dangerous to the well being of other students or the orderly functioning of the school may result in:

Recommendation to the Board of Education for expulsion  
Filing of appropriate complaints or juvenile petition

#### **SUBSTANCE ABUSE**

##### **A. Definitions**

1. "Evaluation" means those procedures used by a certified or licensed professional to make a positive determination of a pupil's need for programs and services which extend beyond the general school program by virtue of learning, behavior or health difficulties of the pupil or the pupil's family.

2. "Intervention" means those programs, services and actions taken to identify and offer help to a pupil at risk for learning, behavior or health difficulties.
3. "Referral for evaluation" means those programs and services offered to a pupil or his or her family in order to make a positive determination regarding a pupil's need for services which extend beyond the general school program.
4. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
5. "Substance" means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
6. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
7. "Under the influence" of substances means that the pupil is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

#### B. Discipline

1. Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:
  - a. For possession of drug paraphernalia not containing any controlled dangerous substance identified in New Jersey administrative code:

- (1) First offense
  - (a) Parent(s) or legal guardian(s) notified;
  - (b) Referral to SAC for assessment; and
  - (c) Possible referral to I&RS.

(2) Second offense: Two-day suspension plus all of the above.

b. For possession of alcohol, drugs, steroids, and/or substances identified in New Jersey administrative code:

- (1) First offense
  - (a) Parent(s) or legal guardian(s) notified;
  - (b) Up to ten-day suspension;
  - (c) Police informed and signing of the appropriate complaint or juvenile petition;
  - (d) Suspension from all extracurricular activities for a period of one year from the date of the incident;

#### **Review Process**

Pupil may appeal for participation in extracurricular activities after forty-five school days on a probationary status and completion of forty-five hours of bona fide community service.

Criteria for reinstatement will include disciplinary record, attendance, grades, evidence of a negative drug screen (zero tolerance), and recommendation from Student Assistant Coordinator/Counselor.

#### **Community Service**

An option of forty-five hours of bona fide community service may be offered as an alternative to a full year suspension from extracurricular activities to pupils who meet certain criteria. This will be done only with the consent and approval of the Principal and/or Superintendent of Schools.

- (e) Referral to the school's Substance Awareness Counselor for evaluation and counseling.

(f) Avenue of Appeal:

Principal  
Superintendent of Schools  
Board of Education

(g) Pupils may be subject to:

Child Study Team referral

Participation in group counseling directed  
by the school's Substance Awareness  
Counselor

Additional evaluations/assessments as  
recommended by the school's Substance  
Awareness Counselor for the purpose of  
determining the extent of the pupil's  
drug/alcohol use and its effect on his/her  
school performance as well as follow-up  
counseling or other treatment based on  
such an evaluation. The Board of Education  
is not responsible for the cost of any  
evaluation or treatment provided by any  
outside individual, agency or organization,  
unless specifically addressed under other  
State statutes

(2) On second such offense, the pupil must be

- (a) Suspended from school pending Board action;  
and
- (b) Signing of the appropriate complaint or juvenile  
petition.

c. For being under the influence of alcohol, drugs, steroids,  
and/or substances identified in New Jersey administrative  
code:

(1) First offense

- (a) Parent(s) or legal guardian(s) notified;
- (b) Immediate medical examination, including a zero  
tolerance urine drug screening and/or blood test to  
verify use and determine extent of use;
- (c) Up to ten-day suspension upon verification of  
positive diagnosis of alcohol, drug, or steroid use

from a doctor and/or positive results of a zero tolerance urine drug screening;

- (d) Medical statement substantiating the pupil's state of well-being is required before re-entering school after positive diagnosis of chemical use. (Zero tolerance urine drug screening may be required upon return to school);
- (e) Pupil and parent/guardian referral to SAC for treatment, after-care, and re-entry;
- (f) Signing of the appropriate complaint or juvenile petition;
- (g) Suspension from all extracurricular activities for a period of one year from the date of the incident

#### Review Process

Pupil may appeal for participation in extracurricular activities after forty-five school days on a probationary status and completion of forty-five hours of bona fide community service.

Criteria for reinstatement will include disciplinary record, attendance, grades, and recommendation from Student Assistant Committee (Core Team)

#### Community Service

An option of forty-five hours of bona fide community service may be offered as an alternative to a full year suspension from extracurricular activities to pupils who meet certain criteria. This will be done only with the consent and approval of the Principal and/or Superintendent of Schools.

- (h) Avenue of Appeal:

Principal  
Superintendent of Schools  
Board of Education

- (i) Pupils may be subject to:

Child Study Team referral

Participation in group counseling directed by the school's Substance Awareness Coordinator/Counselor

Additional evaluations/assessments as recommended by the school's Substance Awareness Coordinator/Counselor for the purpose of determining the extent of the pupil's drug/alcohol use and its effect on his/her school performance as well as follow-up counseling or other treatment based on such an evaluation. The Board of Education is not responsible for the cost of any evaluation or treatment provided by any outside individual, agency or organizations, unless specifically addressed under other State statutes

(2) On second such offense, the pupil must be subject to:

(a) Suspension from school pending Board action; and

(b) Signing of the appropriate complaint or juvenile petition.

d. For distributing, transferring, and/or selling controlled dangerous substance(s) or possession of amount large enough to indicate possible intent to distribute, transfer, or sell:

(1) Parent(s) or legal guardian(s) notified;

(2) Minimum ten-day suspension, pending expulsion hearing before the Board; and

(3) Police are informed and appropriate action taken.

e. For conviction for violation of the drug abuse law:

(1) Parent(s) or legal guardian(s) notified;

(2) The district will take whatever action it believes necessary to protect the rights and well-being of the entire student body.

C. Identification and Remediation of Pupils Involved with Substances.

1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.
2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the Substance Awareness Coordinator, a Guidance Counselor, the Child Study Team, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral; if appropriate, the Principal should notify the pupil's parent(s) or legal guardian(s) of the referral and discuss with the parent(s) or legal guardian(s) the possibility of medical or therapeutic treatment.
3. When a pupil involved with substances has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parent(s) or legal guardian(s). When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal, who shall determine whether to notify the pupil's parent(s) or legal guardian(s) and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

D. Reporting and Examination of Pupils Under the Influence of Anabolic Steroids

1. Whenever any teaching staff member, certified or non-certified nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids that person must report the matter as soon as possible to the Principal (or, in the Principal's absence, to a person designated by the Principal) and either the certified or non-certified school nurse or the school physician or the Substance Awareness Coordinator.
2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent.
3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). If the physician selected by the parent is not available to perform the examination, the examination will be conducted by the

school physician or another physician identified by the Principal. An examination conducted, at parental request, by a physician other than the school physician or another physician identified by the Principal shall not be at the district's expense.

4. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.
5. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected or have used or who may be using anabolic steroids. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of anabolic steroids or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent.
7. If it is determined that the pupil has used anabolic steroids, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained to assess alcohol and other drug abuse shall interview the pupil and others, as necessary, for the purpose of determining the extent of the pupil's involvement with and use of anabolic steroids and the possible need for referral for treatment. To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the pupil's teachers and parents and consultation with experts in pupil alcohol or other drug abuse, as may be appropriate and necessary.
8. If the results of a referral for evaluation have positively determined that the pupil's use of anabolic steroids represents a danger to the pupil's health and well-being, the school staff member(s) identified in 7. above shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by appropriate drug and alcohol licensing board.

E. Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids



1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the Principal and either the certified school nurse, non-certified school nurse, the school physician, or the substance awareness coordinator pursuant to N.J.S.A. 18A:40A-12. In the absence of the Principal, his or her designee shall be notified. In instances where the Principal and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified. The referring staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report, according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
2. The Principal or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent and/or designee.
3. The Superintendent or designee may, but need not, disclose to law enforcement authorities the identity of a pupil suspected to be under the influence of alcohol or other drugs. The Superintendent shall disclose to law enforcement authorities the identity of a pupil reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a pupil reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
4. The Principal or designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent(s) or legal guardian(s). If the parent's or legal guardian's physician licensed to practice medicine or osteopathy is not immediately available, the medical examination shall be conducted by the school physician. If neither the parent's or legal guardian's physician nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if available and by a member of the school staff appointed by the Principal. Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal

guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room. An examination conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.

5. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
6. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The findings of the report shall verify whether the pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
7. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the parent is required to verify within twenty-four hours of the notification that the pupil is suspected of alcohol or other drug use that the medical examination in accordance with this Policy was performed. The verification shall include, at a minimum, the printed name, address and phone number, date and time of the medical examination, signature of the examining physician and the date by which the written report of the examination will be provided.
8. If the written report of the examination is not submitted to the parent, Principal or Superintendent within twenty-four hours of the referral of the pupil, the pupil will be allowed to return to school until such time a positive determination of alcohol or other drug use is received from the physician.
9. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school, the pupil will be

immediately returned to school.

10. If there is a positive determination from the medical examination, indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent's care as soon as possible. Attendance at school will not resume until a written report has been submitted to the parent(s) or legal guardian(s), Principal and Superintendent from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school. The report must verify the pupil's alcohol or other drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A:14.
11. Refusal or failure by a parent/legal guardian to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act pursuant to N.J.S.A. 18A:38-25 and 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.
12. While the pupil is home because of the medical examination or after the pupil returns to school, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained to assess alcohol and other drug abuse shall:
  - a. Conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation, which may include interviews with the pupil's teachers and parents and consultation with experts in pupil alcohol or other drug abuse as may be appropriate and necessary, for the purpose of making a preliminary determination of the pupil's need for educational programs, supportive services or treatment which extend beyond the general school program by virtue of the use of alcohol or other drugs by the pupil. The findings of the assessment alone shall not prevent a pupil from attending school; and
  - b. Cooperate with community agencies as defined in

N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.

13. While the pupil is at home because of the medical examination or after the pupil returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a pupil's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a pupil from attending school.
14. If at any time it is determined a pupil's use of substances presents a danger to the pupil's health and well-being, an individual who holds the Educational Services Certificate with the substance awareness coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment.
15. Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal's designee in compliance with N.J.A.C. 6A:16- 4.3 and this Policy shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

#### F. Presence of Substances on School Premises

1. A pupil's person, effects, or school storage places may be searched for substances in accordance with Policy No. 5770.
2. The Principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.
  - a. Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy No. 9322 and implementing regulations.
  - b. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the

date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance.

#### G. Outreach to Parents

1. An outreach program will be provided for the parent(s) or legal guardian(s) of pupils enrolled in the district through the SAC office.
2. The parents' outreach program will include:
  - a. a thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year;
  - b. Recommendations as to the ways in which parent(s) or legal guardian(s) may enhance, reinforce, and supplement substance abuse instruction;
  - c. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
  - d. Instruction on the identification of the symptoms and behavioral patterns that might indicate a substance abuser;
  - e. Information on the State and local organizations available to assist in the prevention of substance abuse and the early intervention, treatment, and rehabilitation of substance abusers; and
  - f. Review of Board policy and administrative regulations on substance abuse with attention to the role of parents.

#### H. Records

1. Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.
2. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.

3. If an elementary or secondary pupil involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session in that program which indicates that the pupil's parent(s) or legal guardian(s) or other person residing in the pupil's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

- a. Subject to the pupil's written consent, to another person or entity whom the pupil specifies in writing in the case of a secondary pupil, or to a member of the pupil's immediate family or the appropriate school personnel in the case of an elementary pupil;
- b. Pursuant to a court order;
- c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
- d. To the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the elementary or secondary pupil or another child may be an abused or neglected child.

Any disclosure made pursuant to a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the pupil's written consent. The disclosure must be accompanied by a written statement from the Superintendent advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by P.L. 1997,362 (N.J.S.A. 18A:40A-7.1 et seq.) and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this policy prevents the Division of Youth and Family Services or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this policy shall be construed as authorizing a violation of any Federal law.

The prohibition on the disclosure of information provided by a pupil shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has

other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a pupil in violation of this policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Violence, Vandalism and Substance Abuse Incident Report form.

Issued: 14 June 2011

## **NJSIAA STEROID TESTING POLICY**

### **Random Testing**

Beginning in the Fall, 2006 sports season, any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances on the attached page, (See Athletic Director) without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition, for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The Board prohibits possession and/or use of firearms, other weapons, and/or instruments which can be used as weapons from school property, on a school bus, at any school function, or while en route to or from school or any school function.

For the purpose of this policy, "weapon" includes but is not limited to those items enumerated in NJSA 2C:39-1r. The principal shall make the final determination that a particular object is a

dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff, or property.

Any pupil convicted or adjudicated delinquent for possession of a firearm, or a crime while armed with a firearm, or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be removed immediately from the school's regular education program pending a hearing before the Board to remove the pupil from the regular education program for a period of not less than one calendar year. The principal (or his/her designee) shall be responsible for the removal of such pupil and shall immediately report the removal to the superintendent. The superintendent may modify a pupil's removal on a case-by-case basis. The principal also shall notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal immediately shall provide the superintendent/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the commissioner of education.

Disciplinary action shall be taken against students who possess, handle, transmit, or use firearms, other weapons, or dangerous instruments. Classified students shall be disciplined in accordance with their IEP and in compliance with law and administrative code.

As in all disciplinary cases, due process will be provided.

A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon, or dangerous instrument.

#### **HARASSMENT, INTIMIDATION, BULLYING**

The district board of education establishes that "harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication\*\*\*, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:



- a. reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- b. by any other distinguishing characteristic; and that
- c. takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A: 37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students: and that
- d. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- e. has the effect of insulting or demeaning any student or group of students: or
- f. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Anti-Bullying Specialist: Richard Read

**AFFIRMATIVE ACTION, STUDENT SEXUAL HARASSMENT,  
NEEDLESS LABELING OF STUDENTS**

The Manasquan Board of Education affirms its responsibility to ensure all students in the public schools of Manasquan equal educational opportunity and all employees equal employment opportunity regardless of race, creed, color, national origin, ancestry, age, martial status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status on an on-going basis..

An intensive affirmative action program shall be an integral part of every aspect of student life, including but not limited to, student participation in the classroom, grading, extra-curricular activities, sports, honors, course selection and guidance services. Neither harassment nor favoritism shall be permitted in any of the above.

Students shall be protected from all types of needless labeling. Any use of stereotype identification will be construed by the Board of Education as discrimination and will be ordered by the Chief School Administrator (CSA) to cease. The CSA shall develop procedures to

process grievances fairly with protection of the rights of all concerned.

### **Affirmative Action Grievance Procedure**

Any matters, concerns, or grievances which fall in the area of discrimination on the basis of race, religion, creed, color, sex, national origin or ancestry, socio-economic group, age, handicap or sexual orientation should be reported to the district Affirmative Action Officer. By Board of Education Policy, Manasquan has affirmed its non-discrimination policy in educational opportunities as well as employment practices. Affirmative action grievance forms must be completed in order to file a grievance. **These forms are housed in the Principal's office as well as in the Affirmative Action Officer's office and on the website.** Adjudication of the problem shall be accomplished in a reasonable and timely fashion with the Superintendent of Schools conducting the investigation.

Affirmative Action Officer – Justin Roach  
504 Compliance Office – Lesley Kenney

### **PROCEDURE FOR PUBLIC COMPLAINTS AND GRIEVANCE**

Any requests, suggestions, complaints or grievances reaching the Board, Board members, or the administration shall be referred to the Superintendent for consideration according to the following procedure.

#### **A. MATTERS REGARDING A TEACHING STAFF MEMBER**

**FIRST LEVEL:** If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant or take appropriate action within his/her authority and district rules and regulations. As appropriate, the staff member shall report the matter and whatever action may have been taken to the building Principal.

**SECOND LEVEL:** If the matter can not be satisfactorily resolved at the first level, it shall be discussed by the complainant with the building Principal.

**THIRD LEVEL:** If a satisfactory solution is not achieved by discussion with the building Principal, a written request for a conference shall be submitted to the Superintendent with a copy to the Board. This request should include:

1. The specific nature of the complaint and a brief statement of the fact giving rise to it.
2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.
3. The action which the complainant wishes taken and the reasons why it is felt that such action be taken, and
4. Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

**FOURTH LEVEL:** Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, will either provide the complainant with its written decision or grant a hearing before the Board or before a committee of the Board. The complainant shall be advised, in writing, of the Board's decision no more than 30 days following the hearing.

#### **B. MATTERS REGARDING AN ADMINISTRATIVE STAFF MEMBER**

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part A shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level the matter shall be brought, as required, to higher levels terminating with the Board.

#### **C. MATTERS REGARDING NON-INSTRUCTIONAL STAFF**

In the case of a complaint directed toward a non-instructional staff member, the complaint is to be directed, initially, toward the person's superior and the matter then brought, as required, to higher levels in the manner described in Part A.

#### **D. MATTERS REGARDING PROGRAM OR OPERATION**

If the request, suggestion, complaint or grievance relates to a matter of district or school policy, procedure, program or operation it should be addressed, initially, to the building Principal or the head of the department who is most directly concerned, and then brought in turn to higher levels of authority in the manner prescribed in Part A.

#### **E. MATTERS REGARDING INSTRUCTIONAL MATERIALS**

If the request, suggestion, complaint or grievance relates to instructional materials such as textbooks, library books, reference

works and other instructional aids used in the district, the following procedure shall be followed:

1. The criticism is to be addressed to the Superintendent in writing and shall include title, author, publisher, the complainant's familiarity with the material objected to, sections objected to by page and item, reasons for objection, in what school and class the material was used, and how the material was used.
2. Upon receipt of the information, the Superintendent shall, after advising the Board of the complaint, appoint a review committee consisting of the Head of the Department in which the material is being used, a teacher in the subject area, an administrator, a Board member and a lay person knowledgeable in the area.
3. The committee in evaluating the questioned material shall be guided by the following criteria: a) the appropriateness of the material for the age and maturity levels of the students with whom it is being used; b) the accuracy of the material; c) the objectivity of the material and d) the use being made of the material.
4. Pending the committee's decision the material in question may not be withdrawn from use.
5. The committee's decision shall be reported to the Superintendent in writing within 21 days following the formation of the committee. The Superintendent will advise the complainant in writing of the committee's decision and advise the Board of the action taken or recommended.
6. The complainant may appeal this decision to the Board through written request to the Superintendent who shall forward the request and all written material relating to the matter to the Board.
7. The Board may review the case and advise the complainant in writing of its decision in 30 days.

### **ELIGIBILITY POLICY**

This policy pertains to all students enrolled in Manasquan High School.

Eligibility requirements affect all students participating in co-curricular activities and interscholastic sports. Co-curricular is defined as any activity in which students are involved but for which they receive no academic credit.

All 10th, 11th and 12th grade students; to be eligible for the Fall and Winter Season (1st semester) must have passed a minimum of 30 credits from the previous academic year. To be eligible for the Spring (2nd semester) a student must have passed at least 15 credits at the end of the Fall (1st semester).

All incoming freshmen are eligible to participate in Fall and Winter sports activities but must meet the Spring (2nd semester) eligibility requirements stated above.

The use of tutoring in the Fall semester to make up credit for a failed course or obtain credit in a new course must be completed by January 1st of the new year for eligibility or grade placement for the second semester.

Continued disciplinary infractions may result in suspension and/or expulsion from participation in extracurricular activities including athletics, clubs, proms and graduation exercises.

Students entering school after 8:55 a.m. will not be able to participate in any form of extracurricular activity that day without administrative approval and/or parental note.

Note: See Student Attendance: Tardiness to School

### **FAMILY LIFE EDUCATION**

Family Life Education is taught as part of the health, social studies and science programs. Emphasis is placed on human growth and development, drug, alcohol and tobacco misuse, interpersonal relationships, and the family unit. Waivers may be obtained from a guidance counselor if this instruction is objectionable.

### **SPORTSMANSHIP**

High school students should set a good example in the matter of sportsmanship and quickly condemn unsportsmanlike conduct on the part of other students or adults. To this end they should:

1. Remember that a student spectator represents his school the same as the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to calls of the cheerleaders for yells in support of the team especially when it is losing.
4. Learn the rules of the various athletic games so that either as spectators or critics they will be intelligent.
5. Accept decisions of officials without question.
6. Express disapproval of any abusive remarks from the sidelines.
7. Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team.
8. Be considerate of the injured on the visiting team.
9. Insist on the courteous treatment of the visiting team as it passes through the streets or visits the local school building and extend the members every possible courtesy.
10. Impress upon the community its responsibility for the exercise of self control and fair play at all athletic contests.

### **INTERSCHOLASTIC SPORTS**

Baseball - F, JV, V

Lacrosse (Boys) – JV, V

Basketball (Boys) - F, JV, V	Lacrosse (Girls) – F, JV, V
Basketball (Girls) - F, JV, V	Soccer (Boys) - F, JV, V
Bowling (Boys) - V	Soccer (Girls) - F, JV, V
Bowling (Girls) – V	Softball – F, JV, V
	Surfing, V
Cross Country (Boys) - V	Swimming (Boys/Girls) - V
Cross Country (Girls) - V	Tennis (Boys) – JV, V
Football -F, JV, V	Tennis (Girls) – JV, V
Golf – JV, V	Track (Boys) - V
Gymnastics – (Girls) V	Track (Girls) - V
Hockey, Field - F, JV, V	Wrestling - JV, V
Hockey, Ice - V	
Indoor Track (Boys) V	
Indoor Track (Girls) V	

**CLUBS AND ORGANIZATIONS**

Academic Competition Team	Key Club
Amnesty International	Mock Trial/Model UN
Art Club	NJ Mathematics League
Book Club	NJ Science League
Chess Club	Peer Tutors
Drama Club	Photography Club
Environmental Club	Ping Pong Club
Fellowship of Christian Athletes	Recording Studio Club
Film Analysis Club	Spanish Club
French Club	Student Alliance
Health Careers Club	Student Council
History Club	

**PERFORMING ARTS ORGANIZATIONS**

Acappella Choir	Drama Club
Symphonic Choir	Int. Thespian Society
Warrior Band	MHS Recording Studio
Jazz Band	MHS-TV
	Topstick

**STUDENT COUNCIL**

The Student Council has a highly active role. Its purpose is not to govern the students but to serve as a meeting place between the student body and the administration where students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

The Student Council's principal purposes are as follows:

To unify student activities under one control and promote the general activities of the school.

To aid in the internal administration of the school.

To teach the students the values of working in a democracy.

Officers of the Student Council are elected in school wide balloting. Each class elects representatives to the Council. According to Board of Education Policy, the presidents of both the Student Council and Key Club will serve as ex-officio student liaison members of the Board of Education.

### **CLASS ADVISERS**

<b>Grade 9</b>	Kristin Radzinsky and Meredith Heeter
<b>Grade 10</b>	Lisa Crowning and Meghan Hillman
<b>Grade 11</b>	Chris Craig and Marisa Marco
<b>Grade 12</b>	Maria Eldridge and Jamie Onorato

### **PARENT/TEACHER ORGANIZATION**

The PTO is a school affiliated organization, dedicated to providing financial and activity support to the high school students and faculty. Our funds are used, in part, to provide scholarships for graduating seniors and for the purchase of state of the art equipment for the school's computer and technology programs.

Meetings are held on the third Wednesday of each month at 7:30 p.m. in the high school. Join us and help to reinforce the school's commitment to prepare our students for the next century.

### **BIG BLUE BOOSTERS**

The Big Blue Booster Organization meets on the second Wednesday of every month at 7:30 p.m. in the high school. The purpose is to support and promote athletic competition at Manasquan High School. The activities include the coordination of the Awards Night for Fall, Winter and Spring sports and the Senior Sports Banquet in the spring of each year.

Any parent or other adult interested in supporting the athletic program is welcome to attend. Our meetings are frequently attended by members of the school administration including our principal and athletic director. If you would like to voice an opinion on how the sports program is conducted, we would like to hear from you.

**NOTE TO PARENTS**

Good discipline originates in the home. The parent is the first teacher of the child and should develop in them good behavior habits and proper attitudes toward school. A parent should:

Recognize that the teacher takes the place of the parent while the child is in school.

Teach the child respect for law, authority, the rights of others, and for private and public property.

Arrange for prompt and regular school attendance and comply with attendance rules and procedures.

Work with the school in carrying out recommendations made in the best interests of the child, including discipline.

Talk with the child about school activities; show an active interest in his/her report card and progress...



- Do you encourage your child to be enthusiastic about his/her school work?
- Does your child schedule sufficient time for home study?
- Is there a suitable quiet place to study at a regularly scheduled time?
- Do you have family agreements that are kept regarding the use of the phone/TV?
- What do you suggest as a substitute when told there is no homework?
- Consider: reading: a continuous assignment for everyone, including magazines, newspapers and books chosen for enjoyment, reviewing class notes, arithmetic processes, grammar usage, spelling, research, science or other long term projects that have been assigned.
- What time is your child in bed each night?

Your interest and support at home are important to your child and greatly appreciated by his/her teachers.

## **ALMA MATER**

On the plain beside the river stands dear  
old Manasquan  
Our loyalty forever, we will pledge to thee  
in song.  
We may sail the mighty ocean, or travel  
o'er the land;

We'll always keep the memory of the  
school above the sand.  
In winter, spring, or fall, the mem'ries of  
us all  
Remind us as we go along our way.  
Though we are far apart, it's ever in our  
heart,  
The love we'll always have for Blue and  
Gray.  
All hail our Alma Mater, her colors carry  
on...  
To thee, our Alma Mater, Hail! All hail! To  
Manasquan.

